

# agenda

## Special Meeting of Council

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

**ON** **MONDAY 6 NOVEMBER 2023**

**COMMENCING AT** **6.30pm**

### **PURPOSE OF MEETING**

The purpose of the meeting is for Council to consider the:

- 1 Appointment of representatives to the following external groups:
  - Mindarie Regional Council.
  - Catalina Regional Council.
  - WALGA North Metropolitan Zone.
- 2 Establishment of Council-created Committees and appointments; and
- 3 Appointment of representatives to external Committees and Boards

### **JAMES PEARSON**

Chief Executive Officer  
3 November 2023

### **Acknowledgement of Traditional Custodians**

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

***This document is available in alternate formats upon request***

[joondalup.wa.gov.au](https://joondalup.wa.gov.au)

## **PUBLIC QUESTION TIME**

Residents and / or ratepayers of the City of Joondalup are requested to lodge questions in writing by **9.00am** on **Monday 6 November 2023**.

Questions must relate to an item listed on the Special Council Agenda.

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

## **QUESTIONS TO**

[council.questions@joondalup.wa.gov.au](mailto:council.questions@joondalup.wa.gov.au)

PO Box 21 Joondalup WA 6919

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

## CIVIC CENTRE EMERGENCY PROCEDURES

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

### Alarms

The City of Joondalup emergency system has two alarm tones:

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

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

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

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

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



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## CODE OF CONDUCT

Council Members and Committee Members are to observe the City's adopted *Code of Conduct for Council Members, Committee Members and Candidates*. The following general principles guide the behaviours of Council Members (being the Mayor and Councillors) and other committee members while performing their role at the City:

### Personal Integrity

- (1) A council member or committee member should –
  - (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) identify and appropriately manage any conflict of interest; and
  - (e) avoid damage to the reputation of the City.
- (2) A council member or committee member should –
  - (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the City in relation to the performance of their role.

### Relationship with others

- (1) A council member or committee member should –
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

### Accountability

A council member or committee member should –

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to Council or Committee meetings, Briefing Sessions or Strategy Sessions; and
- (d) be open and accountable to, and represent, the community in the district.

Employees are bound by the City's *Code of Conduct for Employees* which details similar provisions to be observed.



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## **COUNCIL MEETINGS**

The following procedures for the conduct of Council Meetings were adopted at the Council meeting held on 21 April 2020:

### **INTRODUCTION**

The modern role of Council is to set policy and strategy and provide goals and targets for the local government (the City). The employees, through the Chief Executive Officer, have the task of implementing the decisions of Council.

A well-structured decision-making process that has established protocols will provide the elected body with the opportunity to:

- have input into the future strategic direction set by Council
- seek points of clarification
- ask questions
- be given adequate time to research issues
- be given maximum time to debate matters before Council,

and ensures that the elected body is fully informed to make the best possible decisions for the City of Joondalup community.

### **PURPOSE OF COUNCIL MEETINGS**

Council Meetings will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public. Council Meetings are formal meetings where Elected Members consider and make decisions on matters.

### **PROCEDURES FOR COUNCIL MEETINGS**

The following procedures will apply to Council Meetings that are conducted by the City.

- 1 Council meetings will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995*.
- 2 Dates and times for Council meetings will be set well in advance where practicable, and appropriate notice given to the public.
- 3 The Chief Executive Officer will ensure timely written notice and an agenda for each Council meeting will be provided to all Elected Members, members of the public and external advisors (where appropriate).

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- 4 The Mayor is to be the Presiding Member at Council meetings. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside at the Council meetings. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the Council meeting.
  - 5 There is to be no debate among Elected Members on any matters raised during the Council meeting.
  - 6 Relevant employees of the City will be available to respond to questions on matters listed on the agenda for the Council meeting.
  - 7 All Elected Members will be given a fair and equal opportunity to participate in the Council meeting.
  - 8 The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.
  - 9 Good governance principles recommend that Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Council meetings. When disclosing an interest, the following provisions apply:
    - (a) Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Model Code of Conduct) Regulations 2021* and the City's *Code of Conduct*.
    - (b) Elected Members disclosing a financial interest, or a proximity interest will not participate in that part of the session relating to the matter to which their interest applies and shall depart the room.
    - (c) The remaining Elected Members may agree that an Elected Member disclosing a financial or proximity interest may participate in discussion on the matter if the remaining Elected Members agree:
      - (i) is so trivial or insignificant as to be unlikely to influence the disclosing Elected Member's conduct in relation to the matter  
or
      - (ii) is common to a significant number of electors and ratepayers of the City,and a record of that agreement is to be made in the minutes kept for the Council meeting.
    - (d) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.
  - 10 A record shall be kept of all Council meetings.

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## **COUNCIL AND COMMITTEE MEETINGS**

### **PROCEDURES FOR PUBLIC QUESTION TIME**

The following procedures for the conduct of Public Question Time were adopted at the Council meeting held on 20 September 2022:

Where a meeting of a committee is open to the public the procedures for public question time and public statement time apply. In this regard, these procedures are amended by substituting "Council" with "Committee" to provide proper context.

#### **Questions asked verbally**

- 1 Members of the public are invited to ask questions at Council Meetings.
- 2 Questions asked at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Questions asked at a Special meeting of Council must relate to the purpose for which the meeting has been called.
- 3 A register will be provided for those persons wanting to ask questions to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state their name and full address.
- 4 Public question time will be limited to two minutes per person, with a limit of two verbal questions per person.
- 5 Statements are not to precede a question during public question time and questions must be succinct and to the point. Statements can only be made during public statement time.
- 6 Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.
- 7 Public question time will be allocated a minimum of 15 minutes and may be extended in intervals of up to 10 minutes by resolution of Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed 35 minutes in total. Public question time is declared closed following the expiration of the allocated time period, or earlier than such time where there are no further questions.
- 8 Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee. The Presiding Member shall decide to:
  - accept or reject any question and their decision is final;
  - nominate a City employee to respond to the question;
  - or
  - take a question on notice. In this case a written response will be provided as soon as possible, and included in the agenda of the next Council meeting.

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- 9 Where an Elected Member is of the opinion that a member of the public is:
- asking a question at a Council meeting, that does not relate to a matter affecting the City;  
or
  - making a statement during public question time,
- they may bring it to the attention of the Presiding Member who will make a ruling.
- 10 Questions and any response will be summarised and included in the minutes of the Council meeting.
- 11 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act .

### **Questions in Writing – (Residents and/or ratepayers of the City of Joondalup only)**

- 1 Only City of Joondalup **residents and/or ratepayers** may submit questions to the City in writing.
- 2 Questions asked at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Questions asked at a Special meeting of Council must relate to the purpose for which the meeting has been called.
- 3 The City will accept a maximum of five (5) written questions per City of Joondalup resident/ratepayer. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by 9.00am on the day immediately prior to the scheduled Council meeting will be responded to, where possible, at the Council meeting. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
- 5 The Presiding Member shall decide to accept or reject any written question and their decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.
- 6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- 7 Written questions unable to be responded to at a Council meeting will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting.

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

### **DISCLAIMER**

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

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## PROCEDURES FOR PUBLIC STATEMENT TIME

The following procedures for the conduct of Public Statement Time at Council Meetings were adopted at the Council meeting held on 20 September 2022:

- 1 Members of the public are invited to make public statements verbally at Council meetings.
- 2 Statements made at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Statements made at a Special meeting of Council must relate to the purpose for which the meeting has been called.
- 3 A register will be provided for those persons wanting to make a statement to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state their name and full address.
- 4 Public statement time will be limited to two minutes per person.
- 5 Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.
- 6 Public statement time will be allocated a maximum time of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier than such time where there are no further statements.
- 7 Statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.
- 8 Where an Elected Member is of the opinion that a member of the public is making a statement at a Council meeting, that does not relate to a matter affecting the City, they may bring it to the attention of the Presiding Member who will make a ruling.
- 9 Statements will be summarised and included in the minutes of the Council meeting.

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## CITY OF JOONDALUP

Notice is hereby given that a special meeting of the Council will be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on **Monday 6 November 2023** commencing at **6.30pm**.

### VISION

“A global City: bold, creative and prosperous.”

### PRIMARY VALUES

- Transparent.
- Accountable.
- Honest.
- Ethical.
- Respectful.
- Sustainable.
- Professional.

### DISTINGUISHING VALUES

#### **Bold**

We will make courageous decisions for the benefit of our community and future generations.

#### **Ambitious**

We will lead with strength and conviction to achieve our vision for the City.

#### **Innovative**

We will learn and adapt for changing circumstances to ensure we are always one step ahead.

#### **Enterprising**

We will undertake ventures that forge new directions for business and the local community.

#### **Prosperous**

We will ensure our City benefits from a thriving economy built on local commercial success.

#### **Compassionate**

We will act with empathy and understanding of our community's needs and ambitions.



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## **AGENDA**

### **1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS**

Note: Members of the public are advised that prior to the opening of the Council Meeting, Mayor the Hon. Albert Jacob, JP will acknowledge the traditional custodians of the land and say a prayer.

### **2 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

### **3 DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY**

### **4 PUBLIC QUESTION TIME**

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

### **5 PUBLIC STATEMENT TIME**

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

### **6 APOLOGIES AND LEAVE OF ABSENCE**

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

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## 8 REPORTS

### 8.1 APPOINTMENT OF REPRESENTATIVES TO REGIONAL COUNCILS AND THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NORTH METROPOLITAN ZONE

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Director Governance and Strategy
<b>FILE NUMBER</b>	03149, 44155, 60514, 00033, 101515
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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#### PURPOSE

For Council to give consideration to the appointment of representatives to the Mindarie Regional Council (MRC), Catalina Regional Council (CRC) formerly known as Tamala Park Regional Council (TPRC) and the Western Australian Local Government Association (WALGA) North Metropolitan Zone.

#### EXECUTIVE SUMMARY

A Report in relation to Representatives to Regional Councils and the Western Australian Local Government Association North Metropolitan Zone, was presented to the Special Meeting of Council held on 25 October 2023, and it was determined by Council (CJ207-10/23) that the Item be deferred to the Special Council meeting to be held on 6 November 2023.

Following the local government elections held on 21 October 2023, consideration is required to be given to the appointment of representatives to various Council created and external committees / boards.

The City of Joondalup has representation on the MRC, CRC and the WALGA North Metropolitan Zone. Council is required to appoint two Elected Members to the MRC. A previous decision of Council requires that the City of Joondalup nominated representative on the CRC (formerly TPRC) shall not be a member of the MRC (CJ050-04/05 refers).

At its meeting held on 20 September 2005 (CJ202-09/05 refers), Commissioner Anderson recommended that consideration be given to the MRC and CRC (formerly TPRC) being represented by either the Mayor or the Deputy Mayor, in order that a senior level of representation be maintained. In subsequent years, appointment of representatives to the Regional Councils has been determined by the Council, in some instances nominating the Mayor and / or Deputy Mayor, or alternatively an Elected Member suitably positioned to take on the appointment.

It is therefore appropriate that representatives to both Regional Councils be considered and appointed simultaneously.

Council is also required to appoint four Elected Members to the WALGA North Metropolitan Zone, as well as first, second, third and fourth deputy members.

## BACKGROUND

### Mindarie Regional Council

The Mindarie Regional Council (MRC) is a regional local government established for the purpose of delivering effective, efficient and environmentally sound waste treatment and disposal and leading its community in sustainable waste management philosophy.

The MRC was formed in 1981 when the Cities of Perth, Stirling and Wanneroo purchased land in Perth's northern corridor that included a parcel of land deemed suitable for a landfill site. Formal incorporation and registration of the MRC occurred on 22 December 1987 when the Governor in Executive Council gave approval.

The MRC is now one of Western Australia's largest waste management authorities and manages waste disposal for each of its member Councils being the Cities of Joondalup; Perth; Stirling; Vincent and Wanneroo and the Towns of Cambridge and Victoria Park.

It recognises that waste does have a value as a resource and is committed to managing waste in line with the waste hierarchy and in a way that is sensitive to the environment and future generations.

Mindarie Regional Council's Vision and Mission is as follows:

Vision: Collaborating for a regional Circular Economy.  
Mission: To deliver suitable waste management options for members.

This is achieved by the following objectives:

- Deliver best practices services.
- Position MRC to provide world class waste management options.
- Deliver best practice governance processes and structures.

Its operations are structured into two streams, being recycling and refuse, with operations including a transfer station and landfill operations at Tamala Park. With the closure of the Resource Recovery Facility (RRF) in Neerabup, further investigations are ongoing into opportunities relating to the processing of waste through Waste-to-Energy technology and the recycling of organic materials, potentially at the Neerabup facility.

The MRC comprises delegates from each of the member local governments on a basis of the acknowledged equity held within the landfill enterprise. This currently constitutes the following representation:

- City of Joondalup Two delegates.
- City of Perth One delegate.
- City of Stirling Four delegates.
- City of Vincent One delegate.
- City of Wanneroo Two delegates.
- Town of Cambridge One delegate.
- Town of Victoria Park One delegate.

No deputies are appointed to the MRC. Legal advice has confirmed that an alternate member to serve on the MRC can only be made under specific circumstances and not on an ongoing basis.

It is important to note, therefore, that should any of the Council's appointed representatives not be available to attend a meeting of the MRC in the near future a special resolution of Council is required to appoint an alternate member for the specific period that the member is not available, in accordance with sections 52(b) and (c) of the *Interpretation Act 1984*, which provides:

- *“52(b) Where a person so appointed to an office or position is suspended or unable, or expected to become unable, for any other cause to perform the functions of such office or position, to appoint a person to act temporarily in place of the person so appointed during the period of suspension or other inability but a person shall not be appointed to so act temporarily unless he is eligible and qualified to be appointed to the office or position; and*
- *52(c) to specify the period for which any person appointed in exercise of such a power or duty shall hold his appointment.”*

#### Catalina Regional Council

The Catalina Regional Council (CRC), formerly known as Tamala Park Regional Council (TPRC), is a regional local government established for the purpose of undertaking the rezoning, subdivision, development, marketing and sale of the Tamala Park land, known as the Catalina Estate.

The TPRC was established by proclamation in the *Government Gazette* on 3 February 2006 for the specific purpose of creating an urban development on a 180 hectare portion of Lot 9504 (432 hectare site, comprising the aforementioned urban development and the Mindarie Regional Council's landfill operations). The change of name from TPRC to CRC formally took effect on 1 August 2023 following approval of the Minister for Local Government.

The objectives of the CRC are to:

- develop and improve the value of the land
- maximise, within prudent risk parameters, the financial return to the participants
- balance economic, social and environmental issues
- produce a quality development demonstrating the best urban design and development practice.

The Catalina Estate is anticipated to comprise 2,500 lots/dwelling units, a range of densities R30-60 and R80-100, diverse housing opportunities and a number of activity areas. Significant progress has been made on the Catalina Project since the first phase of works commenced in 2011. As at 30 September 2023, 1,397 lots have been released for sale with 1,333 lots being sold, 1103 homes completed and another 101 currently under construction. A range of lot types and sizes have been produced supporting a diverse mix of housing, from large 4 x 2 family homes on lots in the order of 450m<sup>2</sup> to compact 150m<sup>2</sup> lots.

To date a number of parks have been completed within Catalina Estate, providing a range of recreational opportunities for residents and the local community, including Portofino Park completed in March 2018, Drummie Park completed in March 2020 and Mapelton Park completed in September 2023.

The focus for the 2023-24 financial year is on consolidating the Catalina Project as a significant urban project in Perth's Northern Coast. This will be achieved through the construction and sale of lots within Catalina Beach and Catalina Green and substantial investment in landscaping of new parks to support the functionality and appeal of Catalina Estate.

The Catalina Project is anticipated to generate a project profit of \$280 million upon completion, with \$117 million having been distributed to member local governments to date.

The CRC comprises delegates from each of the member local governments on the basis of the acknowledged equity held in the land. This currently constitutes the following representation:

- City of Joondalup Two delegates.
- City of Perth One delegate.
- City of Stirling Four delegates.
- City of Vincent One delegate.
- City of Wanneroo Two delegates.
- Town of Cambridge One delegate.
- Town of Victoria Park One delegate.

The *Establishment Agreement* for the CRC allows for the appointment of deputies in the event that either of the City's two representatives on the CRC are unable to attend a meeting for any reason. It is recommended that two Elected Members be nominated as deputy members to the CRC.

It should be noted, that an Elected Member deputising for a delegate at a CRC meeting is not eligible to receive a payment for attending the meeting, in accordance with Section 6.1 (4) and 6.1 (5c) of the *Salaries and Allowances Tribunal, Local Government CEO and Elected Members Determination effective 6 April 2023*; refer below extract:

“(5) *Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –*

- (c) *the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.”*

#### Western Australian Local Government Association North Metropolitan Zone

The Western Australia Local Government Association (WALGA) is a peak industry body which advocates on behalf of the 138 local governments in Western Australia and which negotiates service agreements for the sector. WALGA is not a government department or agency.

The Association was formed on 6 December 2001 to provide a representative and united voice for local government in Western Australia (WA). Prior to this, a number of membership based representative structures existed to represent local government in WA.

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WALGA's *Corporate Strategy (2020-2025)* provides that its strategic intent includes the following:

- Structure - an independent, member-based, not for profit organisation representing and supporting the WA local government sector.
- Vision - agile and inclusive local governments enhancing community wellbeing and enabling economic prosperity.
- Purpose – to leverage the collective strength and influence of the Local Government sector for the benefit of WA local governments and their communities.

The core strategic themes are as follows:

- Advocating and facilitating sector solutions and policy.
- Delivering member-centric quality services.

WALGA's *Corporate Strategy (2020-2025)* is available at:  
<https://walga.asn.au/getattachment/About-WALGA/Corporate-Strategy-2020-2025.pdf?lang=en-AU>

WALGA's structure includes a State Council and geographically aligned groups of local governments called Zones, which advise the WALGA State Council. The WALGA State Council is the decision-making representative body of all member councils, who are responsible for sector-wide policy making and strategic planning on behalf of local government.

Zones are groups of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters. There are 12 country and five metropolitan zones.

The City of Joondalup belongs to WALGA's North Metropolitan Zone, which consists of four Elected Member representatives from each of the Cities of Joondalup, Stirling and Wanneroo.

The North Metropolitan Zone is entitled to three members on WALGA State Council and as the North Metropolitan Zone consists of three local governments, it is normal practice that a representative from each of the three local governments, is nominated to serve on WALGA State Council. WALGA has developed a prospectus for local governments and Elected Members on becoming a zone delegate or State Councillor (Attachment 1 refers).

In addition, advice has been received from WALGA noting that Member Councils should appoint their zone delegates preferably by Friday 3 November 2023. In November, zones will meet and elect their State Council representatives and deputy representatives. A State Councillors Induction Session will be held for all State Council representatives before the first meeting in December. The new State Council will take office at the Ordinary Meeting of State Council on Wednesday 6 December 2023.

## DETAILS

Following the election to be held on 21 October 2023, consideration is required to be given to the appointment of representatives to various Council-created and external committees.

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## Issues and Options Considered

At its meeting held on 5 April 2005 (CJ050-04/05 refers), Council resolved in part that:

*“in the interests of good governance, AGREES that the City of Joondalup nominated representative on the Tamala Park Regional Council shall not be a member of the Mindarie Regional Council.”*

Please note: Tamala Park Regional Council formally changed its name to Catalina Regional Council effective on 1 August 2023 following approval of the Minister for Local Government.

At the Council meeting held on 20 September 2005 (CJ202-09/05 refers), during discussion on the appointment of representatives to the former Tamala Park Regional Council, it was recommended that when a report is presented to a future incoming Council, consideration be given to the Catalina Regional Council and Mindarie Regional Council each being represented by either the Mayor or Deputy Mayor, in order that a senior level of representation be maintained.

For this reason, it is considered appropriate that representatives to both Regional Councils be appointed simultaneously. However, it should be noted that this is a recommendation of Council and not a formal resolution (CJ202-09/05 refers).

The most recent Council-appointed representatives to the MRC, CRC and the WALGA North Metropolitan Zone are as follows:

- Mindarie Regional Council

Mayor Albert Jacob, JP and Cr Christopher May, JP.

- Catalina Regional Council

Cr John Chester and Cr Nige Jones.

Two alternate deputies were appointed to the CRC to represent the two members should they be unable to attend a meeting as follows:

Deputies

First Deputy Member – Cr Russ Fishwick, JP.

Second Deputy Member – Cr John Raftis.

- Western Australian Local Government Association North Metropolitan Zone

Mayor Albert Jacob, JP.

Cr Adrian Hill.

Cr Russ Fishwick, JP.

Cr Nige Jones.

Two alternate deputies were appointed to the WALGA North Metropolitan Zone to represent the four members should they be unable to attend a meeting as follows:

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Deputies

First Deputy Member  
Second Deputy Member

Cr Christopher May, JP.  
Cr Christine Hamilton-Prime, JP.

**Legislation / Strategic Community Plan / Policy implications**

**Legislation**                      *Section 3.61 of the Local Government Act 1995.*  
                                         *Section 51 of the Interpretation Act 1984.*

**10-Year Strategic Community Plan**

**Key theme**                      5. Leadership.

**Outcome**                      5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

**Policy**                          Not applicable.

**Risk management considerations**

If the Council does not appoint representatives to the MRC, CRC and the WALGA North Metropolitan Zone, this may hinder the overall decision-making process.

**Financial / budget implications**

Not applicable.

**Regional significance**

The MRC and CRC are significant organisations within the northern metropolitan corridor, dealing with waste treatment / disposal and land development, respectively.

The WALGA North Metropolitan Zone deals with issues that affect the Zone members both regionally and operationally as local governments.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

The timely appointment of the City of Joondalup's representatives to the MRC, CRC and the WALGA North Metropolitan Zone will ensure the City is represented on these organisations, enabling them to participate in decision-making that may impact the City.

The following meeting fees and allowances apply to representatives of the MRC, CRC and the WALGA North Metropolitan Zone:



Mindarie Regional Council

	<b>Meeting Fee (\$) per annum</b>	<b>Allowance (\$) per annum</b>	<b>Technology Allowance (\$) per annum</b>
<b>Chairperson</b>	16,480	20,875	1,040
<b>Deputy Chairperson</b>	10,990	5,090	1,040
<b>Elected Member</b>	10,990		1,040
<b>Alternate Member</b>	Nil.		
<b>Other Expenses</b>	Childcare and travel costs will be reimbursed in accordance with Reg. 31 and 32 of the <i>Local Government (Administration) Regulations 1996</i>		

Catalina Regional Council

	<b>Meeting Fee per annum (\$)</b>	<b>Allowance per annum (\$)</b>
<b>Chairperson</b>	16,480	20,875
<b>Deputy Chairperson</b>	10,990	5,218.75
<b>Elected Member</b>	10,990	Nil.

It should be noted that an Elected Member deputising for a delegate at a CRC meeting is not eligible to receive a payment for attending the meeting, in accordance with Section 6.1 (4) and 6.1 (5c) of the *Salaries and Allowances Tribunal, Local Government CEO and Elected Members Determination effective 6 April 2023*; refer below extract:

“(5) *Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –*

(c) *the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.”*

WALGA North Metropolitan Zone

There are no sitting fees for being on the WALGA North Metropolitan Zone however representatives from each of the zones are elected to serve on the WALGA State Council.

WALGA State Councillors do receive sitting fees for their appointment. The State Councillor sitting fees for 2023-24 are \$3,798 with an additional allowance of \$605 per annum for Policy Team, Policy Forum and Committee Chairs. In addition, Deputy State Councillors are paid a sitting fee of \$440 per meeting attended as a State Council delegate.

**VOTING REQUIREMENTS**

Simple Majority.

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## RECOMMENDATION

That Council **NOMINATES** the following persons to represent the City of Joondalup on the:

**1 Mindarie Regional Council:**

**Members**

**Two Elected Members;**

**2 Catalina Regional Council:**

**Members**

**Two Elected Members;**

**Deputy Members**

**First Deputy Member - One Elected Member;**

**Second Deputy Member - One Elected Member;**

**3 Western Australian Local Government Association – North Metropolitan Zone:**

**Members**

**Four Elected Members;**

**Deputy Members**

**First Deputy Member - One Elected Member;**

**Second Deputy Member - One Elected Member;**

**Third Deputy Member - One Elected Member;**

**Fourth Deputy Member - One Elected Member.**

## ATTACHMENTS

1. WALGA Elected Member Prospectus 2023 [8.1.1 - 6 pages]

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## 8.2 ESTABLISHMENT OF COUNCIL-CREATED COMMITTEES AND APPOINTMENTS

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

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### PURPOSE

For Council to establish a committee structure and appoint Elected Member representatives to those committees.

### EXECUTIVE SUMMARY

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

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

- enable a Presiding Member and Deputy Presiding Member to be appointed;
- establish meeting dates where necessary for the remainder of 2023 to determine matters prior to Council going into recess over the months of December and January; and
- establish meeting days, times and frequency for 2024.

### BACKGROUND

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

At its meeting held on 30 September 2008 (CJ196-09/08 refers) it was decided that the monthly format would be Strategy Sessions held on the first Tuesday of each month, Briefing Sessions held on the second Tuesday and Council Meetings on the third Tuesday. This structure was in place until 2022.

On 15 November 2022 (CJ185-11/22 refers), Council subsequently adopted a revised meeting cycle with Strategy Sessions held on the first Tuesday, Briefing Sessions held on the second Tuesday, and Council meetings held on the fourth Tuesday of the month subject to scheduling constraints due to public holidays and to accommodate for the Christmas holiday break.

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

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

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

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

At the Special Council meeting held on 4 November 2019 (JSC03-11/19 refers) the following changes to a committee structure was endorsed:

- That the previous Chief Executive Officer Performance Review Committee to be renamed as the Chief Executive Officer Recruitment and Performance Review Committee to prepare for the model standards introduced in June 2019 as part of the *Local Government Legislation Amendment Act 2019*. Council at its meeting held on 20 April 2021 (CJ056-04/21 refers) endorsed the model standards for CEO Recruitment and Selection, Performance Review and Termination.

Since the 2021 Local Government Elections the following changes to Council-Created Committee Terms of Reference have been made:

At the Council meeting held on 20 September 2022 (CJ151-09/22 refers) the following was resolved by Council in relation to changes to the Audit and Risk Committee's Charter and Terms of Reference (Attachment 1 refers):

*"That Council:*

- 1 *MAINTAINS the current functional reporting relationship between the Internal Auditor and the Audit and Risk Committee;*
- 2 *ADOPTS the updated Audit and Risk Committee Charter, forming Attachment 1 to Report CJ151-09/22;*
- 3 *ADOPTS the revised Terms of Reference for the Audit and Risk Committee as reflected in the draft Audit and Risk Committee Charter, forming Attachment 1 to Report CJ151-09/22."*

At its meeting held on 23 May 2023 (CJ082-05/23 refers) Council resolved the following in relation to changes to the Policy Committee's Terms of Reference:

*"That Council BY AN ABSOLUTE MAJORITY ADOPTS the revised Terms of Reference for the Policy Committee, as detailed below:*

- 1 *make recommendations to Council on the development and review of the City's policies and overall policy framework;*
- 2 *make recommendations to Council on the development and review of the City's local laws;*
- 3 *oversee the strategic direction of the City's Art Award events, Visual Art Collection and Visual and Performing Arts Programs;*
- 4 *make recommendations to Council on strategic planning matters, including planning strategies, scheme amendments, structure plans, local development plans, and submissions on urban planning matters to government agencies requiring a Council decision."*

The current committee structures have worked well however, it is at the Council's discretion to amend the committee structure and/or their terms of reference. For the purposes of this report the current committee structure and roles of committees are proposed to be maintained.

## **DETAILS**

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

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

#### Role

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

- 1 oversee the progress of the City's annual capital works program and review of the City's *Five Year Capital Works Program*;
- 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:
  - project scope;
  - design elements and core project components;
  - development models and financial structures;
  - on-going management and utilisation models;
- 4 make recommendations to Council on the services to be provided by the City and the standards of service delivery being cognisant of industry best practice;

- 
- 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 *10 Year Strategic Financial Plan*.

#### Membership

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

#### **Policy Committee**

##### Role

The role of the Policy Committee is to:

- 1 make recommendations to Council on the development and review of the City's policies and overall policy framework;
- 2 make recommendations to Council on the development and review of the City's local laws;
- 3 oversee the strategic direction of the City's Art Award events, Visual Art Collection and Visual and Performing Arts Programs;
- 4 make recommendations to Council on strategic planning matters, including planning strategies, scheme amendments, structure plans, local development plans, and submissions on urban planning matters to government agencies requiring a Council decision.

#### Membership

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

#### **Audit and Risk Committee**

##### Role

The role of the Audit and Risk Committee is to:

- 1 guide and assist the City in carrying out its functions:
  - 1.1 under Part 6 - Financial Management, of the *Local Government Act 1995*;
  - 1.2 in relation to audits conducted under Part 7 - Audit, of the *Local Government Act 1995*;
  - 1.3 relating to other audits and other matters related to financial management;
- 2 review the Chief Executive Officer's report into the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal control and legislative compliance, presented to it by the Chief Executive Officer under regulation 17 of the *Local Government (Audit) Regulations 1996* and:
  - 2.1 report to the Council the results of that review;

- 
- 2.2 give the Council a copy of the Chief Executive Officer's report;
  - 3 review the Chief Executive Officer's report into the appropriateness and effectiveness of the City's financial management systems and procedures under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* and:
    - 3.1 report to the Council the results of that review;
    - 3.2 give the Council a copy of the Chief Executive Officer's report;
  - 4 support the auditor of the City to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the City and to oversee the implementation of any actions in accordance with regulation 16(f) of the *Local Government (Audit) Regulations 1996*;
  - 5 consider the adequacy and effectiveness of internal controls by reviewing reports from the Internal Auditor, the Administration, Office of the Auditor General, consultants and other external oversight agencies as appropriate;
  - 6 enquiring with the Internal Auditor or the Administration about processes to detect and prevent fraud or corruption and to their awareness of any suspected, alleged or actual fraud or corruption and the City's response to it (subject to confidentiality considerations);
  - 7 assessing the adequacy of the annual internal audit plan and the three-year internal audit plan;
  - 8 identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the Internal Auditor and the Council if appropriate and receive any reports detailing the results of those investigations;
  - 9 review the strategic risks to the City and the plans to minimise or respond to those risks. This includes assessing whether risks that may prevent the City from achieving its objectives or maintaining its reputation have been identified.

*Please Note: The Terms of Reference are reflected in section 5.1 of the Audit and Risk Charter which was adopted by Council on 20 September 2022 (CJ151-09/22). Attachment 1 refers.*

#### Membership

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

Please note: The appointment of an external member will be considered by the Audit and Risk Committee at the proposed meeting to be held on 13 November 2023.

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**Chief Executive Officer Recruitment and Performance Review 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.

**Membership**

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

Attachment 2 to this Report illustrates the following statistical information associated with committee meetings during 2022 and 2023 to date:

- number of meetings
- duration of meetings
- number of Reports considered.



## Issues and options considered

Council can either:

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

## Legislation / Strategic Community Plan / Policy implications

**Legislation**                      *City of Joondalup Meeting Procedures Local Law 2013.*  
                                          *Local Government Act 1995.*  
                                          *Local Government (Administration) Regulations 1996.*  
                                          *Local Government (Financial Management) Regulations 1996.*  
                                          *Local Government (Audit) Regulations 1996.*  
                                          *Local Government Legislation Amendment Act 2019.*

The *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* requires local governments to establish an Audit Committee with certain roles and responsibilities.

The Chief Executive Officer's Employment Contract also requires a committee to be established specifically to review the performance of the Chief Executive Officer.

The requirements of Part 4 – Division 2 of the *Local Government Act 1995* in respect of Council-created committees are as follows:

### **Section 5.8 of the Local Government Act 1995 - Establishment of committees:**

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

*\* Absolute majority required.*

### **Section 5.9 of the Local Government Act 1995 – Types of Committees:**

- "(1)    *In this section:*  
          **other person** means a person who is not a council member or an employee.
- (2)    *A committee is to comprise:*
- (a)    *council members only; or*
  - (b)    *council members and employees; or*
  - (c)    *council members, employees and other persons; or*
  - (d)    *council members and other persons; or*
  - (e)    *employees and other persons; or*
  - (f)    *other persons only."*

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**Section 5.10 of the Local Government Act 1995 –Appointment of committee members**

*“(1) A committee is to have as its members:*

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

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

**Section 5.11 of the Local Government Act 1995 - Tenure of committee membership:**

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

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

**Section 5.11A of the Local Government Act 1995 - Deputy committee members:**

- (1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*
- \* Absolute majority required.*
- (2) *A person who is appointed as a deputy of a member of a committee is to be:*
- (a) *if the member of the committee is a council member – a council member; or*
  - (b) *if the member of the committee is an employee – an employee; or*
  - (c) *if the member of the committee is not a council member or an employee – a person who is not a council member or an employee; or*
  - (d) *if the member of the committee is a person appointed under section 5.10(5) – a person nominated by the CEO.*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) *A deputy member of a committee, while acting as a member, has all the functions of and all the protection given to a member."*

**10-Year Strategic Community Plan**

**Key theme** 5. Leadership.

**Outcome** 5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

**Policy** Not applicable.

**Risk management considerations**

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

**Financial / budget implications**

Not applicable.

**Regional significance**

Not applicable.

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**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

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

Some committees will be required to meet and consider matters prior to Council going into recess. In addition, all committees will be requested to consider setting meeting dates for 2024, being cognisant of Council's preferred monthly meeting cycle. This will assist with forward planning for all Elected Members, management and staff and ensure synergy between committee and Council meeting dates.

**VOTING REQUIREMENTS**

Absolute Majority.

**RECOMMENDATION**

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

- 1.6 make recommendations to Council on reviews and impacts on the City's *10 Year Strategic Financial Plan*;

**2 BY AN ABSOLUTE MAJORITY APPOINTS the following members and deputy members to the Major Projects and Finance Committee:**

**Members**

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

**Deputy Members**

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

**3 BY AN ABSOLUTE MAJORITY ESTABLISHES a Policy Committee with the role being to:**

- 3.1 make recommendations to Council on the development and review of the City's policies and overall policy framework;
- 3.2 make recommendations to Council on the development and review of the City's local laws;
- 3.3 oversee the strategic direction of the City's Art Award events, Visual Art Collection and Visual and Performing Arts Programs;
- 3.4 make recommendations to Council on strategic planning matters, including planning strategies, scheme amendments, structure plans, local development plans, and submissions on urban planning matters to government agencies requiring a Council decision;

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

**Members**

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

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**Deputy Members**

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

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

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

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

**5.2 review the Chief Executive Officer's report into the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal control and legislative compliance, presented to it by the Chief Executive Officer under regulation 17 of the *Local Government (Audit) Regulations 1996* and:**

- 5.2.1 report to the Council the results of that review;
- 5.2.2 give the Council a copy of the Chief Executive Officer's report;

**5.3 review the Chief Executive Officer's report into the appropriateness and effectiveness of the City's financial management systems and procedures under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* and:**

- 5.3.1 report to the Council the results of that review;
- 5.3.2 give the Council a copy of the Chief Executive Officer's report;

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

**5.5 consider the adequacy and effectiveness of internal controls by reviewing reports from the Internal Auditor, the Administration, Office of the Auditor General, consultants and other external oversight agencies as appropriate;**

**5.6 enquiring with the Internal Auditor or the Administration about processes to detect and prevent fraud or corruption and to their awareness of any suspected, alleged or actual fraud or corruption and the City's response to it (subject to confidentiality considerations);**

**5.7 assessing the adequacy of the annual internal audit plan and the three-year internal audit plan;**

- 
- 5.8 identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the Internal Auditor and the Council if appropriate and receive any reports detailing the results of those investigations;
- 5.9 review the strategic risks to the City and the plans to minimise or respond to those risks. This includes assessing whether risks that may prevent the City from achieving its objectives or maintaining its reputation have been identified;
- 6 BY AN ABSOLUTE MAJORITY APPOINTS the following members and deputy members to the Audit and Risk Committee:

**Members**

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

**Deputy Members**

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

- 7 BY AN ABSOLUTE MAJORITY ESTABLISHES a Chief Executive Officer Recruitment and Performance Review Committee with the role being to:
- 7.1 recommend to Council the selection and appointment process of a Chief Executive Officer;
- 7.2 recommend to Council the preferred consultant to assist with the recruitment process for a Chief Executive Officer;
- 7.3 undertake the interview of preferred applicant(s) on the advice of the appointment consultant's shortlisted applicants for the position of Chief Executive Officer;
- 7.4 recommend to Council the appointment of a preferred applicant as Chief Executive Officer under the terms and conditions of an agreed Chief Executive Officer Employment Contract;
- 7.5 review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;
- 7.6 prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to Council;

- 
- 7.7 review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;
- 7.8 review the Key Performance Indicators to be met by the Chief Executive Officer;
- 7.9 review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract;
- 7.10 review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary;
- 8 **BY AN ABSOLUTE MAJORITY APPOINTS** the following members and deputy members to the Chief Executive Officer Recruitment and Performance Review Committee:
- Members**
- |     |                    |                       |
|-----|--------------------|-----------------------|
| 8.1 | Mayor              |                       |
| 8.2 | Central Ward       | - One representative; |
| 8.3 | North Ward         | - One representative; |
| 8.4 | North Central Ward | - One representative; |
| 8.5 | South Ward         | - One representative; |
| 8.6 | South-East Ward    | - One representative; |
| 8.7 | South-West Ward    | - One representative; |
- Deputy Members**
- |      |                    |                       |
|------|--------------------|-----------------------|
| 8.8  | Central Ward       | - One representative; |
| 8.9  | North Ward         | - One representative; |
| 8.10 | North Central Ward | - One representative; |
| 8.11 | South Ward         | - One representative; |
| 8.12 | South-East Ward    | - One representative; |
| 8.13 | South-West Ward    | - One representative; |
- 9 **CALLS** special meetings of the following committees at the date and time as specified to enable the election of a presiding member and deputy presiding member and set future meeting dates:
- 9.1 Audit and Risk Committee on Monday 6 November 2023, commencing at 7.30pm, Committee Room 1;
- 9.2 Major Projects and Finance Committee on Monday 6 November 2023, commencing at 7.45pm, Committee Room 1;
- 9.3 Policy Committee on Monday 6 November 2023, commencing at 8.00pm, Committee Room 1;
- 9.4 Chief Executive Officer Recruitment and Performance Review Committee on Monday 6 November 2023, commencing at 8:15pm, Committee Room 1.



## **ATTACHMENTS**

1. Audit and Risk Committee Charter - September 2022 [**8.2.1** - 4 pages]
2. 2022 and 2023 Committee Meeting Comparisons [**8.2.2** - 1 page]

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## **8.3 APPOINTMENT OF REPRESENTATIVES TO EXTERNAL COMMITTEES AND BOARDS AND INTERNAL GROUPS AND PANELS**

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

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### **PURPOSE**

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

### **EXECUTIVE SUMMARY**

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

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

### **BACKGROUND**

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

At its meeting held on 26 June 2012 (CJ112-06/12 refers), Council resolved to disband the City's working groups and community forums, and establish a Strategic Community Reference Group to provide advice to Council on matters of significant community interest and strategic initiatives. At its meeting held on 21 August 2012 (CJ156-08/12 refers), Council made various appointments to the group following an expression of interest process throughout the community. Appointments of community members from each ward of the City has been undertaken following the local government elections of 2013, 2015, 2017, 2019 and 2021.

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

At its meeting held on 1 November 2021 (JSC03-11/21 refers), Council nominated Crs McLean and Jones to represent the City of Joondalup on the North-West Metropolitan Joint Development Assessment Panel (DAP), with Crs Hill and Fishwick nominated as alternate members. The North-West Metropolitan Joint DAP has since been renamed the Metro Outer Joint Development Assessment Panel (MOJDAP).

The DAP Secretariat has advised that nominations are required for all four positions on the DAP as the current membership expires on the 26 January 2024. Following nomination, appointments are then made by the Minister for Planning for a two-year term ending 26 January 2026.

## DETAILS

Outside of the Council created committees that are considered within a separate report in the Special Council Meeting agenda, Council currently has two reference groups and a design review panel. The City also has representation on two Regional Councils and eight external committees or boards. Information on the roles of these committees and boards and their membership as at the time of the local government elections held on 21 October 2023 is provided in Attachment 1 to this Report.

Some relevant information in relation to the committees, panels and groups is detailed below.

### Joondalup Design Review Panel

At its meeting on 18 May 2021 (CJ070-05/21 refers), Council adopted the current *Joondalup Design Review Panel Local Planning Policy* and associated Terms of Reference. This replaced the Joondalup Design Reference Panel (originally known as Joondalup Design Advisory Panel) that had been operational since 2008.

