



— City of —  
**Melville**

## **AGENDA BRIEFING FORUM**

**TO BE HELD ON**

**5 MAY 2009**

**COMMENCING AT 6.30PM**

**AT THE MELVILLE CIVIC CENTRE**

**2<sup>ND</sup> FLOOR IN THE COUNCIL CHAMBERS**

**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 19 May 2009.**

**DISTRIBUTED: 1 MAY 2009**

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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 Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 5 May 2009 commencing at 6.30pm.

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

**MR JOHN CHRISTIE**  
**A/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

##### 4.1 APOLOGIES

##### 4.2 APPROVED LEAVE OF ABSENCE

**5. QUESTION TIME**

**6. DISCLOSURE OF INTEREST**

- C09/5066 Dr S Silcox, Chief Executive Officer
- C09/5066 Cr C Robartson

**7. DEPUTATIONS**

## **PROCEDURE FOR AGENDA BRIEFING FORUMS**

### **PRINCIPLES**

The Agenda Briefing Forum which occurs two weeks 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 6.30pm 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.

The following guidelines have been prepared to assist groups who have requested or been invited to a Council Meeting, Agenda Briefing Forum or Committee Meeting to present a submission.

- (a) A deputation shall not exceed three (3) persons, only two of whom may address the meeting.
- (b) Notice of a request for Deputation including the name, office and contact details of members of the deputation **MUST** be forwarded to the Chief Executive Officer at least forty eight (48) hours prior to the meeting.
- (c) An outline of the points to be made in addressing the Council, Agenda Briefing Forum or Committee must be submitted in writing forty eight (48) hours prior to the meeting.
- (d) The representatives on the deputation must be met in the foyer of the Civic Centre by a Council Officer.
- (e) The Presiding Member will ask the leader of the deputation to present the submission on behalf of the Group. The leader of the deputation may call on one other member of the deputation to assist.
- (f) The deputation period, including time allowed for questions and answers from Members of the Committee, should not exceed fifteen (15) minutes. To allow adequate time for questions and answers, it is suggested the deputation address should last no longer than ten (10) minutes.
- (g) The individual or group will be advised in writing of the decision of the Council.
- (h) The Presiding Member has discretion to permit a Deputation to present a submission under other circumstances.

## **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.

- (a) The Presiding Member may, with absolute discretion, accept or reject the question, or determine that any complex questions requiring research, be answered in writing.
- (b) The Mayor may nominate a Member or Officer to answer the questions.
- (c) No debate or discussion will be permitted on any question or answer
- (d) In addition to question time during the meeting, the Mayor or Elected Members may make themselves available after the meeting to meet members of the public to answer any questions.

## **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 has 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. BUSINESS**

### **8.1 RECOMMENDATIONS TO COUNCIL ARISING FROM THE MINUTES OF THE FINANCIAL MANAGEMENT, AUDIT, RISK & COMPLIANCE COMMITTEE MEETING – 4 MAY 2009**

The Reports of the Committee Meeting will be presented at the Ordinary Meeting of Council on 19 May 2009 by the Presiding Member of the Financial Management, Audit, Risk & Compliance Committee.

The items on the Agenda are as follows:

1. **C09/5059** - Internal Audit Activity Report
2. **C09/5060** - Financial Management, Audit, Risk and Compliance (FMARC) Committee Calendar
3. **C09/5061** - Internal Audit Reports Summary
4. **C09/5063** - Annual Review – Schedule of Fees and Charges
5. **C09/5064** - 2009/10 Budget Preparation Update
6. **C09/5065** - Credit / Charge Card Surcharge Fee
7. **C09/5067** - Insurance Claims Management Report

### **8.2 AGENDA ITEMS FOR PRESENTATION**

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment</b>
<b>C09/8012</b>	<p><b>Wireless Hill Vision 2020</b></p> <p><b>OFFICER PRESENTATION</b> Ms Leeann Reid - Manager Community 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
C09/5066	<p><b>Adoption of Major Land Transaction Business Plans – Part Lot 300 (10) Archibald Street, Willagee – Former Carawatha Primary School Site and Lot 15 (67) and Part Lot 180 (69) Canning Beach Road, and Part Lot 181 (2) Kintail Road, Applecross</b></p> <p><b>OFFICER PRESENTATION</b> Mr Marten Tieleman – Director Corporate Services</p> <p><b>DISCLOSURE OF INTEREST</b> Dr S Silcox, Chief Executive Officer Cr C Robartson</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
C09/5068	<p><b>City of Melville Aged Persons Homes Trust – Motion to Rescind</b></p> <p><b>OFFICER PRESENTATION</b> Mr Jeff Clark - Governance &amp; Compliance Program Manager</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
C09/5000	<p><b>Common Seal</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>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C09/6000	<p><b>Investment Statements March 2009</b></p> <p><b>OFFICER PRESENTATION</b> Mr M 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>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C09/6001	<p><b>Schedule of Accounts March 2009</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>

Item No.	Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment
C09/6002	<p><b>Financial Statements March 2009</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>

Please click on this link to access the: [Agenda for Ordinary Meeting of Council](#) to be held on Tuesday, 19 May 2009.

## 9. CLOSURE