

ATTACHMENT 1



**STRATEGIC COMMUNITY REFERENCE GROUP
NOTES OF MEETING HELD ON
MONDAY, 4 FEBRUARY 2013**

Please note these are not minutes, but merely notes from discussions at the Meeting of the Strategic Community Reference Group held on Monday, 4 February 2013.

The Strategic Community Reference Group Meeting opened at 5.04pm.

ATTENDANCES

Committee Members:

Mayor Troy Pickard	Mayor
Cr Russ Fishwick, JP	South Ward
Cr Christine Hamilton-Prime	South-West Ward

Community Representatives:

Mr Bryan Saunders	Central Ward
Mr Ross Grey	North-Central Ward
Dr Susan King	South Ward
Mr Brian Yearwood	South-West Ward

Officers:

Mr Jamie Parry	Director, Governance and Strategy
Mr Mike Tidy	Director, Corporate Services
Ms Glenda Blake	Manager Strategy and Organisation Development
Mr Malcolm Jenkinson	Manager Rangers, Park and Community Safety
Mrs Sheree Edmondson	Strategic Policy Development Coordinator
Mrs Deborah Gouges	Governance Officer

Guests:

Mr Simon Bowen	Facilitator
Mr Michael Coole	Lecturer in Security, Edith Cowan University
Inspector Geoff DeSanges	Assistant District Officer, North West Metropolitan District Office
Mr Neil McMahon	Acting Sergeant, North West Metropolitan District Office
Mr Peter Lancaster	Heathridge Neighbourhood Watch

Observer:

Cr John Chester

APOLOGIES AND LEAVE OF ABSENCE

Nil

Apologies

Dr Lynne Dailey
Dr Zarrin Siddiqui

ELECTION OF PRESIDING MEMBER

The Director Governance and Strategy advised that Clause 3.1 of the Strategic Community Reference Group's Terms of Reference provides that the Group will comprise a maximum of three Elected Members with one Elected Member nominated as Presiding Member.

Whilst the Strategic Community Reference Group is an informal Group and not intended to be bound by legislative requirements it is considered appropriate that the election of a Presiding Member be undertaken generally in accordance with the procedure established under the Local Government Act 1995.

The Director Governance and Strategy called for nominations for the position of Presiding Member.

Cr Fishwick nominated Mayor Pickard for the position of Presiding Member. Mayor Pickard accepted the nomination.

There being no further nominations at the close of the Election for Presiding Member, Mayor Pickard was declared elected unopposed to the position of Presiding Member and assumed the Chair at 5.06pm.

ELECTION OF DEPUTY PRESIDING MEMBER

It is advisable that the Strategic Community Reference Group appoints a Deputy Presiding Member, who would chair the meeting in the absence of the Presiding Member.

Mayor Pickard nominated Cr Hamilton-Prime for the position of Deputy Presiding Member. Cr Hamilton-Prime accepted the nomination.

There being no further nominations, Cr Hamilton-Prime was declared elected unopposed to the position of Deputy Presiding Member.

DECLARATIONS OF INTEREST

Nil.

ITEM 1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN

Mr Bowen provided an overview of the Community Safety and Crime Prevention Plan. During his overview, Mr Bowen informed members that the purpose of the meeting was to gather members thoughts regarding the themes of the plan and if there were any changes necessary to improve the plan. The discussion of operational matters was to be avoided with the focus remaining on strategic or high-level tactical matters.

The following main points were raised by members:

- Members believed there should be an increasing focus on the use of Closed-Circuit Television (CCTV) within the City of Joondalup. They noted that the use of CCTV does not always stop crime, but can act as a deterrent to opportunistic criminals. It may also assist in successful prosecutions from the evidence gathered. They also raised the issue that the use of CCTV can be a significant budget drain due to the maintenance and upkeep of the equipment and as such, a clear and sustainable policy for the installation and management of CCTV should be adopted.
- Members discussed the use of City Watch and agreed that, despite some dissent for the program over the years, it does act as an important and useful service. They felt that the program could be improved in several areas and suggested that one improvement could include having security cameras installed on City Watch vehicles to support the gathering of evidence.
- Members felt that the City could better leverage the community to connect and engage on matters relating to crime prevention and community safety. It was acknowledged that the current Neighbourhood Watch model could be better adapted and managed at a local level with the City providing leadership in this regard. It was generally agreed the community could benefit from taking greater responsibility in reporting and preventing crime, which was a cultural issue. They believed that by increasing the awareness of crime to residents they could suggest ways in which the community could volunteer to help reduce crime. The question was raised as to how best to utilise volunteers and it was suggested that the 'Adopt a Spot' initiative could be expanded to not only focus on reporting graffiti in an area but also to report other crimes such as vandalism, hooning and suspicious criminal activity to a local representative.
- Members suggested that social media such as Facebook and Twitter could be better utilised to report criminal activity within the City of Joondalup. They felt that social media would be a quick and effective way of keeping residents notified as to an increase in break-ins in a certain area or reporting other important security information to the community.