The purpose of the Joondalup Design Review Panel (JDRP) is to advise on the design quality of eligible planning proposals, with decision makers having regard to the advice and recommendations of the JDRP in making a decision on a planning proposal.

In accordance with the current Terms of Reference, the JDRP shall comprise a Presiding Member (CEO or delegate), and up to 10 other members that includes a Chairperson and Deputy Chairperson. Panel meetings are to comprise a minimum of four and maximum of six members. All panel members are required to be registered with their professional body and have substantial experience in one or more of the following:

- Architecture
- Landscape architecture
- Urban design
- Sustainability
- Planning
- Transport planning
- Accessibility
- Civil and/or structural engineering.

Appointment to the JDRP is for a period of two years, in line with Council Elections. After this two-year period, all individuals must stand down.

The current members of the JDRP are:

- Nerida Moredoundt (Chairperson) - Architect.
- Munira Mackay (Deputy Chairperson) - Urban Design.
- Simon Venturi - Architect.
- Kukame McPierzie - Architect.
- Jackson Liew - Architect.
- Robin Burnage - Landscape Architecture.
- Tony Blackwell - Landscape Architecture.
- Jane Bennett - Planning.
- Aaron Sice - Building design.
- Graham Agar - Engineer (environmental sustainability).

*Proposed minor modifications to the Terms of Reference*

Since the JDRP became operational under the current Terms of Reference in 2021, minor improvements to the Terms of Reference have been identified to provide clarity on operational aspects of the panel meetings. These modifications are highlighted and summarised below:

Proposed modification to Terms of Reference	Reason for change
<p>5.1 states the Presiding Member shall be the Chief Executive Officer or their delegate.</p> <p>It is proposed that the Chief Executive Officer is replaced with Director Planning and Community Development or their delegate.</p>	<p>As set out under 6.1, the Presiding Member is responsible for the administration of the panel meetings, including induction of panel members, setting the agenda, ensuring draft minutes are circulated to the Chairperson and final comments are provided to a proponent.</p> <p>The Chief Executive Officer has previously delegated this function to the Director Planning and Community Development. Given the role of the Presiding Member it is considered appropriate that this role be performed by the Director Planning and Community Development, or delegate if unavailable.</p>
<p>5.4 states that a Panel Member shall be appointed Chairperson and a Deputy Chairperson should also be appointed to undertake the role when the Chairperson is not able. This could be due to availability or conflict of interest.</p> <p>It is proposed to expand this to allow the Presiding Member to appoint a Panel Member to the Chairperson role in the event both the Chairperson and Deputy Chairperson are not available.</p>	<p>There have been rare occasions where both the Chairperson and Deputy Chairperson have not been able to participate in a meeting, resulting in the meeting being cancelled and delaying the process for proponents.</p> <p>It is considered appropriate that when these occasions do occur that the Presiding Member can appoint a Panel member to undertake the role.</p>

Proposed modification to Terms of Reference	Reason for change
	It is noted that the Panel members recommended for appointment include professionals with experience in undertaking a Chairperson role in other design review panels.
<p>7.4 states that a panel meeting cannot proceed unless there is a quorum of four panel members.</p> <p>It is proposed that this is modified to clarify that the Presiding Member is included in this quorum.</p>	This provides clarification on what is a quorum for a meeting to proceed.

It is recommended that Council endorse the modification to the Terms of Reference, as detailed in Attachment 2 to this report.

#### *Appointment to the JDRP*

The City sought expressions of interest for the JDRP between 7 August 2023 and 28 August 2023, in the following manner:

- The nomination form and information were provided on the City's website.
- A notice on the City's LinkedIn profile.
- An email sent to Australian Institute of Landscape Architects, Australian Institute of Architects, Association of Consulting Architects, Planning Institute of Australia, Engineers Australia, Department of Planning, Lands and Heritage and Office of the Government Architect for distribution to their members.

Thirteen responses were received. A copy of the JDRP nominations (Attachment 3 refers) and the City's JDRP Panel assessment and recommendation (Attachment 4 refers) have been provided to Elected Members under confidential separate cover for their consideration.

Based on the responses it is recommended that the following positions be appointed:

- Chairperson - one representative.
- Deputy Chairperson - one representative.
- Panel members - eight representatives.

#### North West District Planning Committee

The Northwest District Planning Committee was established in accordance with the provisions of the *Planning and Development Act 2005*. At its meeting held on 25 August 2009, the Western Australian Planning Commission resolved that the Northwest District Planning Committee would become an advisory committee with meetings scheduled at the discretion and direction of the Western Australian Planning Commission. The committee has not met since 2009 and currently has no scheduled meetings. However, due to its statutory establishment it is prudent that the Council still appoint a representative.

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### Metro Outer Joint Development Assessment Panel (JDAP)

From 1 July 2011, 15 Development Assessment Panels (DAPs) commenced operation throughout Western Australia. In April 2020, a number of changes were introduced to Western Australia's DAP system to deliver more robust processes and promote greater consistency and transparency in decision making. A streamlined five-panel model was introduced which still remains in place, however, the State Government has recently announced further planning reform changes which will see this reduced to three panels. The timing for this change is not yet known. The City of Joondalup falls within the Metro-Outer Joint Development Assessment Panel boundaries.

DAPs are responsible for determining development applications where the likely cost of the development exceeds a specified dollar value. Currently, for the City of Joondalup, any proposal \$10 million or greater in value would be determined by the JDAP (mandatory DAP application). An applicant may also elect for a development with a value of between \$2 million and \$10 million to be determined by the JDAP (opt-in DAP application). However, the recently announced planning reforms will introduce an opt-in pathway for any project valued more than \$2million, and any community housing project regardless of its value or size. The timing for this change is not yet known.

The JDAP consists of the following members:

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

At its meeting held on 1 November 2021 (JSC03-11/21 refers), Council nominated Crs McLean and Jones to represent the City of Joondalup on the Metro Outer Joint Development Assessment Panel, with Crs Fishwick and Hill being nominated as alternate members.

The DAP Secretariat has advised that nominations are required for all four positions on the JDAP as the current membership expires on the 26 January 2024. Following nomination, appointments are then made by the Minister for Planning for a two-year term ending 26 January 2026.

### Strategic Community Reference Group

At its meeting held on 26 June 2012 (CJ112-06/12 refers), Council established the Strategic Community Reference Group for the first time as a participation mechanism for representatives of the community to provide advice to Council on matters of significant community interest.

#### *Strategic Community Reference Group composition*

The Strategic Community Reference Group comprises of the following members:

- Presiding Member (Mayor)
- Three Elected Member Representatives
- Four Deputy Elected Member Representatives
- Fourteen Community Member Representatives — two representing each ward and two youth representatives aged 16–25 years (from any ward)
- Subject matter experts (temporarily appointed for each meeting)
- Facilitator (external)

The Community Member Representatives for the Strategic Community Reference Group up until October 2023 are shown in the table below. In accordance with the Strategic Community Reference Group Terms of Reference, the terms for Community Member Representatives concluded in October 2023, in line with the Ordinary Local Government election cycle. Community Member Representatives were advised of the conclusion of their term and were also informed that Council would consider the re-establishment of the Strategic Community Reference Group and membership composition following the Ordinary Local Government Election held on 21 October 2023.

Ward	Community Member Representatives
North Ward	Robyn Anderson Allan Connolly
North-Central Ward	Kim Allen (resigned July 2023) Gail Carmody
Central Ward	Leonard (Len) Collier Gemma Dorman
South-West Ward	David Hudson MBE Sandra Watson
South-East Ward	Janine Blake Alison Elsom
South Ward	Ronald (Ron) Gallagher The Reverend Lorna Green (resigned December 2022) Alix Oakes (appointed January 2023)
Youth	Tara Belle Lie Aimee Wright

#### *Strategic Community Reference Group 2022–2023 Topics*

Over the last two years, the Strategic Community Reference Group has provided Council with advice on the following strategic matters:

- Development of the new Communities and Libraries Strategy.
- Development of the new Community Safety Plan.
- Development of the new Environment Strategy.
- Review of the City's current approach to community consultation and engagement.
- Strategic approach to telecommunications infrastructure.
- Development of the new Public Art Masterplan and Strategy.

The Meeting Outcomes Reports for these meetings are provided as Attachment 5 to this Report.

#### *Review of the Strategic Community Reference Group Terms of Reference*

Following the conclusion of the last Strategic Community Reference Group meeting for 2022–2023, the City conducted a review of the Terms of Reference to identify potential operational gaps and ensure there was continued alignment to the purpose of the Reference Group.

The revised Strategic Community Reference Group Terms of Reference are provided as Attachment 6, the original Strategic Community Reference Group Terms of Reference for 2022–2023 are provided as Attachment 7 to this Report, and a marked up version is provided as Attachment 8. Minimal changes have been made to the intent of the document. Updates have been made to the language and style to provide greater clarity, to align with operational practices, and provide more detailed information on roles and responsibilities of members. Specifically, the proposed following changes include:

- Altering the numbering and structure of the document to improve readability.

- Developing a generally more accessible and inclusive document to meet the needs of our diverse community.
- Renaming the headings to more accurately reflect the intent of the sections.
- Entrenching the Mayor's role as the Presiding Member of the Strategic Community Reference Group.
- Clarifying the role of Council and the Presiding Member when there are additions or alterations to the Annual Work Plan.
- Redistributing the preparation of the Meeting Outcomes Reports from the external facilitator to City Officers.
- Specifying that the Meeting Outcomes Report will be published on the City's website.

#### Reconciliation Action Plan (RAP) Community Reference Group

At its meeting held on 17 September 2019 (CJ118-09/19 refers), Council established the Reconciliation Action Plan Community Reference Group (RAPCRG) as a participation mechanism for guiding respectful, culturally appropriate and meaningful contributions to inform development of the City's first Reconciliation Action Plan (RAP).

The RAPCRG first met in late 2020 and has now commenced the process of developing the City's "Innovate" level Reconciliation Action Plan in accordance with Reconciliation Australia's guidelines and principles. The City's draft "Innovate" level RAP was finalised by the RAPCRG in mid 2023 and has now commenced the formal approval process with Reconciliation Australia.

The Reconciliation Action Plan Community Reference Group consists of the following members:

<b>Elected Members</b> (Mayor and up to two others)	<ul style="list-style-type: none"> <li>• Mayor Hon. Albert Jacob, JP (Deputy Presiding Member)</li> <li>• Cr Russ Fishwick, JP</li> <li>• Cr Christine Hamilton-Prime, JP</li> </ul>
<b>Community Members</b> (Up to eight members)	<ul style="list-style-type: none"> <li>• Pauline Boscato</li> <li>• Jane Burns</li> <li>• Marcus Kaden</li> <li>• Kathy Kickett</li> <li>• Amanda Weall</li> <li>• Ken Aitchison</li> <li>• Philippa Taylor</li> <li>• One vacancy</li> </ul>
<b>Organisational Representatives</b> (Up to four members)	<ul style="list-style-type: none"> <li>• Dennis Simmons (Maar Koodjal Aboriginal Corporation)</li> <li>• Sharon Wood-Kenny (Djinda Bridiya Wellbeing Australian Aboriginal (Presiding Member)</li> <li>• Mihi Betham (Meerilinga)</li> <li>• Audrey Williams (Impact Services)</li> </ul>



In accordance with the current RAPCRG Terms of Reference, the terms of community members concluded in October 2023 in line with the ordinary local government election cycle. Community members and organisational representatives were advised of the conclusion of their current term in October 2023 and were also informed that Council would consider the re-establishment of the RAPCRG and membership composition following the local government elections held on 21 October 2023.

The City in consultation with the RAPCRG has undertaken a review of the current RAPCRG Terms of Reference (Attachment 9 refers) resulting in a revised Terms of Reference provided for consideration (Attachment 10 (marked up) and Attachment 11 (clean version) refers). Proposed changes include the following:

- Changes to reflect the changing role of the RAPCRG from developing a RAP to the implementation and review of the RAP.
- Changes to the “objectives of the RAP” section to align with the objectives within the draft RAP.
- Amendments to simplify the Terms of Reference.
- Clarity around the Tenure of Appointment to the RAPCRG, specifically relating to failure to attend meetings, noting that:
  - “If a member fails to attend three consecutive meetings, without apology/notice, the RAPCRG will be required to make a recommendation to Council to consider their ongoing membership on the RAPCRG”.

It should be noted that these changes have been informed by and supported by the members of the RAPCRG.

#### Recommendation to re-appoint current members

In preparation of Council’s consideration to re-establish the City’s RAPCRG, the City sought expressions of interest from current representatives for those wishing to re-nominate and continue as a member of the RAPCRG.

Ten of the 11 current community and organisational representative members of the RAPCRG have re-nominated for re-appointment to the RAPCRG.

The City recommends that all ten of the current RAPCRG members who have re-nominated be re-appointed to the RAPCRG.

It is acknowledged that there is currently one vacancy on the RAP, and with one current RAPCRG member not recommended for re-appointment, this will result in two vacancies (one community representative and one organisational representative vacancy) on the RAPCRG. As the group does not have a set quorum, there is no minimum number of members required. It is planned that when the RAPCRG next meets, it will consider if there is a need to fill these vacancies, or if the group believes it is still best placed to continue the work of the RAPCRG.

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

Council can either:

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

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**Legislation / Strategic Community Plan / Policy implications**

**Legislation** *Local Government Act 1995.*

**10-Year Strategic Community Plan**

**Key theme** 5. Leadership.

**Outcome** 5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

5-3 Engaged and informed - you are able to actively engage with the City and have input into decision-making.

**Policy** Not applicable.

**Risk management considerations**

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

**Financial / budget implications**

Not applicable.

**Regional significance**

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

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

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

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

**VOTING REQUIREMENTS**

Simple Majority.

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**RECOMMENDATION**

**That Council:**

- 1 RE-ESTABLISHES the Joondalup Design Review Panel to provide design advice on planning proposals;**
- 2 ENDORSES the revised Terms of Reference for the Joondalup Design Review Panel, as detailed in Attachment 2 to this Report;**
- 3 APPOINTS the following members to the Joondalup Design Review Panel as detailed in Attachment 4 to this Report:**

**Members**

- 3.1 The Director Planning and Community Development or nominee**
- 3.2 Chairperson Munira Mackay;**
- 3.3 Deputy Chairperson Nerida Moredoundt;**
- 3.4 Panel Member**
  - Simon Venturi;
  - Kukame McPierzie;
  - Jackson Liew;
  - Robin Burnage;
  - Tony Blackwell;
  - Graham Agar;
  - Andrew Howe;
  - James Christou;
- 4 NOMINATES the following four representatives to the Metro Outer Joint Development Assessment Panel to be appointed by the Minister for a two year term:**

**Members**

- 4.1 Two Elected Members;**

**Alternate Members**

- 4.2 Two Alternate Members;**
- 5 RE-ESTABLISHES the Strategic Community Reference Group to provide advice to Council on:**
  - 5.1 matters of significant community interest as determined by Council;**
- 6 ENDORSES the revised Terms of Reference of the Strategic Community Reference Group, as detailed in Attachment 6 to this Report;**
- 7 APPOINTS the following members and deputy members to the Strategic Community Reference Group:**

**Members**

- 7.1 Mayor;**
- 7.2 Three Elected Members;**

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**Deputy Members****7.3 Four Elected Members;**

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

- 8.1 North Ward;**
- 8.2 North Central Ward;**
- 8.3 Central Ward;**
- 8.4 South Ward;**
- 8.5 South-West Ward;**
- 8.6 South-East Ward;**
- 8.7 Youth;**

- 9 RE-ESTABLISHES the Reconciliation Action Plan Community Reference Group as a participation mechanism for guiding respectful, culturally-appropriate and meaningful contributions to inform the development, implementation and review of the City's first Reconciliation Action Plan;**
- 10 ENDORSES the revised Terms of Reference of the Reconciliation Action Plan Community Reference Group, as detailed in Attachment 11 to this Report;**
- 11 APPOINTS the Mayor and two Elected Members to the Reconciliation Action Plan Community Reference Group:**

**Members**

- 11.1 Mayor;**
- 11.2 Two Elected Members;**

- 12 ENDORSES the re-appointment of the following Community and Organisational Representatives of the Reconciliation Action Plan Community Reference Group as detailed in this Report:**

**Community Members**

- 12.1 Pauline Boscato;**
- 12.2 Jane Burns;**
- 12.3 Marcus Kaden;**
- 12.4 Kathy Kickett;**
- 12.5 Amanda Weall;**
- 12.6 Ken Aitchison;**
- 12.7 Philippa Taylor;**
- 12.8 One vacancy;**

**Organisational Representatives**

- 12.9 Sharon Wood-Kenny (Djinda Bridiya Wellbeing Australian Aboriginal Organisation);**
- 12.10 Mihi Betham (Meerilinga);**
- 12.11 Audrey Williams (Impact Services);**
- 12.12 One vacancy;**

- 
- 13 NOTES that the newly appointed Reconciliation Action Plan Community Reference Group will consider the need to fill remaining vacancies at its next meeting;**
- 14 NOMINATES the following persons to represent the City of Joondalup on the:**
- 14.1 Community Board of Advice (Joondalup Health Campus):**
- 14.1.1 One Elected Member;**  
**14.1.2 One Elected Member (deputy);**
- 14.2 Joondalup Lotteries House Inc:**
- 14.2.1 Coordinator Community and Youth Development;**
- 14.3 North West District Planning Committee:**
- 14.3.1 One Elected Member;**  
**14.3.2 One Elected Member (deputy);**
- 14.4 North Western Metropolitan Regional Road Sub-Group:**
- 14.4.1 One Elected Member;**  
**14.4.2 One Elected Member (deputy);**  
**14.4.3 Director Infrastructure Services;**
- 14.5 Wanneroo/Joondalup Local Emergency Management Committee:**
- 14.5.1 One Elected Member;**  
**14.5.2 One Elected Member (deputy);**  
**14.5.3 Manager Asset Management;**  
**14.5.4 Emergency Management Officer;**  
**14.5.5 Principal Environmental Health Officer;**
- 14.6 Yellagonga Regional Park Community Advisory Committee:**
- 14.6.1 One Elected Member;**  
**14.6.2 One Elected Member (deputy);**  
**14.6.3 Team Leader Natural Areas.**

## **ATTACHMENTS**

1. Committee Listing - Role of External Committees and Boards [**8.3.1** - 24 pages]
2. Joondalup Design Review Panel (JDRP) - Revised Terms of Reference (marked up) [**8.3.2** - 4 pages]
3. CONFIDENTIAL REDACTED - JDRP Nominations [**8.3.3** - 181 pages]
4. CONFIDENTIAL REDACTED - JDRP Assessment and Recommendation [**8.3.4** - 5 pages]
5. Strategic Community Reference Group (SCRG) 2022-2023 Meeting Outcomes Reports [**8.3.5** - 136 pages]
6. SCRG - Revised Terms of Reference 2024-2025 [**8.3.6** - 2 pages]
7. SCRG - Terms of Reference 2022 [**8.3.7** - 2 pages]
8. SCRG - Terms of Reference (marked up) [**8.3.8** - 4 pages]
9. Reconciliation Action Plan Community Reference Group (RAPCRG) - Terms of Reference [**8.3.9** - 2 pages]
10. RAPCRG - Terms of Reference (marked up) [**8.3.10** - 2 pages]
11. RAPCRG - Revised Terms of Reference (clean version) [**8.3.11** - 2 pages]

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## **9 CLOSURE**

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

To: CHIEF EXECUTIVE OFFICER  
CITY OF JOONDALUP

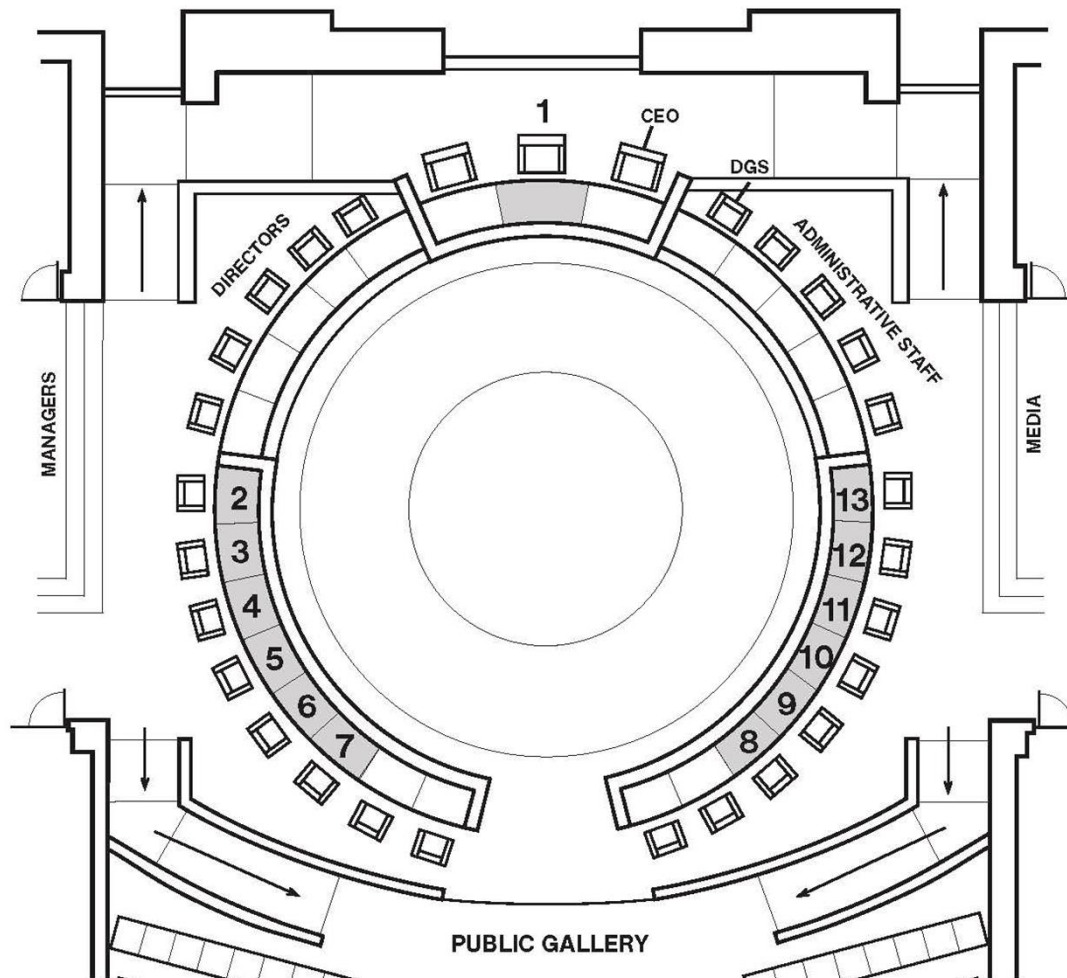
<b>Name / Position</b>		
<b>Meeting Type</b>		
<b>Meeting Date</b>		
<b>Item No. / Subject</b>		
<b>Nature of Interest</b>	Financial Interest * Proximity Interest* Interest that may affect impartiality*	<b>*Delete where not applicable</b>
<b>Extent of Interest</b>		
<b>Signature</b>		
<b>Date</b>		

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

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

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

## Council Chamber – Seating Diagram



### Mayor

1 His Worship the Mayor, Hon. Albert Jacob (Term expires 10/25)

### North Ward

- 2 Cr Adrian Hill (Term expires 10/25)
- 3 Cr Lewis Hutton (Term expires 10/27)

### North-Central Ward

- 4 Cr Daniel Kingston (Term expires 10/25)
- 5 Cr Nige Jones (Term expires 10/27)

### Central Ward

- 6 Cr Christopher May, JP (Term expires 10/25)
- 7 Cr Rebecca Pizzey (Term expires 10/27)

### South-West Ward

- 8 Cr Christine Hamilton-Prime, JP (Term expires 10/25)
- 9 Cr Phillip Vinciullo (Term expires 10/27)

### South-East Ward

- 10 Cr John Chester (Term expires 10/25)
- 11 Cr Rohan O'Neill (Term expires 10/27)

### South Ward

- 12 Cr Russ Fishwick, JP (Term expires 10/25)
- 13 Cr John Raftis (Term expires 10/27)



## **6 NOVEMBER 2023 - SPECIAL MEETING OF COUNCIL - AGENDA ATTACHMENTS**

<b>8.1 APPOINTMENT OF REPRESENTATIVES TO REGIONAL COUNCILS AND THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NORTH METROPOLITAN ZONE.....</b>	<b>2</b>
8.1.1 WALGA ELECTED MEMBER PROSPECTUS 2023.....	2
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# **Elected Member Prospectus**

## **Becoming a Zone Delegate or State Councillor**

**2023**



## About WALGA

WALGA is an independent, member-based, not for profit organisation representing and supporting the WA Local Government sector.

Our purpose is to leverage the collective strength and influence of the Local Government sector for the benefit of WA Local Governments and their communities.

### What does WALGA do?

WALGA provides value to Member Local Governments by advocating and facilitating sector solutions and policy, and by delivering member-centric, quality services.

### How does WALGA work?

WALGA employs approximately 100 staff across the areas of:

- Policy, including asset management, community, emergency management, environment, infrastructure, planning, roads and waste;
- Services and advice including governance, industrial relations, procurement, recruitment, supplier panels, tender management, and training for officers and Elected Members; and
- Operational functions including events, finance, human resources, information technology, marketing and media management.

### How is WALGA funded?

A number of components contribute to the WALGA operational budget. As with most member-based organisations, WALGA has an annual Membership fee paid by all Member Local Governments. To ensure fairness, the annual Membership fee is indexed to the size and capacity of each Local Government. It contributes less than 10 per cent of WALGA total turnover.

WALGA secures additional funding through charges to State and Federal departments and agencies for the administration of grants; fee-for-services selected for use by Member Local Governments; and returns from supplier contracts as part of group buying arrangements that guarantee lowest market rates for Members.

## Role of Zones

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State Council decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

WALGA's Constitution outlines that the functions of Zones are to:

- elect one or more State Councillors;
- consider the State Council agenda;
- provide direction and feedback to their State Councillor; and
- any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- developing and advocating on positions on regional issues affecting Local Government;
- progressing regional Local Government initiatives;
- identifying relevant issues for action by WALGA;
- networking and information sharing; and
- contributing to policy development through policy forums and other channels.

Zones provide input into State Council's advocacy efforts in two critical ways:

1. by passing resolutions on items contained in the State Council Agenda; and
2. by generating new Agenda items for consideration by State Council.

## Zone Motions

To generate new Agenda items for consideration by State Council, a Zone may pass a resolution requesting that WALGA take action. For example, a Zone motion may request WALGA to investigate an issue, undertake advocacy, or develop policy.

It is best practice that Zone motions are submitted with the backing of a resolution of Council. However, as Zones are self-governing and autonomous, individual Zone Delegates may submit motions for the Zone to consider.

It is recommended that the Zone be advised whether a motion to be considered has been endorsed by Council or has been submitted by an individual Zone Delegate.

### **Role of a Zone Delegate**

Zone Delegates are elected or appointed to represent their Council on the Zone and make decisions on their Council's behalf at the regional level.

In fulfilling their role as Council's representative, the Zone Delegate should give regard to their Council's positions on policy issues.

There is also an expectation that Zone Delegates will report back to their Council about decisions made by the Zone.

### **Role of State Council**

WALGA is governed by a President and a 24-member State Council, elected from the Local Government sector.

Each State Councillor represents a WALGA Zone. There are 5 metropolitan Zones and 12 country Zones. All 139 WA Local Governments are invited to be Members of WALGA and a Zone.

Elected Members are able to nominate to represent their Local Government on their Zone and in turn, through the Zone election process, to represent the Zone on State Council.

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- Strategy formulation and policy making;
- Development, evaluation and succession of the Chief Executive Officer;
- Monitoring financial management and performance, including the annual budget;
- Monitoring and controlling compliance and organisational performance;
- Ensuring effective identification, assessment and management of risk;
- Promoting ethical and responsible decision making;

- Ensuring effective communication and liaison with members and stakeholders; and;
- Ensuring an effective governance framework and culture.

### **Role of a State Councillor**

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- policy positions and issues;
- the strategic direction of WALGA;
- financial operations and solvency; and
- all matters as prescribed by law.

State Councillors, as directors of a board, are required to act consistently in the “best interests of the organisation as a whole”. This effectively means that the duties of a State Councillor are owed to all Member Local Governments.

State Councillors are also expected to be champions for WALGA and for the Local Government sector.

### **Commitment of the Role of State Councillor**

State Councillors are expected to attend State Council meetings, of which there are five ordinary meetings per year. As State Councillors are elected to State Council by their Zone, State Councillors would also be expected to attend and play a prominent role in Zone meetings, including reporting back to their Zone about WALGA's activities and advocacy.

State Councillors are expected to attend WALGA events and functions and play an active role in representing the Local Government sector, and contributing to policy debates and other forums.

State Council operates a number of internal and external committees and policy forums. There is an expectation that State Councillors play a leading role in serving on State Council's committees on behalf of WALGA and the Local Government sector.

State Councillors are paid an annual sitting fee and expenses incurred to attend State Council meetings are reimbursable.

## Opportunities for State Councillors

State Councillors, as board members of WALGA, are key leaders in the Local Government sector in Western Australia. Not only do State Councillors represent their community on their Council, they also have the opportunity to represent their region (Zone) and the Local Government sector at the state level.

All State Councillors will be appointed to a Policy Team or the Finance & Services Committee. Policy Teams provide State Councillors with hands-on exposure to development of policy positions and submissions to Government on behalf of the WA Local Government sector. The Chair of the relevant Policy Team will also have the opportunity to attend meetings with Government Ministers to advocate on behalf of Local Government.

## Become Involved

We hope that involvement in your Association – by representing your Council on the Zone, or representing your Zone on State Council – will be an enriching and rewarding experience.

Consider nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in Western Australia!

## Contacts

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Tony Brown, Executive Director Member Services  
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# Audit and Risk Committee Charter

## 1.0 Introduction

- 1.1 The City has established an Audit and Risk Committee (Committee) under Section 7.1A of the *Local Government Act 1995*. The Committee is a formally appointed committee of Council in accordance with the *Local Government Act 1995* and is responsible to Council.

## 2.0 Role

- 2.1 The Committee assists the City in fulfilling its responsibilities in relation to systems of risk management and internal control, the City's processes for monitoring compliance with laws and regulations, including the City's Codes of Conduct, financial and performance reporting, and external and internal audit. The Committee is not responsible for the management of these functions.
- 2.2 The Committee will engage with the Administration in a constructive and professional manner to perform its oversight responsibilities. The Presiding Member will preside at meetings of the Committee in accordance with the *Local Government Act 1995* and provide leadership and guidance to the Committee.

The Deputy Presiding Member may perform the functions of the Presiding Member if the office of presiding member is vacant; or the presiding member is not available or is unable or unwilling to perform the functions of Presiding Member.

- 2.3 Members of the Committee are expected to:

- a) understand the legal and regulatory obligations of Council for governing the City.
- b) understand governance arrangements that support achievement of the City's strategies and objectives.
- c) exercise due care, diligence and skill when performing their duties.
- d) adhere to the City's Code of Conduct for Council Members, Committee Members and Candidates, and any applicable code of ethics of any professional body which they may be a member of.
- e) help to set the right tone by demonstrating behaviours which reflect the City's Vision, Primary Values and Distinguishing Values.
- f) be aware of contemporary and relevant issues impacting the local government sector.
- g) respect that information provided to the Committee is to be used only to carry out their responsibilities, unless expressly agreed by Council.

## 3.0 Authority

- 3.1 The Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility or powers pursuant to section 7.1B of the *Local Government Act 1995*. The Committee does not have any management functions and cannot involve itself in management processes or procedures.



## 4.0 Membership

4.1 The Committee comprises of eight members as follows:

- a) Mayor
- b) North Ward (one member and one deputy)
- c) North-Central Ward (one member and one deputy)
- d) Central Ward (one member and one deputy)
- e) South-West Ward (one member and one deputy)
- f) South-East Ward (one member and one deputy)
- g) South Ward (one member and one deputy)
- h) One Independent Member (external to the operations of the City)

4.2 The Committee will elect a Presiding Member as the first item of business at its first meeting, after each Council election. The Presiding Member will be appointed for an initial period of two years after each Council election and may be extended or reappointed for further periods as determined by the Committee.

The Committee shall also elect a Deputy Presiding Member, at its first meeting, after each Council election.

4.3 Committee members will be appointed for an initial period of two years after each Council election via an absolute majority of Council. Council will review the membership of the Committee every two years to ensure that there is an appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of qualifications, knowledge, skills and experience. Council may choose to re-appoint members based on their ability to contribute to the work of the Committee.

4.4 The quorum of the Committee shall be determined in accordance with the requirements of the *Local Government Act 1995*.

4.5 All Committee members shall have full voting rights.

4.6 Appointment of an external member shall be made by Council by way of a public advertisement and be for a maximum term in accordance with section 5.11 of the *Local Government Act 1995*.

4.7 Council will determine the qualifications, skills, knowledge and experience required to be considered as an external member.

4.8 Council may prefer to appoint a person as the external member who is enrolled to vote in the elections for the City of Joondalup in accordance with the provisions of the *Local Government Act 1995*.

4.9 The external member is entitled to claim legitimate expenses as defined by the *Local Government Act 1995*.

4.10 The Chief Executive Officer and employees of the City shall not be members of the Committee and the Chief Executive Officer or his/her nominee shall attend all meetings to provide advice and guidance to the Committee.

4.11 Council may remove a Committee member at any time before their term expires, or a member may resign from the Committee.

A member:

- a) may resign from the Committee at any time during his or her tenure;
- b) who is disqualified pursuant to the *Local Government Act 1995* from holding membership will be removed from the Committee; and
- c) who is absent, without obtaining leave of the Committee, throughout three consecutive ordinary meetings of the Committee is disqualified from continuing his or her membership of the Committee.

## 5.0 Responsibilities

### 5.1 The terms of reference for the Committee are:

- a) guide and assist the City in carrying out its functions:
  - i. under part 6 – Financial Management, of the *Local Government Act 1995*;
  - ii. in relation to audits conducted under Part 7 – Audit, of the *Local Government Act 1995*;
  - iii. relating to other audits and other matters related to financial management;
- b) review the CEO's report into the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal control and legislative compliance, presented to it by the CEO under regulation 17 of the *Local Government (Audit) Regulations 1996* and:
  - i. report to the Council the results of that review;
  - ii. give the Council a copy of the CEO's report;
- c) review the CEO's report into the appropriateness and effectiveness of the City's financial management systems and procedures under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* and:
  - i. report to the Council the results of that review;
  - ii. give the Council a copy of the CEO's report;
- d) support the auditor of the City to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the City and to oversee the implementation of any actions in accordance with regulation 16(f) of the *Local Government (Audit) Regulations 1996*;
- e) consider the adequacy and effectiveness of internal controls by reviewing reports from the Internal Auditor, the Administration, Office of the Auditor General, consultants and other external oversight agencies as appropriate;
- f) enquiring with the Internal Auditor or the Administration about processes to detect and prevent fraud or corruption and to their awareness of any suspected, alleged or actual fraud or corruption and the City's response to it (subject to confidentiality considerations);
- g) assessing the adequacy of the annual internal audit plan and the three-year internal audit plan;
- h) identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the Internal Auditor and the Council if appropriate and receive any reports detailing the results of those investigations;
- i) review the strategic risks to the City and the plans to minimise or respond to those risks. This includes assessing whether risks that may prevent the City from achieving its objectives or maintaining its reputation have been identified.

## 6.0 Meetings

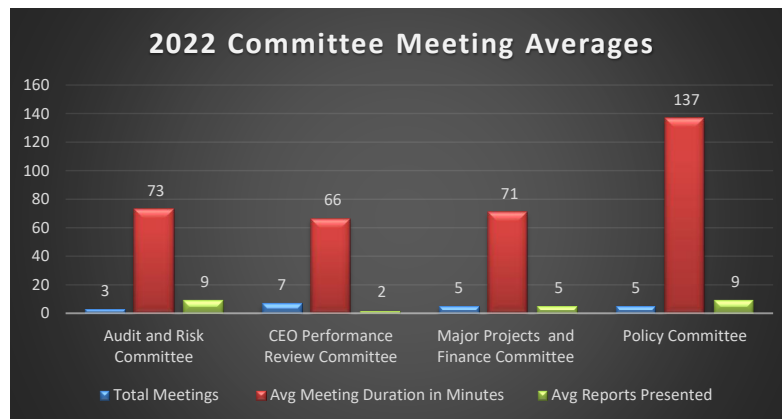
- 6.1 The Committee shall meet at least quarterly as set by Council. As an indicative guide, meetings would be arranged to coincide with relevant Council reporting deadlines, for example in March to coincide with legislative requirements for the annual compliance audit return.
- 6.2 Additional meetings shall be convened in accordance with the requirements of the *City of Joondalup's Meeting Procedures Local Law 2013*.
- 6.3 A decision of Committee is to be made by simple majority.

## 7.0 Reporting

- 7.1 All Committee recommendations that require a Council decision are to be considered at the next ordinary Council meeting, or if that is not practicable:
  - a) at the first ordinary Council meeting after that meeting; or
  - b) at a special meeting called for that purpose.

### 2022 and 2023 Committee Meeting Comparisons

Meeting	2022					2023				
	Total Meetings Held	Total Meeting Duration (Mins)	Average Meeting Duration (Mins)	Total Reports Presented	Average Amount of Reports	Total Meetings Held	Total Meeting Duration (Mins)	Average Meeting Duration (Mins)	Total Reports Presented	Average Amount of Reports
Audit and Risk Committee	3	219	73	27	9	4	318	80	36	9
CEO Performance Review Committee	7	465	66	13	2	5	352	70	7	1
Major Projects and Finance Committee	5	353	71	24	5	3	224	75	14	5
Policy Committee	5	683	137	46	9	4	462	116	32	8





## **COMMITTEE MEMBERS**

### **AS AT OCTOBER 2023**

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## AUDIT AND RISK COMMITTEE

Membership	<u>Members</u>	<u>Deputies</u>
	Mayor Hon. Albert Jacob, JP	-
	Cr Russell Poliwka	Cr Christopher May, JP
	Cr Tom McLean, JP	Cr Adrian Hill
	Cr Nige Jones **	Cr Daniel Kingston
	Cr Russ Fishwick, JP	Cr Suzanne Thompson
	Cr John Logan	Cr John Chester
	Cr John Raftis *	Cr Christine Hamilton-Prime, JP
	Mr Richard Thomas ***	
	* Presiding Member ** Deputy Presiding Member *** External Member	
Role of the Committee	<p>The role of the Audit and Risk Committee is to:</p> <ol style="list-style-type: none"> <li>1 guide and assist the City in carrying out its functions:               <ol style="list-style-type: none"> <li>1.1 under Part 6 - Financial Management, of the <i>Local Government Act 1995</i>;</li> <li>1.2 in relation to audits conducted under Part 7 - Audit, of the <i>Local Government Act 1995</i>;</li> <li>1.3 relating to other audits and other matters related to financial management;</li> </ol> </li> <li>2 review the Chief Executive Officer's report into the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal control and legislative compliance, presented to it by the Chief Executive Officer under regulation 17 of the <i>Local Government (Audit) Regulations 1996</i> and:               <ol style="list-style-type: none"> <li>2.1 report to the Council the results of that review;</li> <li>2.2 give the Council a copy of the Chief Executive Officer's report;</li> </ol> </li> <li>3 review the Chief Executive Officer's report into the appropriateness and effectiveness of the City's financial management systems and procedures under regulation 5(2)(c) of the <i>Local Government (Financial Management) Regulations 1996</i> and:               <ol style="list-style-type: none"> <li>3.1 report to the Council the results of that review;</li> <li>3.2 give the Council a copy of the Chief Executive Officer's report;</li> </ol> </li> <li>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>;</li> </ol>	

## ATTACHMENT 8.3.1

	5	consider the adequacy and effectiveness of internal controls by reviewing reports from the Internal Auditor, the Administration, Office of the Auditor General, consultants and other external oversight agencies as appropriate;
	6	enquiring with the Internal Auditor or the Administration about processes to detect and prevent fraud or corruption and to their awareness of any suspected, alleged or actual fraud or corruption and the City's response to it (subject to confidentiality considerations);
	7	assessing the adequacy of the annual internal audit plan and the three-year internal audit plan;
	8	identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the Internal Auditor and the Council if appropriate and receive any reports detailing the results of those investigations;
	9	review the strategic risks to the City and the plans to minimise or respond to those risks. This includes assessing whether risks that may prevent the City from achieving its objectives or maintaining its reputation have been identified.
	<i>Please Note: The Terms of Reference are reflected in section 5.1 of the Audit and Risk Charter which was adopted by Council on 20 September 2022 (CJ151-09/22).</i>	
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, JSC02-11/21, JSC03-05/01, CJ137-06/04, JSC03-11/07, CJ099-05/09, CJ184-09/13, CJ153-08/18, CJ151-09/22.
		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	<u>Members</u>	<u>Deputies</u>
	Mayor Hon. Albert Jacob, JP *	-
	Cr Christopher May, JP **	Cr Russell Poliwka
	Cr Tom McLean, JP	Cr Adrian Hill
	Cr Daniel Kingston	Cr Nige Jones
	Cr Suzanne Thompson	Cr Russ Fishwick, JP
	Cr John Chester	Cr John Logan
	Cr Christine Hamilton-Prime, JP	Cr John Raftis
	* Presiding Member	
	** Deputy Presiding Member	
<b>Role of the Committee</b>	<p>The role of the Chief Executive Officer Recruitment and Performance Review Committee is to:</p> <ol style="list-style-type: none"> <li>1 recommend to Council the selection and appointment process of a Chief Executive Officer;</li> <li>2 recommend to Council the preferred consultant to assist with the recruitment process for a Chief Executive Officer;</li> <li>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;</li> <li>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;</li> <li>5 review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;</li> <li>6 prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to Council;</li> <li>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;</li> </ol>	

## ATTACHMENT 8.3.1

	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.
<b>Quorum</b>	4	
<b>File Reference</b>	20006	
<b>Council updates</b>	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, JSC02-11/21, CJ205-11/06, CJ246-11/09, JSC02-11/15,

## MAJOR PROJECTS AND FINANCE COMMITTEE

<b>Membership</b>	<p><u>Members</u></p> <p>Mayor Hon. Albert Jacob, JP  Cr Christopher May, JP  Cr Adrian Hill **  Cr Nige Jones  Cr Russ Fishwick, JP  Cr John Logan *  Cr Christine Hamilton-Prime, JP</p> <p><u>Deputies</u></p> <p>-  Cr Russell Poliwka  Cr Tom McLean, JP  Cr Daniel Kingston  Cr Suzanne Thompson  Cr John Chester  Cr John Raftis</p> <p>* Presiding Member  ** Deputy Presiding Member</p>
<b>Role of the Committee</b>	<p>The role of the Major Projects and Finance Committee is to:</p> <ol style="list-style-type: none"> <li>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>;</li> <li>2 make recommendations to Council on modifications of capital works projects and major strategic capital projects;</li> <li>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: <ol style="list-style-type: none"> <li>3.1 project scope;</li> <li>3.2 design elements and core project components;</li> <li>3.3 development models and financial structures;</li> <li>3.4 on-going management and utilisation models;</li> </ol> </li> <li>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;</li> <li>5 oversee the City's financial management activities, funding proposals and long-term strategic financial planning;</li> <li>6 make recommendations to Council on reviews and impacts on the City's <i>10 Year Strategic Financial Plan</i>.</li> </ol>
<b>Quorum</b>	4
<b>File Reference</b>	107023
<b>Council updates</b>	JSC02-11/15, JSC03-11/17, JSC03-11/19, JS02-11/21.

