

ATTACHMENT 1 — TERMS OF REFERENCE — STREETSCAPE WORKING GROUP

1. NAME

1.1 The name of the Working Group shall be the Streetscape Working Group.

2. AIMS AND OBJECTIVES

The purpose of the Working Group is as follows:

- 2.1 Provide advice to the Council on local streetscape amenity such as street trees, verges, public access ways and medians.
- 2.2 Assist the Council with the establishment of themed planting on road reserves to bolster the identity of the City's neighbourhoods.

3. MEMBERSHIP

The Working Group will comprise a maximum of 15 members consisting of the following:

3.1 Elected Members

- 3.1.1 A maximum of three Elected Members with one Elected Member nominated as Presiding Member.

3.2 Community Members

- 3.2.1 At least one community member from each of the 6 wards of the district (to be selected by the Council from nominations received). Criteria for the selection will be based on the individual's interest, experience and/or qualifications in issues pertaining to streetscape amenity and themed planting.
- 3.2.2 Community Member places will be advertised and interested residents/ratepayers will be requested to submit an expression of interest addressing specific criteria outlined in the Expression of Interest Form.
- 3.2.3 Information on the Working Group and the call for Expressions of Interest will also be sent to ratepayers groups in each ward.
- 3.2.4 Final selection for serving on the Working Group will be determined by Council.

3.3 Experts

- 3.3.1 Up to four places will be available for suitably qualified professionals who can provide expert advice/information as necessary.
- 3.3.2 Expert Advisor places will be advertised and interested professionals will be requested to submit an Expression of

Interest addressing specific criteria outlined in the Expression of Interest Form.

3.3.3 Information on the Working Group and the call for Expressions of Interest will also be sent to relevant professional networks.

3.3.4 Preference will be given to those expressions of interest where the nominee resides, works or owns property in the City of Joondalup or has a direct interest in the district.

3.3.5 Final selection for serving on the Working Group will be determined by Council.

3.3.6 The Working Group has the authority to second individuals from outside of the Working Group on a voluntary basis for their expert advice where relevant.

3.4 Term of Membership

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

3.5 City Officers

3.5.1 The Director Infrastructure Services or representative will attend meetings to represent matters of streetscape amenity and themed planting on road reserves, with other officers to be invited as required depending on issues on the Agenda. City Officers are not members of the Streetscape Working Group and provide advice and support where required.

4. MEETINGS

4.1 The Working Group shall convene no more than four meetings each year.

4.2 A quorum for any meeting of the Working Group shall be no less than two of the three Elected Members and half of the number of community members/expert advisors appointed.

4.3 With the exclusion of the City officers (who are ineligible to vote) all other members of the Working Group shall have one vote. The Presiding Member shall also have the right to a casting vote; simple majority will prevail.

4.4 The Presiding Member will preside at all meetings. In his/her absence the chair will be assumed by any of the other two Elected Members nominated to the Working Group by the Council.

5. AGENDAS

- 5.1 The City will determine the Agenda for each meeting according to the Work Plan endorsed by the Council for the Streetscape Working Group.
- 5.2 All meetings shall be confined to the items listed on the Annual Work Plan, unless the Council determines that additional matters be referred to the Working Group.
- 5.3 There will be no General Business – additional items are to be submitted for the City's further consideration for (a) action administratively or (b) for consideration by the City/Council in development of the next financial year's Work Plan.
- 5.4 The meetings of the Working Group cannot call for reports outside of the Work Plan or terms of reference.
- 5.5 Work Plans will be developed annually by City officers and endorsed by the Council taking account of the City's strategic planning objectives, Annual Priorities as per the Annual Plan, or other City Plans or initiatives.

6. MINUTES

- 6.1 City staff will maintain minutes of the items discussed at each meeting and the outcomes from the Working Group discussions. The notes may be used as the basis for further action by the City on an item.
- 6.2 Matters requiring action by Council shall be moved and seconded as recommendations to Council and shall be the subject of specific reports to Council.

7. INSURANCES

- 7.1 The City shall arrange all insurances affecting the Working Group in discharging the normal course of its duties and for any associated public liability.

8. MANAGEMENT

- 8.1 The Working Group have no delegated powers or authority to:
 - 8.1.1 Represent the City of Joondalup.
 - 8.1.2 Implement Working Group recommendations without approval of the Council.
 - 8.1.3 Commit Council to the expenditure of funds.
- 8.2 Working Group minutes and recommendations will be submitted to the Council for approval with officer comment.
- 8.3 Working Group Members must comply with the City's Code of Conduct.

