

CBACP Stakeholder Panel

Rules of Engagement

Draft Activity Centre Plan (Public Comment)

Adopted in 2015, the Canning Bridge Activity Centre Plan (CBACP) is the primary development control document to guide decision making in the area and includes specific planning controls related to the application of discretionary height bonuses and development contributions.

Since it was adopted, questions have been raised about the type and impact of development occurring within the area. Fundamentally, outcomes were not matching community and stakeholder expectations with the City of Melville expectations. This was a key motive for Council's decision to undertake this review.

The review focus areas (specifically, for the quadrants located in the City of Melville), are:

- Examine height controls, bonus height provisions, and transition between different height zones,
- Providing more clarity and transparency of decision-making under the CBACP, and
- Update the current Plan in ways that are open, transparent and empowering for those most likely to be impacted by any revisions made.

The outcome of the review has been reflected into an updated Draft Canning Bridge Activity Centre Plan, which will ultimately require Western Australian Planning Commission (WAPC) approval. It includes a range of proposed modifications, which have been guided by the following parameters:

- Achieves the goals and objectives captured through extensive engagement (as captured in the Precinct and Place Report)
- Achieves the density targets (set by WAPC and City)
- Able to be implemented (achieve WAPC approval)

On 11 July 2022, Council resolved to commence the next phase of the engagement, to invite comments from the community. The draft CBACP will be released for comment over a 60-day period, from 29 August 2022. At the same meeting, Council resolved to concurrently advertise a report prepared by the Council Reference Group.

The assessment period will commence as soon as the formal advertising period closes. At this time, the issues, ideas, and opportunities emerging from public submissions will be examined. Hatch RobertDay will use this information to examine the merits of further modifications to the draft CBACP.

At the conclusion of the submission period, Hatch RobertDay will prepare a table of modifications, on behalf of the Council. The Council will have the task of considering the submissions and deciding on any further recommended changes to the draft CBACP. Depending on the extent of any changes proposed, it may be necessary to conduct a further advertising period to gain feedback on these.

Council's decision on the draft CBACP will be a recommendation to the State Government, and WAPC on the next steps. The WAPC may decide to approve the proposed changes, require further advertising of the draft CBACP, request specific modifications to the CBACP or refuse the proposed changes all together.

Engagement Overview

An extensive engagement process was undertaken, in preparing the updated Activity Centre Plan, and the outcomes have directly informed the proposed changes to the updated CBACP draft document, which has now been released for public comment.

The stakeholder feedback has shaped a framework of revised goals and guiding principles to underpin proposed amendments to the Canning Bridge Activity Centre Plan. Collectively, the discussions have identified suitable approaches for managing the area's growth in a way that captures the most benefit for the Canning Bridge residents, workers and visitors.

Central to this engagement process was the 3-day Place Design Forum (PDF) held from the 22-24 February 2022. The aim of the PDF was to facilitate a collaborative approach, which maximised stakeholder input through an interactive planning and design process. The PDF built on preceding engagement outcomes and was the primary means through which the Canning Bridge Activity Centre Plan Review options were developed and refined. The sessions involved 85 participants representing a diversity of views, including the project team, council staff and councillors, key stakeholders and community representatives. Community participants were selected based on an Expression of Interest (EOI) process. Candidates were selected based on the reasons put forward for participation, as well as achieving a diverse representation of interests and demographic profiles. The successful candidates also included a balanced representation of the following:

- Canning Bridge Residents / General Community
- Developers / Landowners / Local Businesses
- Key Stakeholder Groups (including Council Reference Group representatives)

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Transparency and trust were raised as core issues of concern through the engagement process. It is also acknowledged that an extended period has passed, since the Place Design Forum (PDF) was held.

To enable a deliberative and transparent process when considering the merit of submissions received, Hatch Roberts Day will convene a **CBACP Stakeholder Panel**, to be involved in deliberative discussions to consider the merit of submissions received.

The Panel will be selected by Hatch RobertsDay from the diverse group of participants involved in the three-day Place Design Forum, held in February 2021. This stakeholder cohort has been deemed by the City of Melville to be genuinely reflective of a broad range of views and perspectives, as it was involved in rigorous discussion that ultimately shaped the and Precinct and Place Report.

The Panel will collaboratively work with the technical experts to workshop the final Activity Centre Plan Review modifications. The Panel will be governed by agreed guidelines, in the form of an agreed Rules of Engagement (Terms of Reference).

We are inviting participants that were involved in the PDF to register their interest. The successful candidates, who will be selected by Hatch RobertsDay, will reflect a diverse representation of views and perspectives.

Registrations of interest will be open from 8 September until 9am, Monday 3 October 2022.