## POLICY COMMITTEE

<b>Membership</b>	<p><u>Members</u></p> <p>Mayor Hon. Albert Jacob, JP  Cr Russell Poliwka  Cr Adrian Hill  Cr Daniel Kingston **  Cr Suzanne Thompson *  Cr John Chester  Cr John Raftis</p> <p>* Presiding Member  ** Deputy Presiding Member</p>	<p><u>Deputies</u></p> <p>-  Cr Christopher May, JP  Cr Tom McLean, JP  Cr Nige Jones  Cr Russ Fishwick, JP  Cr John Logan  Cr Christine Hamilton-Prime, JP</p>
<b>Role of the Committee</b>	<p>The role of the Policy Committee is to:</p> <ol style="list-style-type: none"> <li>1 make recommendations to Council on the development and review of the City's policies and overall policy framework;</li> <li>2 make recommendations to Council on the development and review of the City's local laws;</li> <li>3 oversee the strategic direction of the City's Art Award events, Visual Art Collection and Visual and Performing Arts Programs;</li> <li>4 make recommendations to Council on strategic planning matters, including planning strategies, scheme amendments, structure plans, local development plans, and submissions on urban planning matters to government agencies requiring a Council decision.</li> </ol>	
<b>Quorum</b>	4	
<b>File Reference</b>	103963	
<b>Council updates</b>	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, JSC02-11/11, JSC06-11/13, JSC02-11/15, JSC03-11/17, JSC03-11/19, JSC02-11/21, CJ082-05/23.	

## STRATEGIC COMMUNITY REFERENCE GROUP

Membership	<u>Members</u>	<u>Deputies</u>
	Mayor Hon. Albert Jacob, JP* Cr Christine Hamilton-Prime, JP Cr John Raftis Cr Christopher May  *Presiding Member	Cr Adrian Hill (1 <sup>st</sup> Deputy) Cr John Chester (2 <sup>nd</sup> Deputy) Cr Russ Fishwick, JP (3 <sup>rd</sup> Deputy)
	<u>Community Representatives</u>	
	<u>North Ward</u> Robyn Anderson Allan Connolly TBC	<u>North Central Ward</u> Kim Allen (resigned July 2023) Gail Carmody
	<u>Central Ward</u> Leonard (Len) Collier Gemma Dorman	<u>South-West Ward</u> David Hudson MBE Sandra Watson
	<u>South-East Ward</u> Janine Blake Alison Elsom	<u>South Ward</u> Ronald (Ron) Gallagher The Reverent Lorna Green (resigned Dec 2022) Alix Oakes (appointed Jan 2023)
	<u>Youth Representatives</u> Tara Belle Lie Aimee Wright	
<b>Role of the Group</b>	<p>The purpose of the Strategic Community Reference Group is to provide advice to the Council on:</p> <ul style="list-style-type: none"> <li>• The SCRG will provide advice to Council on matters of significant community interest and strategic initiatives as determined by Council.</li> <li>• The Strategic Community Reference Group has no delegated powers or authority to:               <ul style="list-style-type: none"> <li>○ represent the City of Joondalup</li> <li>○ implement recommendations without the approval of Council</li> <li>○ commit Council to the expenditure of funds.</li> </ul> </li> </ul> <p>as determined by Council.</p>	

<b>Quorum</b>	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 12 community members.			
<b>File Reference</b>	102605			
<b>Council updates</b>	CJ112-06/12, CJ214-11/14, CJ052-03/18,	CJ156-08/12, JSC03-11/15, JSC04-11/19,	JSC06-11/13, JSC04-11/17, JSC03-11/21.	CJ015-02/14, CJ199-12/17,

## COMMUNITY BOARD OF ADVICE (JOONDALUP HEALTH CAMPUS)

- External Committee-

<b>Membership</b>	<div> <div><u>Member</u></div> <div><u>Deputy</u></div> </div> <div> <div>Cr Christine Hamilton-Prime, JP</div> <div>Cr John Chester</div> </div>
<b>Role of the Committee</b>	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.
<b>Meeting Fees / Allowances</b>	Nil.
<b>File Reference</b>	15395
<b>Council updates</b>	<div> <div>CJ091-04/00,</div> <div>JSC21-05/06,</div> <div>JSC02-11/11,</div> <div>JSC04-11/17,</div> </div> <div> <div>JSC19-05/01,</div> <div>JSC03-11/07,</div> <div>JSC06-11/13,</div> <div>JSC04-11/19,</div> </div> <div> <div>JSC31-05/03,</div> <div>CJ077-04/09,</div> <div>CJ207-10/14,</div> <div>JSC02-11/21.</div> </div> <div> <div>CJ002-02/04,</div> <div>CJ246-11/09,</div> <div>JSC03-11/15,</div> </div>
<b>Contact</b>	<div> <div>Angela Smith</div> <div>Executive Assistant</div> <div>Joondalup Health Campus</div> <div>PO Box 242</div> <div>JOONDALUP WA 6027</div> </div> <div> <div>9400 9404</div> <div><a href="mailto:smithangela@ramsayhealth.com.au">smithangela@ramsayhealth.com.au</a></div> </div>

## JOONDALUP DESIGN REVIEW PANEL

<b>Membership</b>	<p>Chief Executive Officer or his nominee</p> <p><u>Chairperson</u></p> <ul style="list-style-type: none"> <li>- Nerida Moredoundt, Australian Institute of Architects.</li> </ul> <p><u>Deputy Chairperson</u></p> <ul style="list-style-type: none"> <li>- Munira Mackay, Royal Institute of British Architects.</li> </ul> <p><u>Members</u></p> <ul style="list-style-type: none"> <li>- Simon Venturi, Australian Institute of Architects</li> <li>- Kukame McPierzie, Australian Institute of Architects</li> <li>- Robin Burnage, Australian Institute of Landscape Architects</li> <li>- Tony Blackwell, Australian Institute of Landscape Architects</li> <li>- Jackson Liew, Australian Institute of Architects</li> <li>- Jane Bennett, Planning Institute of Australia</li> <li>- Aaron Sice, Design Matters National</li> <li>- Graham Agar, Engineers Australia</li> </ul>
<b>Role of the Panel</b>	<p>The role of the panel is:</p> <ul style="list-style-type: none"> <li>• To provide independent, impartial, expert advice on the design quality of eligible planning proposals to developers, local government officers and decision makers.</li> <li>• To be advisory only, with no decision-making functions.</li> </ul>
<b>Quorum</b>	Nil.
<b>File Reference</b>	34172
<b>Council updates</b>	<p>CJ213-09/08, CJ142-06/09, CJ191-11/10, CJ214-11/11, JSC06-11/13, JSC03-11/15, JSC04-11/17, JSC04-11/19, JSC03-11/21.</p>



**JOONDALUP LOTTERIES HOUSE INC**

- External Committee -

<b>Membership</b>	Coordinator Community and Youth Development			
<b>Role of the Committee</b>	To provide secure, affordable office space for community organisations in the northern suburbs involved in supporting and/or delivering non-profit human services.			
<b>Meeting Fees / Allowances</b>	Nil.			
<b>File Reference</b>	29094			
<b>Council updates</b>	CJ229-11/98, JSC23-05/01, JSC34-05/03, JSC02-11/11, JSC04-11/19,	CJ260-07/99, CJ131-05/01, JSC21-05/06, JSC06-11/13, JSC03-11/21.	JSC42-12/99, CJ386-11/01, JSC03-11/07, JSC03-11/15,	CJ038-03/00, CJ206-09/02, CJ246-11/09, JSC04-11/17,
<b>Contact</b>	Pam Tatam Office Administrator Joondalup Lotteries House Inc. 70 Davidson Terrace JOONDALUP WA 6027.  9300 2550 <a href="mailto:jlhi@iinet.net.au">jlhi@iinet.net.au</a>			

**MINDARIE REGIONAL COUNCIL**

- External Committee -

<b>Membership</b>	Mayor Hon. Albert Jacob, JP Cr Christopher May, JP			
<b>Role of the Committee</b>	To perform designated functions in connection with waste treatment and disposal.			
<b>Meeting Fees / Allowances and Technology Expenses</b>	Chairperson:	\$38,395 per annum		
	Deputy Chairperson:	\$17,120 per annum		
	Member:	\$12,030 per annum		
<b>Directorate</b>	Infrastructure Services.			
<b>File Reference</b>	03149			
<b>Council updates</b>	JSC11-07/98, JSC40-05/03, CJ205-11/06, JSC04-10/13, JSC01-10/21.	CJ260-07/99, CJ002-02/04, JSC03-11/07, JSC01-10/15,	JSC46-12/99, CJ137-06/04, CJ246-11/09, JSC02-10/17,	JSC30-05/01, JSC13-05/06, JSC1-10/11, JSC02-10/19,
<b>Contact</b>	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 PO Box 2746 CLARKSON WA 6030  9306 6318 <a href="mailto:governance@mrc.wa.gov.au">governance@mrc.wa.gov.au</a>			

## NORTH WEST DISTRICT PLANNING COMMITTEE

- External Committee -

<b>Membership</b>	Cr Suzanne Thompson Cr Adrian Hill (Deputy)
<b>Role of the Committee</b>	<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>
<b>Meeting Fees / Allowances</b>	Nil.
<b>File Reference</b>	01080
<b>Council updates</b>	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, JSC03-11/21.
<b>Contact</b>	Commission Support Western Australian Planning Commission 140 William Street PERTH WA 6000  6551 9910 <a href="mailto:committees@dplh.wa.gov.au">committees@dplh.wa.gov.au</a>

## METRO OUTER JOINT DEVELOPMENT ASSESSMENT PANEL (MOJDAP)

-External Committee-

<b>Membership</b>	<u>Members</u>  Cr Tom McLean, JP Cr Nige Jones	<u>Alternate Members (Deputy)</u>  Cr Adrian Hill Cr Russ Fishwick JP
<b>Role of the Panel</b>	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 \$10 million or greater in value would be determined by the DAP (mandatory DAP application). An applicant may also elect for a development with a value of between \$2 million and \$10 million to be determined by the DAP (opt-in DAP application).  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.	
<b>Meeting Fees / Allowances</b>	Presiding Member: \$700 per meeting Specialist Members: \$425 per meeting  Training Session for DAP Members Attendance: \$400 per session Re-training Fee \$200  The DAP Member Fees for Form 2 applications heard on their own, either in person or via teleconference, are:  Presiding Member: \$200 Specialist Members: \$100	
<b>File Reference</b>	09886, 101515	
<b>Council updates</b>	CJ060-04/11, CJ120-07/11, JSC02-11/11, CJ002-02/13, JSC06-11/13, CJ010-02/15, JSC03-11/15, CJ006-02/17, JSC04-11/19, JSC03-11/21.	
<b>Contact</b>	DAP Secretariat 140 William Street, PERTH WA 6000  6551 9919 <a href="mailto:daps@dplh.wa.gov.au">daps@dplh.wa.gov.au</a>	

## NORTH WESTERN METROPOLITAN REGIONAL ROAD SUB-GROUP

- External Committee -

<b>Membership</b>	Cr John Logan Cr Christopher May (Deputy) Director Infrastructure Services
<b>Role of the Committee</b>	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.
<b>Meeting Fees / Allowances</b>	Nil.
<b>Directorate</b>	Infrastructure Services.
<b>File Reference</b>	02416
<b>Council updates</b>	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, JSC03-11/21.
<b>Contacts</b>	Stewart Soraine Acting Local Government Roads Program Coordinator Main Roads WA PO Box 6202 EAST PERTH WA 6892  9323 4462 <a href="mailto:mrrg@mainroads.wa.gov.au">mrrg@mainroads.wa.gov.au</a>

**CATALINA REGIONAL COUNCIL**

- External Committee –

<b>Membership</b>	<u>Members</u> Cr John Chester Cr Nige Jones	<u>Deputies</u> Cr Russ Fishwick, JP (1 <sup>st</sup> Deputy) Cr John Raftis (2 <sup>nd</sup> Deputy)
<b>Role of the Committee</b>	The Catalina Regional Council (formerly known as Tamala Park Regional Council) was established for the development of approximately 165 hectares of Lot 118 Mindarie.	
<b>Meeting Fees / Allowances</b>	Chairperson Deputy Chairperson: Member:	\$37,355 per annum \$16,208.75 per annum \$10,990 per annum
<b>Directorate</b>	Corporate Services.	
<b>File Reference</b>	41196	
<b>Council updates</b>	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.	
<b>Contact</b>	Chris Adams Chief Executive Officer Catalina Regional Council Unit 2, 369 Scarborough Beach Road INNALOO WA 6918  Vickie Wesolowski Executive Assistant to CEO Catalina Regional Council PO Box 655 INNALOO WA 6918  9205 7502 <a href="mailto:mail@catalina.wa.gov.au">mail@catalina.wa.gov.au</a>	

## WA LOCAL GOVERNMENT ASSOCIATION NORTH METROPOLITAN ZONE

<b>- External Committee - Membership</b>	<u>Members</u>		<u>Deputies</u>	
	Mayor Hon. Albert Jacob, JP Cr Adrian Hill Cr Russ Fishwick, JP Cr Nige Jones		Cr Christopher May (1 <sup>st</sup> Deputy) Cr Christine Hamilton-Prime, JP (2 <sup>nd</sup> Deputy)	
	<i>Note: Cr Fishwick is the City's WALGA State Council representative and Mayor Jacob is his deputy on WALGA State Council</i>			
<b>Role of the Committee</b>	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.			
<b>Meeting Fees / Allowances</b>	Nil.			
<b>Directorate</b>	Governance and Strategy.			
<b>File Reference</b>	60514, 00033			
<b>Council updates</b>	CJ30-07/98, JSC28-05/01, CJ066-04/07, CJ065-04/10, JSC02-10/17,	CJ244-11/98, JSC52-05/03, JSC03-11/07, JSC2-11/11, JSC02-10/19,	CJ260-07/99, CJ002-02/04, CJ077-04/09, JSC04-10/13, JSC01-10/21.	JSC45-12/99, JSC12-05/06, CJ246-11/09, JSC01-10/15,
<b>Contacts</b>	See next Page			

**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](mailto: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](mailto:krobertson@walga.asn.au)

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



## WANNEROO/JOONDALUP LOCAL EMERGENCY MANAGEMENT COMMITTEE

- External Committee -

<b>Membership</b>	Cr Christine Hamilton-Prime, JP Cr John Chester (Deputy) Manager Asset Management Emergency Management Officer Principal Environmental Health Officer
<b>Role of the Committee</b>	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.
<b>Meeting Fees / Allowances</b>	Nil.
<b>Directorate</b>	Infrastructure Services
<b>File Reference</b>	09151, 48543
<b>Council updates</b>	CJ024-02/10, JSC2-11/11, JSC06-11/13, JSC03-11/15, JSC04-11/17, JSC04-11/19, JCS03-11/21.
<b>Contact</b>	Derrick Briggs Emergency Management Officer City of Joondalup PO Box 90 JOONDALUP WA 6919  9400 4113 or 0416 077 237 <a href="mailto:derrick.briggs@joondalup.wa.gov.au">derrick.briggs@joondalup.wa.gov.au</a>

## YELLAGONGA REGIONAL PARK COMMUNITY ADVISORY COMMITTEE

- External Committee -

<b>Membership</b>	Cr John Chester Cr Daniel Kingston (Deputy) Team Leader Natural Areas
<b>Role of the Committee</b>	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.
<b>Meeting Fees / Allowances</b>	Nil.
<b>Directorate</b>	Infrastructure Services.
<b>File Reference</b>	29109
<b>Council updates</b>	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, JSC03-11/21.
<b>Contact</b>	Tanya Davis Community Liaison and Administration Officer Department of Biodiversity, Conservation and Attractions Locked Bag 104 BENTLEY DC WA 6983  9442 0310 <a href="mailto:tanya.davis@dbca.wa.gov.au">tanya.davis@dbca.wa.gov.au</a>

## RECONCILIATION ACTION PLAN (RAP) COMMUNITY REFERENCE GROUP

- External Committee –

<b>Membership</b>	<p>Mayor Hon. Albert Jacob, JP (Deputy Presiding Member) Cr Russ Fishwick JP Cr Christine Hamilton-Prime, JP</p> <p><u>Community Member representatives</u></p> <ul style="list-style-type: none"> <li>- Pauline Boscato</li> <li>- Jane Burns</li> <li>- Ken Aitchison</li> <li>- Amanda Weall</li> <li>- Phillipa Taylor</li> <li>- Marcus Kaden</li> <li>- Kath Kickett</li> <li>- One vacancy</li> </ul> <p><u>Organisational Representatives</u></p> <ul style="list-style-type: none"> <li>- Dennis Simmons, Maar Koodjal Aboriginal Corporation</li> <li>- Sharon Wood-Kenny, Djinda Bridiya Wellbeing Australian Aboriginal Organisation – (Presiding Member)</li> <li>- Mihi Betham – Meerilinga</li> <li>- Audrey Williams (Impact Services)</li> </ul>
<b>Role of the Committee</b>	<p>The Reconciliation Action Plan (RAP) Community Reference Group is to:</p> <ul style="list-style-type: none"> <li>• Guide the development of the City's Reconciliation Action Plan;</li> <li>• Scope and reflect on how the City of Joondalup can contribute to reconciliation in a way that is meaningful, mutually beneficial and sustainable.</li> </ul>
<b>Meeting Fees / Allowances</b>	Nil.
<b>Directorate</b>	Planning and Community Development.
<b>File Reference</b>	45088

**Council updates**

CJ118/09-19, CJ125-09/20, JSC03-11/21.

**Contact**

Erika Everitt  
Community Development Officer  
**City of Joondalup**  
PO Box 21  
JOONDALUP WA 6919  
9400 4226  
[Erika.everitt@joondalup.wa.gov.au](mailto: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~~ Director Planning and Community Development 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. Where both the Chairperson and Deputy Chairperson are unable to attend a meeting, the Director Planning and Community Development may appoint a Panel Member to undertake the roles and responsibilities of the Chairperson.

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 (including the Presiding Member).

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 2022

### Meeting 1 Report — Development of the Community and Libraries Strategy

<b>Date:</b>	Monday 25 July 2022
<b>Time:</b>	6.00 – 8.30 pm
<b>Location:</b>	Civic Centre Conference Rooms 2/3 90 Boas Avenue, Joondalup
<b>Facilitator:</b>	Becci Clarke, Steps Co

#### Attendees:

**Presiding Member:** Mayor Albert Jacob

**Elected Members:** Cr John Raftis

#### Community Members:

North Ward: Robyn Anderson  
Allan Connolly

North Central Ward: Gail Carmody  
Kim Allen

Central Ward: Len Collier  
Gemma Dorman

South-West Ward: David Ian Hudson

South-East Ward: Janine Blake  
Alison Elsom

South Ward: Lorna Green

Youth: Tara Belle Lie  
Aimee Wright

**Subject Matter Experts:** Vik Jeyakumar, Regional Manager Metro Services, Anglicare WA  
Caroline Jones, Manager Community Learning and Capacity, City of Canning  
Jenny Devine, Facilitator and Consultant, Leading Teams  
Sue North, Fellow of Library Board of WA

**City Officers:** Jamie Parry, Director Governance and Strategy  
Chris Leigh, Director Planning and Community Development  
Rebecca Maccario, Manager Strategic and Organisational Development  
Shane Fraser, Manager Community Development and Library Services

Chloe Cooper, Strategic Planning and Engagement Coordinator  
Colleen Thompson, Senior Project Officer  
Nina Jurak, Acting Senior Policy Officer

**Apologies:**

Deputy Mayor Christine Hamilton-Prime JP  
Cr Christopher May  
James Pearson, Chief Executive Officer  
Ron Gallagher, South Ward  
Sandra Watson, South-West Ward

**Overview:**

The purpose of the meeting was to consider the City's strategic approach to community development and libraries, and to identify opportunities to inform the development of the new Community and Libraries Strategy.

The objectives of the meeting were to:

- Explore the role and impact of community development and library services.
- Identify opportunities for alignment in delivery of community development and library services.
- Prioritise community development and library services the City can provide.

The following subject matter experts were invited and participated at the meeting:

- **Vik Jeyakumar** is currently the Regional Manager Metro Services at Anglicare WA. His roles have seen communities thrive through the development of sustainable and innovative service solutions across WA in the areas of youth homelessness, family and domestic violence, mental health, and disability. He was awarded the Significant Contribution to Youth Work in WA Award by the WA Association for Youth Work.
- **Caroline Jones** is the Manager Community Learning and Capacity at the City of Canning where she leads the library team under the Learning Cities Strategy, aligned with the United Nations Educational, Scientific and Cultural Organisation (UNESCO) collaborative network. In her roles she has developed the new State-wide Public Libraries Strategy and advocates community development principles being fully integrated within the public library context.
- **Jenny Devine** is a facilitator and consultant for Leading Teams, an organisation that delivers tailored programs supporting cultural change across sectors and industries. Her roles include working with organisations and individuals to support performance improvement.
- **Sue North** is a Fellow of the Library Board of WA, conferred in 2017 for her contribution to the State and public libraries in establishing the Better Beginnings Family Literacy Program. The program has been recognised nationally and internationally for building a unique mix of partnerships between local and State governments, business, and the community sector to fund and deliver positive literacy outcomes for young children and their families.

This report captures the outputs from the meeting. The raw outputs are provided in the Appendix.

**Outcomes:****Activity 1 – Purpose of services**

During this activity, images of the community development and library services currently provided by the City were viewed by participants, who then considered what community development and library services provide to the community, and what the benefits are. The experts provided information on the

general benefits and discussed the opportunities and benefits for collaboration of community development and library services.

The benefits of community development and library services arising from the plenary discussion include:

- **Connection and collaboration** — The premise of bringing community development and library services together seems obvious and makes sense, but is not common. However, it is a positive step as it provides the opportunity for people to connect with others and for government agencies and not-for-profit organisations to connect and form strategic partnerships. It is an opportunity for face-to-face connection across generations.
- **Equity** — Libraries are a safe space where no judgements are passed; anyone can use the resources regardless of background, hardship, or circumstances. It is a place where people can access the internet for free if they do not have it in their homes. Community development can help to normalise difference.
- **Capacity building** — Community development can build human potential, increase access to services, as well as the confidence, resilience, and curiosity of people. This in turn increases the voices of diversity in community by providing an understanding of different perspectives on community matters. Libraries are a place where you can learn, explore ideas, and meet people and it links people with services.
- **Outreach** — Through youth outreach programs you meet people at the 'pointy end of life', you form connections and develop support networks that endure. Outreach may also help with antisocial behaviour and reduce the impacts of poverty and loneliness.
- **Health and wellbeing** — Services promote a sense of positive emotional, social, and physical wellbeing through physical activities for youth, counteracting loneliness for elderly and keeping people engaged after their working life. Services provide a sense of belonging and purpose, especially for those new to the community.
- **Education and learning** — Libraries may improve literacy and numeracy which, in turn, improves employment opportunities and allows people to understand their rights. Libraries provide opportunities for the very young to be exposed to different ways of learning other than primary school, especially as not all schools have a library.
- **Support** — Services break down the barriers of the digital divide by providing support and information geared towards individual needs. Services provide an understanding of what is happening in the community, where people can meet and learn about issues.

An example of where collaboration is needed was provided stating that this district has the highest separation rates of the metropolitan area and, although government funding is available, not-for-profit agencies do not apply as they do not have all the resources to deliver the service, such as a physical space that is safe and accessible. Also, there may be a lot of competing demands to use the spaces that are available but how is the use of the space prioritised and how tensions managed? A point was made that it is very important to not lose the intangible benefits of libraries; a place of peace and quiet that would be greatly missed if it no longer existed.

### **Activity 2 — Issues, challenges and opportunities**

This activity began with a plenary discussion to provide context for the issues, challenges and opportunities for community development and library services, with the subject matter experts sharing their knowledge and experiences. With the use of GroupMap, a table scribe inputted feedback from the participants in response to the following questions:

**What factors impact community development and library services?**

- **Resources** — The lack of staff with the right skill set is diminishing, and there is a lack of funds to deliver services and provide or upgrade buildings. Some of the facilities are old and unappealing.
- **Communication and perception** — There are challenges in letting people know what libraries and community development do, and although people use social media, it is a medium that is very crowded with information. There may be a misperception of what libraries do based on only a historical understanding.
- **Accessibility** — There seems to be a number of services provided for youth and the elderly but no services for those aged in-between. The library seems to be a place where you 'age in and age out', that is, before you enrol in school and when you retire from work. There may be limitations due to the location of a library or service, as well as the physical design, the frequency of services or guest speakers.
- **Demand** — The supply and demand for services can change; for example during lockdowns, the demand for online library services increased, as did the way services were accessed. Governance and legislative requirements may also impact the roles and responsibilities of some services; for example, although people could not physically visit a library during lockdowns, the library still offered support services such as online storytime and tutorials on how to access the Service WA phone app.
- **Competition** — There are competing alternatives available, such as university libraries or Citizen Advice Bureaus, which may create tensions for demand and funding.

**What currently works well that we must keep?**

- **Services and programs** — The current services on offer, such as adult learning classes and community edible gardens. Providing books in hard-copy and electronically. Outreach programs at shopping centres, and the low cost programs on offer at Craigie Leisure Centre and during school holidays. Quiet study spaces for students.
- **Service delivery** — Community services are aligned with community need; for example, youth programs on offer, as well as the ability to get books delivered through the 'Books on Wheels' program.
- **Inclusivity** — Libraries support people to bridge the digital divide. The library may be the only place that people can access the internet and charge their phones at no cost. In turn, this allows access to services that are only provided online, such as online banking or emails.
- **People** — The good people who provide the services, who are knowledgeable and passionate. Librarians do not seem resistant to change and want libraries to become more of a community hub.

**What does not work well?**

- **Communication** — It seems that a lot of library programs are only advertised in the library, so it is difficult to know what is being provided. Community development services are invisible if you are not touched by them.
- **Technology** — Libraries are not keeping up with the rapid change of technology; for example, eBooks are complicated and do not work with technologies such as Kindles or other eReaders; specific apps are required for using some digital services, and the website is difficult to navigate.
- **Accessibility** — Not all libraries are fit-for-purpose; for example, the after hours return shute is difficult to get to, not every library has a meeting room, signage connecting to surrounding areas is limited, and parking can be a challenge. Fining people for late returns may stop people from using

the library. The library staff are excellent at servicing library patrons, but may not have the adequate skills or training to support the broader community.

#### What is missing that we need to start doing?

- **Collaboration** — There needs to be a link, collaboration, connection or partnership with community development and not only the services libraries provide but the physical assets. This may be achieved through an ongoing commitment to services so that library staff who are excellent at servicing library patrons receive training to support and engage with the broader community. Developing connections may also help with reaching different demographics to promote services.
- **Service delivery** — There needs to be a greater focus on what the community wants and needs, such as designing buildings that are fit-for-purpose and accessible, providing programs according to need that are inclusive. For example, offering conversation groups so that people can come together to speak a foreign language, rather than English literacy improvement.

#### Activity 3 — Priorities

In breakout groups, participants were asked to think about all the information they had gained from activities 1 and 2, and three key areas the City should prioritise. Participants then had to decide, from the following list of roles, what the role of the City would be for each area:

- **Leader/provider/regulator** — City is solely responsible and accountable for delivery.
- **Partner/funder** — City is partially responsible for delivery, alongside one or more other entities. City may or may not be accountable. City may delegate or provide funding for delivery.
- **Advocate** — City is responsible for promoting the interests of the community and stakeholders to other decision-makers and influencers but is neither accountable nor responsible for delivery.
- **Supporter** — City plays a minor role in delivery, with another entity holding majority responsibility. City is neither accountable nor responsible.
- **Informs** — Delivery is out of the City's scope, capability, or resourcing capacity. City cannot or should not deliver it but provides specialist input as required. City is neither accountable nor responsible.

#### Group 1

Key area	City's role
Communication and awareness — ambassadors, evolution, good news stories.	Leader/provider/regulator Partner/funder
Better identify points of need which we are not yet meeting but are well placed to meet.	Partner/funder Advocate
Be ready/explore alternative and innovative modes of delivery.	Advocate

#### Group 2

Key area	City's role
Improving awareness of services/programs — communications/promotions — getting feedback and representative advice/co-design.	Leader/provider/regulator Partner/funder
Providing space/facilities for collaborations/co-locations with other agencies.	Partner/funder Supporter
Services/programs for missing demographics (eg wine and book club in evenings).	Partner/funder Advocate Supporter

**Group 3**

<b>Key area</b>	<b>City's role</b>
Communication strategy	Leader/provider/regulator
Co-design and partnerships	Partner/funder
Physical infrastructure/resources	Partner/funder

**Group 4**

<b>Key area</b>	<b>City's role</b>
Master plan and roadmap.	Leader/provider/regulator
Physical asset design and fit-for-purpose and location.	Leader/provider/regulator Partner/funder
Platform — inclusion, capacity building, community engagement.	Leader/provider/regulator Supporter

## Appendix 1 — Additional input from SCRG member unable to attend meeting

**Benefits to community of community development and libraries:** People able to make connections — mental and physical health, opportunities to get out and about in the community, meeting spaces, free and low cost activities, hobbies, recreation and leisure activities, ways for everyone to get involved etc. Absolutely essential to have community development programs, services and personnel to collaborate with community and build capacity.

**Factors that impact:** Often lack of funds, difficulty meeting all community needs and demands, lack of revenue raising opportunity versus cost to the ratepayer and trying to balance that, in some cases old facilities/not fit-for-purpose anymore and located in isolation from other community facilities/ amenities. Whitfords library still looks tired I think, despite the upgrade, and it, and the Seniors' Centre, are so far away from Westfield — not linked.

**Good things:** Free computer access, scanning, printing options, free activities, having four libraries is great.

**Things that I think could be looked at:** Future — move towards more of a community hub model where facilities like libraries etc are all located together and near shopping centres and other facilities — one-stop-shop — eg Manning Hub, City of South Perth library, community and sporting facilities, early years centre, Aboriginal centre, child health clinic, medical, commercial, major art works and lots of collaborative community and business events are held there.

Whitfords, Duncraig and Woodvale libraries are all located away from shopping centres/community centres so are not a 'hub' for residents, despite being near shopping centres (Whitford and Woodvale) — this is not being taken advantage of. Duncraig Library desperately needs an upgrade and a facelift and both it, and Whitford could benefit from being rendered or something affordable like that to modernise them

More community art projects that are visible — Stirling and South Perth seem to be doing this well — good to see Sioux Tempestt doing a mural work at Whitford Library — I would like to see more of these types of projects and see more of this on social media. These buildings are generally very old and tired looking from the 1970s.

Better marketing of programs and services available — I seem to get a newsletter via email now and again about libraries but seem to see little publicity and information regarding community development services and programs and feel I have to hunt for information on the City website and other mediums.

Comment regarding signage on the corner of Warwick Road and Marmion Avenue regarding library activities — it cannot be read or seen by drivers, and I question the use of signage like this that is filled with text and only pedestrians would be able to see it. I think it's a wasted opportunity. This area really needs an entrance statement given what is in this complex. With Whitford and Woodvale Libraries, I also think they need better, more impactful signage and entrance statements.

More assistance and much less red tape for things like community gardens. Padbury community garden example — dedicated community development officer to assist groups actively with getting these activities off the ground rather than bogging them down around things like how much funding they will need; build capacity.

### Three areas to prioritise:

Future planning — community hub models where libraries and other community facilities, services and amenities are co-located /linked — place making and activation model used — upgrade Duncraig Library and link with recreation centre/other facilities/shopping/businesses.

## ATTACHMENT 8.3.5

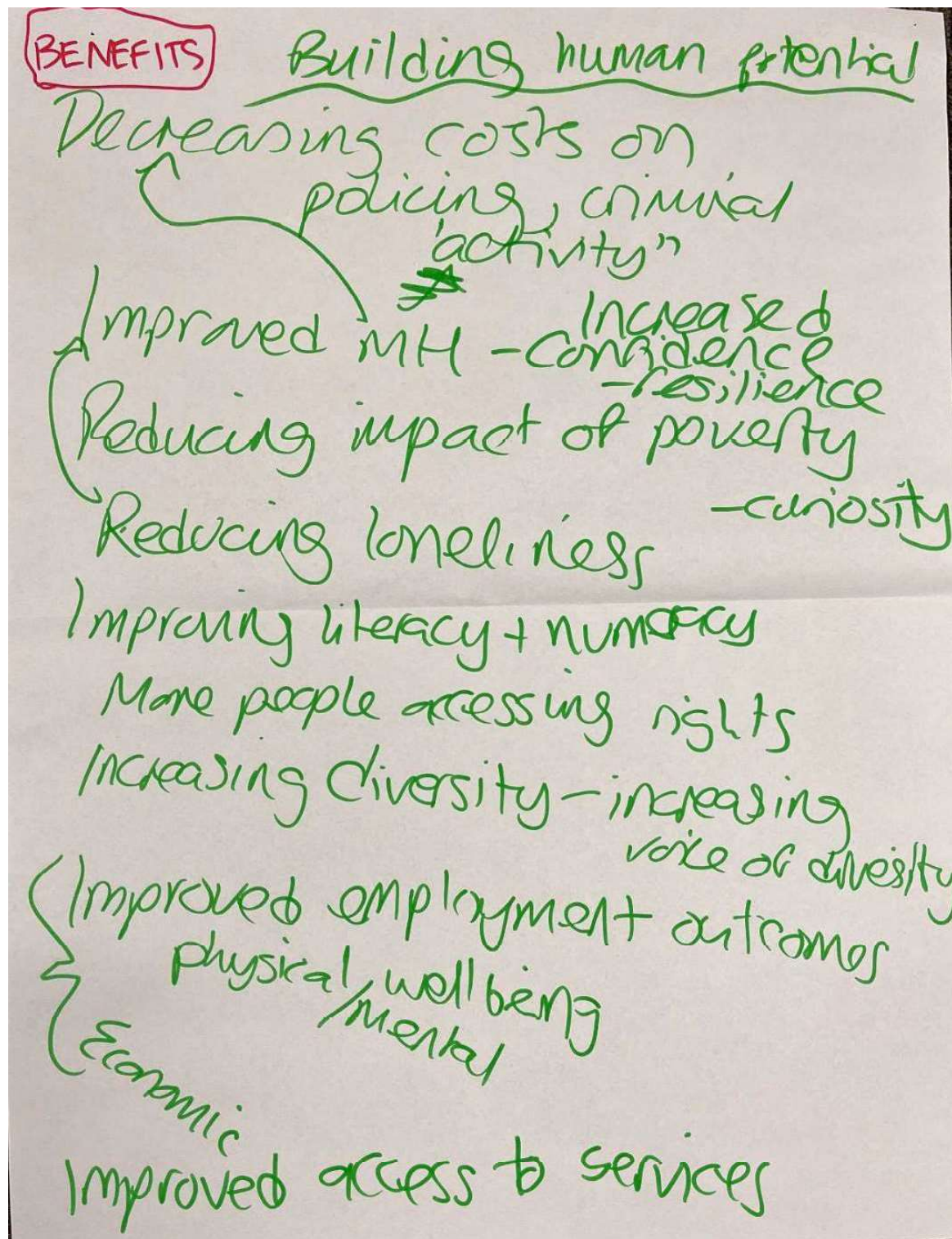
Review, refresh and revamp library and community development programs — a lot seem old and tired and generic to other LGA, eg introduce make a space, show films, author talks that are sundowner events, establish a dedicated local history centre that can be visited, eg City of Vincent.

I would like to see the library and community development teams out in the community more — in shopping centres, parks, foreshores, marinas, City events (eg little libraries, reading nooks, mobile storytelling, plays, puppet shows etc).

