



JOONDALUP  
**Learning Precinct**  
**AGENDA**

*12.30 –Thursday 25 February 2010*

*Board Room - West Coast Institute of Training*

**1. Attendance**

West Coast Institute of Training Representative. Director of Commerce and Technology. **Chair.** Norman Baker

ECU Representative. Pro-Vice Chancellor (Engagement, Equity and Indigenous) and Executive Dean, Faculty of Education and Arts. Professor Brenda Cherednichenko

ECU Representative. Director, Policy and Planning. Tony Lazzara

WAPOL Representative. Principal, Police Academy. Superintendent Kellie Properjohn

WAPOL Representative. Manager, Business Management Branch. Nigel D'Cruz

WAPOL Representative. Assistant Director, Professional Development Unit. Dr Vincent Hughes

City of Joondalup Representative. Director, Governance and Strategy. Jamie Parry

Executive Officer for JLP Board, ECU. Ann Marie Mullaney

**2. Welcome and Introductions**

**3. Apologies**

City of Joondalup Representative. Chief Executive Officer. Garry Hunt

**4. Minutes of previous meeting –02 December 2009**

**5. Action Register from previous meeting –02 December 2009**

## 6. PART B Standing Agenda Items

- a) **Operational Strategy 1.** *Explore possibilities for partnerships in targeted commercial opportunities including in international markets.* - report from **Norman Baker**.
- b) **Operational Strategy 2.** *Maximise opportunities for shared exposure and promotion within planned partner events.* – report from **Jamie Parry**.
- c) **Operational Strategy 3.** *Investigate opportunities to collaborate in support of Indigenous students/recruits* - update report from **Brenda Cherednichenko**.
- d) **Operational Strategy 4.** *Promote and support continued involvement in the joint JLP Mentoring Program.* – report from **Tony Lazzara**.

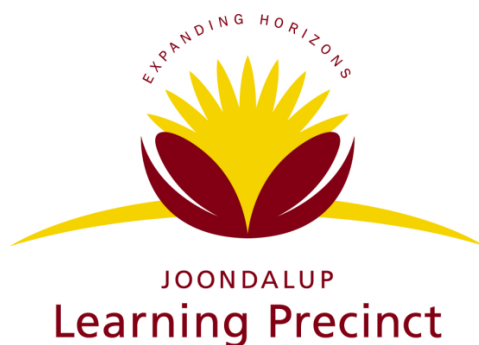
## 7. PART C Additional Agenda Items

- 7 (i) Review JLP Operational Strategies 2010 (2009 Attached).
- 7 (ii) Planning for World Environment Day 2010.  
<http://www.unep.org/wed/2010/english/celebratewed.asp>
- 7 (ii) JLP Finances for 2010 – Tony Lazzara/All.
- 7 (iv) ECU and WCIT Developments - Brenda/Norman re feedback from the meeting held on 23 02 2010.
- 7 (v) ECU and COJO developments - Brenda/Jamie re future meeting – March – Date to be confirmed.

## 8. General Business

### 9. Schedule of Meetings 2010.

- To be confirmed at the meeting
- Venue for next meeting To be confirmed.



## JOONDALUP LEARNING PRECINCT

### Minutes of the meeting of the Joondalup Learning Precinct Board held on

**02 December 2009.**

#### **1. Present:**

Professor Arshad Omari ( <b>Chair</b> )	Deputy Vice-Chancellor (Academic) and Vice-President ECU.
Mr Tony Lazzara	Director, Policy and Planning, ECU.
Superintendent Kellie Properjohn	Principal, WA Police Academy.
Dr Vincent Hughes	Assistant Director, Professional Development Unit, WA Police Academy.
Mr Nigel D'Cruz	Manager, Business Management Branch, WA Police.
Mr Norman Baker	General Manager, Training and Workforce Development, West Coast Institute of Training.
Mr Garry Hunt	CEO, City of Joondalup.
Mr Jamie Parry	Director, Governance and Strategy, City of Joondalup.
Mr Gary Sun	Exchange Visiter to WAPOL from China, Observer.
Ms Valentina Bailey	Professional Development, ECU and JLP Mentoring Program Coordinator.
Ms Ann Marie Mullaney ( <b>Executive Officer</b> )	Senior Policy & Planning Officer, Governance and Planning Services, ECU

#### **2. Apologies:**

Ms Sue Slavin	Managing Director, West Coast Institute of Training.
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### 3. Welcome and Introductions

Arshad Omari welcomed everyone to the meeting and individual introductions were made. A warm welcome was extended to Mr Gary Sun who is currently on an exchange visit to WA Police from China and was attending the meeting in an observer capacity.