Mr Bowen guided members through each of the 13 themes of the plan, asking members to indicate any potential gaps or issues that needed attention.

The following points were raised:

Young People and Families

- Members mentioned that there was not enough focus on providing parents with the tools and information needed to raise young people growing up in society, for example helping parents tackle cyber-bullying.
- Members also noted that there was little specific mention of the needs of seniors within the community that would increase with an ageing population.

Children Safety

- Members queried whether part of this program could focus on providing youth within the community with a link to existing sporting organisations and other interests within the City of Joondalup to enable more active, engaged and healthy youth.

Video Surveillance

- Members suggested that the heading of this theme should be amended to read 'Surveillance' as video surveillance is just one tool that can be used.
- Members queried whether video surveillance used could be mobile, suggesting that this could be an effective tool for combating opportunistic criminals as they are not aware of where video surveillance could be at any given time. It was suggested that the use of video surveillance light poles could be beneficial for managing the surveillance of City events.
- Members felt that a policy for the use of video surveillance needed to be implemented to effectively manage the use of footage gathered and to allow for budget requirements to be accounted for.

Designing out crime

- Members felt that the community was not aware of what designing out crime is, and that focus needed to be around providing education and awareness to residents and ratepayers. They believed it was important that the community and private residences should also be involved in applying CPTED principles, not just the City within public spaces.
- It was acknowledged by members that CPTED fails when the community does not participate in its application and greater awareness was required.

Community Safety

- Members felt that this was a great opportunity for the City to work in a partnership with the Neighbourhood Watch Program and ratepayer groups to provide a coordinated and connected safety group which could help provide support to local police to reduce crimes within the community.

Road Safety

- Members suggested that the ability to localise traffic issues with local police services would be beneficial for the City of Joondalup, as some roads within the City may not have the traffic volume to warrant speed cameras and the like, but could benefit from the presence of police.

Beach and Ocean Management

- Members acknowledged the growing interest within the community regarding shark safety. It was felt by members that the City should play a more proactive role in making beach users feel safe when swimming.

Emergency Management

- Members felt that the community needed to be made aware of emergency management. They felt that information needed to be provided to the community such as fire safety and business continuity plans.

Vandalism

- Members stated that there needs to a broader focus on vandalism other than graffiti. They mentioned there needs to be a plan to reduce the theft of City infrastructure. They also felt there needed to be better management of non-City assets.

City Watch

- Members believed that the City needed to provide more resources and access more grant programs for the City Watch service as they felt it was a benefit for the community to have this service as it provided a feeling of safety and is a good reporting mechanism for police.
- Members felt that the service needed to be used more creatively, such as installing CCTV cameras on each vehicle.

Ranger Services

- Members discussed the difference in availability of rangers versus City Watch and felt that a review of operating hours would be appropriate to ensure broader coverage and assistance to police for minor matters after hours.

Event Management

- Members questioned whether there was a policy relating to the management of events within the City and suggested that it may be beneficial for the City to establish a policy.
- Members also raised the issue of prioritising themes, as community safety and crime prevention within event management was minor in comparison to other matters.

The Manager Strategy and Organisation Development left the Room, the time being 6.45pm and returned at 6.46pm.

Mr Bowen progressed through the 2022 objectives, asking members to indicate any issues that needed attention.

The following points were raised:

Community Safety

- Members felt that the community needs to take ownership of their neighbourhood and report crime, graffiti and vandalism as it is everyone's responsibility to create a safe community environment.
- Members suggested that having community leaders to take responsibility and lead by example may encourage other community members to get involved and help enhance the City of Joondalup.

