



— City of —  
**Melville**

**AGENDA BRIEFING FORUM**

**TO BE HELD ON**

**TUESDAY, 9 DECEMBER 2008**

**COMMENCING AT 6.30PM**

**AT THE MELVILLE CIVIC CENTRE**

**2<sup>ND</sup> FLOOR IN THE SWAN ROOM**

**10 ALMONDBURY ROAD, BOORAGOON**

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**Please note: The Agenda for the Briefing Forum should be read in conjunction with the [Agenda for the Ordinary Meeting of Council](#) to be held on 16 December 2008.**

**DISTRIBUTED: 5 DECEMBER 2008**

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— City of —  
**Melville**

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## NOTICE OF AGENDA BRIEFING FORUM

I respectfully bring to the attention of His Worship the Mayor and Elected Members of the Council that an Agenda Forum will be held in the Swan Room, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 9 December 2008 commencing at 6.30pm.

The business paper for the Forum is scheduled below and your attendance is requested.

**DR SHAYNE SILCOX**  
**CHIEF EXECUTIVE OFFICER**

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### AGENDA BRIEFING FORUM

#### 1. OPENING

The Presiding Member will cause the purpose of Agenda Briefing Forum to be read aloud by an Officer.

***Purpose Of Agenda Briefing Forum***

The purpose of this Forum is to provide an opportunity for Elected Members to ask questions and obtain additional information in respect to reports and items on the attached draft Council Agenda. It is not a decision making forum, nor is it open for debate on matters. Members of the public are able to make submissions or present deputations in respect to matters on the draft Council Agenda at this Forum, prior to matters being formally deliberate upon the next Ordinary Council Meeting.

#### 2. ELECTED MEMBERS PRESENT

#### 3. IN ATTENDANCE

#### 4. APOLOGIES AND APPROVED LEAVE OF ABSENCE

**5. QUESTION TIME**

**6. DISCLOSURE OF INTEREST**

Item P08/3054 – Mr David Vinicombe – Manager Planning & Development Services  
Item C08/5038 – Cr C W Robartson  
Item C08/5038 – Dr Shayne Silcox – Chief Executive Officer

**7. BUSINESS**

## **PROCEDURE FOR AGENDA BRIEFING FORUMS**

### **PRINCIPLES**

The Agenda Briefing Forum which occurs one week prior to the Council meeting provides an opportunity for elected members to ask questions and clarify issues relevant to the specific agenda items before Council. The briefing is not a decision-making forum and the Council has no power to make decisions in the Forum.

In order to ensure full transparency the meetings will be open to the public to observe the process. Where matters are of a confidential nature, they will be deferred to the conclusion of the briefing and at that point the briefing session closed to the public. The reports provided are the officers' professional opinions. While it is acknowledged that members may raise issues that have not been considered in the formulation of the report and recommendation, it is a basic principle that as part of the briefing sessions elected members cannot direct officers to change their reports or recommendations.

### **PROCESS**

The Agenda Briefing Forum will commence at 6.30 pm in accordance with the Schedule of Public Meetings (except January). It will be chaired by the Deputy Mayor or in his/her absence the immediate past serving Deputy Mayor. In the absence of both, Elected Members will elect a chairperson from amongst those present. In general, Standing Orders will apply, EXCEPT THAT members may speak more than once on any item and there is no moving or seconding of items.

Where an interest is involved in relation to an item, the same procedure which applies to Ordinary Meeting of Council will apply. It is a breach of the City's Code of Conduct for an interest to not be declared. The briefing will consider items on the agenda only and proceed to deal with each item as they appear. The process will be for the Presiding Member to call each item number in sequence and ask for questions. Where there are no questions regarding the item, the briefing will proceed to the next item.

### **AGENDA CONTENTS**

While every endeavour is made to ensure that all items to be presented to Council at the formal council meeting are included in the Agenda Briefing Forum, it should be noted that there will be occasions when, due to necessity, items will not be ready in time for the forum session and will go straight to the Council agenda as a matter for decision. Further, there will be occasions when items are TABLED at the briefing rather than the full report being provided in advance. In these instances, staff will endeavour to include the item on the agenda as a late item.

### **AGENDA DISTRIBUTION**

The agenda will be distributed to elected members on the FRIDAY prior to the Agenda Briefing Forum. Copies will be made available to the libraries and the Internet for interested members of the public. Spare agendas will be available at the Agenda Briefing Forum for interested members of the public.

## **DEPUTATIONS**

Deputations may be heard prior to the commencement of an item.

## **RECORD OF BRIEFING**

The formal record of the briefing session will be limited to notes regarding any agreed action to be taken by staff or elected members. No recommendations will be included.

## **QUESTION TIME**

Question Time will be limited to fifteen (15) minutes and be the first item of Business immediately following Apologies at the commencement of the meeting. Questions must relate to the ordinary business of the City of Melville or function of the Agenda Briefing Forum. A question must be submitted in writing and placed in the Question Tray prior to the commencement of the meeting.