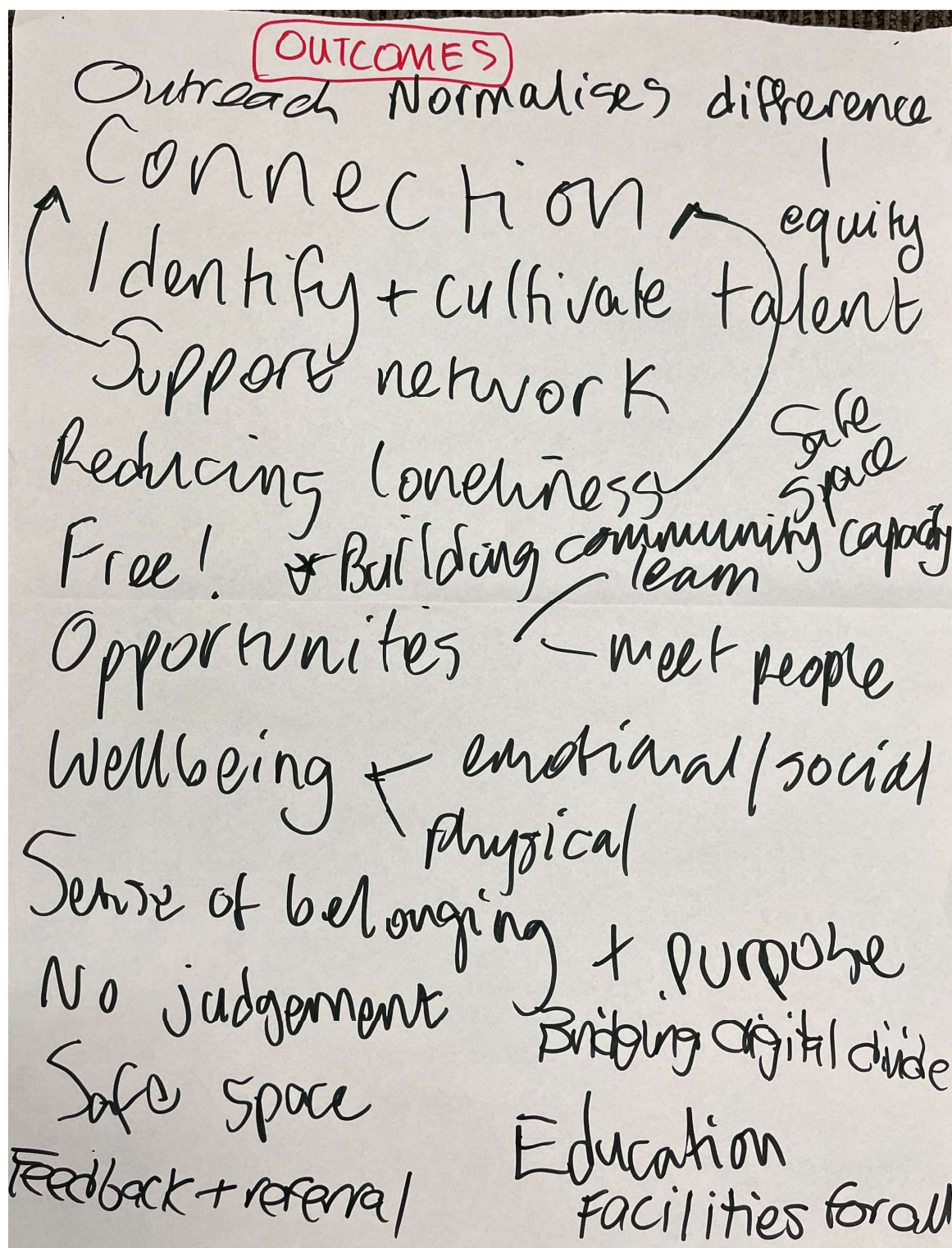


## Appendix 2 — Raw outputs

### Activity 1 — Purpose of services





Activity 2 — Issues, challenges and opportunities

**Activity 3 — Priorities****Group 1**

<p>Communication &amp; awareness</p> <p>Good news stories</p> <p>Evolution</p> <p>Ambassadors</p>	<p>Better identify points of need which we are not yet meeting but are well placed to meet.</p>	<p>Be ready/explore alternative and innovative modes of delivery.</p>
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## Group 2

Improving awareness of services/programs - communications/promotions - getting feedback & representative advice/ co-design	Providing space/facilities for collaborations/co-locations with other agencies	Services/programs for missing demographics (eg: wine & book club in evenings)
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## Group 3

Communication Strategy	Co-Design & Partnerships	Physical Infrastructure/Resources
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## Group 4

MASTER PLAN AND ROAD MAP.	PHYSICAL ASSET DESIGN AND FIT FOR PURPOSE AND LOCATION.	PLATFORM - INCUSION, CAPACITY BUILDING, COMMUNITY ENGAGEMENT.
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## Strategic Community Reference Group

### Meeting 2 Report — Development of a Community Safety Plan

<b>Date:</b>	Thursday 20 October 2022
<b>Time:</b>	6.00–8.30 pm
<b>Location:</b>	Civic Centre Conference Rooms 2/3 90 Boas Avenue, Joondalup
<b>Facilitator:</b>	Becci Clarke, Steps Co

#### Attendees:

**Presiding Member:** Mayor Hon Albert Jacob

**Elected Members:** Deputy Mayor Christine Hamilton-Prime JP  
Cr Christopher May

#### Community Members:

North-Central Ward: Gail Carmody  
Kim Allen

Central Ward: Leonard Collier

South-West Ward: David Hudson MBE  
Sandra Watson

South-East Ward: Janine Blake

Youth: Tara Belle Lie  
Aimee Wright

**Subject Matter Experts:** Tony Flack, Superintendent, WA Police Force Joondalup District  
Kellie Bryson, Animal Management Specialist, City of Joondalup

**City Officers:** Rebecca Maccario, Manager Strategic and Organisational Development  
Karen Thompson, Manager Community Safety  
Claire McLeod, Project Officer  
Chloe Cooper, Strategic Planning and Engagement Coordinator  
Nina Jurak, Senior Corporate Planning and Reporting Officer

**Observers:** Gary Butler, Crime Inspector, WA Police Force Joondalup District

**Apologies:** James Pearson, Chief Executive Officer  
Jamie Parry, Director Governance and Strategy  
Chris Leigh, Director Planning and Community Development  
Cr John Raftis  
Allan Connolly, North Ward  
Robyn Anderson, North Ward  
Ron Gallagher, South Ward  
Lorna Green, South Ward



Gemma Dorman, Central Ward  
Alison Elsom, South-East Ward

## Overview:

The purpose of the meeting was to consider the City's strategic approach to community safety and identify, 'what makes our community feel safe,' to inform a new draft Community Safety Plan. Information gathered will be used to provide context and information to inform a new draft Community Safety Plan.

The objectives of the meeting were to:

- explore the role and impact of the City's Community Safety team
- identify initiatives that promote community safety in our City
- prioritise community safety initiatives the City can provide.

The following subject matter experts were invited and participated at the meeting:

- **Superintendent Tony Flack** has served with the WA Police Force for 42 years, held various positions that include the Internal Affairs Unit, Principal of the Police Academy and Forensic Division, before his appointment as the Joondalup District Officer in January of 2021. The Joondalup Police District covers the two local government areas of Wanneroo and Joondalup, and Superintendent Flack is responsible for the stations of Warwick, Hillarys, Wanneroo, Joondalup, Clarkson and Yanchep. The position of Superintendent of Police also carries legislative responsibility as Chair of the District Emergency Management Committee. Superintendent Flack resides in the City of Joondalup and has both a personal and professional interest in ensuring the City plans and develops the capabilities best able to address community safety into the future and that such capabilities are aligned to the future direction and requirements of law enforcement.
- **Kellie Bryson** is part of the City of Joondalup's Animal Management Program, providing expert education to the community and internal staff on the safe and efficient management of animals in the City. She holds multiple qualifications in Companion Animal Services, specialising in canine behaviour and training. Kellie is passionate about educating the community to raise their pets to be safe members of society; and advocating for high quality, accessible care and training to ensure responsible pet ownership.
- **Detective Gary Butler**, Crime Inspector, WA Police Force Joondalup District attended as an observer.

This report captures the outputs from the meeting. The raw outputs are provided in the Appendices.

## Outcomes:

### **ACTIVITY 1 — PERCEPTIONS OF SAFETY**

The purpose of this activity was to scope the boundary for the workshop by identifying perceptions and managing expectations. It was also designed to address the principles and approaches; that is, how the team do things now (customer service, education, compliance vs enforcement). This activity was conducted as a facilitated plenary discussion. It laid the foundations for the workshop by exploring the following questions.

The key concepts of what safety means to the workshop participants include:

**What we feel** – When we feel safe, we feel no fear as we move around our City. We trust that we are safe and that help if available, should we need it, and we know where to go to get that help. People look out for each other and notice unusual things, which gives a neighbourly feel to our City. We feel confident to move around freely.



**What we see** – There is a physical, practical aspect to safety. Safety is manifested and represented by clean, bright, well-lit areas. Seeing obvious signs of safety being considered (lighting, no graffiti, cameras etc) give us assurance.

**Our perception** – Safety is focused on our perception that there are no threats to us. The City has a reputation for being a relatively safe place, so that's how we perceive it to be. We must acknowledge that perception is a very personal thing.

The factors impacting community safety or feeling safe in the community included:

**Knowledge, skills, and resources** – Knowledge and education affect our perception of safety. For example, absence of knowledge can cause fear, and education is an important tool in informing people about what is available to support them. Social media can be a good awareness and knowledge-building aid, but it can also paint an overly negative picture, or escalate drama. Our ability to access some of the factors that improve safety/perception of safety has a strong role – for example, whether financial resources, access to transport, opportunity to interact in the community. Our own skills and desire to be safety-aware are critical too, such as problem-solving skills, identifying risk probability, and building solutions for the future.

**Physical signs** – Positively activated spaces affect our perceptions of safety and our actual experience of it. Signage and CCTV and other overt physical signs of safety help us to feel protected and supported. Police/security presence is another important example of this, noting that it needs to be balanced as too much can have the opposite effect, making people wonder why it is there and feel afraid.

**Experiences** – Repetition of experience impacts our perception of safety – both positively and negatively, our own experiences and those of others. These may include things like our experience of receiving medical help and community/social support; the responsiveness of authorities and services to respond to our needs, and therefore our trust in them to do so in the future; consistency in supports, and consistency in the safety measure around us. Loneliness and isolation were identified as having a negative impact on community safety, with shared responsibility creating positive opportunities for improved safety and perceptions of safety.

**Programs and supports** – Active community groups are felt to have a positive impact on community safety by bringing people together, negating the risk of isolation and loneliness. They encourage a sense of community and enable people to get to know each other. Health and wellness programs are another example of a factor that brings a positive impact, resulting in less anxiety and an increased sense of inner security, as well as promoting social interaction.

When asked about their experience of the community safety support provided by the City, participants shared that overall, they have had positive experiences. They reported good experiences of receiving support when required (predominantly to crime or anti-social behaviour) and like the fact that the City takes a proactive approach to safety at events. They acknowledge that incidents happen but overall they still feel safe, and that is thanks to the day-to-day factors positively influencing their feeling of safety, which ultimately outweighs the impact of any bad experiences. They feel that communication and consistency are good and generally have a sense that life is safer in Joondalup than in other places. It was noted however, that some young people may not feel confident to seek help or know where to go.

## **ACTIVITY 2 — CHALLENGES AND OPPORTUNITIES**

The purpose of this activity was to identify current challenges and explore potential opportunities by asking the participants:

- What works well — what do we need to continue doing?
- What does not work well — what do we need to stop or change doing?
- What is missing — what do we need to start doing?

We conducted round robin rotation in three groups, capturing each group's thoughts on the questions above, capturing them against a "stop–start–continue" framework.

Participants were asked to refer to the pre-reading material section on the services the Community Safety team provide, aided by visual prompts (photographs) of services the Community Safety team provide.

### **What works well — what do we need to continue doing?**

There were a number of initiatives relating to **animals** that were highlighted as working well: the animal management program, the barking dog diary, and providing dog waste bags (although it was mentioned that bins need to be emptied more often).

In relation to **parking** services, school parking was mentioned in relation to things that currently work well, as was enforcing parking on footpaths.

**Community amenity** saw the most commentary in response to this question, with the following things being raised as things to continue doing well: the timing of graffiti removal, passive use floodlights, firebreaks (load reduction burns), place information signs, CCTV ANPR expansion with integration to WA Police.

A few policy / process items were mentioned too: response to requests; provision of education and support; and partnership with WA Police, other agencies and other LGAs, in particular City of Wanneroo.

A few things were mentioned that may sit outside of the remit of the City's Community Safety team, but it is recognised that they may impact on people's perception of safety and are recorded here for completeness:

- High standard of maintenance of City's natural environment/trees/beds — with environmental groups
- Continue to provide charity collection days
- Continue with skip bin instead of bulk
- Grants — community programs, including non-incorporated groups

### **What does not work well — what do we need to stop or change doing?**

In terms of **animals**, it was raised that ongoing owner education and reminders about what dog owners should do is required, e.g., picking up poo, barking, walking on leads etc. Reducing off-leash dog areas/beaches, reducing inappropriate ownership, and working toward changes in attitudes are also important things to address. Discussion was had around keeping dogs off sporting reserves/school ovals, and providing education on cat ownership.

Regarding **parking**, the participants reported concerns around parking at schools, in particular raising that kiss and rides don't always work. They also asked whether parking fines/monitoring contribute to community safety.

Several points were discussed in relation to **community amenity**: streetlights take too long to repair (Western Power is up to 4 weeks), and it was asked whether the City could go hybrid and make better

use of Telensa Smart Streetlights; more lighting (solar) is needed in public spaces; improve/reduce CCTV coverage and signage, with more in community space.

A few policy / process suggestions were made: need to improve management of community expectations; cultural consciousness workshops for community members may improve understanding of different cultural values; need to be able to report incidents anonymously (it was later noted that this does already exist).

Some other issues were raised that may sit outside of the remit of the City's Community Safety team, but it is recognised that they may impact on people's perception of safety and are recorded here for completeness:

- Verge maintenance – need to do more, especially private properties – Council services have dropped
- eBikes/eScooters — dangerous interactions with pedestrians — too fast and not obeying road rules/lack of education/training
- Infrastructure — separated paths
- Enforcement of speed calming

Furthermore, it was suggested that Emergency Management should be integrated into the Community Safety function.

#### **What is missing — what do we need to start doing?**

There were no specific suggestions to this question in relation to **animals** and **parking**.

**Community amenity** once again attracted the most attention. Lighting was a particular focus, with bright sensor lights in public areas to stop graffiti (accompanied by signage to say this area is under 24-hour surveillance) and brightness activated motion LED lights in underpasses being suggested. CCTV was also highlighted as being required in areas where there is no passive surveillance, for example underpasses, as well as portable CCTV in hotspots. Participants requested that the holiday watch security patrols be brought back, saying it was a great value add initiative for community rates. The need for more education for children and adults on the cost of graffiti was also raised.

Other suggestions included having different options for reporting to the City, for example an app or by phone, so it is quick and easy. Another related suggestion was for a CoJ app that enables people to snap pics and press send, giving the City the option to assess the risk before deciding how to respond – see an issue, act on it, and not just wait for a complaint. It was also recommended to implement a clear platform for people to submit their concerns around risks, so people know where to go with their concerns, although it was noted that platforms do exist so perhaps it is more about needing to advertise the opportunities. Access and ability to comply with regulations is recognised as being key, for example the community having access to a bus. A safety watch house or outreach or youth centres and street chaplains were discussed as ways for youth to feel safe. At risk areas could be a priority project for youth and art, for example graffiti/art projects to 'beautify' underpasses and help them feel safer.

Some other issues were raised that may sit outside of the remit of the City's Community Safety team, but it is recognised that they may impact on people's perception of safety and are recorded here for completeness:

- Safe homeless refuges
- Water quality in beaches only tested in summer once a fortnight – need to test all year round
- Recreation and activities
- Youth focus — disengaged — City provide more activities
- PCYC in CoJ! Northern Suburbs — business case by CoJ to State Government — creates alternate pathways for trades and education

**ACTIVITY 3 — ROLE OF THE CITY**

The purpose of this activity was to provide a sense of community expectation regarding the City's role in executing the ideas and activities raised during Activity 2. Participants were asked to annotate the City's role for each item captured during Activity 2, according to the list below:

- Leader/Provider/Regulator
- Partner/Funder
- Advocate
- Supporter
- Informs.

The outputs from this activity can be found in the tables in Appendix 2.

**ACTIVITY 4 — PRIORITISATION**

The purpose of this activity was to gauge what the community deems to be most important when it comes to community safety. Participants were asked to use sticky dots to individually identify their top three priorities against the items from Activity 2.

The outputs from this activity can be found in the tables in Appendix 2.



## **APPENDIX 1 – Outputs from Activity 1**

### **What does community safety mean to you?**

- Can move around freely
- No fear
- Perception of no threat — noting perception is a very personal thing
- Trust
- Minimisation of harm
- Help is available — and we know where we can go to get it
- Clean, bright, and well lit — well looked after
- Neighbourhood feel — people notice unusual things
- People are willing to step in if they need to
- People look out for each other
- Assurance of passive surveillance
- Mental health
- Safety in our own homes — from internal as well as external factors
- Reputation of safety.

### **What factors impact community safety or feeling safe in your community?**

- Social media — for good and bad
- Police/security presence — needs to be balanced, too much is not good
- Repetition of experience — for good and bad, own experiences and others
- Financial stability impacts people's ability to access some of the factors that improve safety/perception of safety
- Knowledge and education
- Access to things that can improve safety/perception of safety (relating to animals, for example access to money, transport etc)
- Problem solving skills
- Medical help and community/social support
- Positively activated spaces
- Loneliness/isolation — negative impact
- Active community groups — positive impact
- Shared responsibility
- Signage and CCTV (good quality) — overt physical signs of safety
- Identifying risk probability and building solutions — noting perception of risk is individual
- Sense of community — knowing each other
- Health and wellness programs — less anxiety and increased sense of inner security
- Responsiveness — trust in authorities/services to respond to need
- Consistency.

### **What is your experience of the community safety support provided by the City?**

- Well-kept
- Proactive (events)
- Good experiences of response when required (crime)

- Incidents happen but I still feel safe — day-to-day factors influencing feeling of safety outweigh the bad incidents
- Good communication
- Consistency
- Some young people may not feel confident to seek help or know where to go
- Sense that it is safer in Joondalup than in other places.

## Appendix 2 – Outputs from activities 2, 3, and 4

What works well — what do we need to <i>continue</i> doing?		
Item	City's role	Prioritisation (# of stickers)
Graffiti removal — timing	Leader	3
Education (more/SCRG) and support, events/discounts for services	Partner	1
Respond to requests	Leader, Partner, Advocate	0
Animal management program	Leader, Partner, Advocate	1
Grants — community programs, including non-incorporated groups	Partner, Advocate	1
High standard of maintenance of City's natural environment/trees/beds — with environmental groups	Leader	5
Floodlights — passive use	Leader, Partner	0
Partnership with WA Police and other agencies and other LGAs, in particular Wanneroo		0
CCTV ANPR expansion with integration to WA Police		2
Firebreaks — load reduction burns	Leader, Partner	0
Barking dog diary	Leader	0
School parking	Leader, Partner, Supporter	0
Enforcing parking on footpaths	Leader	0
Place information signs	Leader, Partner	0
Providing dog waste bags (empty bins more often)	Leader	0
Continue to provide charity collection days	Partner, Advocate	0
Continue with skip bin instead of bulk		0

What does not work well — what do we need to <i>stop</i> or <i>change</i> doing?		
Item	City's role	Prioritisation (# of stickers)
Parking around schools — kiss and rides don't always work	Partner, Advocate, Supporter	0
Does parking fines/monitoring contribute to community safety?		0
Verge maintenance — need to do more, especially private properties — Council services have dropped	Advocate	1
Streetlights take too long to repair (Western Power is up to 4 weeks) — could we go hybrid and make better use of Telensa Smart Streetlights?	Leader, Partner	3
eBikes/eScooters — dangerous interactions with pedestrians — too fast and not obeying road rules/lack of education/training	Partner, Advocate	0
Infrastructure — separated paths	Leader	2
Enforcements — speed calming	Supporter	0
Emergency management should be integrated into community safety function		0
Ongoing owner education/reminders about what dog owners should do — picking up poo, barking, walking on leads etc. Reduce off-leash dog areas/beaches — reduce inappropriate ownership — change in attitudes		2
Improve/reduce CCTV coverage and signage — more in community space	Leader, Partner	3
Lighting (solar) — more in public spaces	Leader	2
Better management of community expectations		0
Keep dogs off sporting reserves/school ovals	Leader	2
Education around cat ownership	Leader, Partner	0
Cultural consciousness workshops for community members — understanding different cultural values	Leader, Partner	1
Ability to report incidents anonymously (already exists)		0

What is missing — what do we need to <i>start</i> doing?		
Item	City's role	Prioritisation (# of stickers)
Brightness activated — motion LED lights in underpasses		0
Safe homeless refuges		1
Have different options for reporting, for example app or phone — quick and easy		0
Holiday watch — security patrols. Bring it back. Great initiative (value add to your rates)		0
Access and ability to comply with regulations, for example access to community bus	Leader, Provider	0
Safety watch house or outreach or youth centres and street chaplains for youth to feel safe		0
Platform for people to submit their concerns around risks, for example dual footpath accidents — how do we alert the City?		0
Where do I go with my concerns? Clear platform		0
Platforms exist — so do we need to advertise the opportunities?		0
CCTV in areas where there is no passive surveillance, for example underpasses	Partner, Funder	3
CoJ app — snap pics and press send — gives CoJ option to assess the risk		0
Education and cost of graffiti to children and adults		0
Bright sensor lights in public areas to stop graffiti and signage to say this area is under 24-hour surveillance	Advocate, Leader, Partner	0
Portable CCTV in hotspots		0
Water quality in beaches only tested in summer once a fortnight — test all year round	Leader	1
See an issue, act on it and not just wait for a complaint (CoJ policy?)		0
Recreation and activities	Advocate, Partner, Leader	0
Safe House needs to have people home	Advocate, Supporter	1
Youth focus — disengaged — City provide more activities		0
PCYC in CoJ! Northern Suburbs — business case by CoJ to State Government — creates alternate pathways for trades and education	Advocate	2
At risk areas: priority project for Youth and Art, for example in underpasses (graffiti/art projects/ beautify)	Leader, Partner	3



What is missing — what do we need to start doing?

- Ability to report incidents anon. already exists.
- Have different options for reporting eg. app. or phone. Quick + easy.
- Holiday watch - security patrols.  
Bring it back. Great initiative.  
Value add to your rates. access to
- Access + ability to comply w+ eg. access to  
services. L7 with reg's.  
L7 community funded bus to provide access
- Safety Watch House or Outreach or Youth Centres + Street Chaplains for Youth to feel safe.

## CITY FOCUS

What is missing — what do we need to start doing?

- Platform for people to submit their concerns around risks.  
eg. dual footpath accidents → how do we alert the city.
- Where do I go with my concerns? CLIPAR PLATFORM.
- Platforms exist — so do we need to advertise the opportunities.
- CCTV in areas where there are no passive surveillance. eg. under passes. — gives CoJ
- CoJ app > snap pic + press send. — gives CoJ option to access the risk.
- Education + cost of graffiti to children + adults.
- Bright, sensor lights in public areas to stop graffiti + signage to say this area is under 24 hr surveillance.
- Portable CCTV in hot-spots.

Water quality in beaches ~~is~~ only tested in Summer once a fortnight. Test all year round.

~~life guards vs paid parking~~

life guards to para 1  
See an issue act on it + not just wait for a complaint. (COT policy?)

## Observations:

[illegible]

pts of ratio added in dupli order is equal

2522. *2mki* *hence*

What is missing — what do we need to start doing?

Safe Home needs to have people home.

Youth focus - disengaged - City provide

more activities.

PCYC in CoJ! Northern Suburbs.

Business care by CoJ. to State Gov.

→ creates alternate pathways for trades + educ.

At risk areas: positive project for Youth + Art.

eg. in underpasses.

Joondalup Water Board

### City's Role

- CC TV Partner / Funder
- Access to services eg. Community bus <sup>Lead/ Provide</sup>
- Safety Houses <sup>Advocate supporter</sup>
- Lighting: A/L/P <sup>L/beautify</sup>
- Graffiti / Art projects <sup>A/P/L</sup>
- Recreation + Activities <sup>A/P/L</sup>
- PCYC Advocate
- Beach water quality. L



What does not work well — what do we need to change or stop doing?

- P/A/S
- parking around schools - kids & rides don't always work.
  - does parking fines/monitoring contribute to community safety.
  - Urgent maintenance - need to do more; esp. private properties. Council services have dropped. - Western Power up to 4 hrs
  - Street lights take too long to repair. - dangerous interactions with pedestrians. - too fast / not obeying P/A road rules / lack of education / training. P/A
  - eBikes / eScooters - separated paths
  - infrastructure - speed calming
  - enforcement

What does not work well — what do we need to change or stop doing?

- Emergency management should be integrated into community safety function
- Ongoing education about what dog owners should do - picking up poo, barking, etc. *walking on leads.*
- Improve CCTV coverage & signage - more in community space. *reduce* *C/P*
- Lighting - more in public spaces. *lighter*
- Better way of management of community expectations *baiches*
  - > reduce off-leash dog areas *reduce*
  - inappropriate ownership. *change in attitudes.*
  - cultural consciousness workshops for community members - understanding different cultural values *C/P*



What does not work well — what do we need to change or stop doing?

. keep dogs of sporting reserves / school  
ovals. ●●  
. education around cat ownership. L/A



What works well — what do we need to continue doing?

- Partnership with WA Police + other agencies + other CGAs in perth

- CCTV ANPR expansion <sup>Wanneroo</sup> with integration to WA Ax.

- Brightness activated - motion LED lights in v/passed.

- safe homeless refuge

What works well — what do we need to continue doing?

- Firebreaks - load reduction burns L P
- Barking dog diary L
- School parking L P S
- Enforcing parking on footpaths L
- Place information signs L P
- Providing dog waste bags L (empty bin)  
(more often)
- Continue to provide charity collection days P A.
- Continue with skip bin instead of bulk

What works well — what do we need to continue doing?

- Graffiti removal - timing L ● ● ● ●
- Education + support - events / discounts P for services L PA
- Respond to requests L PA ●
- Animal Mgt Program L PA ●
- Grants - community programs PA
  - ind not incorporated groups
- High standard of maintenance of city infra
- natural environment / trees / beds - with enviro groups. L
- Floodlights - passive use L P



## Strategic Community Reference Group 2022

### Meeting 3 Report — Development of an Environment Strategy

<b>Date:</b>	Monday 21 November 2022
<b>Time:</b>	6.00–8.30 pm
<b>Location:</b>	Civic Centre Conference Rooms 2/3 90 Boas Avenue, Joondalup
<b>Facilitator:</b>	Becci Clarke — Steps Co

#### Attendees:

**Presiding Member:** Cr John Raftis

**Elected Members:** Cr John Chester – Deputy Member

#### Community Members:

North Ward: Allan Connolly

North-Central Ward: Gail Carmody  
Kim Allen

Central Ward: Leonard Collier  
Gemma Dorman

South-West Ward: David Hudson MBE  
Sandra Watson

South-East Ward: Alison Elsom

South Ward: Ronald Gallagher  
Lorna Green

Youth: Tara Belle Lie  
Aimee Wright

**Subject Matter Experts:** Ro Richardson, Manager Clean Energy Future Fund, Department of Water and Environmental Regulation  
Michael Hammond, Principal Water Planner, Department of Water and Environmental Regulation  
Dr Geoff Barrett, Regional Ecologist Swan Region, Department of Parks and Wildlife  
Aaron Compton, Director Waste Avoidance and Resource Recovery, Department of Water and Environmental Regulation

**City Officers:** Jamie Parry, Director Governance and Strategy  
Rebecca Maccario, Manager Strategic and Organisational Development  
Danielle Bowler, Environmental Development Coordinator  
Chloe Cooper, Strategic Planning and Engagement Coordinator  
Nina Jurak, Acting Senior Policy Officer

**Observers:** Cr Daniel Kingston

**Apologies:** Mayor Hon Albert Jacob  
James Pearson, Chief Executive Officer  
Deputy Mayor Christine Hamilton-Prime JP  
Cr Christopher May  
Robyn Anderson, North Ward  
Janine Blake, South-East Ward

## Overview:

The purpose of the meeting was to consider the City's strategic approach to environmental management to inform a new draft Environment Strategy.

The objectives of the meeting were to:

- explore what is valued most about the environment and what are the major environmental challenges
- identify innovative ideas that address current environmental challenges
- discuss shared responsibility and how the City can work with key environmental stakeholders and the community.

The following subject matter experts were invited and participated at the meeting:

- **Ro Richardson** is the Manager, Clean Energy Future Fund in the Climate Change Unit at the Department of Water and Environmental Regulation. Ro previously managed the State's Low Emissions Energy Development Fund, with an initial funding of \$36 million, which supported innovative energy projects with grants allocated in competitive funding rounds. Following this, Ro managed the Container Deposit System project which put in place the Containers for Change scheme which is heading for 2 billion containers recycled and \$200 million returned to the community. Ro was then appointed to manage the Clean Energy Future Fund, with a budget of \$19 million to support projects with potential for significant and cost-effective emissions reduction and the potential for wider adoption. Ro has been working in the Climate Change space for 12 years.
- **Michael Hammond** is the Principal Water Planner in Allocation Planning at the Department of Water and Environmental Regulation. Since 2010, Michael has worked on the management of Perth's groundwater resources, and the wetlands and other ecosystems that depend on them.
- **Dr Geoff Barrett** is the Regional Ecologist in the Swan Region with the Department of Parks and Wildlife. Geoff previously worked for the Australian Museum as a research assistant before doing a doctorate at the University of New England in Armidale, NSW. Geoff then moved to Melbourne, and worked for BirdLife Australia, running the national Birds on Farms survey and also managing the 1998 Bird Atlas project. Geoff worked for CSIRO in Canberra, looking at conservation in rural landscapes, and in 2008, moved with his family to Perth where he is currently working with the Department of Parks and Wildlife. Current projects include community surveys such as the Great Cocky Count, Western Ringtail Possum, Quenda and Rakali surveys. Geoff plays a role on recovery teams for threatened species and is involved in strategic planning for the Perth and Peel Region.
- **Aaron Compton** is the Director Waste Avoidance and Resource Recovery at the Department of Water and Environmental Regulation. Aaron oversees the delivery of major waste policy, data, infrastructure and programs to achieve the outcomes of the State's Waste Avoidance and Resource Recovery Strategy 2030.

## Outcomes:

### ACTIVITY 1 — WARM-UP

#### 1. What do you value most about the environment?

The discussion highlighted that the community values the diversity of the natural environment, flora, and fauna in the City. The coastal areas, wetlands, reserves, parks, and bushland are kept clean and attractive and are well-preserved. The skies are clear of pollution, and people can cohabit with wildlife. The mental health benefits of engaging with the environment are recognised and valued. The abundance of pathways and cycleways in the City encourage people to walk or cycle rather than always travelling on major roads.

Participants were asked to individually capture three words to describe what they value most about the environment in Mentimeter, which were used to form the word cloud below:



#### 2. What are the major environmental challenges within the City of Joondalup?

The discussion highlighted the following key challenges:

- **Changing human behaviour** — Need more education. There is a lack of respect for the environment. A lot of people aren't willing to make sacrifices and the changes in their lives to have the desired impact. Need to manage expectations of who needs to do what.
- **Climate change** — Hotter and drier climate, more extreme weather events, bushfires.
- **Access to the environment** — People value the environment when they can access it. They lose value when they can't access it. There is a challenge to enable access to the natural environment whilst balancing human impacts.
- **Recycling** — How to deal with soft plastics, in particular, given that REDcycle are unable to accept them at present.
- **Water management** — Wastewater (processing it in the catchment area), surface water (managing it in situ) and groundwater (managing usage and limits).
- **Biodiversity** — Fragmentation and degradation.
- **Thermal heat islands** — Relating particularly to infill developments with reduced canopy cover.

- **Human versus nature** — The balance between building houses versus retaining green space.
- **The City is landlocked** — With infill comes a higher density built environment and more pressure on infrastructure. Need to expand housing even further, so there is a risk of losing remnant vegetation to provide housing.
- **Keeping our natural areas healthy** — Management of weeds and invasive species.

## **ACTIVITY 2 — ENABLERS**

The purpose of this activity was to identify innovative ideas that address current environmental challenges. To set the scene, the facilitator led a short plenary discussion on upcoming trends/ challenges that we might expect to see over the coming 10 years. The participants identified the following:

- Electrification
- Water sensitive urban design
- Working from home
- Fire management
- Increased use of renewables
- Austerity measures
- Increased population — linked to this:
  - More commercial activity — more people means more jobs are needed
  - Public transport demand
  - Food Organics, Garden Organics (FOGO) recycling
  - Disaster management burden — increased services required due to climate change
  - Need for better understanding of Indigenous land management techniques

As part of their preparation for the session, participants were asked to research an innovative idea to address a key environmental challenge. Participants presented and discussed these in their breakout groups, and four members presented their ideas in plenary. The experts were called upon to provide more information and to share their knowledge and experiences. The following is a summary of the ideas presented:

### **Environmental Standards Badge — Allison Elsom**

This idea sees the City developing some environmental standards for commercial organisations to display a commitment to various measures, for example: no plastics, reducing carbon emissions, managing water consumption, recycling, etc. Customers of businesses within the City could then see what kind of commitment the businesses have made to environmental standards and choose where they shop based on that — power of the dollar! Similar concepts include: [placescore.org](https://www.placescore.org/), which is a website that scores and compares liveability; the Waterwise Council Program allows local Councils to become Waterwise Councils and be badged as a Platinum Waterwise Council; and the Australian Made campaign allowing consumers to choose locally made products and services. So, what's in it for the businesses to engage? Consumers want to choose sustainable options, and a campaign like this allows the businesses to align to public demand. There are some existing tools that could be utilised. Perhaps the City could encourage networking to share ideas for environmental standards?

### **Water Sensitive Urban Design — Gemma Dorman**

This concept is about the introduction of vegetated swales to channel contaminated stormwater, keeping it in situ (water is absorbed into the land close to where it fell) and enabling the treatment of pollutants. Could be utilised in car parks to prevent rainwater running off into drains. This is being done in car parks in Richmond, Melbourne, with sedges/rushes. Water sensitive urban design has been occurring in WA for about 15 years and can be used to increase biodiversity. Increased density in houses will create more run-off, and this is one way of improving the management of water practices. A challenge is maintenance of the swales, as vegetated swales may die off in the summer months. Perhaps the community could get involved in maintaining them such as the implementation of an Adopt a Swale



program, and schools could help manage them too, as well as educating children. Could we design kerbing to run off into verges? Could we enforce verge regulations and reduce the amount of hardstand?

#### **Citizen Science — Kim Allen**

This is a Citizen Science idea related to wastewater. Beenyup Wastewater Treatment Plant is the largest in Perth, handling 135 megalitres per day, predicted to increase to 200 megalitres per day. We pump treated effluent near Ocean Reef Marina and Marmion Marine Park. The City has a responsibility to undertake water quality sampling. Antibiotic-resistant bacteria is finding its way into the sand. We could engage with Friends Groups and school groups to undertake additional water samples and also to collect litter. Awareness of this issue and active participation would lead to more understanding and action. Transparency is important. This is something that everyone should respect and be involved in and is a great opportunity for partnerships between the City and the community. It is also an opportunity for young people to learn. Need to include high school students as well as younger children.

#### **Smart Cities — Tara Belle Lie**

In this initiative, we look at implementing Smart Cities programs, such as measuring data to support decision-making, artificial intelligence to analyse data, machine learning, smart sensor lights, and automated systems. Cyber-security is critical, and data needs to be robust enough to be useful. A study from China surveyed 231 Smart Cities and saw a big reduction in carbon emissions and significant energy savings. It is important to make sure that the basis for decisions being made are communicated to the community so that they can understand them. The City could do more research into indicators that are useful to measure and evaluate how technology can be used. The City could conduct further assessments of what we can do and assess if we can make things more efficient and faster. Can we improve traffic flow management to help reduce carbon emissions? Knowledge is power. Sharing data publicly improves community literacy and informs their actions. Examples of current initiatives include the RAC air quality management program and the EPA air quality sensor in Duncraig. The City also has a Smart Cities program in Yellagonga Regional Park that includes water quality sensors (information is available here: <https://www.joondalup.wa.gov.au/kb/resident/smart-joondalup>)

### **ACTIVITY 3 — SHARED RESPONSIBILITY**

The purpose of this activity was to discuss shared responsibility, in particular how the City can work with key stakeholders and the community to address environmental challenges. The facilitator asked a contextual question in plenary: **Whose responsibility is it to protect the environment?** And the unanimous response was **everyone**.

A range of photographs depicting environmental challenges within the City were provided for members to use as prompts to aid discussion. Members were asked to choose one per person and to discuss what the challenge is, whose responsibility it is to address it, and how the City and community can work together to address it.

The following challenges were addressed in plenary:

- **Aerators** — These are the City's responsibility to install, and it is community's responsibility not to pollute or damage them.
- **Prescribed burns** — As the weather gets warmer, people get more nervous about fire. People want the Department of Fire and Emergency Services to reduce fuel loads, but removing fuel load reduces biodiversity. Indigenous people lived in a fire risk environment by burning frequently with cool trickle burns and mosaic burns. We need to reintroduce this way of burning into our reserves rather than continuing with the large, infrequent burns as this can reduce biodiversity. The community need education that fire is not destruction and that it is actually good for the environment. You don't push burn; you do trickle burns. As the environment gets tighter, people complain that it's a fire risk. Reserves will be burnt and end up looking like parklands. Cool trickle burns/mosaic burns don't produce much smoke. The City would have primary responsibility for prescribed burns. They would engage with contractors to manage the burns. The community has responsibility to not panic when



there is a fire and to understand that this is part of maintaining bushland. More community education is needed regarding fire management.

- **Waste (3 Bins)** — It is the City's responsibility to dispose of waste, but the community needs to make sure they're putting the right thing in each bin. More community education is required. The City is on the verge of going FOGO.
- **Tree planting** — The City has street tree programs but could do more. Homeowners remove street trees or don't look after them. Residents could plant more trees; however, there are restrictions on what trees can be planted on road verges. There is a shared responsibility to make sure trees are healthy. Community members need to make sure trees are kept safe (not pulled up).
- **Artificial wetland irrigation** — It is the City's responsibility to maintain infrastructure, but it is the community's responsibility to help maintain public open spaces.

### **CLOSING REMARKS**

The subject matter experts provided the following closing remarks:

**Aaron Compton** — Reflected that at the start of the session we spoke about what we valued, which was mostly intrinsic values regarding the natural environment and the management of it. By the end of the session, the discussion was more focussed on the built environment. He reiterated that FOGO is very important to recover household waste. He felt that there was amazing vision from the youth leaders.

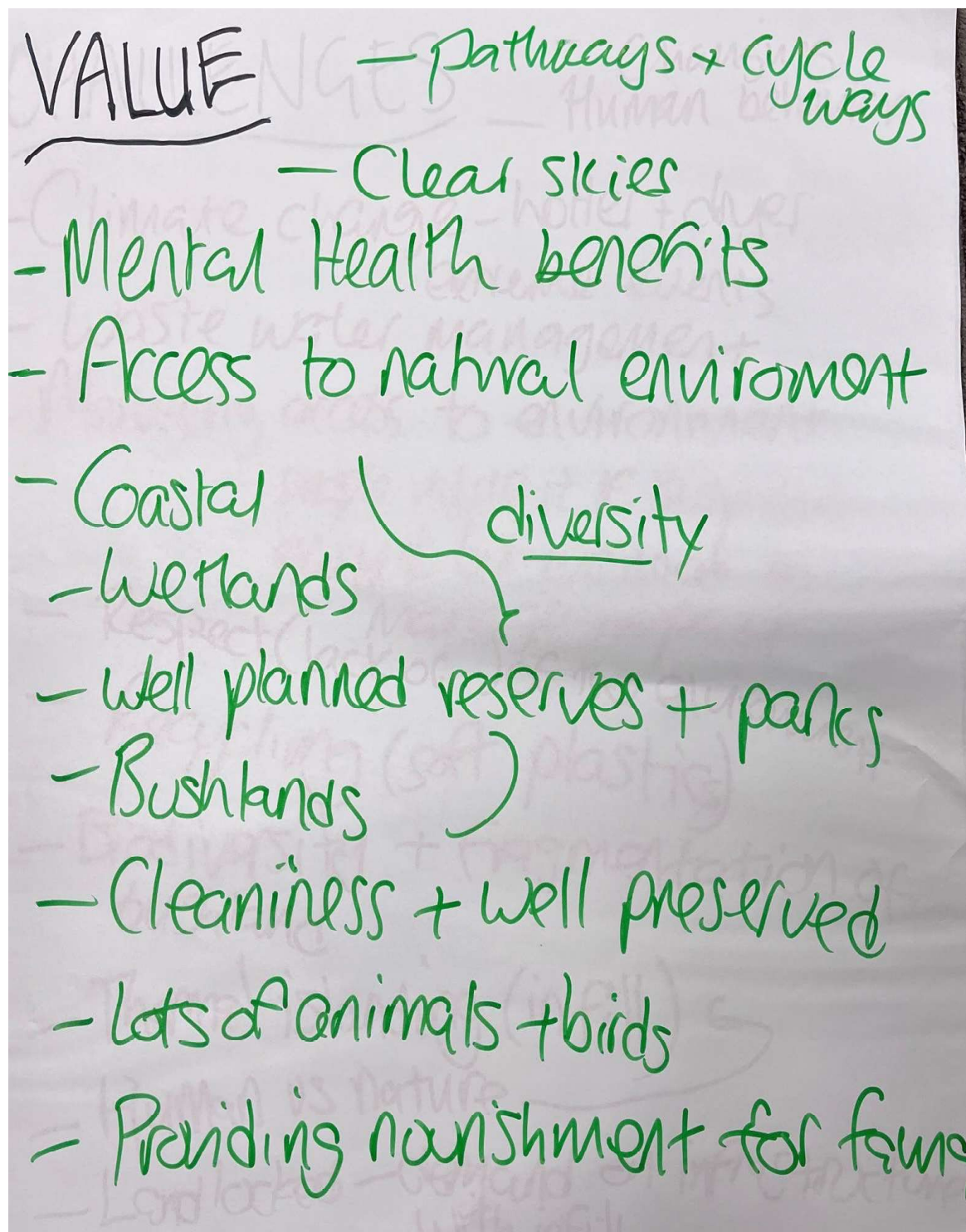
**Michael Hammond** — Sees tremendous opportunity in continuing to build partnerships. The Department of Water and Environmental Regulation has a new Waterwise Action Plan for the next two years, which captures a large amount of work and highlights partnerships as an important way to get good outcomes. The Department's Be Groundwater Wise initiative is a good source of information on groundwater use. The State Natural Resource Management Program, ReWild, provides useful information about adapting gardens to native gardens. Naturelink Perth talks about building connectivity with fragmented ecosystems to build biodiversity.