Community Spirit

- Members wanted to instil a village feel within the City of Joondalup and empower residents to have a sense of pride for where they live.
- Members believed that the use of social media was very important in connecting and engaging with the community.
- Members generally agreed that the objectives within Joondalup 2022 provided sufficient direction and context to the development of a revised Community Safety and Crime Prevention Plan.
- Members also agreed that the community spirit objective was integral to achieving positive outcomes for community safety and crime prevention in the future.

Mr Bowen finished the session by asking members, in 25 words or less, to communicate a compelling message they would like the City to hear and asked that that message be provided to the Manager Strategic and Organisational Development at the completion of the meeting.

Mayor Troy Pickard thanked the members of the Strategic Community Reference Group for their valuable and high level of strategic input towards the Community Safety and Crime Prevention Plan.

The Strategic Community Reference Group meeting concluded at 7.09pm.

**STRATEGIC COMMUNITY REFERENCE GROUP
NOTES OF MEETING HELD ON
THURSDAY, 21 MARCH 2013**

Please note these are not minutes, but merely notes from discussions at the Meeting of the Strategic Community Reference Group held on Thursday, 21 March 2013.

The Strategic Community Reference Group Meeting opened at 5.41pm.

ATTENDANCES**Committee Members:**

Mayor Troy Pickard	Mayor
Cr Christine Hamilton-Prime	South-West Ward

Community Representatives:

Mr Ross Grey	North-Central Ward
Mr Bryan Saunders	Central Ward
Dr Zarrin Siddiqui	South-East Ward
Dr Susan King	South Ward

Officers:

Mr Jamie Parry	Director, Governance and Strategy
Ms Glenda Blake	Manager Strategy and Organisation Development
Ms Rebecca Maccario	Environmental Development Coordinator
Mrs Deborah Gouges	Governance Officer

Guests:

Simon Bowen	Facilitator
Assoc. Professor Ray Froend	Director, Centre for Ecosystem Management, ECU
Dr Mike Bamford	Supervising Scientist, Bamford Consulting Ecologists
Mr Craig Olejnik	Nature Conservation Coordinator, Department of Conservation and Environment
Mr Kieron D'Arcy	Chief Executive Officer, Unltd Power Pty Ltd trading as Next Power

from 6.15pm

Observers:

Cr John Chester
Cr Mike Norman

APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence previously approved

Nil.

Apologies

Cr Fishwick
Dr Lynne Dailey
Mr Brian Yearwood

DECLARATIONS OF INTEREST

Nil.

ITEM 1 FRAMEWORK OF THE ENVIRONMENT PLAN

The Manager Strategy and Organisation Development presented on the review of the Environment Plan 2007-2011 and the proposed approach to be taken in the development of the Environmental Plan 2013-2018 (Attachment 1 refers).

Committee members raised the following points regarding the overview provided by Ms Blake:

- Committee Members discussed the need to have regular monitoring and reporting of the Environment Plan 2013-2018 to ensure issues regarding the progress of the Plan are identified early. The need for appropriate indicators to determine environmental improvements was also discussed. The measurements would also be used as a future comparison when assessing the achievements of the Plan. The importance of lead and lag indicators was discussed.
- The importance of measurable indicators and the availability of data was also mentioned.
- Committee Members emphasised that the stated Environment Plan 2013-2018 needed to adopt an adaptive management approach.
- Committee members provided general support for the proposed structure of the Plan including the adoption of a Pressure-State-Response model.
- Committee members advised of the importance of illustrating the interaction between each theme of the Plan.
- Information within the Plan regarding how the threats were identified would be useful.

Mr Simon Bowen facilitated discussion regarding the overall draft Objective of the Environment Plan 2013-2018 and asked Committee Members whether they felt the objective was understandable and relevant. Committee Members raised the following points:

- Committee Members agreed that the statement was clear.
- Committee Members agreed that the words '*future generations*' were vital to the statement.
- It was suggested that the statement be turned around as it would read in a more powerful and positive context.
- Committee Members also requested that the grammar and structure of the objectives be consistent throughout.
- Committee Members saw the importance of capturing the interaction and connection between each of the themes.