9. TENURE OF APPOINTMENT

- 9.1 If a member fails to attend three consecutive meetings of the Working Group without lodging an apology his/her appointment shall be automatically terminated unless leave of absence has been granted.

ATTACHMENT 1 — TERMS OF REFERENCE — COMMUNITY SAFETY AND CRIME PREVENTION WORKING GROUP

1. NAME

- 1.1 The name of the Working Group shall be the Community Safety and Crime Prevention Working Group.

2. AIMS AND OBJECTIVES

The purpose of the Working Group is as follows:

- 2.1 Provide advice to the Council on community safety and crime prevention issues.
- 2.2 Assist the Council in developing a strategic approach to ensure the safety and wellbeing of the wider community of the City of Joondalup.

3. MEMBERSHIP

The Working Group will comprise a maximum of 15 members consisting of the following:

3.1 Elected Members

- 3.1.1 A maximum of three Elected Members with one Elected Member nominated as Presiding Member.

3.2 Community Members

- 3.2.1 At least one community member from each of the 6 wards of the district (to be selected by the Council from nominations received). Criteria for the selection will be based on the individual's interest, experience and/or qualifications in issues pertaining to community safety and crime prevention.
- 3.2.2 Community Member places will be advertised and interested residents/ratepayers will be requested to submit an Expression of Interest addressing specific criteria outlined in the Expression of Interest Form.
- 3.2.3 Information on the Working Group and the call for Expressions of Interest will also be sent to ratepayers groups in each ward.
- 3.2.4 Final selection for serving on the Working Group will be determined by Council.

3.3 Experts

- 3.3.1 Up to four places will be available for suitably qualified professionals who can provide expert advice/information as necessary.
- 3.3.2 Expert Advisor places will be advertised and interested professionals will be requested to submit an expression of

ATTACHMENT 1 — TERMS OF REFERENCE — COMMUNITY SAFETY AND CRIME PREVENTION WORKING GROUP

interest addressing specific criteria outlined in the Expression of Interest Form.

3.3.3 Information on the Working Group and the call for expressions of interest will also be sent to relevant professional networks.

3.3.4 Preference will be given to those expressions of interest where the nominee resides, works or owns property in the City of Joondalup or has a direct interest in the district.

3.3.5 Final selection for serving on the Working Group will be determined by Council.

3.3.6 The Working Group has the authority to second individuals from outside of the Working Group on a voluntary basis for their expert advice where required.

3.4 Term of Membership

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

3.5 City Officers

3.5.1 The Director Corporate Services or representative will attend meetings of the Working Group to represent matters of community safety and crime prevention with other officers to be invited as required depending on issues on the agenda and City officers will provide technical advice and support where required and are not members of the Working Group.

4. MEETINGS

4.1 The Working Group shall convene no more than four meetings each year.

4.2 A quorum for any meeting of the Working Group shall be no less than two of the three Elected Members and half of the number of community members/expert advisors appointed.

4.2.1 With the exclusion of the City officers (who are ineligible to vote) all other members of the Working Group shall have one vote. The Presiding Member shall also have the right to a casting vote; simple majority will prevail.

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

5. AGENDAS

- 5.1 The City will determine the Agenda for each meeting in accordance with the Work Plan for the Community Safety and Crime Prevention Working Group endorsed by the Council.
- 5.2 All meetings shall be confined to the items listed on the annual Work Plan unless they Council determines that additional matters be referred to the Working Group.
- 5.3 There will be no General Business – additional items are to be submitted for the City's further consideration for (a) action administratively or (b) for consideration by the City/Council in development of the next financial period's Work Plan.
- 5.4 The meetings of the Working Group cannot call for reports outside of the Work Plan or terms of reference.
- 5.5 Work Plans will be developed annually by City officers and endorsed by the Council taking account of the City's strategic planning objectives, Community Safety and Crime Prevention Plan, annual priorities as per the Annual Plan, or other City Plans or initiatives.

6. MINUTES

- 6.1 City staff will maintain minutes of the items discussed at each meeting and the outcomes from the Working Group discussions. The notes may be used as the basis for further action by the City on an item.
- 6.2 Matters requiring action by Council shall be moved and seconded as recommendations to Council and shall be the subject of specific reports to Council.

7. INSURANCES

- 7.1 The City shall arrange all insurances affecting the Working Group in discharging the normal course of its duties and for any associated public liability.