**Ro Richardson** — Highlighted that the South West Interconnected System grid that we are connected to is committed to reduce emissions by 2030. He recommends opting for electrification where possible.

**Geoff Barrett** — Reflected that the community is looking for its own solutions. Small but significant changes can be made by community members.

**APPENDIX 1 — Value and challenges:**

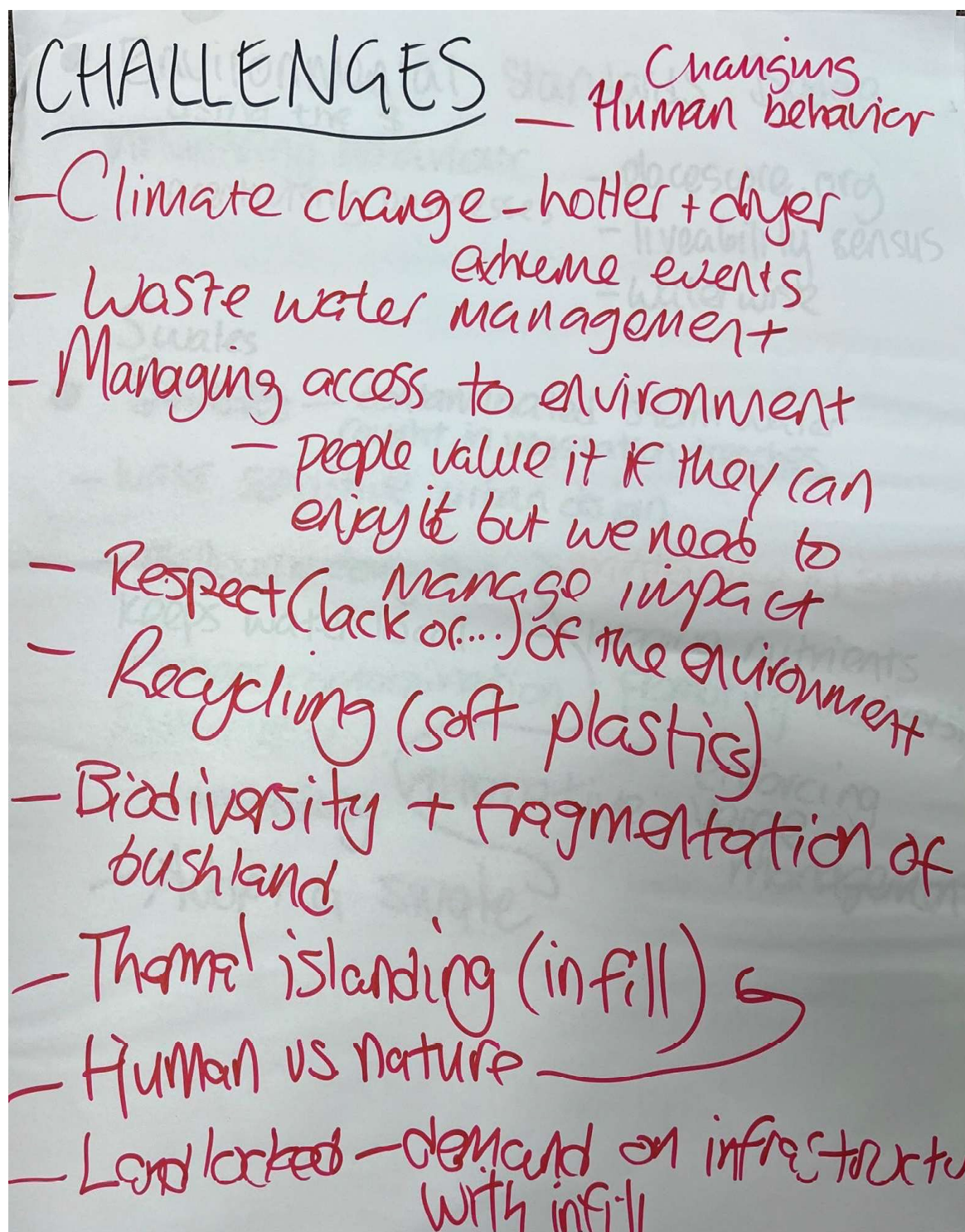
Facilitator notes in response to the question: **What do you value most about the environment?**



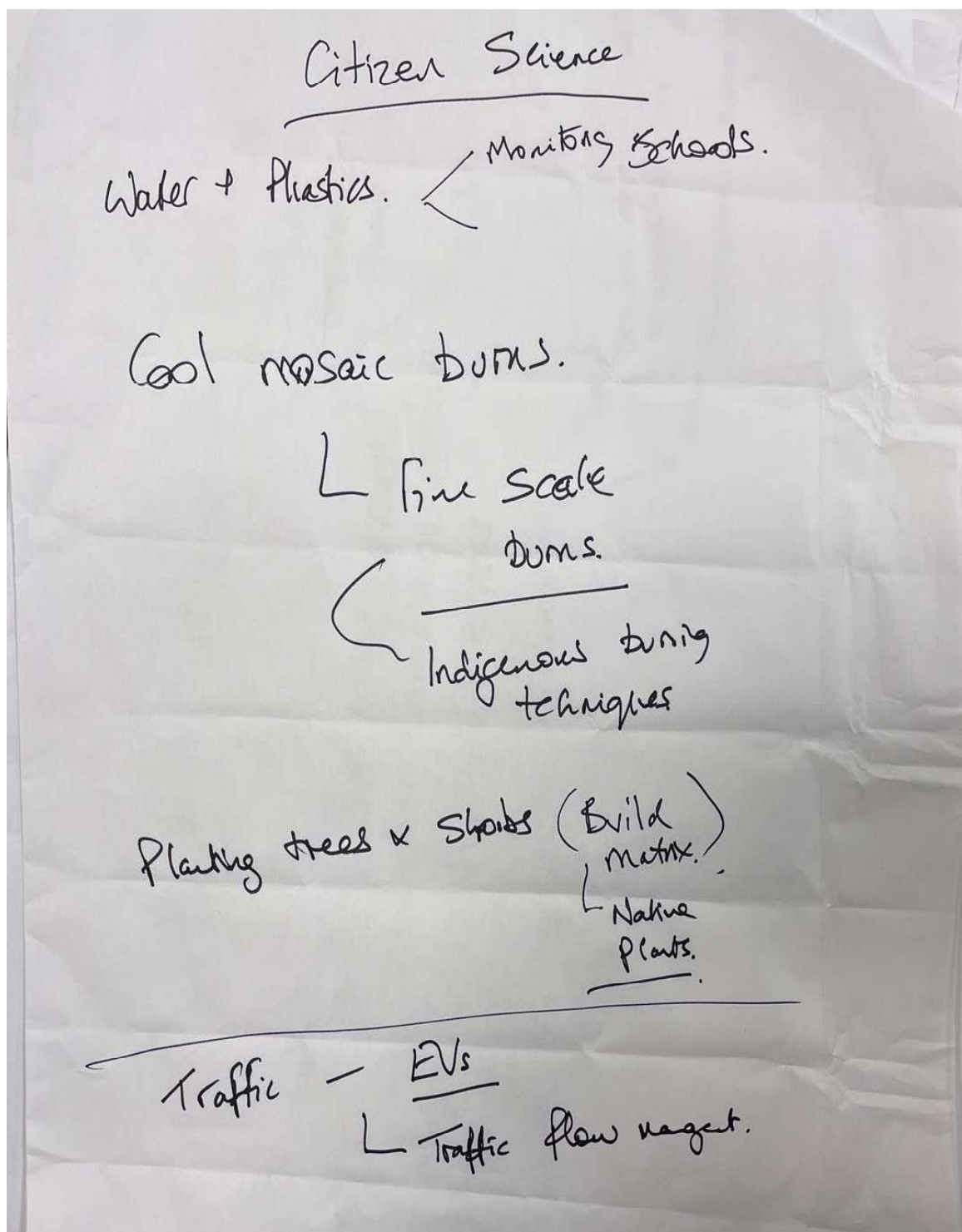
Raw output from Mentimeter in response to the question: **What are the major environmental challenges within the City of Joondalup?**

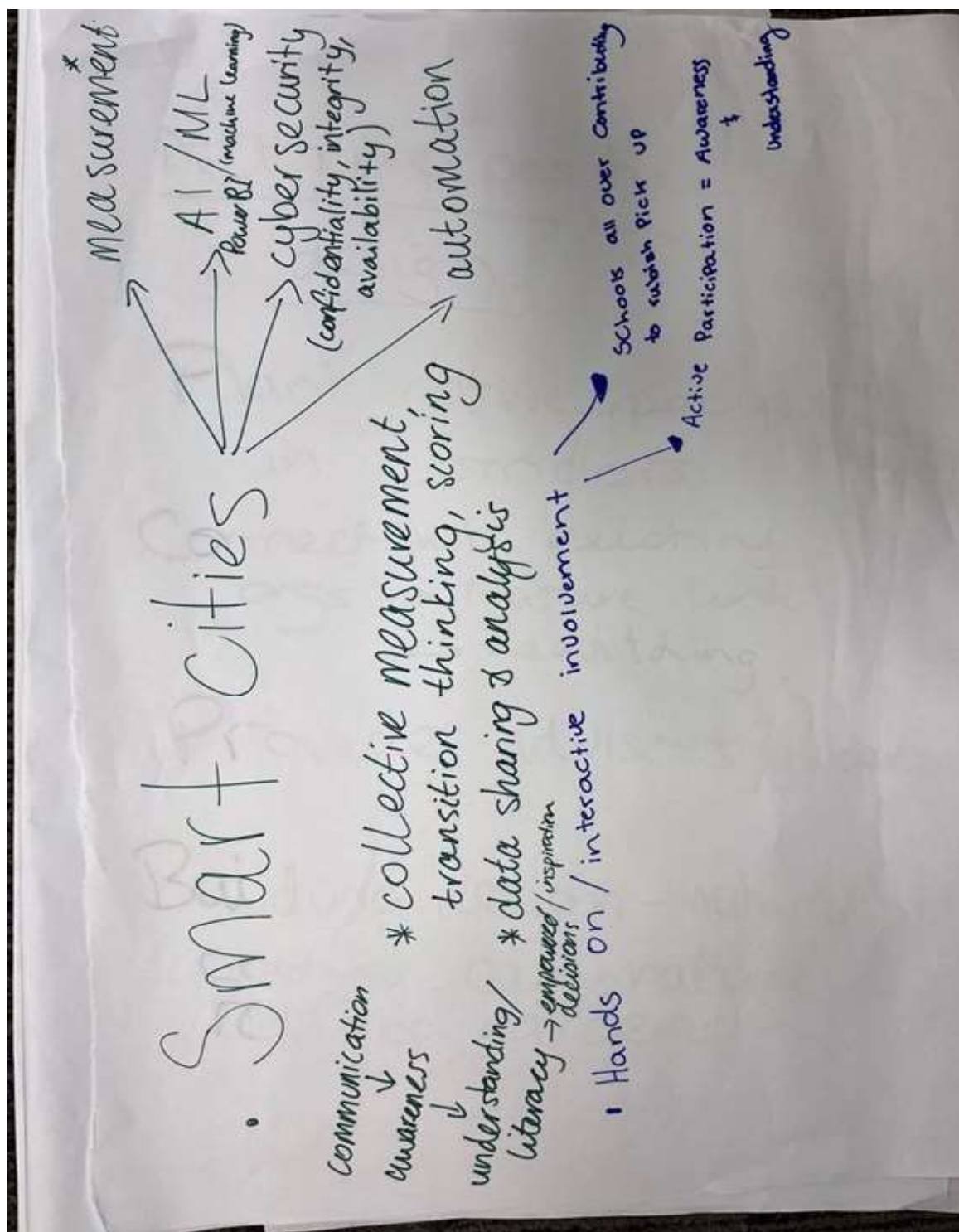
- Reliance of external fresh food supplies
- Population growth
- Climate change
- Coastal erosion; habitat destruction; climate change; urban heat island effect; waste management
- Population and building pressure
- Recycling
- Increase in population
- Coastline conservation/erosion given the huge stretch of coast within the city
- Climate change
- The intersection of the risk of urban heating, lack of canopy cover, fragmentation and managing irrigation of public open space as climate changes
- Managing waste and wastewater
- Monetizing the value of the natural environment versus the value of developing it
- Waste management; hotter, dryer climate; extreme weather events
- Climate change
- Keeping bushland healthy
- Reduced tree population and its effect on wildlife and temperature
- Management of waste
- Waste management
- Urban infill
- Meeting expectations
- Closer collaboration with local indigenous environmental leaders
- Limits on groundwater usage
- Preserving wildlife
- Climate change
- Coast erosion
- Changing human behaviour
- Surface and ground water
- Environmental degradation
- Water use
- Weeds
- Invasive species

Facilitator notes in response to the question: **What are the major environmental challenges within the City of Joondalup?**





**APPENDIX 2 — Raw outputs notes from breakout groups:**



## Nature positive design.

support  
wild life

Plant native species <sup>- less water usage.</sup>  
in corridors

Connect with existing  
orgs → Nature Link  
→ Rewilding.

Provide advisors/guidance

Building design - natural  
cooling, carry nature  
roof top gardens

## More trees (residential areas)

- 1) Education - of benefits
  - ↳ schools
  - ↳ advisorsMap bird routes - my tree matters!
- 2) Incentivise - rate reduction for more trees
  - vouchers
- 3) Deregulate? Allow people to plant their own tree
- 4) Monitor/regulate
  - Send photos/use digital
  - Continue to get incentives/  
vouchers



## Environmental Standards Badge -

- energy reduction
- water consumption - " -
- recycling targets / practice products
- no plastic
- local produce
- indigenous representation

So customers can choose which businesses to support based on their environmental impact.

Make recycling as  
easy as possible

More frequent  
collections more  
locally

eg  $\frac{1}{4}$  ly at local shops

Not once a year

Not take to Tamala.

With educators.

## Environmental Standards Badge -

- energy reduction
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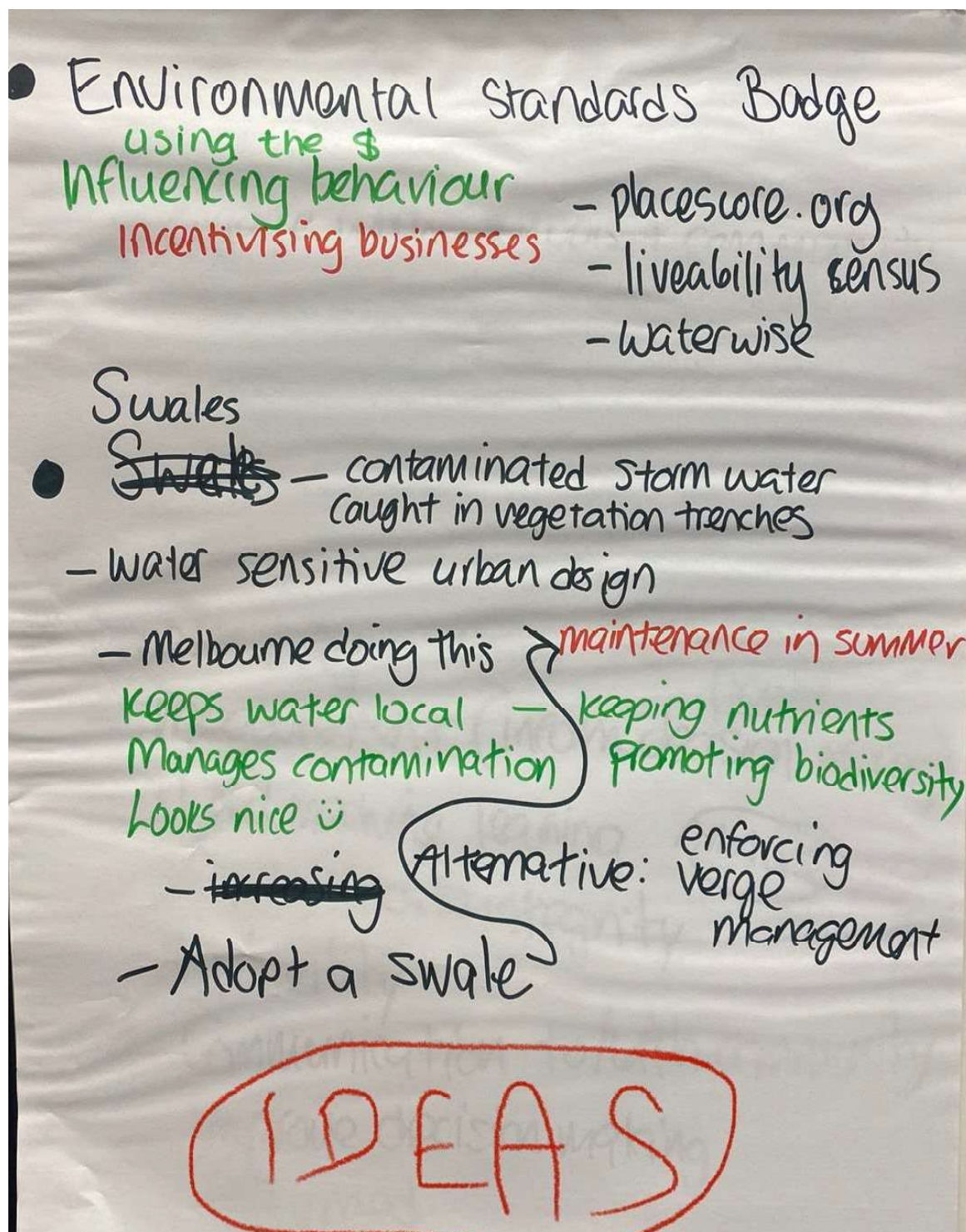
Not once a year

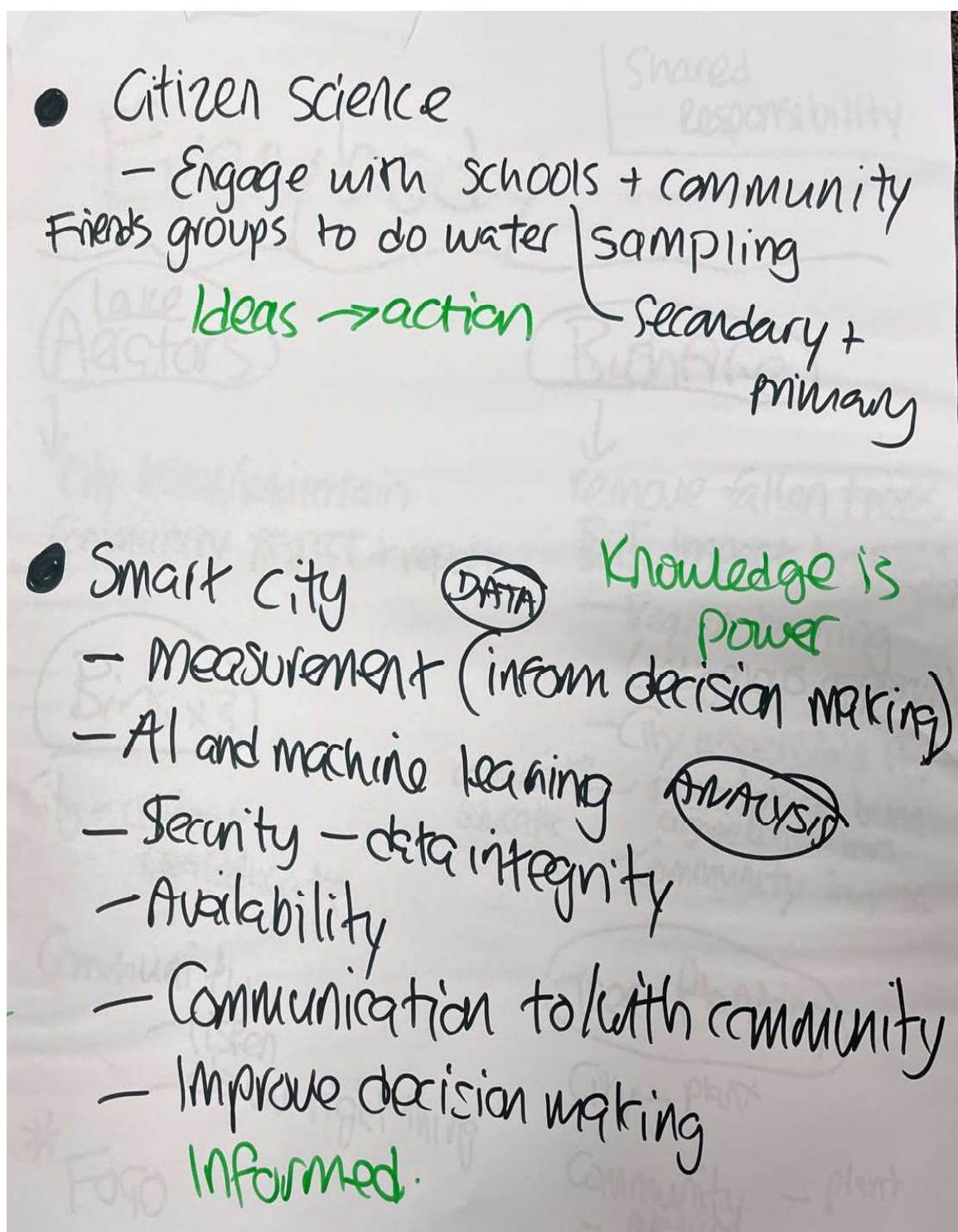
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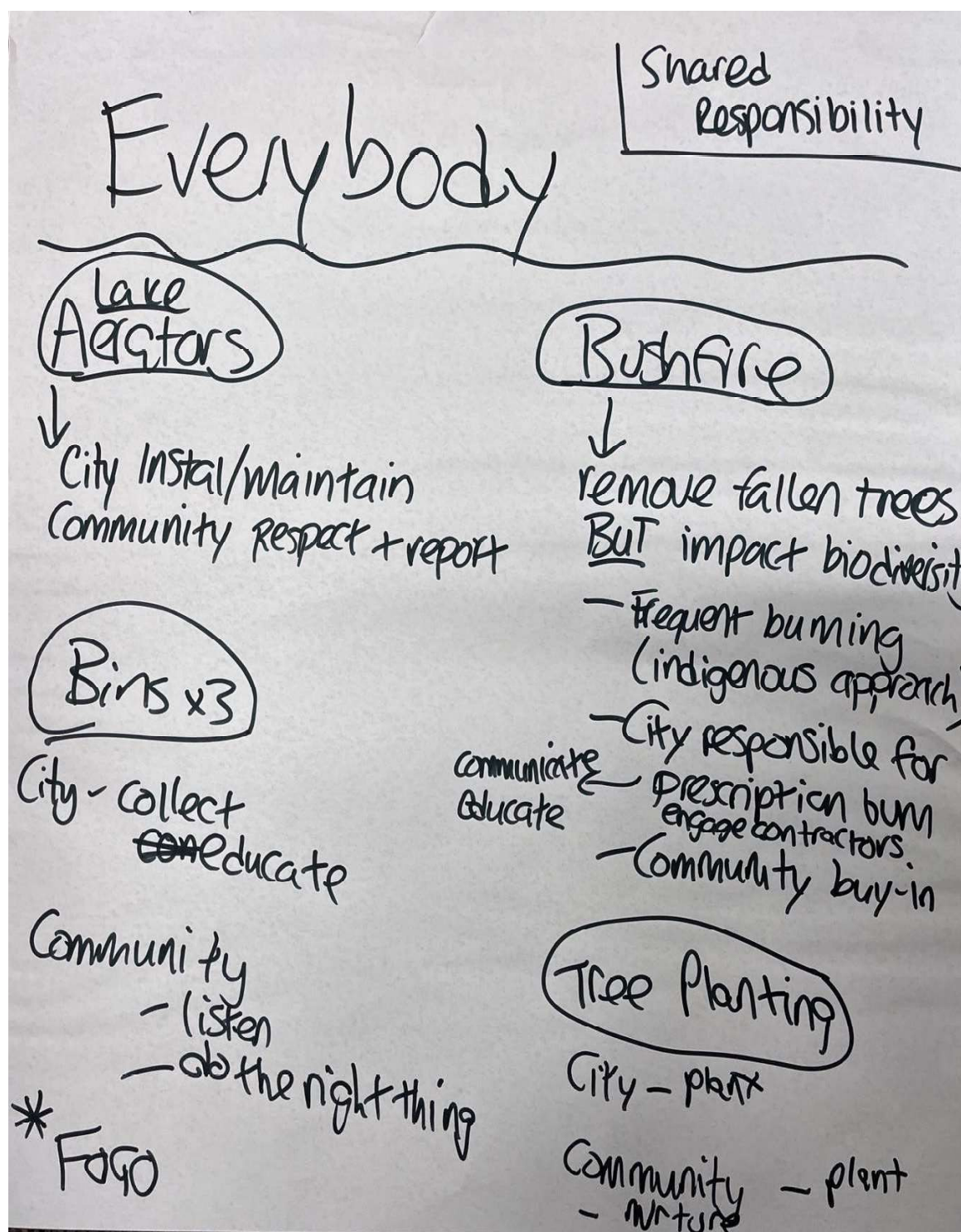


## APPENDIX 3 — Raw outputs notes from facilitator:









## **APPENDIX 4 — Additional input from member post meeting:**

These come in two parts and firstly where I believe that the City could take the lead:

### **PART 1**

**Electric Vehicles** — The City should start an immediate program of phasing out its existing internal combustion fleet and introducing electric vehicles. It should also encourage its stakeholders and interested parties to convert their fleets.

**Traffic Flow Management** — As one of our youth representatives pointed out that several smart Chinese cities have managed to lower CO<sub>2</sub> levels. As I commented that this is through a traffic flow management system. There are countless studies not only showing the cost of keeping vehicles at traffic lights but the amount of pollution they emit. There are many smart software systems available, and the City could take the lead in WA by installing such a system in conjunction with Main Roads WA.

**Biodegradable products** — The City should start to use only bio degradable washing and cleaning liquids in its buildings and whilst these may cost more the environmental benefits outweigh it.

**Partner agreements** — In its tendering process the City should include a requirement for companies to demonstrate the environmentally friendly measures they are taking. This I believe will in the future become a major weighting factor in the award of contracts.

**Buildings ratings** — I am more used to the LEED certification, but Green Star is similar although I notice LEED certification is starting to be used in Australia. Whichever system of environmental certification the City uses it should ensure that all new builds achieve the highest practical award and initiate a program of assessing all existing building stock to evaluate what a reasonable retrofit program could achieve in gaining higher environmental certification and publish their ratings.

### **PART 2**

The second part concerns the presentation that Alison made on identifying environmentally friendly retailers. I believe she has touched on a very important point as many people are not aware of such products or do not know where to buy them. This was demonstrated to me when the environmental focused Dutch Group that I was a board member of opened an environmentally friendly store in Dubai. The majority of shoppers were western aged between 25–45 and went out of their way to buy eco-friendly products.

There is a lot of education required but as a first step the City could setup a special website where retailers in the City of Joondalup can post their environmentally friendly products.



## APPENDIX 5 — Additional input from expert post meeting:

I thought I'd send some brief thoughts and links on some of the discussion at our table last night on this paper — <https://www.mdpi.com/2413-8851/6/3/47> — and the nexus, in the context of a hotter and drier future climate, between:

- reducing irrigation for public open space in line with the 10% reduction to CoJ's groundwater licences from 2028 under the 2022 Gnangara groundwater allocation plan by reducing areas of passive, irrigated turf and replacing these areas with trees and native vegetation for cooling, biodiversity benefits etc
- adapting residential gardens to a 2 day per week sprinkler roster by transitioning to more native gardens (see [Home — Be Groundwater Wise](#) and [Bring Nature Home — ReWild Perth](#))
- increasing canopy cover to reduce urban heat island risks (see <https://www.wa.gov.au/government/document-collections/better-urban-forest-planning-perth-and-peel>)
- increasing connectivity of fragmented natural areas through planting trees and native plants on CoJ land (along roads and in parks) and encouraging residents along corridors to plant trees and native plants on their land (see [Resources | NatureLink Perth](#))
- providing foraging and roosting habitat, access to water and nesting sites for Carnaby's cockatoo and other native bird (and animal) species.

There are some great opportunities for partnerships in this space with some existing funding support through the Waterwise greening scheme ([Waterwise greening scheme \(watercorporation.com.au\)](http://watercorporation.com.au)) and local government support under the Gnangara plan ([Media statements — \\$4 million boost to help local governments reduce groundwater use](#)) and potential additional funding through WALGA's State Budget Submission — [WAL13631-State-Budget-Submission V5 WEB.pdf \(walga.asn.au\)](#), pages 15–16.

The other opportunity for partnerships we identified was on fox eradication with other land managers (DBCA, DPLH, CoW) across a broader area than the CoJ to help limit repopulation of dens by foxes in areas surrounding CoJ to limit risks to turtles.

Also, here is the link to the Kep Katitjin — Gabi Kaadadjan Waterwise Perth Action Plan 2, that I spoke to at the end of the evening — [Program: Kep Katitjin — Gabi Kaadadjan — Waterwise Perth Action Plan 2 | Western Australian Government \(www.wa.gov.au\)](#)

The action plan has a real focus on partnerships and outlines the next steps towards establishing world-leading waterwise communities for Boorloo (Perth) and Bindjareb (Peel) by 2030. It further supports the State Government's ongoing commitment to tackling the impacts of climate change on our precious water resources, through water-saving initiatives and the creation of climate-resilient, liveable urban spaces. Kep Katitjin and Gabi Kaadadjan are the Whadjuk and Bindjareb Noongar terms for 'water knowledge'.

Please keep an eye out for the next phase of our Be groundwater wise digital marketing campaign in December. It will include lots of great material on waterwise gardening and on maintaining healthy, biodiverse gardens on a 2-day per week roster ([Home — Be Groundwater Wise](#)).



## Strategic Community Reference Group

### Meeting 1 Report — Community consultation, engagement and communication

<b>Date:</b>	Thursday 23 March 2023
<b>Time:</b>	6.00–8.30 pm
<b>Location:</b>	Civic Centre Conference Rooms 2/3 90 Boas Avenue, Joondalup
<b>Facilitator:</b>	Becci Clarke, Steps Co

#### Attendees:

**Presiding Member:** Mayor Hon Albert Jacob

**Elected Members:** Deputy Mayor Christine Hamilton-Prime JP  
Cr John Raftis

#### Community Members:

North Ward: Robyn Anderson  
Allan Connolly

North-Central Ward: Kim Allen

Central Ward: Gemma Dorman

South-West Ward: David Hudson MBE  
Sandra Watson

South-East Ward: Janine Blake  
Alison Elsom

South Ward: Ronald Gallagher  
Alix Oakes

Youth: Tara Belle Lie  
Aimee Wright

**Subject matter experts:** Nicky Munro, Managing Director, Research Solutions

**City officers:** Rebecca Maccario, Manager Strategic and Organisational Development  
Carmen Goodridge, Community Research and Engagement Officer  
Emily Peters, Policy Officer

**Apologies:** James Pearson, Chief Executive Officer  
Jamie Parry, Director Governance and Strategy  
Cr Christopher May  
Gail Carmody – North-Central Ward community representative  
Leonard Collier – Central Ward community representative

## Overview:

The purpose of the meeting was to review the City's current approach to community consultation and engagement. The meeting examined the strengths and weaknesses of the various methodologies for obtaining feedback and explored preferences for ongoing communication and engagement.

The objectives of the meeting were to:

- explore what is meant by "meaningful consultation"
- explore innovative approaches to how the City collects feedback
- determine how the City can better engage with residents 18–34 years when consulting and seeking feedback.

The following subject matter expert was invited and participated at the meeting:

### **Nicky Munro — Managing Director, Research Solutions.**

Nicky has over 35 years' experience in market research, evaluation and consultation in the United Kingdom and Australia. She has designed and implemented successful research projects in almost all industry sectors. About 40% of Nicky's work is in the local government sector, so effective and rigorous community consultation is an area of particular interest for her. Unlike many people who work in consultation, Nicky has a market research and statistics background; therefore, her expertise (and continual challenge) is in how to ensure that everyone who wants to be heard, is heard. She is passionate about ensuring that a representative sample is achieved upon which decisions can be made, with a particular aim to access people who don't usually engage and/or are hard to reach. She regularly designs and implements consultations, including consultation for the City of Joondalup Strategic Community Plan development. Sometimes Nicky is asked to "rescue" consultations which have gone off the rails. She provides advice to local government Executive teams on consultation design and runs workshops for Elected Members on consulting with their communities.

## Preparation:

To ensure an engaging experience during the session, it was expected Strategic Community Reference Group members would have familiarised themselves with the pre-reading material ahead of the session to assist in contributing to the discussion. To further encourage discussion and ensure the Reference Group achieved its meeting objectives, members were asked to conduct their own consultation task with neighbours or friends aged 18–34 years. The outcomes were discussed in Activity 4.

## Outcomes:

### **ACTIVITY 1 — MEANINGFUL CONSULTATION**

The purpose of this activity was to explore what makes consultation "meaningful." To fully understand this, factors that make consultation not meaningful were also considered. Reference Group members were asked to consider the following two questions:

1. What is meaningful consultation?
2. What is not meaningful consultation?

In response to these questions, members input three individual words into Mentimeter. Their inputs were used to form a word cloud for each of the questions (see below) A short plenary reflection was then held. Individual Mentimeter responses for this activity can be found at Appendix 1.

### 1. What is meaningful consultation?



### 2. What is not meaningful consultation?



During the plenary discussion, Reference Group members confirmed that the primary indicator of a meaningful consultation is a *lack of bias*. Additionally, members identified the importance of *adequate representation* in a meaningful consultation. To ensure that consultation is inclusive and diverse, a *broad range of subjects* with a *large sample size of people* is required. Meaningful consultation is *well-scoped*, *genuine*, and leaves people feeling that their *opinion is valued*. Nicky Munro (subject matter expert) concurred that, in her opinion, meaningful consultation is primarily about *adequate representation*.

Reference Group members also determined that a limited consultation, such as a questionnaire with only two or three options available and no ability to provide explanation or feedback, is a key signifier of a consultation that is not meaningful. Furthermore, a consultation is not considered meaningful if it is perceived as a “tick-box exercise” or “consulting for the sake of consulting.” This can result in a public perception that the City is disinterested in the views of the ratepayers and residents. Nicky Munro (subject matter expert) added that the results and outcomes of consultations are often not shared with the participants, hindering the capacity to “close the feedback loop” of a consultation.

Further discussion recognised that consultations rarely obtain a reach beyond the cohort who are regularly engaged. Those that are regularly engaged often have strong opinions at polar ends of the spectrum, while those who are less engaged tend to have middle-ground, or centrist perspectives. Therefore, people who are less engaged, and their centrist views, are not represented in the results of the consultation. Nicky Munro (subject matter expert) added that methodology selection is important when considering how to best achieve the broadest and most appropriate reach.

## **ACTIVITY 2 — METHODOLOGY**

The purpose of this activity was to identify the positive and negative features of six different methods of collecting feedback, and to explore the factors to consider when deciding which method to use. This activity was conducted in two parts.

For Part 1, six different stations were set up around the room with one of the six methods named on the top of butcher’s paper (telephone survey, focus groups, door-knocking survey, online survey or comment form, face-to-face interviews, workshops). The butcher’s paper had two columns on it: one labelled “positive” and the other “negative.” Participants were provided with sticky notes and a pen and were asked to write positive and negative factors down (one per note) for each method. They were invited to move freely around the room and contribute their comments at each station, as well as to read and reflect on other participants’ comments. The following summarise the outputs from this part of the session for each methodology type. The raw outputs from Part 1 of this activity can be found at Appendix 2.

Part 2 of the activity focused on ascertaining the most salient factors to consider when deciding which methodology to employ for a consultation. Participants spent some time in their table groups discussing these factors, followed by a facilitator-led plenary discussion to capture and discuss which aspects Reference Group members found important when planning a consultation. The raw outputs from Part 2 of this activity can be found at Appendix 3.

### **Face-to-face interviews:**

- **Positive** — Face-to-face interviews allow for flexibility, providing the opportunity to adapt the conversation as it develops, mitigating issues around prescribed questions and/or limited response options. When conducting face-to-face interviews, the results are immediate, easy to qualify, and the burden of participation is minimal. The consultation comes to the participant, rather than the participant being expected to locate and complete it.
- **Negative** — Face-to-face interviews may cause participants to feel trapped, especially if they are too busy to engage at that time; community members may also feel annoyed at being approached or pressured to give a response. Some people may fear giving a true response and/or feel anxiety relating to face-to-face communication. If the interview is to be scheduled, there can be challenges aligning availability of the interviewer and interviewee. The Reference Group members also identified that face-to-face interviews require extensive resources and are a generally high-cost method of community consultation.

### **Workshops:**

- **Positive** — Workshops are, overall, a positive methodology for consultation. The group-work nature of this method is considered a positive aspect, allowing for interaction and the evolution of ideas. Participants of a workshop get the opportunity to meet and work with new people, and many diverse opinions can be discussed in robust conversations. Participants care about the topic and interest

levels are high. Workshops also allow time for participants to think and ask questions. This method is time-bound and participants can be compensated.

- **Negative** — Workshops can deviate from the topic if the workshop is poorly designed and/or facilitated inappropriately. Other negative factors include the requirement to travel and the risk of domineering people controlling the conversations and overshadowing more reserved participants. Achieving adequate representation via a workshop can also be challenging, because topics can be unengaging for cohorts within the community. This methodology is a time and resource intensive option for community consultation.

#### **Door-knocking survey:**

- **Positive** — Door-knocking surveys can be positive in that the interviewee can see who they are talking to, which means rapport can be built. This method can demonstrate commitment to consultation on behalf of the interviewer. It is a focused method, providing the opportunity to reach people who cannot or do not engage in other ways. Reference Group members also identified that door-knocking surveys allow for additional and specific location data to be collected.
- **Negative** — Door-knocking surveys can be intrusive. Reference Group members noted it can be annoying to be interrupted at home in this way. Security and safety concerns mean that people may not answer the door, especially those who are vulnerable, and people may be unsure and wary of the motives of the interviewer. It is a costly and time-consuming approach to consultation and can be challenging for the interviewer if people will not engage, are not at home, or the premises are difficult to access.

#### **Telephone survey:**

- **Positive** — Telephone surveys provide the opportunity to collate live results, and participants can stay in their comfort zone with control over whether they participate. The Reference Group noted that telephone surveys are perceived as a quick and cheap methodology option; however, City officers informed members that this type of survey is a resource-intensive method.
- **Negative** — Telephone surveys have many negative attributes. Firstly, many people do not answer the phone, particularly young people or if the caller ID is withheld. Getting the timing right for people to engage is a challenge, and it is easy for them to hang up the call. Community members may fear being scammed, are wary of marketing calls, and it is hard for the interviewer to build rapport over the telephone to help alleviate these worries. Questions can be biased, participants do not generally have control over the topics being discussed, and there is concern over whether this method reaches a wide enough spectrum of the community.

#### **Focus groups:**

- **Positive** — Focus group participants generally feel valued, they are already engaged, and want to participate. Participants tend to be involved over a longer period of time, meaning they can receive feedback and see outcomes and impacts. The interactive environment means participants can ask questions and learn by listening to others. Often a payment is offered for focus groups as an incentive, therefore appropriate participants can be selected, and a convenient time can be found to suit everyone.
- **Negative** — Focus groups can be limited compared to open forums or workshops, with certain interested parties being excluded and/or options to attend limited. People involved may be biased and a full range of opinions may not be represented, especially if there are domineering individuals involved. Participants may feel intimidated or not comfortable to express their true opinions, and people who are more reserved may not be able to get their points across. The Reference Group members perceived that focus groups have a higher resource and time cost than any other method.

#### **Online survey or comment form:**

- **Positive** — Online surveys or comments forms are perceived to be convenient, easy, and accessible due to the timing and location of consultation being flexible and participant-controlled. It is a time-efficient method, with no travel requirements, and there is the opportunity for a broad reach to be

achieved. There is no pressure to engage, and people may feel more willing to tell the truth or express challenging opinions because of the option of anonymity.

- **Negative** — Online surveys or comments forms have a number of negative attributes, including the inability to control the integrity of responses as one of the leading negative aspects of this method. Unknown persons can manipulate the response data by completing multiple entries or “recruiting” others to complete them to add weight to their opinions. Response rates can be low for several reasons, including survey fatigue, access to technology or the skills to use it, and hesitancy to click on links. Some Reference Group members perceived that online surveys risk a lack of context for participants and the limited ability to provide respondents with consultation outcomes and feedback.