Mr Simon Bowen facilitated discussion regarding each of the Themes of the Plan and asked Committee Members whether they felt the themes were understandable and relevant. Committee Members raised the following points:

Biodiversity:

- Committee Members generally supported the objective and felt that the draft objective for the biodiversity theme is aspirational.
- Reference to adaptive management instead of planned management would link the objective to the overall objective of the Plan.
- Committee Members discussed the use of the word enhancement and suggested that rehabilitation may be a more appropriate term.
- Some Committee Members were confused regarding the pressure/threat *Clearing of native vegetation* and questioned whether it should say *Retention of native vegetation*.
- It was mentioned that the threat of fire should be reworded to read frequency of fire.
- Consideration should be given to the inclusion of hydrology as key issues to be addressed within the biodiversity theme.

- Committee Members felt that the pressure/threat *Pathogens* needed to be clarified, as most community members would not know what that meant, and suggested that descriptors be added to all pressures/threats in all themes to define what they are.
- Committee Members questioned the pressure/threat *Climate change* as they were not sure how to measure the threats associated with climate change due to its broad nature. Committee Members suggested the inclusion of additional information regarding how to mitigate the pressures/threats and how to encourage enhancement of these. Members believed it would be useful to have a list of mitigation strategies within the Environmental Plan 2013/2018.

Water:

- Committee Members gave general support for the draft objective.
- Committee Members discussed the need to recognise the environmental uses of water within this theme and also incorporate this into the draft objective.
- It was questioned if efficiency should be included within the Objective for *Water*.
- Committee Members felt that water conservation could be listed as another pressure/threat.
- Committee Members felt that the City needed to promote itself as a leader by emphasising the need for water recycling. Committee Members discussed the need for inclusion of information relating to the total water cycle management including groundwater, surface water and scheme water under this theme.

Energy and Greenhouse Gas Emissions:

- Committee Members suggested simplifying the draft objective by removing the text relating to the mitigation of climate change.
- Committee Members felt that the City should show leadership in the reduction of energy consumption and greenhouse gas emissions and that this should be reflected in the draft objective.
- Committee Members discussed the two components to *Energy and Greenhouse Gas Emissions*, these were mitigation against climate change and adapting to climate change.
- Committee Members raised traffic management as a key pressure/threat for consideration under this theme.
- Committee Members believed it was important that the community be advised to design and build their homes in a sustainable way.
- Committee Members discussed whether climate change should be a separate theme within the Plan.

Waste:

- Committee Members suggested that the Objective for *Waste* include improvement of the processing of waste.
- Committee Members felt that household hazardous waste should be listed as a pressure/threat.
- Committee Members emphasised the need for the waste theme to have a strong community focus.

Community:

- Committee Members felt that community involvement was an important theme which related to all aspects of the Environment Plan 2013-2018 and suggested that community involvement should be included within all themes of the Environmental Plan.
- Committee Members believed that community members needed to be educated and also participate in order to take ownership of the Environment Plan 2013-2018.

- Committee Members suggested that the draft objective for this theme include the need for community appreciation and ownership of the natural environment.
- Linking this theme to the Strategic Plan could be achieved by including accessible environments within this theme.
- The need for greater community engagement was discussed.
- The impacts of population growth and increased consumption were also discussed by members.

Mayor Pickard thanked all members for attending the meeting and for providing input. He informed Committee Members that once compiled the Draft Environment Plan 2013/2018 would be distributed to members of the Strategic Community Reference Group for further comments.

The Strategic Community Reference Group meeting concluded at 7.46pm.