8. MANAGEMENT

- 8.1 The Working Group have no delegated powers or authority to:
 - 8.1.1 Represent the City of Joondalup.
 - 8.1.2 Implement Working Group recommendations without approval of the Council.
 - 8.1.3 Commit Council to the expenditure of funds.
- 8.2 Working Group minutes and recommendations will be submitted to the Council for approval with officer comment.
- 8.3 Working Group Members must comply with the City's Code of Conduct.

ATTACHMENT 1 — TERMS OF REFERENCE — COMMUNITY SAFETY AND CRIME PREVENTION WORKING GROUP

9. TENURE OF APPOINTMENT

- 9.1 If a member fails to attend three consecutive meetings of the Working Group without lodging an apology his/her appointment shall be automatically terminated unless leave of absence has been granted.

1. PURPOSE OF COMMUNITY FORUMS

The purpose of Community Forums are to:

- 1.1. Encourage community members and key stakeholders to participate in provision of feedback that will enhance Council's decision making on issues of interest to the local and wider community.
- 1.2. Gauge community opinion on a range of issues related to sustainability, conservation, and seniors interests.
- 1.3. Provide the community with information from experts where relevant.

2. BENEFITS OF COMMUNITY FORUMS

The benefits of Community Forums are that they:

- 2.1. Provide the Council with a mechanism for sharing information with the community and for being better informed about community opinion.
- 2.2. Promote an ongoing relationship between Council and the community to strengthen trust and allows the involvement and input of a wide range of community members.
- 2.3. Provide an opportunity for communities of interest to debate and explore local issues, and assist to develop a consensus for action on complex issues that affect the broad community.
- 2.4. Disseminate detailed information and decisions throughout the community.
- 2.5. Support collaboration to find innovative solutions which address sustainability, conservation and seniors interests within the City of Joondalup and the broader region where applicable.

3. FORUM PARTICIPANTS

Community Forum participants:

- 3.1. Mayor
- 3.2. Councillors
- 3.3. Chief Executive Officer or representative
- 3.4. Senior City staff
- 3.5. Event facilitator
- 3.6. Presenters — experts on topic

- 3.7. Up to 100 members of the public (numbers to be determined according to topic under discussion)

- 3.7.1. Preference will be given to those people who reside, work or own property in the City of Joondalup or have a direct interest in the district.

- 3.7.2. May be individuals or delegates from community groups and key stakeholders operating within the City of Joondalup.

- 3.7.3. Experts with special knowledge on the topics for discussion.

4. FORUM CHAIR

The Mayor or Deputy Mayor will Chair each Forum or nominate a Councillor to Chair if unavailable.

5. COMMUNITY FORUM CONTACT PERSON

The Chair of the Forum will liaise with the Chief Executive Officer and Director Governance and Strategy about each Community Forum.

6. COMMUNITY FORUM MEETING PROTOCOLS

- 6.1. The Chairperson (the Mayor or Deputy Mayor or Councillor nominated by the Mayor) will outline the proceedings (Agenda) and introduce relevant speakers. The Chairperson will also outline how the input from the Community Forum will be used.

- 6.2. The Chairperson will outline the process on how views from participants will be heard (i.e. following presentations participants will work in small groups with a facilitator and each group will report back to the Forum).

- 6.3. Presentations will be made concerning the issue under discussion.

- 6.4. Structured time will be allowed for questions and answers, after which there will be an opportunity for broader discussion and comments.

- 6.5. Participants will then work in small groups and will report back to the Forum on their discussion and any recommendations. Each table will be facilitated by trained staff.

- 6.6. The Chair will conclude the Forum by outlining an ongoing process or resolution (depending on the feedback from participants) to be put to participants.

- 6.7. The Chair will provide details of how decisions will be made and communicated back to participants.

- 6.8. Council will receive a report following the Community Forum with information on the discussions and any recommendations from the Forum.

7. FREQUENCY AND LOCATION OF COMMUNITY FORUMS

The Community Forum date, time, agenda and venue will be organised by City Staff and Meetings will be held in local venues that are easily accessible to the public which consider the timing of other Council and Committee meetings.