Rules of Engagement

These Rules of Engagement set out the working arrangements for Canning Bridge Stakeholder Panel, including its purpose, membership, roles and responsibilities and meeting schedule.

Purpose

The purpose of the panel is to participate in a series of deliberative discussions to assist in the review and consider public submissions received on the draft Canning Bridge Activity Centre Plan.

This will involve working alongside the technical experts, Councillors and staff, to workshop the final Activity Centre Plan Review modifications. These sessions will also consider the ideas and recommendations put forward in the Community Reference Group report.

The Stakeholder Panel will be governed by the Rules of Engagement

Membership Roles and Responsibilities

The role of the Stakeholder Panel will be advisory only. All final decisions and recommendations to Council, will be made by Hatch RobertsDay, as an independent consultant.

Members of the Stakeholder Panel will have the opportunity to provide nuanced input and feedback, through participation in a series of 3 x 2-hour focus group sessions.

Each member of the Panel is responsible for:

- Reviewing agendas and supplementary information prior to attending meetings,
- Attending 3 x 2hour focus group sessions:
- Actively participating and working cooperatively and respectfully with other CBACP Stakeholder Panel representatives;
- Participating in any design + planning activities (including digital activities available before/ after/ each session);
- Providing feedback and supporting rationale, to support discussions; and
- Participation in any polls, voting or other activities, and provision of honest feedback in such activities.

In addition to these, the specific roles for each membership type are as follows:

- **Elected members** will be invited as observers only. They are responsible for ensuring that the group adheres to the direction set by Council, contributing from a Town-wide perspective, and ensures that delivery of the group's Objective.
- **Stakeholder Panel members** are responsible for contributing to the delivery of the group's objectives within the scope of their skills, local knowledge and capabilities.
- **Hatch RobertsDay** (with support from the Officers) are responsible for preparing agendas/meeting format, providing professional advice, conducting necessary research as required, and for administering the meetings.

All Panel members are:

- Invited to attend the sessions with a view to achieving the purpose (above).
- Requested to conduct themselves in a professional, respectful and civil manner.
- Compelled to listen to and respect all views expressed by other Panel members.
- Compelled to submit an apology to the facilitator if attendance at a meeting is not possible.
- Asked to make a commitment to be honest in accordance with a transparent process.
- Asked to report their views and those of the wider community at the meetings.
- Asked to acknowledge that information provided by and discussed during sessions, or any meetings, is confidential. It is recognised representatives from community groups may need to consult their group or other parties/persons with similar interests. In so doing, and to ensure confidentiality is maintained, all such consultation must be undertaken in good faith.
- Required to immediately notify the facilitator if they believe they may have a conflict of interest for a particular issue. Depending on the nature of the conflict, representatives may be directed to not participate in the nominated discussion. Failure to advise a conflict of interest may result in dismissal from the Stakeholder Panel.

All members are also expected to abide by the City of Melville's Code of Conduct, to have

open and honest discussions and to treat each member with due courtesy and respect. No materials or content is permitted to be recorded or distributed to third parties, without the prior consent of Hatch RobertsDay and the City of Melville.

Membership

Appointed panellists are not entitled to a sitting fee, or any other type of remuneration. The Panel shall be comprised of approximately 20 representatives, including:

Community group represented	Participant
City of Melville	2 x Elected Members (Ward Councillors – observers only) 3 x City of Melville Officers 1 x City Architect (if appointed)
Residents	5 x residents
Business / Landowners	5 x businesses / landowners
Stakeholder Groups	5 x stakeholder group representatives (including 2 x CRG)

Term

The term of this Stakeholder Panel shall be from the date of the first meeting and shall cease on completion of the submission review of the draft CBACP. In any event, it is intended to cease before 1 December 2023.

Should any panellist be unable to fulfil their role on the Panel at any point in time, they may apply in writing to the City of Melville Manager Strategic Urban Planning to be released from the Panel.

If a panellist exits the group, HatchRobertsDay may invite a replacement based upon submissions from its previous selection process.

Program of Activities

The Stakeholder Panel will have the opportunity for nuanced input and feedback, through participation in a series of 3 x 2hour focus groups sessions.

Session #1	Wednesday 2 November 5:30-7:30pm	<ul style="list-style-type: none">• High-level overview of submissions received• Process overview (including WAPC expectations)• Agree / prioritise areas of focus• High-level discussion on direction
Session #2	Wednesday 9 November 5:30-7:30pm	<ul style="list-style-type: none">• Workshop draft amendments (#2)
Session #3	Wednesday 30 November 5:30-7:30pm	<ul style="list-style-type: none">• Present proposed modifications table (#3)• Receive / discuss feedback