## **DISCLOSURE OF FINANCIAL INTERESTS LOCAL GOVERNMENT ACT 1995**

### **Members' interests in matters to be discussed at meetings to be disclosed**

S.5.65 (1) A member who as an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

Penalty: \$10,000 or imprisonment for 2 years.

### **Meeting to be informed of disclosures**

**S.5.66** If a member has disclosed an interest in a written notice given to the Chief Executive Officer before a meeting then before the meeting -

- (a) the Chief Executive Officer is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) the person who is to preside at the meeting is to bring the notice to the attention of the persons who attend the meeting.

### **Disclosing members not to participate in meetings**

**S.5.67** A member who makes a disclosure under Section 5.65 must not -

- (a) preside at the part of the meeting relating to the matter; or
- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under Section 5.68 or 5.69.

Penalty: \$10,000 or imprisonment for 2 years.

**Please refer to your Handbook for definitions of interests and other detail.**

**8. AGENDA ITEMS FOR PRESENTATION**

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
P08/3054	<p><b>Three Storey Office Building Lot 289 (26) Kintail Road, Applecross (REC) (ATTACHMENT)</b></p> <p><b>OFFICER PRESENTATION</b> Mr Julio Gonzalez – Planning Services Coordinator</p> <p><b>DISCLOSURE OF INTEREST</b> Mr David Vinicombe – Manager Planning &amp; Development Services</p> <p><b>DEPUTATION PRESENTATION</b> Nil</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
P08/3055	<p><b>Three Storey Mixed Use With Undercroft Carparking Plus Additional Second Storey Office Development on Lot 645 (45) Ardross Street, Applecross (SMREC) (ATTACHMENT)</b></p> <p><b>OFFICER PRESENTATION</b> Mr David Vinicombe – Manager Planning &amp; Development Services</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>DEPUTATION PRESENTATION</b> Nil</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
P08/3057	<p><b>Street Renumbering from Canning Highway Address to Glenelg Street Address of Lot 1 (Units 1-7/832) Canning Highway, Applecross (REC) (ATTACHMENT)</b></p> <p><b>OFFICER PRESENTATION</b> Mr David Vinicombe</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>DEPUTATION PRESENTATION</b> Ms Sylvia Cox Mr Nigel Krummel, Mr Terry Krummel &amp; Ms Wendy Krummel</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
T08/1003	<p><b>Southern Metropolitan Regional Council Strategic Waste Management Plan (REC) (ATTACHMENT)</b></p> <p><b>OFFICER PRESENTATION</b> Mr Stuart Edwards</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>DEPUTATION PRESENTATION</b> Nil</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/8010	<p><b>Leeming Recreation Centre Option Review (REC) (ATTACHMENT)</b></p> <p><b>OFFICER PRESENTATION</b> Mr Todd Cahoon</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>DEPUTATION PRESENTATION</b> Nil</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/5000	<p><b>Common Seal Register (REC)</b></p> <p><b>OFFICER PRESENTATION</b> Mr Bruce Taylor – Manager Information, Technology &amp; Support</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>DEPUTATION PRESENTATION</b> Nil</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/5038	<p><b>Expressions of Interest – Lease or Sale – Whole or Part Lots 15, 180 &amp; 181 Canning Beach Road, Applecross</b></p> <p><b>OFFICER PRESENTATION</b> Mr Marten Tieleman – Director Corporate Services</p> <p><b>DISCLOSURE OF INTEREST</b> Cr C W Robartson Dr Shayne Silcox – Chief Executive Officer</p> <p><b>DEPUTATION PRESENTATION</b> Nil</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/6000	<p><b>Investment Statements (REC) (ATTACHMENT)</b></p> <p><b>OFFICER PRESENTATION</b> Mr Dudley Smith – Manager Financial Services</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>DEPUTATION PRESENTATION</b> Nil</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/6002	<p><b>Financial Statements (AMREC) (ATTACHMENT)</b></p> <p><b>OFFICER PRESENTATION</b> Mr Dudley Smith – Manager Financial Services</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>DEPUTATION PRESENTATION</b> Nil</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/6017	<p><b>Review of Investment of Funds Policy (REC) (ATTACHMENT)</b></p> <p><b>OFFICER PRESENTATION</b> Mr Marten Tieleman – Director Corporate Services</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>DEPUTATION PRESENTATION</b> Nil</p> <p><b>NOTES FROM FORUM</b> To be advised</p>

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment</b>
<b>C08/6018</b>	<b>Budget Review to 31 October 2008 (AMREC) (ATTACHMENT)</b>  <b>OFFICER PRESENTATION</b> Mr Dudley Smith – Manager Financial Services  <b>DISCLOSURE OF INTEREST</b> Nil  <b>DEPUTATION PRESENTATION</b> Nil  <b>NOTES FROM FORUM</b> To be advised

Please click on this link to access the: [Agenda for Ordinary Meeting of Council](#) to be held on Tuesday, 16 December 2008.

## **9. CLOSURE**