### 4. Minutes of the previous meeting 02 September 2009

Norman Baker noted one amendment to the minutes from 02 09 2009. In relation to the EIF bid mentioned in Part B (ii), the figures should read \$14M and \$35M respectively.

With that one amendment, the minutes were agreed as an accurate record of the meeting.

### 5. PART A Review of Action Register

The Action Register from the meeting of 02 September 2009 was reviewed and completed items removed. Specific points were noted on the following items:

- **3. (C/O) Mentoring publications** - to be considered at the February meeting for a final decision on whether or not JLP will progress this.
- **4. Jamie Parry received some names from agencies.** COJO Marketing Coordinator is the contact person should further information be required.

Items in progress were carried forward and are shown in the Action Register that accompanies these minutes.

### 6. PART B Standing Agenda Items.

**(i) Operational Strategy 4.** *Promote and support continued involvement in the joint JLP Mentoring Program* –Valentina Bailey from Professional Development at ECU and the current JLP Mentoring Program Coordinator attended for this item.

Valentina Bailey distributed a paper on the proposed budget for the 2010/2011 JLP Mentoring Program. The paper included figures based on 52 participants, the current 2009/2010 program numbers. The unit cost per participant in the program was shown to be \$765.19. After discussion, the Board agreed that:

- The number of participants should be capped at 50 people in 2010/2011 with a review if necessary;
- The total budget, based on 50 participants, will be shared equally between the four agencies; and
- As with previous years, ECU will organise the collection of Agency contributions.

Valentina Bailey advised the Board that the work on inviting applications for the 2010/2011 program will begin in January and the program will formally commence in April 2010. It was noted that Dr Vincent Hughes will be the WAPOL representative on the Mentoring Program Inter-Agency Working Party.

In 2010, the Board will consider funding a submission for a Gold Star Best Practice qualification, from the International Standards for Mentoring Programmes in Employment for endorsement by the JLP Board.

**Action Point 1. Tony Lazzara and Ann Marie Mullaney to arrange for the collection of the agreed contribution of costs from agencies to the 2010/2011 JLP Mentoring Program.**

**Action Point 2. Board will consider funding a submission for a Gold Star Best Practice qualification, from the International Standards for Mentoring Programmes in Employment.**

**(ii) Operational Strategy 1.** *Explore possibilities for partnerships in targeted commercial opportunities including in international markets - report from Norman Baker.*

Norman Baker informed the Board that the Round 3 Education Investment Fund (EIF) submission to progress the security and law enforcement training had been unsuccessful. It would appear that in most cases, the successful applications were based on environmental/sustainability issues. The development is still moving forward with WCIT and the Police working on costing a model and a marketing plan. A symposium is planned for late March 2010.

Jamie Parry advised the Board that the potential Australian Centre for Excellence for Local Government is still being explored. The University of Technology in Sydney are also involved and ECU is the West Australian partner. ECU representatives are Professor Beth Walker and Michelle Noble from the Faculty of Business and Law.

**(iii) Operational Strategy 2.** *Maximise opportunities for shared exposure and promotion within planned partner events. – report from Jamie Parry.*

Jamie Parry provided/updated information on a range of new and ongoing activity with partners including:

- CEO's of the Cities of Joondalup and Wanneroo have a meeting scheduled for W/C 7<sup>th</sup> December and will meet quarterly to discuss development in the North West corridor;
- Continued lobbying of State and Federal Governments;
- Establishing a Joondalup Trading Precinct developed and promoted through the City's Economic Development Strategy. The City of Joondalup is keen to develop partnerships in this area and are in discussion with ECU about potential staff and student involvement in this initiative;
- Continued development of relationships with important partners;
- Reviewing the Tourism Development Plan;
- Reviewing the recommendations from the report on the North West Corridor;
- City of Joondalup has employed a Grants Officer and partnership with the JLP is currently being explored;
- *Little Feet* Festival 2009 was held on ECU's Joondalup Campus in November and attracted 6,000 people;
- In relation to the Global Reporting Initiative, links have been made with the City and ECU (Brian Yearwod). Discussions at the last meeting focussed on carbon offset for City of Joondalup events;
- City of Joondalup is committed to WED individually and collectively through the JLP;
- Increasing Business Forums through the City's Economic Development Advisor; and
- Upcoming launch of Economy ID, the City's Economic Profile software.

**(iv) Operational Strategy 3.** *Investigate opportunities to collaborate in support of Indigenous students/recruits.*

Arshad Omari advised the Board that Professor Brenda Cherednichenko ECU's Pro-Vice-Chancellor (Engagement, Equity and Indigenous) has been in contact with JLP partners to progress this operational strategy. A meeting has been arranged for 16 December with agency representatives to initiate discussion on the way forward. Brenda Cherednichenko will provide a report back on progress to the Board's first meeting in February 2010.