Reference Group members noted a broad range of factors that are important when selecting a method to use for consultation, and sometimes more than one methodology may be appropriate and/or necessary to achieve adequate representation. Most Reference Group members agreed that using multiple methods can lead to improved consultation reach and outcomes. Key drivers for method selection include: a consideration of why the consultation is taking place (the purpose and goals); what the subject of the consultation is (the nature of the topic(s), its complexity, the level of contention expected); who is being consulted with (the range of stakeholders, size of cohort); and when the consultation will take place (timing within the project, timeframe for completion, staging requirements). Other key factors include: outputs required (nature, format, and integrity of data); confidentiality requirements (legal implications); feedback; cost; and skills and experience of officers to conduct a consultation.

### **ACTIVITY 3 — ICONS**

The purpose of this activity was to collect feedback on different icons that could be used in online surveys. Five stations were set up, each displaying several types of icons (park facilities, satisfaction rating scales, yes/no scales, communication icons, transport icons). Members could choose the station they wish to start on and were given time to move freely around the room to look at the range of icons. Their task was to put green sticky dots against the icons they liked, red sticky dots against the ones they disliked, and a blue sticky dot against those they did not understand or found confusing. Members did not have to vote on every item.

Overall, the simpler icons received more “like” votes, with visual complexity adding to the number of “confused” votes. Colour over black and white was preferred (for example the brown picnic table over the black, and the blue water at the drinking fountain). The group's responses were clear on whether an icon was liked or not, or whether they felt it to be confusing, as the dots annotated were quite polarised in most cases. There were only a few examples of spread voting. The raw outputs from this part of the activity can be found at Appendix 4.

### **ACTIVITY 4 — YOUNGER RESIDENTS**

The purpose of this activity was for participants to share the feedback they had received during their consultation activity with neighbours and friends aged 18–34 years. Reference Group members were asked people within this cohort about the challenges they face participating in consultation with the City, and their experiences and ideas for how best to engage with young people. A template form was provided for Reference Group members to record their results, if they wished to. Copies of completed templates and notes can be found at Appendix 5. Reference Group members then participated in a plenary discussion to discuss the barriers to meaningful engagement with young people, as well as the enablers for maximising engagement opportunities. A summary of this discussion can be found below.

#### **Barriers:**

- Young people are uninterested
- Lack of time
- Bad experiences with social media, so will not engage in this way any more
- Lack of desire to participate
- Do not know enough about local government, so not able to provide an informed decision

- Never heard of community consultation (when they know, they often want to engage) — lack of awareness
- Never been asked to participate in community consultation
- Do not have a long-term vision or interest (may not live here for long enough to see impact/it will not impact here)
- Perception that they may not get listened to
- Do not understand what they are being asked
- If young people live at home, they see it as their parents' responsibility
- Question whether they are allowed to participate
- Feel like it is not their place to comment on things they do not know or care about
- Lack of concentration, want it to be fun and quick.

**Enablers**

- Social media (particularly groups), but not always social media...do not rely too heavily on it
- Come to where I am — physically (face-to-face) or virtually (online)
- Use networks of friendship groups, for example, younger mothers' groups, and other, already existing social groups
- The relevance of the topic and seeing results from their efforts encourages younger residents to provide feedback
- Free food
- Gamification
- Leaflets (note environmental concerns)
- Teenage influencers
- Need to see results and/or receive feedback
- Not just email spam
- Games and competitions
- Must work on a mobile phone



## **APPENDIX 1 – Outputs from Activity 1**

### **1. What is meaningful consultation?**

- Targeted — Agile — Unbiased
- Who — Why — Easy
- Clear — Concise — Receptive
- Two-way — Outcomes — Inclusive
- 2-way — Inclusive — Transparent
- Unbiased — Diverse — Engaging
- Fairness
- Beneficial — Unbiased — Apolitical
- Unbiased — Scoped — Diverse
- Clear topic — Unbiased — Openness to feedback
- Considered — Collated — Feedback
- Valued — Genuine — Thorough
- Knowledge — Participation — Understanding

### **2. What is not meaningful consultation?**

- One-sided — Unrepresentative
- Topic — Biased — Disruptive
- Narrow — Limited — Pointless
- Inaction — Biased — One-sided
- Dismissive — Singular — Box-ticking
- Late — No context — One-sided
- Irrelevant — Unclear — Limited
- Bias — Not targeted
- Unrepresentative — Skewed — Small sample
- Ill-considered — Unclear — Placating
- Biased — Tick box exercise — Ignored
- Unactionable — Untimely — Unfriendly
- Confusion — Purpose — Reason

**APPENDIX 2 — Outputs from Activity 2 (Part 1)**

Method	Positive	Negative
<b>Face-to-face interview</b>	<ul style="list-style-type: none"> <li>• Immediate results and honest</li> <li>• Flexibility — as interview unfolds, can investigate more deeply</li> <li>• You come to me = easy</li> <li>• Room to converse and clarify any unclear question or terms / phrases</li> <li>• Good in certain circumstances</li> <li>• Easy to qualify</li> <li>• Not limited to certain number of choices — can have a conversation</li> <li>• Good for NVC prompts</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive</li> <li>• People too busy</li> <li>• People feel trapped and annoyed</li> <li>• People may fear giving true response</li> <li>• How long is this going to take?</li> <li>• Scheduling difficulties — both people need to be free — COVID cancellations</li> <li>• Anxiety for face-to-face communication</li> <li>• Culturally appropriate</li> <li>• May be inconvenient timing for me</li> <li>• Relevance to me</li> <li>• Feeling pressured to come up with a response</li> <li>• High unit cost \$\$ to Council</li> </ul>
<b>Workshop</b>	<ul style="list-style-type: none"> <li>• People care about the topic</li> <li>• Allows time for me to think and be listened to</li> <li>• People ask the burning questions</li> <li>• I know how long it is going to take</li> <li>• Robust conversations</li> <li>• Ability to get more info on a topic</li> <li>• High interest level</li> <li>• Allows interaction — can listen and learn</li> <li>• Informative and gives people a good insight</li> <li>• Lots of opinions</li> <li>• Meet other people</li> <li>• Can be compensated</li> </ul>	<ul style="list-style-type: none"> <li>• Domineering people in the group</li> <li>• Overpowering personalities control debate</li> <li>• Shy people</li> <li>• Can get off track</li> <li>• Travel to attend</li> <li>• People who lack confidence but have good input “unheard”</li> <li>• Unengaging topics for (age) group that the workshop targets</li> <li>• Limited options to attend</li> <li>• People not always aware of the option to attend</li> <li>• Limited participation</li> <li>• Time intensive</li> <li>• Can be long and sometimes boring</li> <li>• Biased invitee list</li> <li>• Can be poorly designed and run</li> </ul>
<b>Door-knocking survey</b>	<ul style="list-style-type: none"> <li>• Can see who I’m talking to and can establish a connection</li> <li>• Non verbals aid discussion</li> <li>• “Focussed”</li> <li>• So many people working from home now</li> <li>• Reaching people who are not engage or tech-savvy — representative</li> <li>• Connecting with community</li> <li>• Context — if location is important then it is a great way to know which areas different opinions come from</li> <li>• Can demonstrate commitment — on behalf of the interviewer (need to be prepared to get a lot of knock backs)</li> </ul>	<ul style="list-style-type: none"> <li>• Intrusive — many vulnerable people may not answer</li> <li>• It’ll upset my dog</li> <li>• Security concerns “vulnerable people”</li> <li>• Unsure of motives</li> <li>• Might be away at work</li> <li>• Can be annoying / interrupting</li> <li>• Time consuming as people are not at home</li> <li>• What a nightmare</li> <li>• Costly</li> <li>• Locked apartment premises</li> </ul>

## ATTACHMENT 8.3.5

Method	Positive	Negative
<b>Telephone survey</b>	<ul style="list-style-type: none"> <li>• In your comfort zone</li> <li>• Cheap and quick</li> <li>• Can hang up — opt out</li> <li>• Quick</li> </ul>	<ul style="list-style-type: none"> <li>• Does not reach a wide spectrum of the community [<i>was posted as positive</i>]</li> <li>• Automated — robo — poll / IVR etc</li> <li>• Young people do not answer the phone</li> <li>• Offshore accent</li> <li>• How long is this going to take?</li> <li>• Wrong time — dinner</li> <li>• Sometimes unclear to hear what's asked</li> <li>• No caller ID — I won't answer</li> <li>• Are you just marketing to me? Is this for my benefit or yours?</li> <li>• Intrusive</li> <li>• No choosing the topic</li> <li>• Biased questions</li> <li>• People scared of scams</li> <li>• People just do not welcome this due to India saga</li> <li>• Easy for prospect to reject — hang up</li> <li>• Hard to build a rapport with interviewer — no body language / facial expressions to see</li> </ul>
<b>Focus group</b>	<ul style="list-style-type: none"> <li>• Knowledgeable</li> <li>• Can be involved over period of time and receive feedback — see impact</li> <li>• Feel valued</li> <li>• Can ask questions</li> <li>• Often a payment with focus groups = incentives</li> <li>• Select appropriate people</li> <li>• Efficiency in sessions</li> <li>• Learning and listening to others — interactive</li> <li>• Select convenient time</li> <li>• Open forum — expand scope / confidence</li> <li>• Engaged attendees</li> </ul>	<ul style="list-style-type: none"> <li>• Limited participation</li> <li>• What focus group? I didn't know anything about it</li> <li>• Too structured</li> <li>• Narrow</li> <li>• Time requirement</li> <li>• Domineering. People take over</li> <li>• Particular interested parties can be excluded</li> <li>• Experts may have strong biases — others' opinions not represented fully</li> <li>• People intimidated or not comfortable being negative</li> <li>• Controlling</li> <li>• Limited options to attend</li> <li>• People lacking confidence with good points "unheard"</li> </ul>

## ATTACHMENT 8.3.5













Method	Positive	Negative
<b>Online survey or comment form</b>	<ul style="list-style-type: none"> <li>• Convenience — timing and location are flexible</li> <li>• Do it any time — so it is easy for people (24/7)</li> <li>• Easy / accessible</li> <li>• Quick</li> <li>• Accessible / rapid</li> <li>• Accessibility for people who may need screen readers etc</li> <li>• Time efficient — no travel time</li> <li>• Engagement with the right group of people</li> <li>• Incentives! One day I'm going to win the prize / gift card</li> <li>• No pressure — I can do it if I want to, or ignore</li> <li>• People can feel more able to tell the truth or be negative — anonymity</li> </ul>	<ul style="list-style-type: none"> <li>• Outraged ones — complete / recruit people to complete multiple surveys</li> <li>• Low response rate</li> <li>• Easily manipulated or spammed</li> <li>• Limits those without tech access</li> <li>• Limited to tech savvy people</li> <li>• Technological divide — not everyone has phone / computer / internet — introduces biased audience</li> <li>• Access to tech, browser compatibility etc.</li> <li>• Poorly worded questions</li> <li>• No feedback (possibly)</li> <li>• So many surveys! Go away!!</li> <li>• Lack of context about what survey is about</li> <li>• Should I click on this?</li> </ul>

## **APPENDIX 3 — Outputs from Activity 2 (Part 2)**


















Raw outputs from the plenary discussion on what factors would they consider when deciding which method to use.



















- Context
- Type of engagement — goals and purpose
- Outputs required — including format and data that we want
- Subject — for example for the development of a Strategy or Plan we might do a workshop and more than one
- Complexity of topic — depth required
- Level of contention in subject
- The audience — who we want to engage with, including representation of stakeholder groups
- Number of people we want to engage with — size of the cohort
- Speed required — timeframe for completion
- Timing of the consultation within the project
- Staging the type of consultations (eg workshop, then a survey)
- Confidentiality — as in public versus not in the public
- Maintaining integrity of information collected
- Need for incentives
- Legal requirements
- How to implement feedback loop
- Cost and other resources — including people to conduct activity
- Skills and experience — the right people to do the facilitation or interviewing
- Information required for people to be able to engage effectively

**APPENDIX 4 — Outputs from Activity 3**

Category	Icon set	Number of likes 	Number of dislikes 	Number of confused 
Yes/No scales		11	2	0
		4	3	6
Satisfaction rating scales		2	3	2
		2	2	2
		2	1	3
		6	1	0
		3	4	0
		7	0	1
		1	8	1

## ATTACHMENT 8.3.5

Category	Icon set	Number of likes 	Number of dislikes 	Number of confused 
Park facilities		3	1	0
		1	2	1
		2	4	0
		1	3	0
		2	1	1
		0	2	1
		4	0	0
		4	0	1
		0	1	1
		5	0	0
		2	0	1
		2	0	1
		0	1	0
		3	0	0

Category	Icon set	Number of likes 	Number of dislikes 	Number of confused 
Transport		8	0	0
		6	0	1
		3	1	3
		1	1	9
		8	0	0
		1	6	4
Communication		6	0	0
		4	0	1
		0	3	3
		5	0	3
		8	0	1
		5	0	1
		8	0	0
		0	7	4
		3	1	5



## APPENDIX 5 — Outputs from Activity 4

The best way to survey young adults will depend on several factors, including the target audience, the nature of the survey, and the research objectives. However, here are some general tips that can help you create a successful survey:

**Use an online survey platform:** Young adults are often more comfortable with online surveys than other forms of data collection. Using a platform like SurveyMonkey or Google Forms can make it easy for participants to complete your survey.

**Keep it short and simple:** Young adults have shorter attention spans and are more likely to abandon lengthy surveys. Keep your survey short and straightforward, and avoid using complex language or jargon.

**Provide an incentive:** Offering an incentive can motivate young adults to complete your survey. This could be a gift card, entry into a prize draw, or a discount on a product or service.

**Be clear about the purpose of the survey:** Clearly explain the purpose of your survey and how the data will be used. Young adults are more likely to participate if they feel their opinions are valued and will be used for a meaningful purpose.

**Use social media:** Social media platforms like Twitter, Instagram, and Facebook can be effective channels for promoting your survey and reaching young adults. Use targeted ads and social media influencers to reach your desired audience.

**Test your survey:** Before launching your survey, test it with a small group of young adults to identify any issues with the survey design or questions. This can help you refine your survey and ensure it is effective in collecting the data you need.

## Strategic Community Reference Group Interview/Comment Form

<b>Your details:</b>
Age: 19
Suburb Kingsley
<b>Have you ever participated in a survey for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from participating in surveys?</b>
<del>Never</del> Never asked before this
<b>Have you ever attended a workshop or focus group for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from attending workshops or focus group?</b>
Never asked

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**Do you have any good ideas for a consultation to engage with people your age?**

YES! Everyone knows that this generation is different  
I'm only 19 and basically running my own bussiness in  
gaming. Gaming is so huge around the world and has  
gotten even bigger since Covid

**What types of engagement or ways to communicate have you seen that captured your attention and got you involved?**

events

hold something called (LANs) these are tournaments

**Thank you for your time and input.**

## Strategic Community Reference Group Interview/Comment Form

<b>Your details:</b>
Age: 23
Suburb Kingsley
<b>Have you ever participated in a survey for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from participating in surveys?</b>
Takes too much time
Don't see/hear about them often
<b>Have you ever attended a workshop or focus group for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from attending workshops or focus group?</b>
Never heard of them before.

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## Strategic Community Reference Group Interview/Comment Form

<b>Your details:</b>
Age: 21
Suburb: DUNCRAIG
<b>Have you ever participated in a survey for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from participating in surveys?</b>
DON'T KNOW WHEN THEY ARE BEING DONE
DON'T BELIEVE RESPONSE WILL BE HEARD
<b>Have you ever attended a workshop or focus group for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from attending workshops or focus group?</b>
VERY LIMITED - ONLY HEARD ABOUT IT AFTER
THE EVENT

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## Strategic Community Reference Group Interview/Comment Form

<b>Your details:</b>
Age: 23
Suburb: Padbury
<b>Have you ever participated in a survey for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from participating in surveys?</b>
Nothing - but why would I want to?
<b>Have you ever attended a workshop or focus group for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from attending workshops or focus group?</b>
Nothing but why would I want to

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## Strategic Community Reference Group Interview/Comment Form

Your details:	
Age:	29 / 33
Suburb	
Have you ever participated in a survey for the City of Joondalup?	
Yes	No
Unsure	
What prevents you from participating in surveys?	
- Time	- Time
- Effort	- Thinking
- Relevance	- Ease of accessing survey
- No official has ie (reading)	- Paper vs online → effort
Have you ever attended a workshop or focus group for the City of Joondalup?	
Yes	No
Unsure	
What prevents you from attending workshops or focus group?	
- Timing	- Never asked
- Impact / level of influence	- Time / location
Do you have any good ideas for a consultation to engage with people your age?	
Polls	

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## Strategic Community Reference Group Interview/Comment Form

<b>Your details:</b>		
Age: 32		
Suburb: Duncraig		
<b>Have you ever participated in a survey for the City of Joondalup?</b>		
Yes	No	Unsure
<b>What prevents you from participating in surveys?</b>		
If topic doesn't appear relevant to me		
If survey too long		
If too much personal information requested upfront		
<b>Have you ever attended a workshop or focus group for the City of Joondalup?</b>		
Yes	No	Unsure
<b>What prevents you from attending workshops or focus group?</b>		
Not sure where advertised?		
If topic didn't appear relevant to me or I didn't feel I had anything to contribute.		
Timing would need to be convenient – either evening or weekend.		
Depending on length of workshop it may be appropriate to offer some sort of compensation (e.g. voucher, provide food etc.)		
<b>Do you have any good ideas for a consultation to engage with people your age?</b>		

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Name: [REDACTED]

Age: 31

Suburb: Duncraig

**Have you ever participated in a survey for city of Joondalup?**

No

**What prevents you from participating in surveys?**

I don't have any issues with participating in a survey, however, I don't think I have been asked to or have needed to in the past for City of Joondalup.

**Have you ever attended a workshop or focus group for the city of joondalup?**

No

**What prevents you from attending a workshop or focus groups?**

I don't believe I have ever had the opportunity or known about any workshops/focus groups. I would be open to attending, pending it is something of interest to me. However, timing/fitting it in is always challenging.

**Do you have any good ideas for a consultation to engage in people your age?**

For me personally surveys work great. I have done surveys for other companies many times before and they have always found them easy and quick to complete.

Sent from my iPhone

On 22 Mar 2023, at 1:56 pm, Alix Oakes <a.m.e.oakes@gmail.com> wrote:

[Quoted text hidden]

---

 enagement\_survey\_coj.docx  
41K

## Strategic Community Reference Group Interview/Comment Form

<b>Your details:</b>
Age: 22
Suburb Hillarys
<b>Have you ever participated in a survey for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from participating in surveys?</b>
- Don't receive them
- NO incentive
- Unsure of purposes
<b>Have you ever attended a workshop or focus group for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from attending workshops or focus group?</b>
- Don't feel as though it would benefit me

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**Do you have any good ideas for a consultation to engage with people your age?**

Unsure - what type of consultation?

**What types of engagement or ways to communicate have you seen that captured your attention and got you involved?**

Engaging with people that are like minded  
but have different demographic background

Thank you for your time and input.

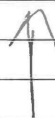
## Strategic Community Reference Group Interview/Comment Form

<b>Your details:</b>		
Age:	18	
Suburb	Padbury	
<b>Have you ever participated in a survey for the City of Joondalup?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unsure		
<b>What prevents you from participating in surveys?</b>		
time		
too many questions		
<b>Have you ever attended a workshop or focus group for the City of Joondalup?</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure		
<b>What prevents you from attending workshops or focus group?</b>		
- time		
- interest		

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Do you have any good ideas for a consultation to engage with people your age?

- ads on social media → platforms
- not a lot of questions
- short + easy + not a lot of personal info needed
- quick polls - 2 or 3 questions only



What types of engagement or ways to communicate have you seen that captured your attention and got you involved?

prizes + \$  
incentives

Thank you for your time and input.

## Strategic Community Reference Group Interview/Comment Form

<b>Your details:</b>
Age: 17
Suburb Hillarys
<b>Have you ever participated in a survey for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from participating in surveys?</b>
Not knowing about them.
<b>Have you ever attended a workshop or focus group for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from attending workshops or focus group?</b>
Not knowing about them,
Between study and work, I am time poor,

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**Do you have any good ideas for a consultation to engage with people your age?**

I suggest maybe social media, lots of people my age have it so it would be easier to appeal to people my age through that. (Instagram, TikTok etc).

**What types of engagement or ways to communicate have you seen that captured your attention and got you involved?**

Was similar to what I mentioned above, lots of things that catch my attention are usually through social media since they are easy to access and quick to get involved.

Thank you for your time and input.

## Strategic Community Reference Group Interview/Comment Form

<b>Your details:</b>
Age: 26
Suburb Hillarys
<b>Have you ever participated in a survey for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from participating in surveys?</b>
Unaware of the Surveys.
<b>Have you ever attended a workshop or focus group for the City of Joondalup?</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure
<b>What prevents you from attending workshops or focus group?</b>
Unaware of the Workshops and focus groups.

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## Strategic Community Reference Group

### Meeting 2 Report — Telecommunications infrastructure

<b>Date:</b>	Monday 15 May 2023
<b>Time:</b>	6.00–8.30 pm
<b>Location:</b>	Civic Centre Conference Room 3 90 Boas Avenue, Joondalup
<b>Facilitator:</b>	Becci Clarke — Steps Co

#### Attendees:

**Presiding Member:** Cr John Raftis

**Elected Members:** Cr Christine Hamilton-Prime JP  
Cr Christopher May  
Cr Adrian Hill

**Community Members:**

North Ward: Robyn Anderson  
Allan Connolly

North-Central Ward: Gail Carmody  
Kim Allen

Central Ward: Leonard Collier

South-West Ward: David Hudson MBE

South-East Ward: Janine Blake  
Alison Elsom

South Ward: Alix Oakes

Youth: Tara Belle Lie  
Aimee Wright

**Subject Matter Experts:** Dr Chris Brzozek, Science Officer, Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)  
Lisa Kelly, Associate Director Regulatory Strategy and Community Engagement, Optus  
Sal Stillone, State Manager WA Radio Planning and Quality, Optus

**City Officers:** Nico Claassen, Director Infrastructure Services  
Rebecca Maccario, Manager Strategic and Organisational Development  
Sheree Edmondson, Manager Asset Management  
Donna Dabala, Principal Legal Officer  
Jenna Waight, Coordinator Property Management  
Emily Peters, Policy Officer

**Observers:** Cr Daniel Kingston

**Apologies:** Mayor Hon Albert Jacob  
James Pearson, Chief Executive Officer  
Simone Holmes-Cavanagh, A/Director Governance and Strategy  
Ronald Gallagher, South Ward  
Sandra Watson, South-West Ward  
Gemma Dorman, Central Ward

## Overview:

The purpose of the meeting was to provide input into the City's approach to supporting telecommunications carriers in improving network capacity throughout the City. During the meeting, members explored community perceptions around the installation of telecommunications infrastructure, and ways to address misinformation and community concerns regarding amenity and health.

*Note: The session included a presentation from a telecommunications carrier who approached the City to enter into a commercial agreement for the future installation of low-impact/small cell infrastructure on City owned and managed land. The carrier's representatives were afforded a limited time for their presentation that only detailed the technical aspects of their infrastructure. At the conclusion of their presentation, the carrier's representatives departed and were not involved in any other activities undertaken during the session. The outcomes of this Strategic Community Reference Group meeting are a publicly available. The session was structured to ensure that the outcomes will be relevant to any telecommunications carrier that approaches the City in relation to low-impact telecommunication infrastructure installations within the City.*

### Meeting Objectives:

- To explore community perceptions of mobile telecommunications infrastructure.
- To explore community expectations of the forms of consultation and information provided by telecommunications carriers when deploying infrastructure.
- To explore opportunities for improved amenity outcomes when deploying future infrastructure.

The following subject matter experts were invited and participated at specific points within the meeting:

#### **Dr Chris Brzozek, Science Officer, Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)**

Dr Brzozek is a Science Officer, with seven years' experience researching radiation and health. He has completed a PhD at Monash University on this topic and worked at the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) since 2020. Dr Brzozek manages the Talk to a Scientist program, which is an ARPANSA community engagement program that allow members of the public to connect with ARPANSA scientists to address questions or concerns about radiation and nuclear issues. Dr Brzozek is actively working on several research projects that investigate potential human health effects from exposure to radiofrequency electromagnetic fields.

#### **Lisa Kelly, Associate Director Regulatory Strategy and Community Engagement, Optus**

Lisa Kelly has over 15 years' experience in the telecommunications industry in Australia. Ms Kelly is head of the regulatory and community relations team within the Optus Networks group. She is responsible for various regulatory affairs and community engagement in relation to the deployment of small cell facilities.

#### **Sal Stillone, State Manager WA Radio Planning and Quality, Optus**

Sal Stillone has over 15 years' experience in the telecommunications industry in Australia. Mr Stillone is head of the small cell technology program in WA within Optus Networks. He is based in Perth and is responsible for mobile network coverage for the State, including the technical requirements for small cell facilities.

## Preparation:

To ensure an engaging experience during the session, Strategic Community Reference Group (SCRG) members were expected to familiarise themselves with the pre-reading material ahead of the session. This is to ensure all members have a general understanding of the meeting topic and can readily contribute to the discussion.

To ensure the objectives of the meeting regarding community perceptions were achieved, members were also asked to conduct their own perceptions task by asking other community members the first thought that comes to mind when they hear the term “telecommunications infrastructure”. Members were given the option to enter their answers to this question into an online survey form ahead of the meeting via a Mentimeter link. The outcomes of this component are presented below, within the reporting of Activity 1.

Additionally, SCRG members were invited to take photos and/or make notes of examples of telecommunications infrastructure that they think has good or bad amenity outcomes for the community. The outcomes of this component are presented below, within the reporting of Activity 5.

## Outcomes:

### **ACTIVITY 1 – COMMUNITY VIEWS OF TELECOMMUNICATIONS INFRASTRUCTURE**

The purpose of this activity was to ascertain general community perceptions around telecommunications infrastructure. This activity was conducted as a plenary discussion to identify the SCRG members' initial thoughts on telecommunications infrastructure. As part of the pre-meeting materials, members were invited to ask people in their community what their initial understandings and perceptions of telecommunications are and submit the responses via Mentimeter. Mentimeter speech bubbles were presented on the main screen during this activity and depicted responses that had been submitted prior to the meeting, updating as members input their answers during the session.

The matters raised during the plenary discussion regarding community views on telecommunications infrastructure fit broadly into two categories:

1. Balancing benefits with concerns
2. Location is key.

#### **Balancing benefits with concerns**

The community wants better network coverage, faster speeds, and more reliable services. They understand the need to address coverage blackspots in order to achieve better telecommunications outcomes. However, the community deem the infrastructure to be ugly and intrusive. The community also has health concerns regarding the radiation emitted from telecommunications infrastructure.

#### **Location is key**

SCRG members conveyed that the location of telecommunications infrastructure is important to them and there is the perception that not enough thought and planning goes into the placement of the infrastructure. There is a general feeling that macro towers and small cells need to be installed *somewhere* in order to get the network benefits, but “not on my doorstep” / “not in my backyard”.

There is a general anxiety and hesitance around the installation of infrastructure close to people, but telecommunications infrastructure is perceived as a “necessary evil”. The members expressed that they do not want the infrastructure to be installed near homes and schools, however, they are comfortable with installation on or around public spaces and buildings. There is also a common perception that having a macro tower or small cell telecommunications infrastructure near one's house could negatively impact property value.

In addition, SCRG members discussed community awareness and general knowledge of telecommunications infrastructure. Members conveyed that some people do not notice the infrastructure and many people in the older age groups are not aware that 5G already exists in the City. Lack of awareness and understanding in general is greater in the older demographic, and this demographic tends to have a more cautious approach to the installation of telecommunications infrastructure. SCRG members shared that some community members are indifferent to the installation of telecommunications infrastructure and not everybody has a strong opinion. Younger people tend to have more neutral views and accept the installation of new telecommunications infrastructure.

City Officers confirmed that it is the telecommunication carriers who approach the City — the City does not approach carriers. City Officers also confirmed that the statutory framework is limited in terms of the role of Local Government in the installation of telecommunications infrastructure. However, the City is interested in community opinions and perceptions, as they can be powerful in informing advocacy efforts.

Individual Mentimeter responses to the homework task can be found in Appendix 1. The responses are grouped into the following categories: benefits, physical infrastructure and aesthetics, health concerns, general uncertainty, and technical / service delivery.

## **ACTIVITY 2 – TALK TO A SCIENTIST**

The purpose of this activity was to provide scientific background information on small cell infrastructure in terms of radiation and possible impacts on health.

Dr Chris Brzozek from ARPANSA attended online, giving a presentation on the regulation of radio waves emitted from telecommunications infrastructure and the associated community health concerns. Dr Brzozek communicated the role and responsibilities of ARPANSA as the primary Commonwealth authority on the research and standard setting in radiation protection and nuclear safety. They also presented information on the types of radiofrequency electromagnetic radiation, or “radio waves” and how they can possibly pose harm to the health of humans and other animals. Dr Brzozek confirmed that there is no substantiated evidence that low level millimetre radio waves, like those used by 5G telecommunications, are hazardous to the health of humans and other animals.

The presentation slides from ARPANSA are available in Appendix 2. Following the presentation, the facilitator coordinated a question-and-answer session. Below is a transcript of this session.

- **What is the difference between the old and new standards?**  
Changes are based on compliance measures, higher level frequency exposure limits, and reporting that is required to align with international best practice.
- **In the assessment of your studies, do you consider who pays for the research?**  
Yes, who funds the research is considered. Most research is conducted through peer-reviewed medical journals with published conflict of interest checks, ie government and university research.
- **How does the Australian standard compare to European or US standards?**  
Australian standards are evidence-based, in line with other countries, and endorsed by the World Health Organisation. Other countries often set lower limits due to public pressure, which can actually be counterproductive.
- **How does “gamma radiation” fit in?**  
Gamma radiation is an ionising radioactive source.
- **What is the Australian Communications and Media Authority (ACMA)’s role? Is ARPANSA looking at this?**  
ARPANSA works with ACMA. Standards are created by ARPANSA, and ACMA monitors transmission limits and compliance.
- **Do you monitor transmission levels? ie are the base stations monitored for radiation levels?**  
Yes, measurement has demonstrated base stations do not exceed safety standards (they are usually only 1% of the safety limit). Base stations (eg macro towers) cannot exceed the limits.

- **There is misinformation that higher frequencies produce higher exposure. Is there an opportunity for the Government to run an information campaign on this?**

Previous telecommunications generations (2G/3G/4G) did not experience much backlash or even interest from the public, however, there is a lot of misinformation around the rollout of the most recent generation (5G). 5G is a marketing term, however, it is now considered to be a “public health challenge” and aligned with the COVID pandemic in conspiracy circles. Increased social media use has contributed to the spread of misinformation with 5G. Unfortunately, many social media users who believe and / or spread misinformation about radiation and telecommunications infrastructure lack the ability and / or the desire to critically appraise the accuracy of the sources of the information. ARPANSA are working proactively in this space to counter this misinformation, but unfortunately the people who believe this misinformation do not trust ARPANSA and other government agencies.

### **ACTIVITY 3 – OPTUS: SMALL CELL INFRASTRUCTURE**

The purpose of this activity was to provide general background information on small cell infrastructure and present information on the Optus proposal to install this infrastructure within the City of Joondalup. An in-person presentation was given by Lisa Kelly and Sal Stillone from Optus. The Optus representatives began by communicating the latest telecommunications industry trends, the evolution of the network, and outlining the features of small cell telecommunications infrastructure. They concluded with a presentation of their proposal for a small cell trial in the City of Joondalup to address blackspots in their network coverage.

The Optus presentation slides are available in Appendix 3. Following the presentation, the facilitator coordinated a question-and-answer session; below is a transcript of this session.

- **Does Optus share infrastructure with other telecommunications carriers?**  
Yes, Optus shares host infrastructure. However, each telecommunications carrier has individual antennas on the host infrastructure that they own and maintain.
- **How many small cells will be required?**  
The number of small cells required depends on the size, shape and extent of the black spot in telecommunications coverage. Each small cell services a radius of approximately 100m.
- **How many small cells would be required for 200m of coverage [referring to specific area on the map]?**  
The identified black spot area requires three small cells to improve coverage.
- **What is the distance from the lamp post to the cabinet?**  
Approximately 2-3m
- **Won't other carriers need to address their blackspots too?**  
*Facilitator advised that this question is not relevant as Optus cannot state anything on behalf of another carrier.*
- **Can other telecommunications carriers use the same host infrastructure too (ie light poles)? [In consideration of the amenity impact of multiple antennae on one pole].**  
Yes, other carriers can and do share the same host infrastructure. However, light poles are structurally constrained; poles cannot exceed +25% of their original volume. Therefore, it is unlikely that light poles would host multiple carriers.
- **Is there any information about amenity issues / graffiti concerns on the cabinets from the City of Perth trial?**  
Yes, we learned some good things from the City of Perth trial. On this specific question, we found opportunities for proactively decorating the cabinets. Optus can provide the City of Joondalup with the results / feedback from the City of Perth trial.
- **What is the power requirement for the infrastructure?**  
The infrastructure will have an independent power connection. Optus can provide further information on this.
- **How many 4G towers are there nationally? How many more will be required for 5G rollout?**  
There are currently around 8000 macro towers. 5G will be deployed on the existing infrastructure so there is not currently a requirement for the installation of any more macro towers for the 5G rollout.

- **Will the stability be better with 5G compared to what is currently available?**

Optus is working hard to make the network more resilient. Whether it is a macro tower or small cell, it is connected to the core network / exchange. Major cause of outages are digitisation / complexity / high traffic challenges with the core network, so stability is an issue whether it is 4G or 5G. A software glitch can even cause an outage. The key to network stability is to ensure the core network and back up exchanges are resilient, and contingencies and reserves are in place.

- **Can the structures on light poles and/or cabinets be designed to look more aesthetically pleasing, eg murals?**

The antennas are a prescribed design and are produced by only two European manufacturers, so there are limited avenues for aesthetic influence of the antennas. Murals could be considered as one way to make the ground cabinets more appealing though.

- **Can Optus use renewable energy or offset the requirements of powering base stations?**

*This question was asked directly to a City Officer outside of the formal Q&A session, so Optus were not present to answer it.*

#### **ACTIVITY 4 – CONSULTING AND COMMUNICATING**

The purpose of this activity was to explore community preferences around the types of information that could be provided to residents and ratepayers regarding the installation of telecommunications infrastructure. Note: The *Industry Code for Mobile Base Station Deployment 2020* requires telecommunications carriers to undertake specific public notifications and consultation processes when installing infrastructure.

SCRG members received examples of notification letters from telecommunications carriers as part of the pre-reading materials provided prior to the meeting. During the session, each table group ranked the information provided in the letter from most important to least important during a cut-and-paste activity with A3 versions of an example notification letter.

The outcomes of this exercise are available in Appendix 4. The table group exercise transitioned to a plenary discussion of the groups' responses.

Generally, the SCRG members recognised that the information provided by telecommunications carriers in their notifications and / or consultations needs to use clear language, be easy to understand and include visuals where appropriate. Members also identified the importance of an explanation of the physical characteristics of the proposed infrastructure. This includes the location, size, type and appearance of the infrastructure. Other priorities included information on compliance with Australian Standards, possible health impacts of the installation, and the supply of contact details to direct questions, concerns and request further information. Below are the top three types of information identified by each table group.

**Table 1 priorities:**

1. Easy to understand descriptions
2. Safety aspects
3. Contact details for concerns

**Table 2 priorities:**

1. Location
2. Equipment – how big will it be?
3. Where to find more information

**Table 3 priorities:**

1. Location of installation
2. What will it look like? How big will it be?
3. How does it comply with the Australian Standards?

**ACTIVITY 5 – AMENITY AND DESIGN**

The purpose of this activity was to explore community interest and preferences around the design and placement of telecommunications infrastructure. This activity was conducted as a plenary discussion and asked the SCRG members to consider the most important aspects of telecommunication infrastructure design and placement (eg colour, shape and / or site selection). During this exploration, members were invited to refer to any photos or notes of the good or bad examples of telecommunications infrastructure they had collected as a homework task. The photos provided by the members are available in Appendix 5.

SCRG members discussed that any new telecommunications infrastructure should be as unobtrusive and aesthetically pleasing as possible. Based on this idea, members recognised an opportunity to engage with young people and the artistic community to design murals for the telecommunications cabinets. Members raised the question of using recycled materials to manufacture the infrastructure required, however, City Officers advised that it is unlikely due to safety requirements. Members also suggested an underground power supply and underground telecommunications cabinets, questioning whether there are logistical reasons that they must be above ground and what kind of financial implications would ensue if they were buried. This discussion led to a dialogue on whether small cell telecommunications infrastructure could be incorporated into a multipurpose structure, such as a bus shelter.

Prior to this SCRG session, many members were under the impression that there would be multiple telecommunications antennas on every light pole in the City. Therefore, at the conclusion of this discussion, SCRG members expressed that they felt comforted by the knowledge that this is not the case and telecommunications antennas will only be installed as required to improve coverage in blackspots. In light of this, members suggested that the City of Joondalup be proactive in identifying the blackspots of all telecommunication carriers, so that the City can work with carriers to co-locate any new infrastructure required. City Officers acknowledged that, despite being an insightful idea, identifying blackspots is not within the powers or scope of a local government's role in the telecommunications context. From this, an SCRG member suggested that local governments could advocate together (ie via the Western Australian Local Government Association) for more of a say in the installation of telecommunications infrastructure.

## APPENDIX 1: Community views of telecommunications infrastructure

Individual Mentimeter responses to the question: What is the first thought that comes to mind when you hear the term "telecommunications infrastructure"?

### Benefits

- The need for speed is the counter argument presented by proponents.
- The general belief is that high speed, reliable communications are essential to support progress and Smart cities.
- Fast data
- Belief - The need for speed, without this infrastructure we can't support Smart cities.
- We need more towers so we can get better mobile coverage
- Reliable networks

### Physical infrastructure and aesthetics

- Antennae
- Towers
- Most people immediately think mobile towers.
- Mobile base station towers
- Big phone towers
- Phone towers
- Mobile phone towers
- Ugly towers
- Ugly in general
- Bad aesthetic appearance.
- Eagles nest on the (macro cell) tower close to Hillarys Boat Harbour
- 5G towers
- Phone towers — eyesores
- Do not want it near me.

### Health concerns

- Potential health risks
- Radiation
- Danger from radiation
- Electro-magnetic fields
- Health impacts from radiation.

### General uncertainty

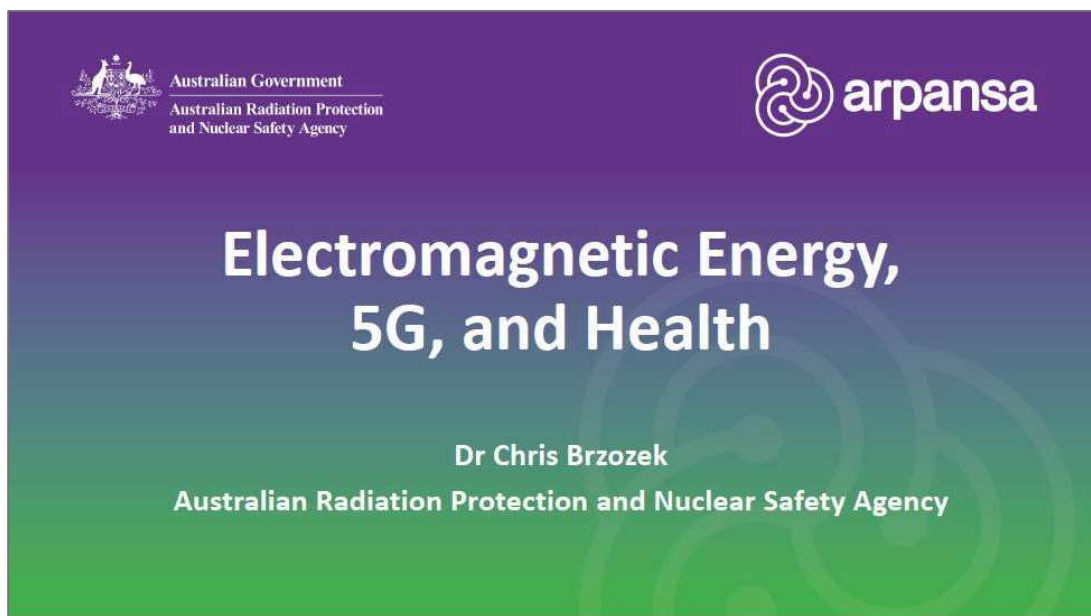
- Opinion is divided primarily on potential health adverse impacts and aesthetics.
- Conspiracy theories
- Doubt and seeking truth. Although the predominance of academic information supports favourable findings relating to health impacts, other papers highlight scientific uncertainty.
- Polarized opinions with alternative academic opinions on adverse health impacts.