2013/14 WORK PLAN – STRATEGIC COMMUNITY REFERENCE GROUP

	Program	Reference	Reference Group
1.	Review of the City of Joondalup <i>Community Development Plan</i>	<i>Corporate Business Plan 2012 – 2017</i> ("Develop a <i>Community Development Plan</i> to guide the provision of community-based services delivered by the City")	To assist the Council in developing a strategic approach to community development within the City of Joondalup, building strong and self-reliant communities and having a Council that is responsive to community needs.
2.	Consideration of the draft <i>Community Safety and Crime Prevention Plan</i>	Council resolution CJ222-11/13.	To consider an overarching crime prevention philosophy of "towards zero" and determine how best it can be integrated throughout the plan.
3.	Review of the City of Joondalup <i>Strategic Waste Minimisation Plan</i>	<i>Corporate Business Plan 2012 – 2017</i> ("Implement the <i>Strategic Waste Minimisation Plan</i> to facilitate a reduction in the amount of waste to landfill, efficient management of waste recovery programs and the sustainable disposal of waste")	To assist the Council in developing a strategic approach to waste management within the City of Joondalup, that seeks to achieve sustainable outcomes for the community.
4.	Consideration of the draft <i>Environment Plan</i>	<i>Corporate Business Plan 2012 – 2017</i> ("Develop and implement the <i>Environment Plan</i> to provide strategic direction in the delivery of environmental initiatives within the City")	To assist the Council in developing a strategic approach to environment development and management within the City of Joondalup.

TERMS OF REFERENCE — STRATEGIC COMMUNITY REFERENCE GROUP#

1. NAME

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

2. AIMS AND OBJECTIVES

The purpose of the Strategic Community Reference Group is to provide advice to the Council on:

- Matters of significant community interest;
- Strategic initiatives;

as determined by the Council.

3. MEMBERSHIP

The Strategic Community Reference Group will consist of the following:

3.1 Elected Members

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

3.2 Community Members

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

3.3 Experts

- 3.3.1 Up to four temporary places will be available for suitably qualified professionals who can provide expert advice/information as necessary.

TERMS OF REFERENCE — STRATEGIC COMMUNITY REFERENCE GROUP#

3.3.2 The Strategic Community Reference Group has the authority to second the suitably qualified professionals referred to in 3.3.1 above from outside of the Reference Group on a voluntary basis for their expert advice where required.

3.4 Community Ward Representation

If an item referred to the Strategic Community Reference Group is within a specific location, the Council may consider that additional temporary places be made available for ratepayer groups in the relevant Ward.

3.5 Terms of Membership

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

3.6 City Officers

3.6.1 The Chief Executive Officer or representative will attend meetings of the Strategic Community Reference Group to represent matters to be presented with other Officers to be invited as required depending on the agenda issue, and City Officers will provide technical advice and support where required and are not members of the Strategic Community Reference Group.

4 MEETINGS

4.1 The Strategic Community Reference Group shall convene no more than two meetings to consider an individual issue.

4.2 A quorum for any meeting of the Strategic Community Reference Group shall be no less than ~~one~~ **two** of the ~~three~~ **four** Elected Members and two of the six community members.

4.3 The Presiding Member will preside at all meetings and is responsible for the proper conduct of the meetings. In his/her absence the role of Presiding Member will be assumed by either of the other ~~two~~ **three** Elected Members nominated to the Strategic Community Reference Group by the Council.

5 AGENDAS

5.1 The City will determine the Agenda for each meeting in accordance with the Work Plan for the Strategic Community Reference Group endorsed by the Council.

5.2 All meetings shall be confined to the items listed on the annual Work Plan unless the Council determines that additional matters be referred to the Strategic Community Reference Group.

TERMS OF REFERENCE — STRATEGIC COMMUNITY REFERENCE GROUP#

5.3 The meetings of the Strategic Community Reference Group cannot call for reports outside of the Work Plan or items referred to it by Council.

5.4 Work Plans will be developed annually by City officers and endorsed by the Council taking account of the City's strategic planning objectives, annual priorities as per the Annual Plan, or other City Plans or initiatives.

6 NOTES OF MEETINGS

City staff will maintain notes of the items discussed at each meeting and the outcomes from the Strategic Community Reference Group discussions. The notes may be used as the basis for further action by the City on an item.

7 INSURANCES

The City shall arrange all insurances affecting the Strategic Community Reference Group in discharging the normal course of its duties and for any associated public liability.

8 MANAGEMENT

8.1 The Strategic Community Reference Group has no delegated powers or authority to:

8.1.1 Represent the City of Joondalup.

8.1.2 Implement Strategic Community Reference Group recommendations without approval of the Council.

8.1.3 Commit Council to the expenditure of funds.

8.2 Strategic Community Reference Group Members must comply with the City's Code of Conduct.

9 TENURE OF APPOINTMENT

If a member fails to attend three consecutive meetings of the Strategic Community Reference Group his/her appointment shall be automatically terminated unless leave of absence has been granted.