<b>Action Point 3. Brenda Cherednichenko to provide a report back on progressing Operational Strategy Three to the Board's first meeting in February 2010.</b>
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## **7. PART C Additional Agenda Items**

### **7.i) World Environment Day (WED)**

Norman Baker reminded Board members of the successful JLP led events for WED in 2009. Of the agreed 2009 budget of \$30k, \$21k was expended with the most significant saving resulting from the decision not to outsource the event planning. WED is scheduled for 5<sup>th</sup> June 2010 (Saturday). The Board discussed the potential commercialisation of events e.g. invite a range of stallholders who will be charged per stall. It was agreed that a Sub-committee of the Board with representation from the four institutions be established to consider and bring forward recommendations with costings for JLP led WED events for 2010.

**Action Point 4. Tony Lazzara, Jamie Parry and Nigel D’Cruz to forward the names of representatives for WED Planning Sub-committee to Norman Baker.**

### **7.ii) Rebranding of TAFE**

Norman Baker advised the meeting that the rebranding of TAFE was gazetted in Parliament in October. It has largely been a response to concerns that TAFE does not attract any International meaning or understanding and this will allow previous TAFE institutions to more strongly position themselves internationally as reputable institutions. Locally, the focus of the rebranding will be on establishing clearer business units

### **7.iii) Networking Opportunities**

Ann Marie Mullaney advised the Board that she had recently received approaches from colleagues at ECU who were keen to engage with their practitioner counterparts in JLP agencies. This was in the areas of Equity and Occupational Safety and Health. This was noted as a positive development as these are not specific areas on the JLP agenda and it would suggest that the precinct is becoming more widely known.

## **8. General Business**

### **(i) Identification of a new JLP Board Chair for 2010.**

Norman Baker from WCIT agreed to undertake the role of JLP Board Chair for 2010. Tony Lazzara advised the meeting that ECU is happy to continue with the role of budget management for the Board and also to provide the Executive Officer function for the Board. Norman Baker will consider the Executive Officer arrangements and advise Ann Marie Mullaney accordingly.

### **(ii) JLP Budget for 2010.**

Kellie Properjohn raised this item advising that given agencies budget cycles and constant pressures, it would be useful to identify what the key agenda for the JLP and associated financial demands are likely to be in 2010.

It was agreed that:

- **JLP activity 2010;** and
- **JLP Budget 2010** would be key agenda items for the first meeting of 2010.

End of year budget position and potential 2010 forecast to be provided by Tony Lazzara and Ann Marie Mullaney.

**Action Point 5. Norman Baker to advise Ann Marie Mullaney of the preferred arrangements for the Executive Officer role for the Board in 2010.**

**Action Point 6. Board to consider JLP activity and budget for 2010 as key agenda items for the first meeting of 2010.**

**Action Point 7. Tony Lazzara and Ann Marie Mullaney to provide an end of year budget statement and potential 2010 forecast.**

**9. PART D Date of Next Meeting**

Schedule of four meetings to be arranged for 2010

First meeting – Early to mid February.

## Joondalup Learning Precinct Action Register

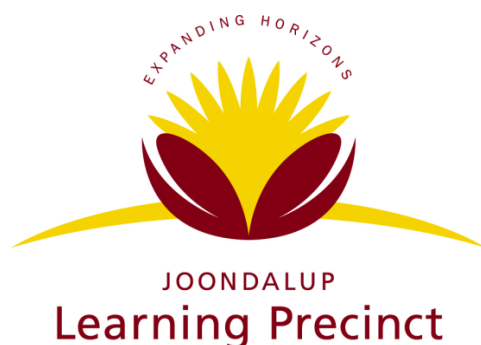
### Following 02 December 2009 Joondalup Learning Precinct Board Meeting

No	Action	Responsible	Due Date	Agenda Item	Status
1. C/O May 2009	ECU to finalise arrangements for the provision of an Indigenous Scholarship for Leading Edge.	Tony Lazzara/Ann Marie Mullaney	ASAP	PART A Review of Action Register	Open
3. C/O May 2009	Mentoring Program. Develop papers for publication in appropriate journals/publications on the JLP Mentoring Program. To be considered at February meeting of the Board for final decision on whether or not this will be progressed.	Valentina Bailey Associate Professor Lynne Cohen, ECU JLP Board	February 2010 meeting of the Board.	PART A Review of Action Register	Open
1.	Tony Lazzara and Ann Marie Mullaney to arrange for the collection of the agreed contribution of costs from agencies to the 2010/2011 JLP Mentoring Program.	Tony Lazzara and Ann Marie Mullaney	Early 2010	PART B (i)	Open
2.	Mentoring Program. Develop a fully and separately costed submission for a Gold Star Best Practice qualification, from the International Standards for Mentoring Programmes in Employment for endorsement by the JLP Board,	Valentina Bailey/All	Ongoing	PART B (i)	Open
3.	Brenda Cherednichenko to provide a report back on progressing Operational Strategy Three to the Board's first meeting in February 2010.	Brenda Cherednichenko	February Meeting	PART B (iii)	Open
4.	Tony Lazzara, Jamie Parry and Nigel D'Cruz to forward the names of representatives for WED Planning Sub-committee to Norman Baker.	Tony Lazzara, Jamie Parry and Nigel D'Cruz	Before February Meeting	PART C (i)	Open
5.	Norman Baker to advise Ann Marie Mullaney of the preferred arrangements for the Executive Officer role for the Board in 2010.	Norman Baker	Before February Meeting	PART C (8i)	Open