8. ROLE OF ELECTED MEMBERS AT COMMUNITY FORUMS

- 8.1. The Mayor or Deputy Mayor will Chair Community Forums or nominate a Councillor to Chair if unavailable.
- 8.2. The attendance of Elected Members at Community Forums is important to share information and to be informed of community opinion.
- 8.3. Councillors may address the Forum by invitation from the Chair.
- 8.4. The attendance of Elected Members at Community Forums is highly desirable, therefore consideration needs to be given to the scheduling of Forums on dates that do not clash with Council or Committee meetings and civic events.
- 8.5. The role of Elected Members at Community Forums may include:
 - 8.5.1. Sharing information.
 - 8.5.2. Listening to the deliberations and aspirations of the community.
 - 8.5.3. Representing the interests of residents and ratepayers.
 - 8.5.4. Providing community leadership and guidance.
 - 8.5.5. Noting concerns and comments raised by the community and referring to them in Council and Committee meetings.

9. CITY STAFF

Staff members will attend each Community Forum to provide presentations or advice where required, to provide facilitation support for smaller groups, and to document discussion and recommendations and prepare a report for Council.

2010/11 WORK PLAN - COMMUNITY SAFETY AND CRIME PREVENTION WORKING GROUP

	Program	Reference	Working Group
1.	Restorative justice approaches	<ul style="list-style-type: none"> SP – KFA Community Wellbeing, Objective 5.4 Section 5.4 of the CSCPP - Reducing Repeat Offending 	Examination of restorative justice approaches, particularly in terms of graffiti offenders.
2.	Youth intervention/support	<ul style="list-style-type: none"> SP – KFA Community Wellbeing, Objective 5.4 Section 5.1 of the CSCPP - Supporting Families, Children and Young People 	Examination of approaches to young people particularly in intervention/support; youth liaison roles for youth considered 'at risk'; and support in general to the City's youth population.
3.	Education/awareness – responsible citizenry	<ul style="list-style-type: none"> SP – KFA Community Wellbeing, Objective 5.4 Section 5.1 of the CSCPP - Supporting Families, Children and Young People 	Examination of school programs that develop good relationships with the WA Police and which develop responsible citizenship as children grow into young adults.
4.	Neighbourhood Watch	<ul style="list-style-type: none"> SP – KFA Community Wellbeing, Objective 5.4 Section 5.2 of the CSCPP - Empowering Communities and Regenerating Neighbourhoods 	Examination of approaches aimed at promoting and obtaining support for Neighbourhood Watch programs within the City to reduce the incidence of preventable crime in residential areas through neighbour co-operation, and delivery of information about basic crime deterrent measures, community safety information and events.
5.	Management of drugs and alcohol	<ul style="list-style-type: none"> SP – KFA Community Wellbeing, Objective 5.4 Section 5.4 of the CSCPP - Reducing Repeat Offending 	Examination of approaches to improved management of drugs and alcohol in society, particularly in terms of responsible consumption management.

SP – Strategic Plan

CSCPP – Community Safety and Crime Prevention Plan

2010/11 WORK PLAN - STREETSCAPE WORKING GROUP

	Program	Reference	Working Group
1.	Street Tree Marketing and Promotion	<ul style="list-style-type: none"> Streetscape Advisory Committee recommendation adopted by Council October 2009 SP – KFA Natural Environment, Objective 2.2 LMP – KFA Verges and Medians 	Examination of a marketing and promotional campaign with the objective of increasing the City's urban forest and residents' requests for the planting of street trees on residential verges.
2.	Suburban Entry Statements	<ul style="list-style-type: none"> SP – KFA Natural Environment, Objective 2.2 SP – KFA Built Environment, Objective 4.2 LMP – KFA City-wide Landscaping Image LMP – KFA Verges and Medians 	Examination of approaches aimed at developing entry statements to various suburban locations to augment the amenity of the City's neighbourhoods.
3.	Pedestrian Access Ways	<ul style="list-style-type: none"> Streetscape Advisory Committee recommendation adopted by Council October 2009 SP – KFA Natural Environment, Objective 2.2 SP – KFA Built Environment, Objective 4.2 	Examination of the quantity of requests for maintenance, graffiti and anti-social behaviour incidents in the vicinity of all pedestrian access ways.
4.	Street Tree Strategy	<ul style="list-style-type: none"> Streetscape Advisory Committee recommendation adopted by Council October 2009 SP – KFA Natural Environment, Objective 2.2 SP – KFA Built Environment, Objective 4.2 LMP – KFA Joondalup CBD LMP – KFA Verges and Medians 	Examination of the development of a Street Tree Strategy which includes preferred tree species in specific areas of the City.

SP – Strategic Plan

LMP – Landscape Master Plan