### Technical / service delivery

- Specific providers, like Telstra and Optus
- 4G/5G
- NBN
- Fibre to node choice
- Mobile data



## APPENDIX 2: ARPANSA presentation slides



**Introduction to ARPANSA**

- The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is an agency of the Australian Commonwealth Government
- We are Australia's primary authority on radiation protection and nuclear safety
- We protect people and the environment from the harmful effects of radiation
- We regulate Commonwealth entities using radiation, undertake research, provide services, and promote national uniformity and international best practice across all jurisdictions

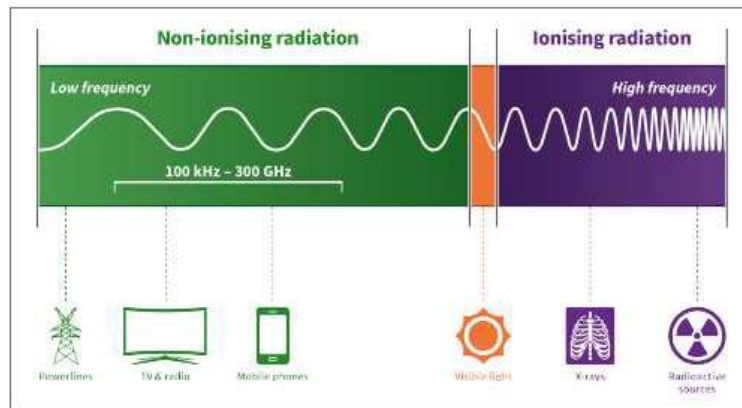
## Roles within the Government

- ARPANSA provides scientific assessment and advice and publishes the safety standard that limits public and occupational exposure to EME
- The Department of Infrastructure, Transport, Regional Development and Communications have policy responsibility for Communications technology
- The Australian Communications and Media Authority regulate the use of EME in mobile telecommunications



**Radiofrequency fields** (or radio waves) are mainly produced from telecommunications sources

5G and other wireless telecommunications such as radio, television and Wi-fi emit radio waves, also called radiofrequency electromagnetic radiation



**Are radio waves  
harmful?**





- Radio waves are **non-ionising radiation**, meaning they have **insufficient energy** to break chemical bonds and damage DNA or cells
- Radio waves at sufficiently high levels can heat biological tissue and potentially cause tissue damage (think of your microwave oven)
- Radio waves from telecommunications are **too low to produce significant heating** or increased body temperature

### Common Concern

5G is new and there are no studies investigating long-term health effects



5G is the next (5th) generation in mobile phone technology.

It's a brand name – not a physical quantity.



### Important to remember

Although '5G' is new, millimetre waves have been used by a range of applications for many years



Radar



Security screening



Other telecommunications



## 5G is new... how can we be confident in the research?

- Thousands of scientific studies have looked at whether low level radio waves cause long-term health effects, including:
  - studies on cells
  - studies on animals
  - studies on human populations.




## Conclusion


There is **no substantiated evidence** that low level millimetre waves just like those used by 5G are hazardous to human health

## How does ARPANSA assess the available science?


There are a number of important considerations when assessing all of the evidence:




Quality of the studies




Are results replicated?



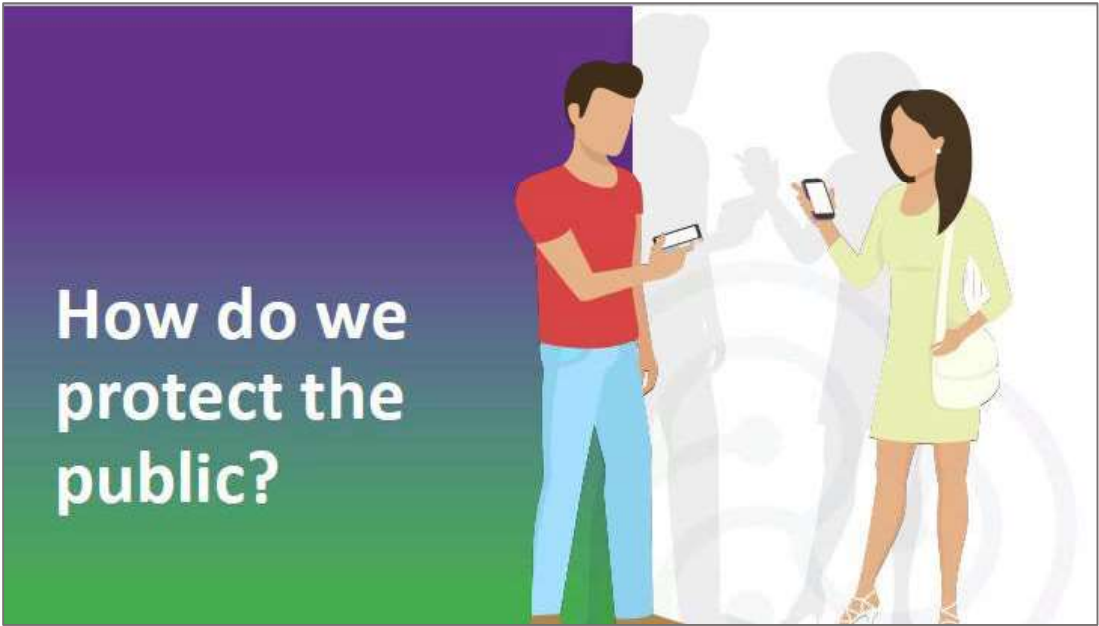
Different types of studies:  
cellular, animal, human, epidemiological

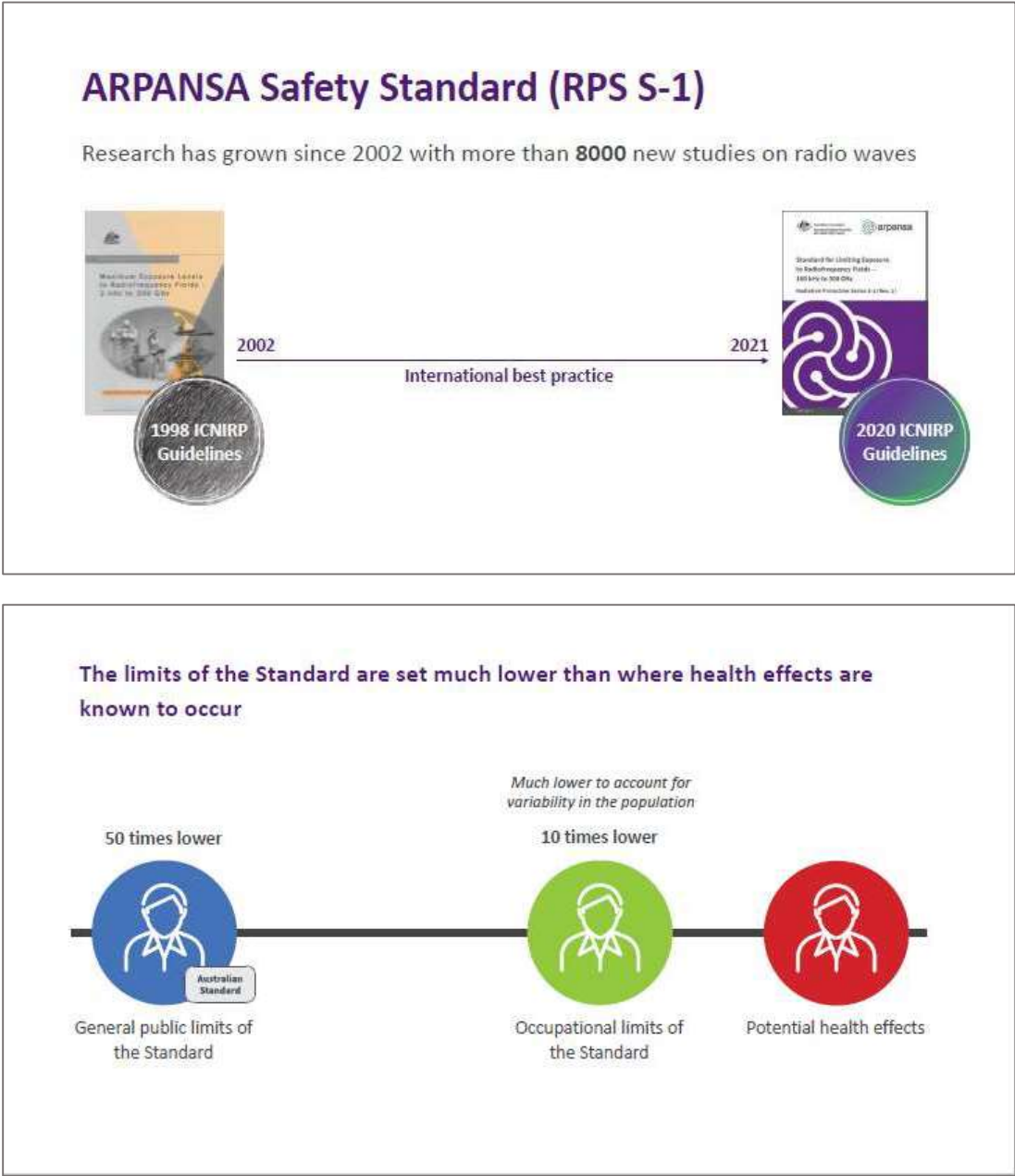


Identified mechanism:  
how is the exposure causing the health effect?



Dose response:  
more exposure, greater risk

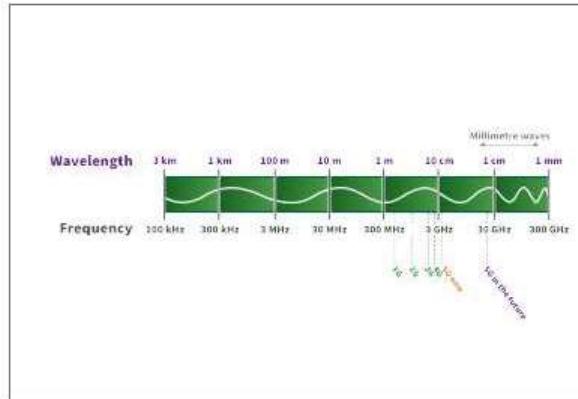






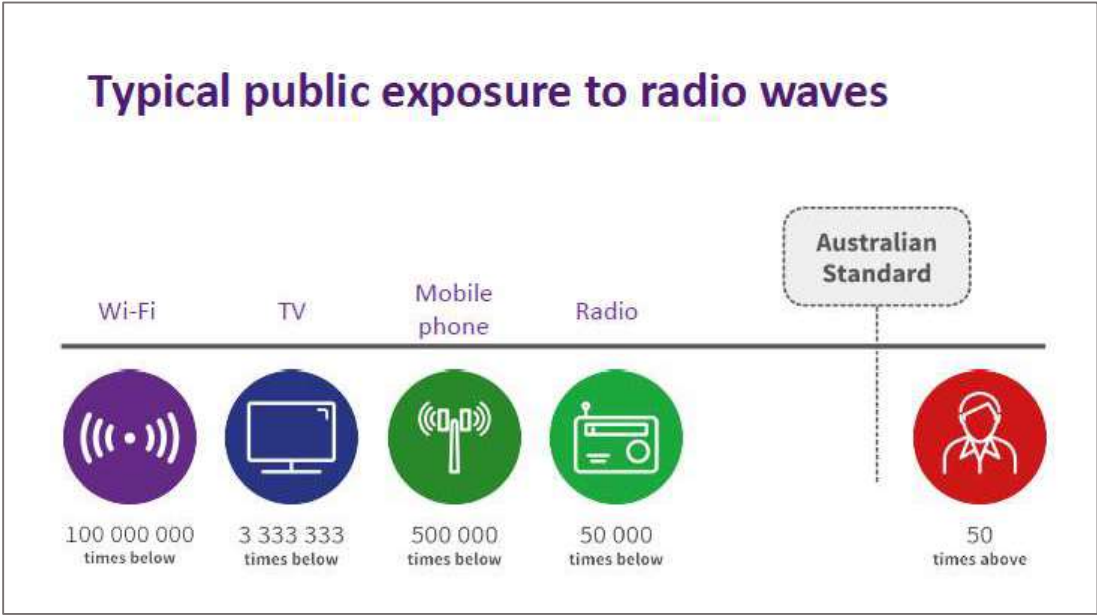
## How do we protect the public?

- The ARPANSA safety standard covers the whole radiofrequency range, including current and future frequencies used by 5G
- The ARPANSA standard is based on scientific evidence and is in line with international guidelines
- ARPANSA continues to review the science into this issue



**What level of radio waves are people exposed to?**





## Is EME exposure from telecommunications and other sources more harmful to children?



- The ARPANSA Safety Standard protects everyone, including children, pregnant women, the elderly, or those that may be sick

## If a mobile phone tower is closer to my home or children's school, are we more at risk of harm?

The ARPANSA RF Standard specifies **limits of human exposure to radio waves** to prevent adverse health effects.



Provided that radio wave exposure is below the limits of the Standard, **no harm will occur**

**Thank you**

Email: [info@arpansa.gov.au](mailto:info@arpansa.gov.au)

Phone: 03 9433 2211

Website: [arpansa.gov.au](http://arpansa.gov.au)



ARPANSAGovernment

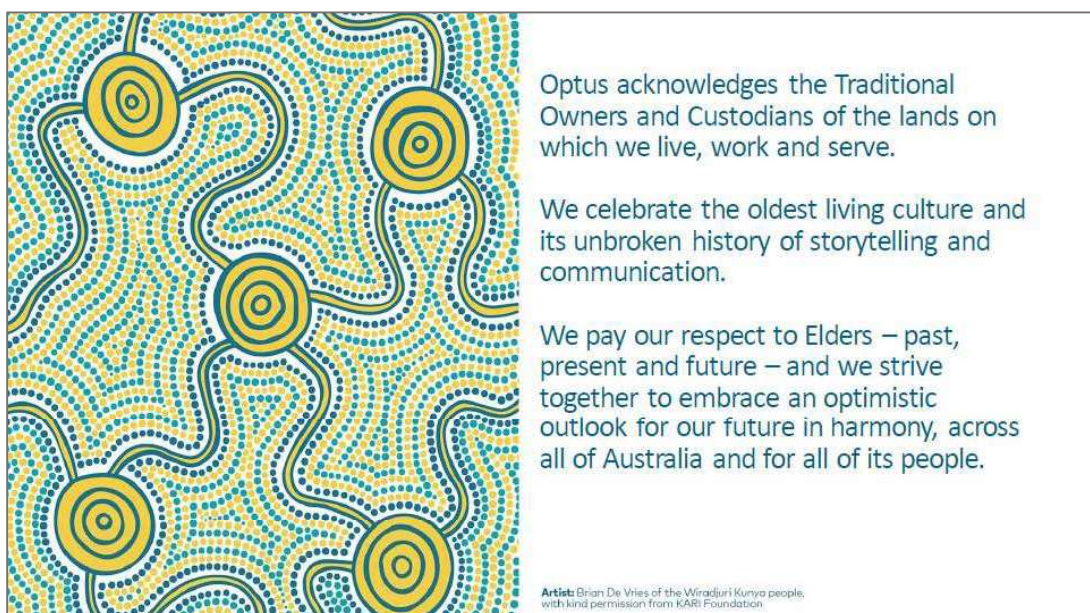


ARPANSA



ARPANSANews

## APPENDIX 3: Optus presentation slides






### Introduction

Lisa Kelly  
AD Community & Regulatory

- Consultation and Planning Policy
- Regulatory Compliance
- Stakeholder Engagement

Sal Stillone  
Senior Manager WA Radio Planning & Quality


- Manager of WA Mobile Network
- Identification of New sites and upgrades



**OPTUS**

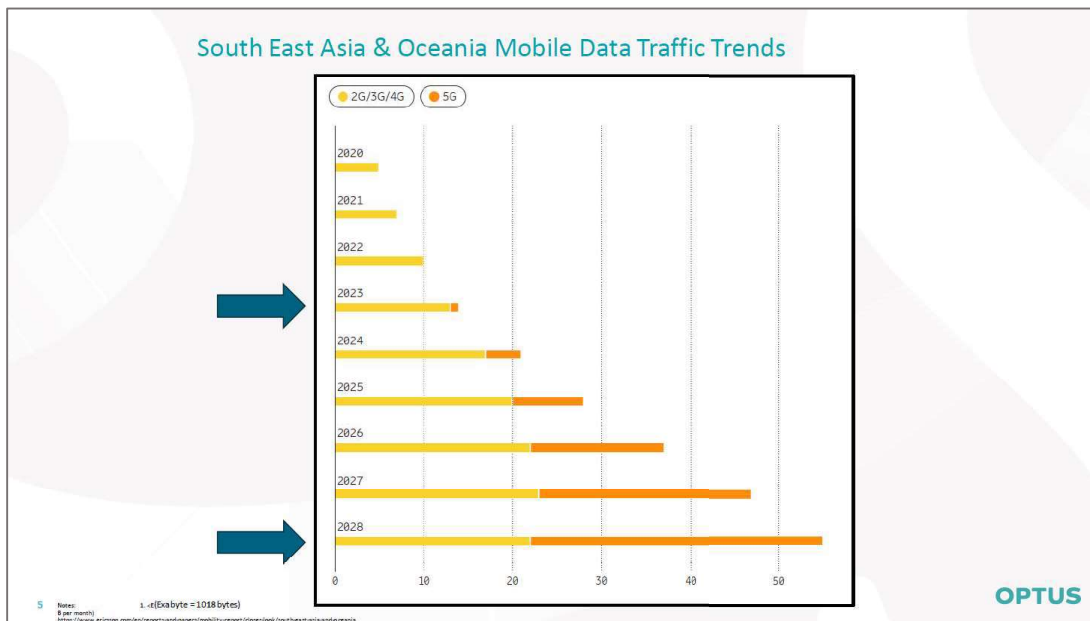
### Industry Trends

- Australia embraced digital technologies during COVID 19
- Demand on Optus network saw 20% growth through COVID 19 – this trend continues
- Customers are demanding higher data speeds to support remote work and entertainment

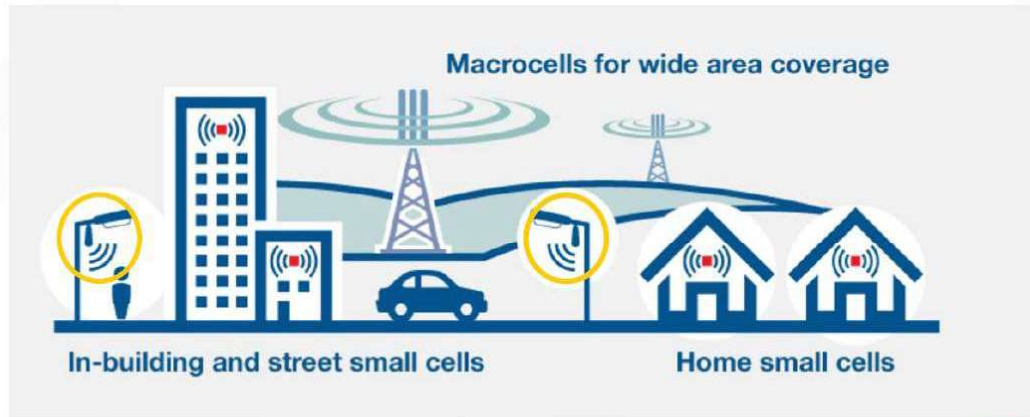


Notes:  
1. In Australia, COVID-19 accelerated the consumer shift toward digital technologies. Australians have embraced digital health, payments and commerce in a significant way over the past few years. <https://www.australiainnovation.com.au/news/australia-innovation-report-2020>  
2. Use a full stop after the number. Note number placement in slide body.

**OPTUS**



## Network Evolution



OPTUS

## Small cells



OPTUS

OPTUS



### What Are Small Cells

- 2-3 Antennas and cabling on existing pole
- Equipment cabinet on pole or ground
- Underground fibre connection
- Electrical power required
- Service area = 100-200m from the pole
- Optus has deployed ~80 small cells in WA (Western Power & City of Perth poles)

Notes:

1. - use a full stop after the numeral. Note number superscript in slide body  
2. - use a full stop after the numeral. Note number superscript in slide body

9



### Joondalup Small Cell Trial Details

#### Planning Pathway

- Low Impact Facilities
- Consultation Via SS.2 Mobile Base Station Deployment Code 2021
- Letters to nearby property owners & Council
- Sign on Site
- Optus to consider feedback and respond to all submissions

#### How we will measure success?

The implementation of the Small Cell network in the City will lead to :

- ✓ Reduced call dropouts and allow for consistent data speeds
- ✓ Resolved capacity issues during major events and peak commuter periods
- ✓ Enhanced connectivity for residents and businesses.

Notes:

1. - use a full stop after the numeral. Note number superscript in slide body  
2. - use a full stop after the numeral. Note number superscript in slide body

10




OPTUS

### Joondalup Small Cell Trial Details

#### What we need from Council?

- Optus proposed to utilise Council assets– land and poles
- Commercial lease arrangement– City of Joondalup Council & Optus Master Access Agreement




Notes:

1. -use a full stop after the numeral. Note number superior (in slide body)-

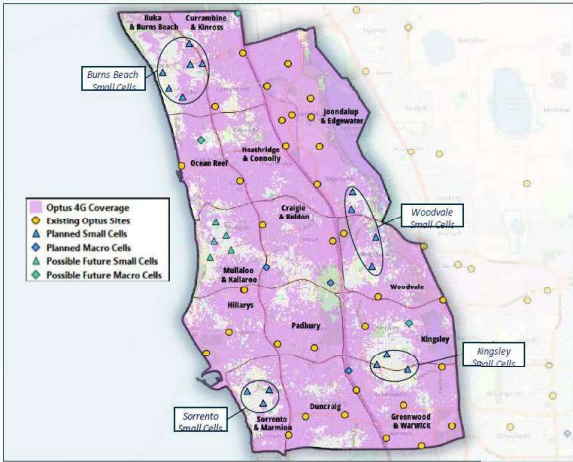
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11




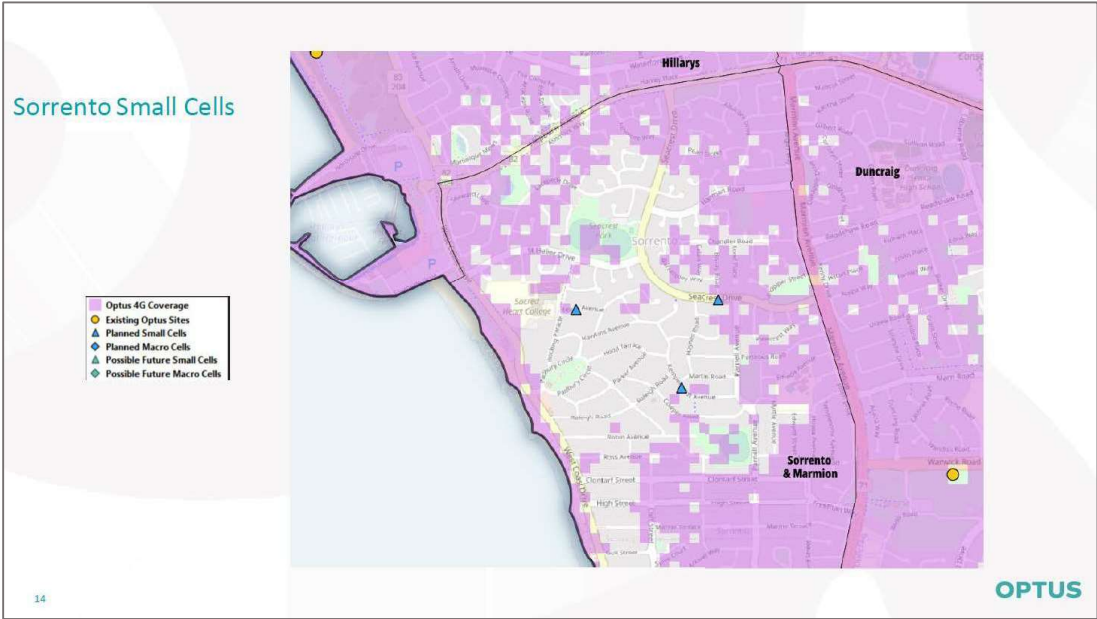
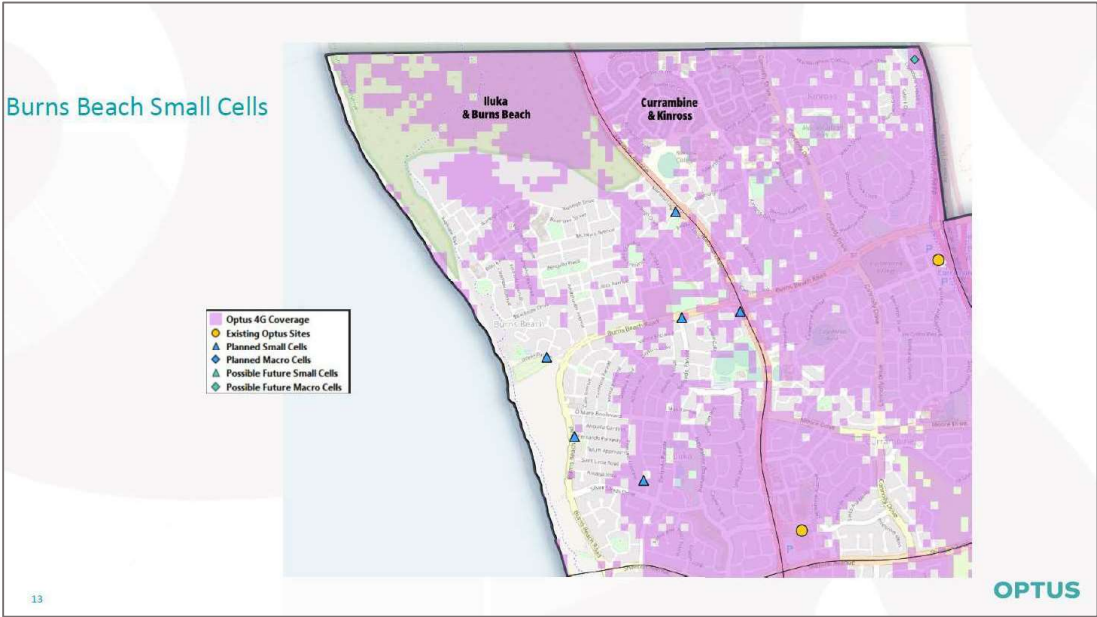
### Small Cell Plans for Joondalup

- Optus proposes to deploy small cells in Joondalup LGA in areas where 4G coverage is poor.
- Optus has plans to deploy 4 clusters of small cells in Burns Beach, Woodvale, Sorrento and Kingsley

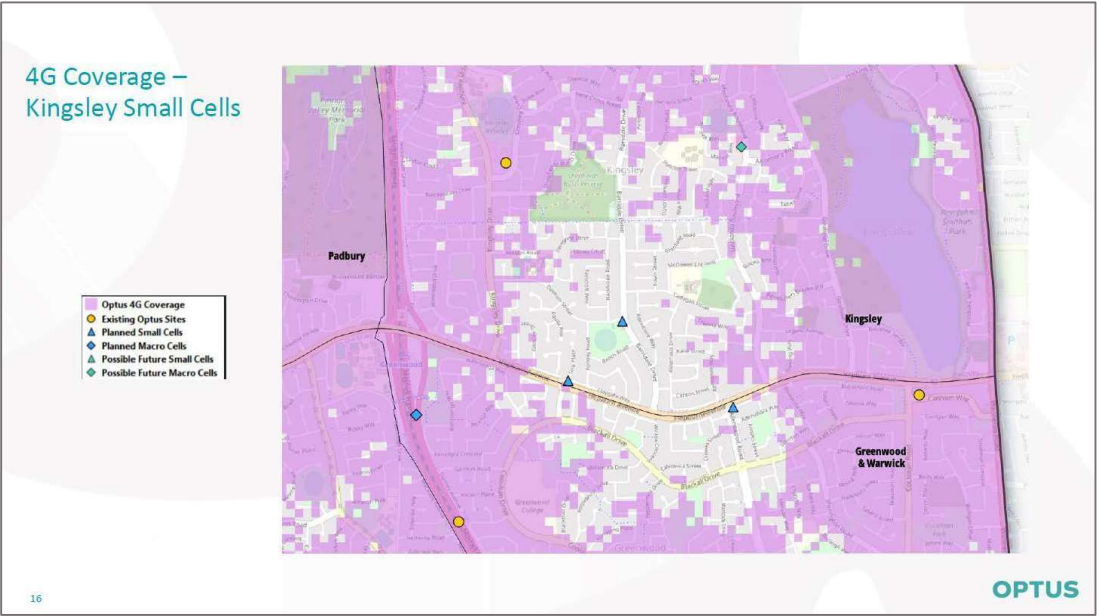
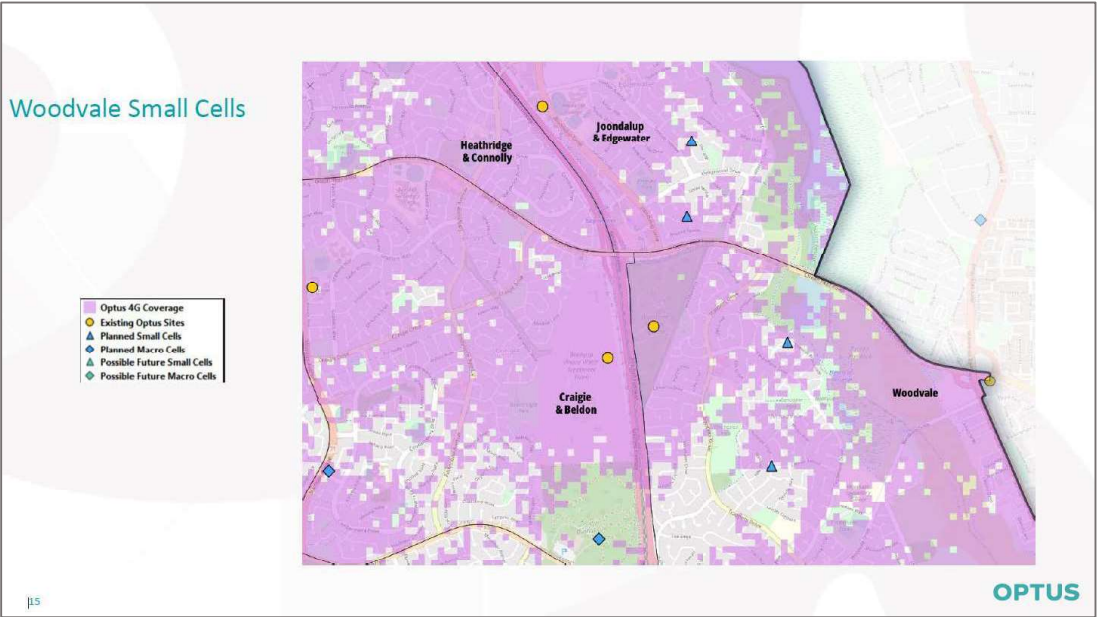


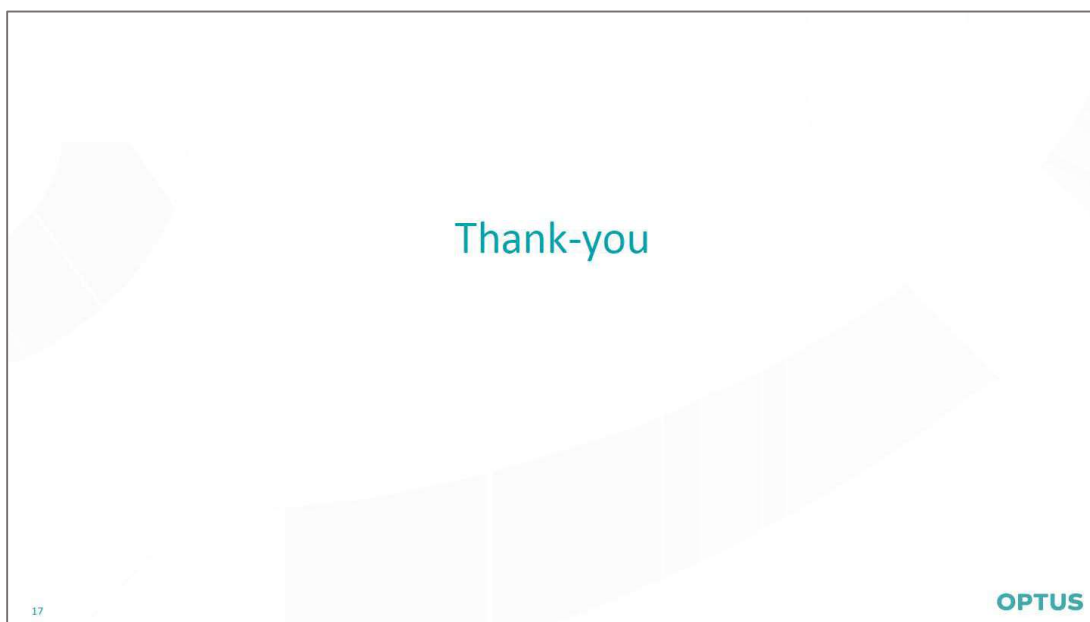
12











## APPENDIX 4: Prioritising types of information

Table 1

Frequently Asked Questions	
①	<p><b>Where is the proposed Small Cell being installed?</b></p> <p>Site location and position – specific, ie “on an existing electricity pole outside &lt;address&gt;”. Refers to 5.2.5(a) of Code.</p> <p><i>location of box? in proximity to pole?</i></p>
②	<p><b>What equipment does the proposed Small Cell need and how big will it be?</b></p> <p>The Small Cell will comprise of:</p> <ul style="list-style-type: none"> <li>• One 1m long omnidirectional antenna</li> <li>• Radio equipment not more than 1 cubic metre in volume</li> <li>• ancillary cabling</li> <li>• located on “existing wooden pole/rooftop”.</li> </ul> <p>Refer section 5.2.5(b) of the Code.</p> <p><i>How big? How does it look? where will the box go?</i></p> <p><i>Positioning of the box is important to know.</i></p>
③	<p><b>Does the Small Cell comply with the Australian Standard for Electromagnetic Energy (EME)?</b></p> <p>The Small Cell is designed to comply with the relevant Australian safety standard known as “Radiation Protection Standard – Maximum Exposure Levels to Radiofrequency Fields – 3 kHz to 300 GHz” or (RPS3), published by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) in 2002.</p> <p>An EME Environmental Report has been prepared by and is attached. The Environmental Report estimates the maximum EME emitted from the Small Cell.</p> <p><i>← inform the community in basic language</i></p> <p><i>- Accessible language is key</i>  <i>- People who are scared of things they don't understand</i>  <i>- Several people might think the language is specifically technical difficult to avoid questions</i></p>
④	<p><b>Where can I find information about base stations in my area?</b></p> <p>A database of all existing and proposed mobile phone base stations (including Small Cells) in Australia is available to the public at <a href="http://www.rfnsa.com.au">www.rfnsa.com.au</a>.</p>
⑤	<p><b>Does the proposed Small Cell require Council approval?</b></p> <p>This Small Cell is exempt from Local &amp; State Government approval in accordance with Telecommunications (Low impact Facilities) Determination 2018 - Part 1, Item 8 Radiocommunications facility.</p> <p><i>← inform community in basic language</i></p>
⑥	<p><b>Where can I find more information?</b></p> <p>Information about mobile phone base stations, the Mobile Base Station Deployment Code (C564:2018), your rights, health and low impact facilities, is available from this website: <a href="http://www.commsalliance.com.au/mobile-phone-tower-information">www.commsalliance.com.au/mobile-phone-tower-information</a>          Site specific information can be found at: <a href="http://www.rfnsa.com.au/&lt;000000&gt;">www.rfnsa.com.au/&lt;000000&gt;</a></p>



Table 2

Self ??

Where is the proposed Small Cell being installed?	<p><b>1.</b></p> <p>Site location and position – specific, ie “on an existing electricity pole outside &lt;address&gt;”. Refers to 5.2.5(a) of Code.</p>
What equipment does the proposed Small Cell need and how big will it be?	<p><b>2.</b></p> <p>The Small Cell will comprise of:</p> <ul style="list-style-type: none"> <li>• One 1m long omnidirectional antenna</li> <li>• Radio equipment not more than 1 cubic metre in volume</li> <li>• ancillary cabling</li> <li>• located on “existing wooden pole/rooftop”.</li> </ul> <p>Refer section 5.2.5(b) of the Code.</p>
<p><b>3.1</b></p> <p>Does the proposed Small Cell require Council approval?</p>	<p>This Small Cell is exempt from Local &amp; State Government approval in accordance with Telecommunications (Low-impact Facilities) Determination 2018 - Part 1, Item 8 Radiocommunications facility.</p>

What about if **3.1**  
an additional 1 or 2  
carriers come along  
to use the same pole.

(continues...)

<p><b>4.</b></p> <p><b>Does the Small Cell comply with the Australian Standard for Electromagnetic Energy (EME)?</b></p>	<p>The Small Cell is designed to comply with the relevant Australian safety standard known as "Radiation Protection Standard – Maximum Exposure Levels to Radiofrequency Fields –3 kHz to 300 GHz" or (RPS3), published by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) in 2002.</p> <p>An EME Environmental Report has been prepared by and is attached. The Environmental Report estimates the maximum EME emitted from the Small Cell.</p>
<p><b>5.1.</b></p> <p><b>Where can I find information about base stations in my area?</b></p>	<p>A database of all existing and proposed mobile phone base stations (including Small Cells) in Australia is available to the public at <a href="http://www.rfnsa.com.au">www.rfnsa.com.au</a>.</p>
<p><b>5.2.</b></p> <p><b>Where can I find more information?</b></p>	<p>Information about mobile phone base stations, the Mobile Base Station Deployment Code (C564:2018), your rights, health and low impact facilities, is available from this website: <a href="http://www.commsalliance.com.au/mobile-phone-tower-information">www.commsalliance.com.au/mobile-phone-tower-information</a></p> <p>Site specific information can be found at: <a href="http://www.rfnsa.com.au/&lt;000000&gt;">www.rfnsa.com.au/&lt;000000&gt;</a></p>

Demographics may alter order of info!

**Frequently Asked Questions**

Older residents- Safety 1st ???



Table 3

**WHAT IS IT** { A Small Cell is a low power mobile phone base station which is designed to provide mobile coverage to an area of approximately 100-400m. The equipment we use for a Small Cell is much smaller than what is needed for a regular base station. The table below sets out the dimensions of the proposed Small Cell.

**Where is the proposed Small Cell being installed?** Site location and position – specific, ie "on an existing electricity pole outside <address>". Refers to 5.2.5(a) of Code.

**What equipment does the proposed Small Cell need and how big will it be?** The Small Cell will comprise of:  
 • One 1m long omnidirectional antenna  
 • Radio equipment not more than 1 cubic metre in volume  
 • ancillary cabling  
 • located on "existing wooden pole/rooftop".  
 Refer section 5.2.5(b) of the Code.

*too technical  
→ photo or  
physical description*

**Does the Small Cell comply with the Australian Standard for Electromagnetic Energy (EME)?** The Small Cell is designed to comply with the relevant Australian safety standard known as "Radiation Protection Standard – Maximum Exposure Levels to Radiofrequency Fields – 3 kHz to 300 GHz" or (RPS3), published by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) in 2002. An EME Environmental Report has been prepared by and is attached. The Environmental Report estimates the maximum EME emitted from the Small Cell.

**Does the proposed Small Cell require Council approval?** This Small Cell is exempt from Local & State Government approval in accordance with Telecommunications (Low-Impact Facilities) Determination 2018 - Part 1, Item 8 Radiocommunications facility. ✓

**Small Cells are often used in residential and commercial areas instead of a traditional base station. The Small Cell will improve and maintain (as demand increases) the existing mobile network in your area to provide you with services such as voice calling, SMS, video calling, video-based content services (like news, finance and sports highlights) and internet browsing. (Also, having a Small Cell in your neighbourhood means your devices and 's base stations don't have to work as hard to provide you with network services, which means electromagnetic emissions (EME) are minimised while you enjoy good reception. For more information about EME see the table below.)** *letter box layout* *SAFETY instructions to include*

**Where can I find information about base stations in my area?** A database of all existing and proposed mobile phone base stations (including Small Cells) in Australia is available to the public at [www.rfnsa.com.au](http://www.rfnsa.com.au).

**Where can I find more information?** Information about mobile phone base stations, the Mobile Base Station Deployment Code (C554:2016), your rights, health and low impact facilities is available from this website: [www.commissariat.com.au/mobile-phone-tower-information](http://www.commissariat.com.au/mobile-phone-tower-information). Site specific information can be found at: [www.rfnsa.com.au/0000000](http://www.rfnsa.com.au/0000000).