No	Action	Responsible	Due Date	Agenda Item	Status
6.	Board to consider JLP activity and 2010 budget as key agenda items for the first meeting of 2010.of the preferred arrangements for the Executive Officer role for the Board in 2010.	JLP Board	February Meeting	PART C (8ii)	Open
7.	Tony Lazzara and Ann Marie Mullaney to provide an end of year budget statement and potential 2010 forecast.	Tony Lazzara and Ann Marie Mullaney	February Meeting	PART C (8ii)	Open

**C/O Item carried over from previous meetings.**

**Numbered items from most recent meeting (02/12/2009)**



## 1. Background

At the JLP Board Meeting held on 02 12 2009, it was agreed that the Board would consider JLP activity and budget for 2010 as key agenda items for the 25 February 2010 meeting. Norman Baker, Chair of the Board, has indicated that the key activity will be considered in the context of reviewing the existing JLP Operational Strategies to consider whether they best reflect the activities that the JLP wishes to address on a partnership basis.

## 2. Strategic Objectives

By way of reminder, the current **Strategic Objectives** for the JLP are:

- Increase student enrolments at precinct institutions
- Maximise commercial and collaborative opportunities
- Foster community involvement in lifelong learning
- Create opportunity for staff cooperation and development
- Promote initiatives that actively engage and enhance all sectors of the community
- Build an environment where each institution considers the JLP Precinct Partners first when new opportunities or projects arise.

## 3. Current Operational Strategies.

The current **Operational Strategies** for the JLP were revised from 2006 and were endorsed by the Board for implementation in 2007/2008. At its meeting in March 2008, the Board agreed to continue with the existing JLP Strategic Objectives (2007/2008) for the following year. In December 2008, it was agreed that reporting progress against the Strategic Objectives would be a key standing item on the JLP Board agenda and this has become a regular occurrence and will remain the case for future meetings. The current **Operational Strategies** are:

- e) **Operational Strategy 1.** *Explore possibilities for partnerships in targeted commercial opportunities including in international markets.* - reporting by Norman Baker.
- f) **Operational Strategy 2.** *Maximise opportunities for shared exposure and promotion within planned partner events.* – reporting by Jamie Parry.
- g) **Operational Strategy 3.** *Investigate opportunities to collaborate in support of Indigenous students/recruits.* – reporting by Brenda Cherednichenko
- h) **Operational Strategy 4.** *Promote and support continued involvement in the joint JLP Mentoring Program.* – reporting by Tony Lazzara.

The review of the **Operational Strategies** will impact on the budget discussion at Item 7 (ii).



## **Background**

Following on from item 7 (i), the JLP Board also agreed on 02 12 2009 that in addition to reviewing the Operational Strategies, the Board would consider and approve a budget for 2010 to support its 2010 key activities.

## **Context**

Historically, an agreement was in place that committed each of the then JLP partners to making an up-front \$25k contribution per annum to the work of the JLP. In practical terms, this has worked differently across partners and in most situations, when a JLP activity/event etc was arranged and funding levels agreed, an equal share of the cost was retrospectively recovered from partners through ECU as the Account holder.

## **Current Financial Position**

Financial details will be tabled at the February meeting.

## **Existing Commitments 2010**

To date, JLP partners are committed to funding in 2010, an equal share of the costs of the JLP Joint Mentoring Program 2010/2011 and an event/activity for World Environment Day, details still to be finalised. (as agreed at the December 2009 Meeting)

## **Recommendations**

Final recommendations will, to a large degree, be dependent on the outcome of the discussion on operational strategies and consideration of the budget figures still to be tabled. As acknowledged in previous meetings, it is becoming increasingly difficult for all agencies to manoeuvre budgets throughout the year. This forward planning will avoid retrospective collection of finances, provide clarity early in the year for partners on their financial commitments and reduce unnecessary administration. It is recommended that the Board agree an up-front budget contribution for its activities in 2010, the amount to be determined at the February meeting.