



— City of —
Melville

AGENDA BRIEFING FORUM

TO BE HELD ON

11 NOVEMBER 2008

COMMENCING AT 6.30PM

AT THE MELVILLE CIVIC CENTRE

2ND 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 18 November 2008.

DISTRIBUTED: 7 NOVEMBER 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 Briefing Forum will be held in the Swan Room, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 11 November 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

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

Cr R Subramaniam

Bull Creek/Leeming

5. QUESTION TIME

6. DISCLOSURES OF INTEREST

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.

7. BUSINESS

7.1. RECOMMENDATIONS TO COUNCIL ARISING FROM THE MINUTES OF THE FINANCIAL MANAGEMENT, AUDIT, RISK & COMPLIANCE COMMITTEE MEETING – 28 OCTOBER 2008

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/5028	<p>City of Melville Annual Financial Statements and Independent Auditors Report 2007-2008 (REC) (ATTACHMENT)</p> <p>PRESENTATION Presiding Member of the Financial Management, Audit, Risk & Compliance Committee Meeting – 28 October 2008 (Cr Ceniviva).</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/5029	<p>Internal Audit Report – Vacation Care Programs (REC) (CONFIDENTIAL ATTACHMENT)</p> <p>PRESENTATION Presiding Member of the Financial Management, Audit, Risk & Compliance Committee Meeting – 28 October 2008 (Cr Ceniviva).</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

7.2. AGENDA ITEMS FOR PRESENTATION

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
P08/3051	<p>Retrospective Application For A Tower Sign And Horizontal Signs On Lot 1 (1) Kearns Crescent, Ardross (AMREC) (ATTACHMENT)</p> <p>OFFICER PRESENTATION David Vinicombe – Manager Planning & Development Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
P08/3053	<p>Two Storey Single House With Undercroft On Lot 501 (35a) Canning Beach Road, Applecross (AMREC) (ATTACHMENT)</p> <p>OFFICER PRESENTATION David Vinicombe – Manager Planning & Development Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
T08/1002	<p>Proclamation Of Control Of Access For Roe Highway – Kwinana Freeway To Tonkin Highway (REC) (ATTACHMENT)</p> <p>OFFICER PRESENTATION John Christie – Director Technical Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/5035	<p>Revised Schedule Of Planning Fees And Charges (AMREC) (ATTACHMENT)</p> <p>OFFICER PRESENTATION Jeff Clark – Governance & Compliance Program Manager</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/5036	<p>Expression Of Interest Purchase Or Ground Lease Part Lot 300 (10) Archibald St, Willagee Former Carawatha Primary School Site (REC) (CONFIDENTIAL ATTACHMENT)</p> <p>OFFICER PRESENTATION Bruce Taylor – Manager Information Technology & Support</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/5037	<p>Report On Review Of Ward Boundaries And Elected Member Representation (REC) (ATTACHMENT)</p> <p>OFFICER PRESENTATION Bruce Taylor – Manager Information Technology & Support</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/6000	<p>Investment Statements (REC) (ATTACHMENT)</p> <p>OFFICER PRESENTATION Marten Tieleman – Director Customer & Corporate Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/6001	<p>Schedule of Accounts (REC) (ATTACHMENT)</p> <p>OFFICER PRESENTATION Marten Tieleman – Director Customer & Corporate Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM To be advised</p>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C08/6002	<p data-bbox="395 371 1066 409">Financial Statements (AMREC) (ATTACHMENT)</p> <p data-bbox="395 477 711 506">OFFICER PRESENTATION</p> <p data-bbox="395 510 1182 539">Marten Tieleman – Director Customer & Corporate Services</p> <p data-bbox="395 577 730 607">DISCLOSURE OF INTEREST</p> <p data-bbox="395 611 435 640">Nil</p> <p data-bbox="395 678 762 707">DEPUTATION PRESENTATION</p> <p data-bbox="395 712 435 741">Nil</p> <p data-bbox="395 779 667 808">NOTES FROM FORUM</p> <p data-bbox="395 813 587 842">To be advised</p>

Please click on this link to access the: [Agenda for Ordinary Meeting of Council](#) to be held on Tuesday, 18 November 2008.

8. CLOSURE