**Important parts**  
 o visuals / easy to understand descriptions  
 o safety aspect  
 o COMMUNI-contact details for g's & concerns

**Indicative installation**

*close up picture please :)*

**contact details for questions**  
 → CITY  
 → CARRIERS  
 → ARPANSA  
 • permanent signage soln.  
 • flyers to letter boxes

## APPENDIX 5: Examples of good/bad telecommunications infrastructure

**Good examples of telecommunications infrastructure identified by SCRG members**





**Bad examples of telecommunications infrastructure identified by SCRG members**









## Strategic Community Reference Group

### Meeting 3 Report — Public Art Masterplan

<b>Date:</b>	Monday 31 July 2023
<b>Time:</b>	6.00–8.30 pm
<b>Location:</b>	Civic Centre Conference Room 3 90 Boas Avenue, Joondalup
<b>Facilitator:</b>	Becci Clarke — Steps Co

#### Attendees:

**Presiding Member:** Mayor Albert Jacob

**Elected Members:** Cr Christine Hamilton-Prime JP

#### Community Members:

North Ward: Robyn Anderson

North-Central Ward: Gail Carmody

Central Ward: Leonard Collier

South-West Ward: Sandra Watson

South-East Ward:

South Ward: Alix Oakes  
Ron Gallagher

Youth: Tara Belle Lie  
Aimee Wright

**Subject Matter Experts:** Tegan Patrucco, Senior Consultant Arts & Culture, Element WA

**City Officers:** Rebecca Maccario, Manager Strategic and Organisational Development  
Emily Carroll, A/Manager Leisure and Cultural Services  
Chloe Cooper, Strategic Planning and Engagement Coordinator  
Tim Carter, Visual Arts Officer  
Emily Peters, Policy Officer

**Apologies:** Cr John Raftis  
Cr Christopher May  
James Pearson, Chief Executive Officer  
Jamie Parry, Director Governance and Strategy  
David Hudson MBE, South-West Ward  
Janine Blake, South-East Ward  
Allan Connolly, North Ward  
Alison Elsom, South-East Ward

## Overview:

The purpose of the meeting was to provide input into the development of a new Public Art Masterplan. The meeting investigated potential objectives and themes for the plan, including an exploration of the different types of art, local stories and places of significance which will inform the scope and role of public art across the City into the future.

The objectives of the meeting were:

- To explore what is meant by “public art” and “public art masterplan”.
- To explore notions of character and place identity within the City of Joondalup.
- To identify potential themes, stories and locations for new public art in the City of Joondalup.

The following subject matter expert was invited and participated at specific points within the meeting:

### **Tegan Patrucco, Senior Consultant Arts & Culture, Element WA**

Tegan has ten years of arts management experience, spanning the not-for-profit, local government and private sectors. Through her work across regional and metropolitan Western Australia, she has a strong understanding of the multifaceted and unique arts and cultural needs of communities and is passionate about developing strong, actionable policy and strategy. Tegan is experienced in working with and engaging diverse stakeholder groups to realise the value and potential of strong local arts sectors and best-practice public art. During her time at Element, she has completed Public Art Masterplans for the City of Stirling, City of Kwinana and Shire of Dardanup.

## **Preparation:**

To ensure an engaging experience during the session, it was expected that Strategic Community Reference Group members familiarise themselves with the pre-reading material ahead of the session to assist in contributing to the discussion.

To ensure the meeting achieved its objectives, members were also asked to undertake a preparation task:

*As you go about your everyday life ahead of the meeting, try and observe:*

- *Public artworks you notice and like/don't like.*
- *Whether these artworks suit their location.*
- *Whether you know any information about their meaning or relevance to the community.*
- *What aspects of the art works well/doesn't work well.*

## Outcomes:

### **ACTIVITY 1 — PUBLIC ARTWORKS**

The purpose of this activity was to explore what is meant by “public art” and explain the concept and purpose of a “public art masterplan” for local governments.

The session began with a presentation from subject matter expert, Tegan Patrucco. This presentation showcased a broad range of both local and international public art, explored the evolving perception of what can be considered public art, and gave an overview of the concept, purpose and typical content of a public art masterplan. Strategic Community Reference Group members were then asked to share and discuss their examples of public artworks, highlighting what they liked/did not like about them. Members could refer to and considered public artworks from anywhere in the world. The Reference Group identified and explored the features of the following public artworks:

- **Coloured container arch (Canning Hwy, Fremantle, Western Australia)** — There is a connection to the surroundings, and it sparks conversation.
- **Big white shell and fish designs in pavement (Hillarys Boat Harbour, Hillarys, Western Australia)** — There is a connection to the surroundings.
- **Big green cactus (Forrest Place, Perth, Western Australia)** — It is bright, attractive, and children like it.

- **Lights in the pavement (State Theatre Centre, Perth, Western Australia)** — Children enjoy it.
- **Wellington Dam murals (Collie, Western Australia)** — Impressed by the scale of the work and the thoughtful content.
- **Sculptures by the Sea (Cottesloe, Western Australia)** — The pieces change annually and are always interesting.
- **Lit-up trees (Whitfords Shopping Centre, Hillarys, Western Australia)** — They are aesthetically attractive and cheerful.
- **Love heart frame (Mandurah, Western Australia)** — It is interactive and people enjoy taking photos in it.
- **The mural at the Vincent Street and Oxford Street intersection (Leederville, Western Australia)** — It is a captivating piece of work and sparks conversation.
- **RAC Road of Regret (Forrest Chase, Perth, Western Australia)** — It is powerful, thought provoking, and aligns well with its message.
- **World's largest periodic table (Edith Cowan University, Joondalup, Western Australia)** — There is a connection to its surroundings.
- **The Salt People sculptures (Lake Ballard, Western Australia)** — They are iconic and used to promote international tourism to Western Australia.
- **The Kelpies sculptures (Falkirk, Scotland)** — The shape and size of the work is impressive, and the way the horses' heads come together is beautiful. The sculptures also light up in a way that is intriguing.
- **Silver Domes at The Palace of Versailles (Versailles, France)** — They are eye-catching because they are sparkly and reflect one another. Enjoy the juxtaposition of modern art amongst the other historic works in and around the palace.

## **ACTIVITY 2 — LOCAL REGIONS, THEMES AND CHARACTER**

The purpose of this activity was to identify and discuss local regions, themes and characters within the City of Joondalup district.

The facilitator first set the scene for the activity by explaining what is meant by “local regions, themes, and characters” and used examples such as “wetlands” and “coast”. Following this, Reference Group members broke into their table groups to identify and explore the potential local regions, themes and characters within the City of Joondalup. This table group discussion was then brought into a plenary.

Reference Group members suggested the following local regions, themes and characters of the City of Joondalup:

### **REGIONS**

Members recognised that the City of Joondalup is divided into three regions longitudinally through the District. The regions they suggested were identified as:

- **Coast**
- **Wetlands**
- **Bushland**

### **THEMES**

Members recognised the thematic diversity of the City of Joondalup and identified the following themes and characters of the district:

- **Marine and maritime history** — Joondalup is known for its marine areas and has iconic maritime history, including the shipwrecks off the coast.
- **Biodiversity** — Joondalup has a diversity of flora and fauna throughout the different regions.
- **Multiculturalism** — Joondalup is home to many residents from different nationalities. The City of Joondalup Council Chambers is home to a large number of citizenship ceremonies, and many of the City's place names reflect the multicultural heritage of district.
- **Innovative and future-forward** — The City of Joondalup is empowered by a futuristic vision.
- **Cyber** — Edith Cowan University in Joondalup is the Australian capital of cyber studies.

- **Joondalup Hospital** — The hospital has a long and well-known history, including being the first hospital to accept COVID-19 patients at the start of the pandemic.
- **Aboriginal heritage** — Joondalup has a strong Aboriginal heritage.
- **Colonial heritage** — Joondalup does not have many spaces or areas with a specific and recognisable colonial heritage; however, there is a general sense of it in the district.

### **ACTIVITY 3 — LOCAL HISTORY, STORIES AND NOTABLE FIGURES**

The purpose of this activity was to identify and explore the history, stories, and notable figures from Joondalup that could inspire future public art in the City. Reference Group members used the history, stories and notable figures they explored to locate potential areas in the City where new public art could be installed.

The activity began with the facilitator setting the scene for members to explore potential subjects and identify locations for future public art. Following this, Reference Group members formed their table groups (with a table scribe) and were provided with a large satellite map of the City of Joondalup with a major road and suburb frame, a range of notes and stickers to annotate their ideas, pens, blank paper, and a written template to capture any non-geographic ideas.

Members were then invited to use the map of the City as a starting point for discussion about potential locations and relevant history and stories for public art in the City of Joondalup. Ideas for specific locations for future public art could be indicated with sticky dots or markers, and notes could be written on post-its and added to the map. Additional or non-geographic ideas were captured in the written template. Blank pieces of paper were provided if members wished to draw some examples of public art they would like to see in the City; this was an optional activity. All output materials from this exercise, including the annotated maps can be found in the Appendix.

Following the table group work, members reconvened to present their findings in a plenary discussion. Each group were asked to relay the key history, stories, notable figures and locations for potential public art in the City of Joondalup. The plenary discussion primarily focussed on connecting potential public art to the City of Joondalup's history. The following histories, stories, and locations were discussed:

- **Pinnaroo Valley Memorial Park** — Members identified this cemetery as a potential location for public art to commemorate the history and lives of people in the area. (Note: this area is under the jurisdiction of the Metropolitan Cemeteries Board)
- **Mullaloo to Connolly** — With a history of silica and glass mining, this broad area is a potential location for public art to celebrate the industrial history of the City of Joondalup area.
- **Burns Beach** — Members recalled stories from when Burns Beach, now a suburb in the City of Joondalup, was considered a country town. Members suggested installing public art in this area to pay homage to this bygone era.
- **Lake Joondalup** — Aboriginal Heritage.
- **Oscar the Tree (and the old tuart trees in Woodvale)** — One of the oldest Marri trees in the City, Oscar was formerly located in Woodvale, prior to being removed due to safety concerns. Members suggested the installation of public art to commemorate the famous and locally-beloved tree.
- **Flora and fauna** — Members identified the diverse flora and fauna throughout the City, especially in local parks, as an inspiration for public art to reflect the biodiversity of the City.
- **Wild brumbies** — Linked with the City's pastoral and droving heritage, members recalled stories of wild brumbies throughout the Padbury area prior to the development of the suburbs.
- **Wetlands and bushland** — As with flora and fauna, members presented Joondalup's wetlands and bushland as both a location and a guide for the subject matter of public art in the City.
- **Reverend John Smithies Park** — This is the location of the Wesleyan Mission Farm established in 1844 by the Reverend John Smithies. Members recognised this location and story as a potential representation of the importance of the colonial settlement in the district.
- **Marina** — Noting the significance of Joondalup's maritime history, members recognised marinas as potential location for public art. Hillarys Boat Harbour is known for its iconic, historical relevance to the Perth metropolitan region.
- **Cyber** — Considering that approximately 20% of all cyber security students in Australia are studying at Edith Cowan University in Joondalup, members suggested the significance of the City's cyber security industry as a potential story to tell through public art.



## ATTACHMENT 8.3.5

Following the discussion of local history, stories and potential locations for public art, Reference Group members presented notable figures from the community. Members recognised the late **Margaret Cockman OAM** and racing car driver **Daniel Riccardo** as potential inspiration for public art within the City.

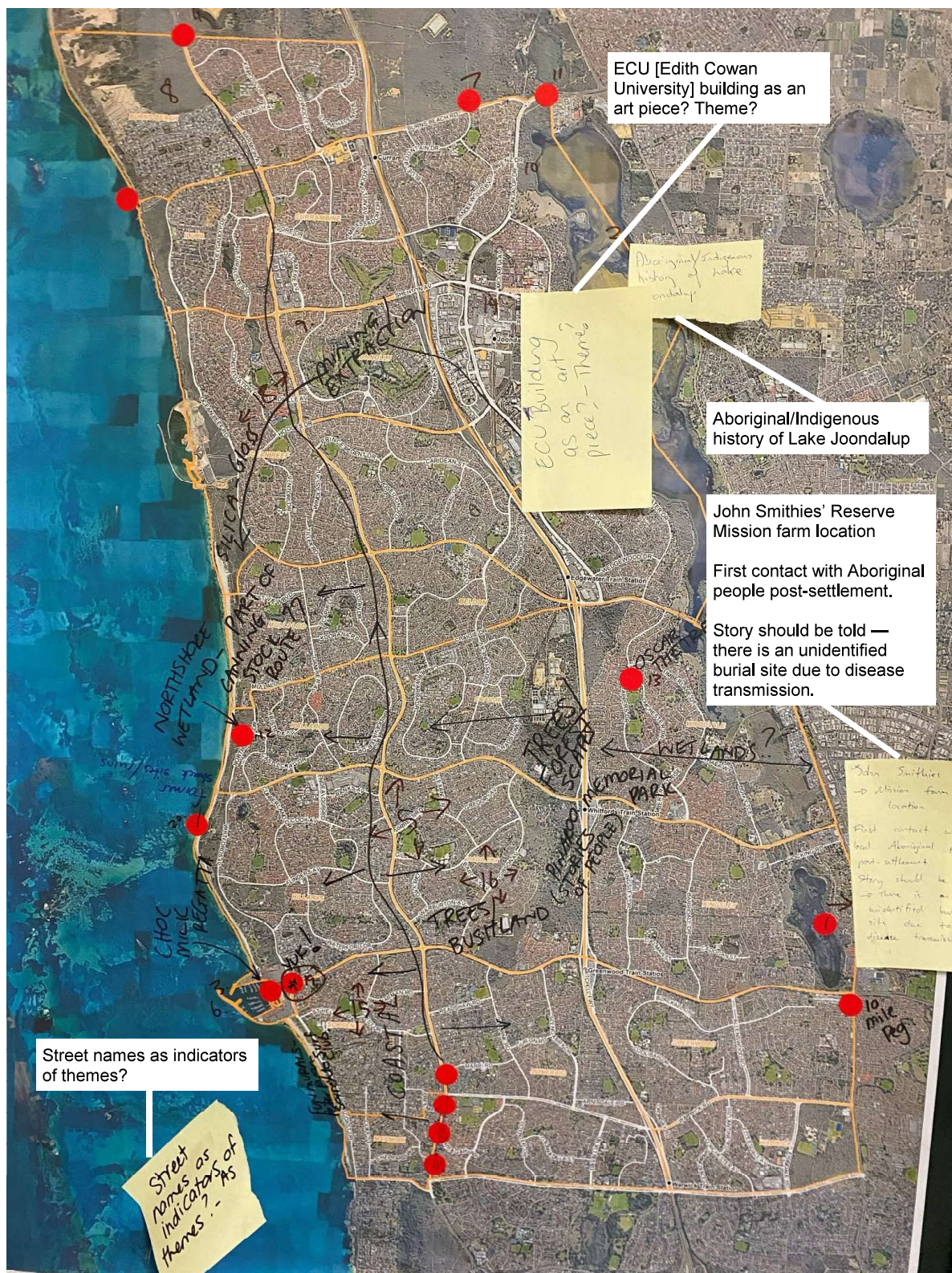
Members made a specific suggestion for a sculpture of a shopping trolley tower with lights on it in the underpass in Whitfords. Members inferred that this may increase community safety in the area.

The end of the plenary saw the Reference Group members call for the City to consider replacing the giant emblem on the roundabout near Hillarys Boat Harbour. This work of public art was not well-liked by the group, who felt that it is not connected to its surroundings and public art that is more relevant and appealing should be installed in that location.

See Appendix for all of the information and ideas captured by the breakout groups during the session.

## APPENDIX — Outputs from Activity 3

### Group 1 — Potential locations for public art and local history, stories and notable figures:





## Group 1 — Written template:

Moments in history			
1	1833 - HISTORIC SITE / ORIGINAL SITE JOHN SMITHIES RESERVE - KINGSLEY (SHORES OF LAKE) FIRST NATIONS STORY.	11	NORTH SHORE "Local stories / narratives" CATTLE + WATER BODY - NATURAL FRESHWATER LONGEST CATTLE DRIVE
2	LAKE JOONDALUP - INDIGENOUS SITE - RECOGNISE IT	12	"OSCAR" - LARGEST MARPLE TREE - WAS 60m HIGH ↳ WOODVINE - LOG IS KEPT - 2m DIAMETER
3	HILARY MARINA LIGHTSHOW (JOON. FESTIVAL 23) ↳ WATER + LIGHT PROJECTION	13	CITY LED - VIBRANCY - LOSS OF COMMUNITY - EMERGING @ 8 P.M. - AROUND KUNDLE ST SMALL SCULPTURES. FUN, PLAY, BRINGS KIDS IN, SAFE @ NIGHT - CITY WALK AREA
4	WETLANDS - WETLAND NODES.	14	LIGHT PROJECTION - SAFETY + COMMUNITY TOGETHER SENSE OF PLACE FESTIVAL PARADE - WALKING UP CITY STS TOGETHER
5	ST NAMES CONTRIBUTE TO ART - NAMED AFTER EXPLORES. + ANIMAL NAMES + WITH TEAMS ↳ ST NAMES THEMED ON IDEA.	15	Other COORAN: BEACH, SN, SAND. MARRIMON AVE → WHITEBOARDS AVE
6	HILARY'S MARINA - CHOC MILK RECATHA - LOCAL IONIC EVENT 'BOS' →	16	TREES: TUNING TREES NEAR CRAIGIE LEISURE CENTRE ↳ ALFA IN MID - NEXT TO COAST + STRETCH DOWN / MIDDLE OF CITY BORDERS
7	HERITAGE TRAIL - YABAJAJARA (SPELLING?)	17	TINNABOO CEMETERY - FEED FISH - REMINDING HISTORY OF PEOPLE IN AREA.
8	1950S HISTORY - BURRUS BEACH - GOONDAY TOWN ↳ CARAVAN PARK (ONLY LEFT IN TOWN NEAR BEACH) ↳ TRIPS TO THE BEACH.	18	MULLALOO - SILICA GLASS MINING + CONNOLLY ↳ USED FOR OTHER FEAST BUILDING CONSTRUCTION
9	CONNOLLY - JAPANESE INVESTMENT - GOLF CLUB 1980S.	19	HILARYS - COS LOGO IN ROUND ABOUT - BAD PLANK OFF ↳ NOT LIGHTED PAPERBY - "BAD"
10	JOONDALUP DRIVE - PRESIDENT'S OWN PUBLIC ART (LARGES LION PATRIMER WALL)	20	SAND DUNES - OLD TIMBER FARMING FROM BUNNYSHACK
11	MESSAGE STICKS - "WELCOME TO JOONDALUP" ↳ OTHER ENTRANCE STATEMENTS? ↳ DID THEY HAVE FIRST NATIONS CONSULTATION?		

**Group 1 — Written template (cleaned):**

<b>Moments in history</b>	<b>Local stories/narratives</b>
<ol style="list-style-type: none"> <li>1. 1833 — historic site/burial site, John Smithies Reserve, Kingsley (shores of lake) — First Nations story</li> <li>2. Lake Joondalup — Indigenous site — recognise it</li> <li>3. Hillary's Marina lightshow (Joondalup Festival '23) — water light projection</li> <li>4. Wetlands — Whitford Nodes</li> <li>5. Street names contribute to art — named after explorers + animal names + math terms — names themed on idea</li> </ol>	<ol style="list-style-type: none"> <li>12. Cattle and water story ("North Shore Dr") — natural freshwater longest cattle drive</li> <li>13. "Oscar" in Woodvale — largest Marri tree — was 60 m high — log is kept, 2 m wide</li> <li>14. City CBD — vibrancy — loss of community — everyone at shops — Adelaide Rundle Street sculptures. Fun, play, brings kids in, sage at night — City walk area. Light projection — safety and community together, sense of place Festival parade — walking up City streets together</li> </ol>
<b>Notable figures/local people</b>	<b>Other</b>
<ol style="list-style-type: none"> <li>6. Hillary's Marina — choc milk regatta — local iconic event</li> <li>7. Heritage trail — Yabajarra (spelling?)</li> <li>8. 1950s history — Burns Beach — country town Caravan park (only one left in Perth near beach) — trips to the beach</li> <li>9. Connolly — Japanese investment — golf club 1980s</li> <li>10. Joondalup Drive (on retainer wall) — resident's own public art (large steel)</li> <li>11. Message sticks — "Welcome to Joondalup" — other entrance statements? Did they have First Nations consultation?</li> </ol>	<ol style="list-style-type: none"> <li>15. Coastal: beach, sun, sand Marmion Ave to Whitfords Ave</li> <li>16. Trees: Tuart trees near Craigie Leisure Centre — area in middle next to coast and stretches down middle of City borders</li> <li>17. Pinnaroo Cemetery — feed fish — reading history of people in the area</li> <li>18. Mullaloo — Silica glass mining and Connolly — used for other Perth building construction</li> <li>19. Hillary's — CoJ logo in roundabout — bad "plonk" art — not lighted properly — "bad"</li> <li>20. Sand dunes — old timber frame from burnt shack</li> </ol>



**Group 2 — Potential locations for public art and local history, stories and notable figures:**



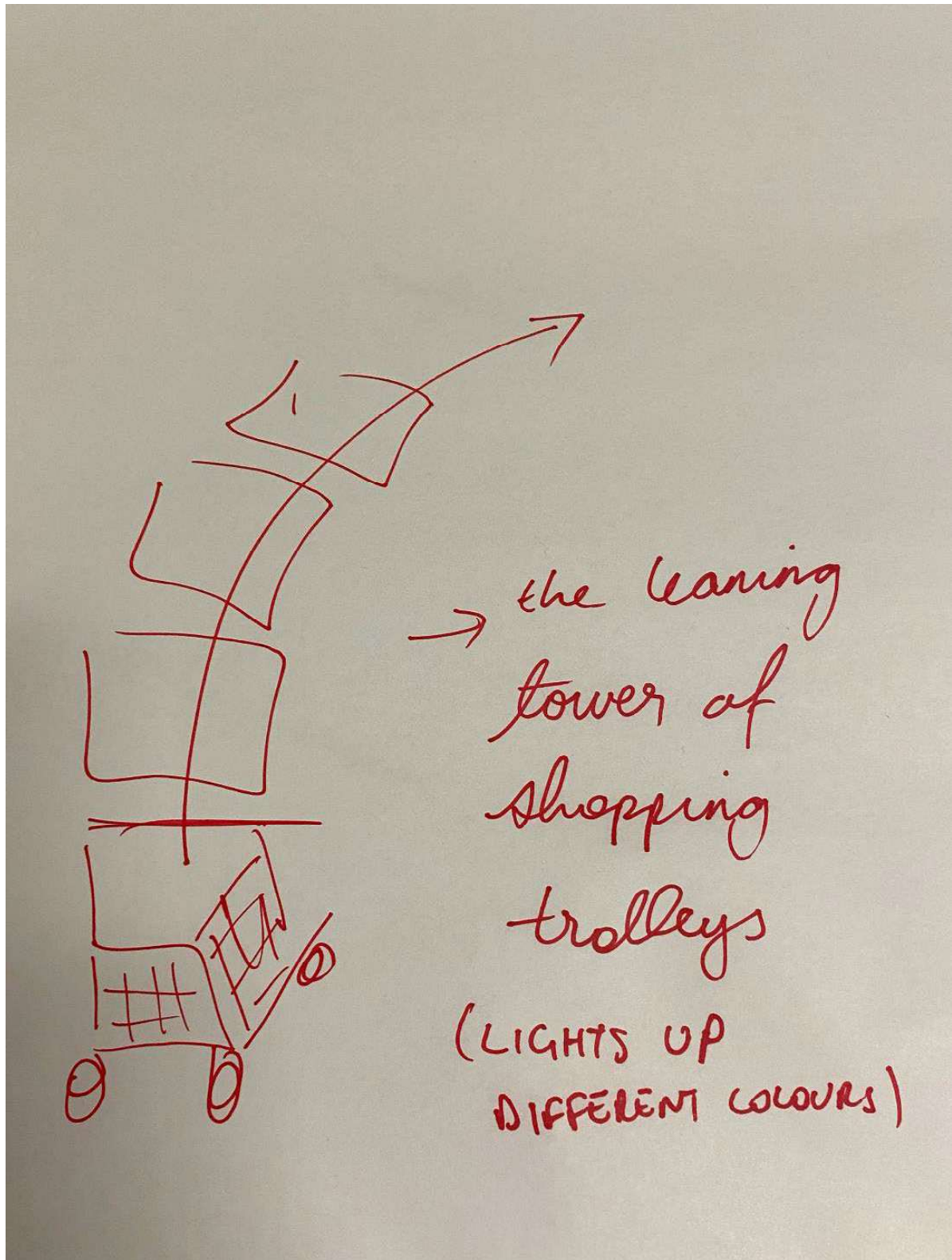
## Group 2 — Written template:

Moments in history	Local stories / narratives
<ul style="list-style-type: none"> <li>- Hillmays Boat Harbour - path to get here ↳ good for temporary installations</li> <li>- FIFA women's world cup @ Perry Doyle.</li> <li>- Edgewater Quarry</li> <li>- Shipwrecks</li> </ul>	<p><i>Farming / Agriculture</i></p> <ul style="list-style-type: none"> <li>- Diving history</li> <li>- Whaling history</li> <li>- Old Surf Culture</li> <li>- Recreational fishing.</li> <li>- Sports especially youth sports ↳ Perry Doyle.</li> <li>- Yellaganga turtles</li> <li>- Military training area ~ Hillmays</li> <li>- Hospital - 1st hospital to take COVID patients in WA.</li> </ul> <p><i>orebirds</i></p> <ul style="list-style-type: none"> <li>- Biodiversity</li> <li>- protected area</li> <li>- international art</li> <li>- Smeato SISC</li> <li>- community paint by number</li> </ul>
Notable figures / local people	Other
<ul style="list-style-type: none"> <li>- Margaret Cockman OAM → Admin Building.</li> <li>- Daniel Riccardi - Perry Doyle. ↳ car / helmet</li> <li>- "Friends of Groups"</li> </ul>	<p><i>à la "legendary" Natick</i></p> <ul style="list-style-type: none"> <li>- Craigie bushland. → walk thru</li> <li>- Parks + local walks → Dalgat's opposed to ↳ lights / innovation + suburbs destination</li> <li>- Innovation / futuristic → <b>CB</b> ↳ Immersive / interactive / augmented reality ↳ "Young City" / "Cyber security" <i>see</i></li> <li>- Whitford's underpasses - sensor light Shopping Trolley sculpture - murals</li> <li>- Public furniture / seating / benches - parks / beaches etc</li> <li>- Skate parks / hit-up walls</li> </ul>

**Group 2 — Written template (cleaned):**

<b>Moments in history</b>	<b>Local stories/narratives</b>
<p>Hillary's Boat Harbour — path to get here — good for temporary installations</p> <p>FIFA Women's World Cup at Percy Doyle</p> <p>Edgewater Quarry</p> <p>Shipwrecks</p>	<p>Droving history — farming/agriculture</p> <p>Whaling history (Sorrento SLSC)</p> <p>Old surf culture (Sorrento SLSC)</p> <p>Recreational fishing</p> <p>Sports, especially youth sports</p> <ul style="list-style-type: none"> <li>• Percy Doyle</li> <li>• McDonald Reserve</li> </ul> <p>Yellagonga turtles</p> <p>Military training area at Hillary's</p> <p>Hospital — first hospital to take COVID patients in WA</p> <p>Community paint-by-number</p> <p>Biodiversity — orchids</p> <ul style="list-style-type: none"> <li>• Protected area</li> <li>• Informational art</li> </ul>
<b>Notable figures/local people</b>	<b>Other</b>
<p>Margaret Cockman OAM — Admin Building</p> <p>Daniel Riccardo — Percy Doyle — car/helmet</p> <p>"Friends of Groups"</p>	<p>Craigie bushland — walk through (a la "understanding" Northcliff??)</p> <p>Parks and local walks — daily exposure as opposed to destination</p> <ul style="list-style-type: none"> <li>• Lights/throughout suburbs</li> </ul> <p>Innovation/futuristic — CBD</p> <ul style="list-style-type: none"> <li>• Immersive/interactive/augmented reality</li> </ul> <p>"Young City"/Cyber security at ECU</p> <p>Whitfords underpasses — sensor light, shopping trolley sculpture, murals</p> <p>Public furniture/seating/benches — parks, beaches etc</p> <p>Skate parks/hit-up walls</p>



**Group 2 — Drawing of potential public art at Whitfords underpass:**

# Strategic Community Reference Group

## Terms of reference

### 1. Purpose

The purpose of the Strategic Community Reference Group will be to provide advice to Council on matters of significant community interest as determined by Council.

### 2. Status of advice

The Strategic Community Reference Group will be advisory only and will not have delegated powers or authority to:

- call for reports
- refer matters to the Council or the Chief Executive Officer
- commit Council to the expenditure of funds
- implement actions or recommendations
- represent the City of Joondalup.

### 3. Matters for consideration

An Annual Work Plan will be prepared and presented to the Council for endorsement. Items listed in the Annual Work Plan can be drawn from the 5-Year Corporate Business Plan or other scheduled project or initiative.

Additions to the Annual Work Plan must be made through a motion of Council.

Alterations to the endorsed Annual Work Plan must be approved by the Presiding Member.

### 4. Reference Group composition

#### 4.1 Presiding Member

The Mayor will be the Presiding Member.

The role of the Presiding Member will be to:

- open and close meetings
- ensure a quorum is present
- ensure participants adhere to proper meeting conduct in line with the City's Code of Conduct for Council Members, Committee Members and Election Candidates.

- approve alterations to the endorsed Annual Work Plan.

Should the Presiding Member be an apology for a meeting of the Reference Group, they will appoint any of the remaining Elected Member Representatives to the Presiding Member role for that meeting.

#### 4.2 Elected Member Representatives

A maximum of three Elected Members will be nominated by Council as Elected Member Representatives.

A maximum of four additional Elected Members will be nominated by Council as Deputy Elected Member Representatives.

The role of an Elected Member Representative will be to:

- review the agenda and pre-reading materials before each meeting
- actively participate and contribute to matters under discussion
- comply with the City's Code of Conduct for Council Members, Committee Members and Election Candidates.

Should an Elected Member Representative be an apology, Deputy Elected Member Representatives may be requested by the Presiding Member to fill the position.

#### 4.3 Community Member Representatives

A maximum of two representatives from each of the six wards of the City, and a maximum of two youth representatives aged 16–25 years, will be selected by the Council from nominations received.

Nominations will be publicly advertised and interested community members will be required to submit a nomination form which will be presented to the Council for consideration.

## ATTACHMENT 8.3.6

Selection will be based on interest, experience and/or qualifications in matters pertaining to the City of Joondalup community. Selection will also take into account demographic characteristics, such as age and gender, in order to facilitate diversity and representativeness, as far as practicable.

The role of a Community Member Representative will be to:

- review the agenda and pre-reading materials before each meeting
- actively participate and contribute to matters under discussion
- comply with the City's Code of Conduct for Council Members, Committee Members and Election Candidates.

If a Community Member Representative fails to attend two consecutive meetings without sending their apologies, their appointment may be automatically terminated.

Should a Community Member Representative resign or be terminated, the Presiding Member will appoint a new representative from the most recent nomination period. If an alternative nominee is not available, the City may either leave the position vacant or re-advertise for nominations. The Presiding Member must approve re-advertising for nominations.

Participation by Community Member Representatives will be voluntary and remuneration will not be provided by the City.

#### 4.4 Subject matter experts

Suitably qualified subject matter experts will be identified and invited to participate in meetings as required. Subject matter experts will be independent and external from the City.

The role of a subject matter expert will be to:

- actively participate and contribute to matters under discussion
- provide advice and/or information relevant to their area of expertise.

Participation by subject matter experts will be voluntary and remuneration will not be provided by the City.

#### 4.5 Facilitator

An external and independent facilitator will be appointed by the City for the two-year term of Strategic Community Reference Group.

The role of the facilitator will be to:

- plan activities to ensure the objectives are met

- ensure meetings operate efficiently and in accordance with the Terms of Reference
- enable all participants the opportunity to contribute to discussions.

#### 4.6 Terms of membership

All Community Member Representatives and Elected Member Representatives will be appointed for a term of two years commencing and concluding in line with the Ordinary Council Election cycle.

#### 5. Conflicts of interest

Members will declare any personal or commercial conflicts of interest related to the matter being discussed by informing the City prior to the meeting commencing.

#### 6. Elected Member Observers

Elected Members, who are not Elected Member Representatives, may attend meetings in an Observer capacity.

Elected Member Observers will not participate or contribute to discussions or activities.

#### 7. Meetings

City officers will organise, coordinate, and communicate meetings of the Strategic Community Reference Group. A meeting agenda and pre-reading material will be prepared by City officers for each meeting topic in accordance with the endorsed Annual Work Plan.

A quorum for any meeting will be no less than two of the four Elected Members Representatives and no less than 8 of the 14 Community Member Representatives. If a quorum cannot be reached, the meeting will be rescheduled or cancelled.

Strategic Community Reference Group meetings will not be open to members of the public.

#### 8. Meeting outcomes

City officers will prepare Meeting Outcomes Reports following each meeting. These will include a summary of activities undertaken and detail the outcomes of the meeting activities.

The Meeting Outcomes Reports will be distributed to Strategic Community Reference Group members, all Elected Members and published on the City's website.

#### 9. Insurances

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



# 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 member representatives from each of the six wards of the district and two youth representatives from 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.

## ATTACHMENT 8.3.7

**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 member 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**

- 8.1 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.

# Strategic Community Reference Group

## Terms of Reference

### 1. Purpose

The purpose of the Strategic Community Reference Group will be to provide advice to Council on matters of significant community interest as determined by Council.

#### 4. Name

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

### 2. Role

The Strategic Community Reference Group will be advisory only and will not have delegated powers or authority to:

- call for reports
- refer matters to the Council or the Chief Executive Officer
- commit Council to the expenditure of funds
- implement actions or recommendations
- represent the City of Joondalup.

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

#### 3. The SCRG will consist of the following members: Matters for consideration

An Annual Work Plan will be prepared and presented to the Council for endorsement. Items listed in the Annual Work Plan can be drawn from the 5-Year Corporate Business Plan or other scheduled project or initiative.

Additions to the Annual Work Plan must be made through a motion of Council.

Alterations to the endorsed Annual Work Plan must be approved by the Presiding Member.

### 4. Reference Group composition

#### 4.1 Presiding Member

The Mayor will be the Presiding Member.

The role of the Presiding Member will be to:

- open and close meetings
- ensure a quorum is present
- ensure participants adhere to proper meeting conduct in line with the City's Code of Conduct for Council Members, Committee Members and Election Candidates.
- approve alterations to the endorsed Annual Work Plan.

Should the Presiding Member be an apology for a meeting of the Reference Group, they will appoint any of the remaining Elected Member Representatives to the Presiding Member role for that meeting.

#### 4.2 Elected Member Representatives

A maximum of three Councillors will be nominated by Council as Elected Member Representatives, not including the Presiding Member.

A maximum of four additional Elected Members will be nominated by Council as Deputy Elected Member Representatives.

The role of an Elected Member Representative will be to:

- review the agenda and pre-reading materials before each meeting
- actively participate and contribute to matters under discussion
- comply with the City's Code of Conduct for Council Members, Committee Members and Election Candidates.



Should an Elected Member Representative be an apology, Deputy Elected Member Representatives may be requested to fill the position.

#### 4.3 Community Member Representatives

A maximum of two representatives from each of the six wards of the City, and a maximum of two youth representatives aged 16–25 years, will be selected by the Council from nominations received.

Nominations will be publicly advertised and interested community members will be required to submit a nomination form which will be presented to the Council for consideration.

Selection will be based on interest, experience and/or qualifications in matters pertaining to the City of Joondalup community. Selection will also take into account demographic characteristics, such as age and gender, in order to facilitate diversity and representativeness, as far as practicable.

The role of a Community Member Representative will be to:

- review the agenda and pre-reading materials before each meeting
- actively participate and contribute to matters under discussion
- comply with the City's Code of Conduct for Council Members, Committee Members and Election Candidates.

If a Community Member Representative fails to attend two consecutive meetings without sending their apologies, their appointment may be automatically terminated.

Should a Community Member Representative resign or be terminated, the Presiding Member will appoint a new representative from the most recent nomination period. If an alternative nominee is not available, the City may either leave the position vacant or re-advertise for nominations.

Participation by Community Member Representatives will be voluntary and remuneration will not be provided by the City.

#### 4.4 Subject matter experts

Suitably qualified subject matter experts will be identified and invited to participate in meetings as required. Subject matter experts will be independent and external from the City.

The role of a subject matter expert will be to:

- actively participate and contribute to matters under discussion
- provide advice and/or information relevant to their area of expertise.

Participation by subject matter experts will be voluntary and remuneration will not be provided by the City.

#### 4.5 Facilitator

An external and independent facilitator will be appointed by the City for the two-year term of Strategic Community Reference Group.

The role of the facilitator will be to:

- plan activities to ensure the objectives are met
- ensure meetings operate efficiently and in accordance with the Terms of Reference
- enable all participants the opportunity to contribute to discussions.

#### 4.6 Terms of membership

All Community Member Representatives and Elected Member Representatives will be appointed for a term of two years commencing and concluding in line with the Ordinary Council Election cycle.

#### **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.



## ATTACHMENT 8.3.8

**Community Member representatives**

3.7 A maximum of two community member representatives from each of the six wards of the district and two youth representatives from 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.

**5. Conflicts of interest**

Members will declare any personal or commercial conflicts of interest related to the matter being discussed by informing the City prior to the meeting commencing.

**6. Elected Member Observers**

Elected Members, who are not Elected Member Representatives, may attend meetings in an Observer capacity.

Elected Member Observers will not participate or contribute to discussions or activities.

**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.~~

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.

~~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**

City officers will organise, coordinate, and communicate meetings of the Strategic Community Reference Group. A meeting agenda and pre-reading material will be prepared by City officers for each meeting topic in accordance with the endorsed Annual Work Plan.

A quorum for any meeting will be no less than two of the four Elected Members Representatives and no less than 8 of the 14 Community Member Representatives. If a quorum cannot be reached, the meeting will be rescheduled or cancelled.

Strategic Community Reference Group meetings will not be open to members of the public.

## **8. Meeting outcomes**

City officers will prepare Meeting Outcomes Reports following each meeting. These will include a summary of activities undertaken and detail the outcomes of the meeting activities.

The Meeting Outcomes Reports will be distributed to Strategic Community Reference Group members, all Elected Members and published on the City's website.

## **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 member 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.~~

## **8.9. Insurances**



## 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 their membership may be automatically terminated unless a 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 implementation and review of the City's Reconciliation Action Plan (RAP); and
- ~~Scope and reflect on~~ Inform how the City of Joondalup can contribute to reconciliation within the organisation and the Joondalup community in a way that is meaningful, ~~mutually beneficial~~ respectful, and sustainable.

~~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 or Council.

The objectives of the RAP ~~will be~~ are 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.~~
- Stimulate community growth and bring members of our community together;
- Build pride, respect and understanding for Aboriginal and Torres Strait Islander peoples, and cultures;
- Promote self-determination and increase and support sustainable Aboriginal enterprise and opportunities that further empower Aboriginal and Torres Strait Islander communities and peoples;
- Place a cultural lens across decision-making; and

- Engage in and promote truth-telling to reflect local Aboriginal histories, heritage and engagement.

Members of the RAPCRG are required to:

- ~~Show willingness to~~ Contribute positively at meetings;
- Champion the City's 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.

### 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 and the City's Code of Conduct. 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, external advice or invitation by the City and approved by Council.

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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.

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### 3.5 City Officers

City officers will attend all meetings to provide administrative support and guidance as required, 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 / Consultants

Suitably qualified experts / consultants who can provide advice / information will may be invited to attend RAPCRG meetings at the discretion of the City, in consultation with the Presiding Member ~~and Deputy Presiding Member~~. Invited experts are not considered members of the RAPCRG and will not have a vote.

### 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

RAPCRG meetings will be held quarterly, or as required. 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 and Presiding Member as required where possible.

### 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 meeting notes 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

The term of the membership of the RAPCRG will be until the October 2025 Local Government Elections.

If a member fails to attend three consecutive meetings, without apology/notice, the RAPCRG will be required to make a recommendation to Council to consider their ongoing membership on the RAPCRG. their membership may be automatically terminated unless a leave of absence has been granted.





## Reconciliation Action Plan Community Reference Group (RAPCRG)

### Terms of Reference

#### 1. Name

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- Inform how the City of Joondalup can contribute to reconciliation within the organisation and the Joondalup community in a way that is meaningful, respectful, and sustainable.

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 or Council.

The objectives of the RAP are to:

- Stimulate community growth and bring members of our community together;
- Build pride, respect and understanding for Aboriginal and Torres Strait Islander peoples, and cultures;
- Promote self-determination and increase and support sustainable Aboriginal enterprise and opportunities that further empower Aboriginal and Torres Strait Islander communities and peoples;
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Members of the RAPCRG are required to:

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The Presiding Member will be responsible for ensuring the RAPCRG operates efficiently, effectively, and according to these Terms of Reference and the City's Code of Conduct. 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.

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- Commit to the RAPCRG for the required term.

### 3.4 Organisational Representatives

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