

**NOTES OF THE
AGENDA BRIEFING FORUM
HELD ON
TUESDAY 3 SEPTEMBER 2019
COMMENCING AT 6.30PM
AT THE MELVILLE CIVIC CENTRE
2ND FLOOR IN THE COUNCIL CHAMBERS
10 ALMONDBURY ROAD, BOORAGOON**

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Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday 3 September 2019, commencing at 6.30pm.

AGENDA BRIEFING FORUM

1. OPENING

The Presiding Member welcomed those in attendance to the meeting and declared the meeting open at 6:30pm. Mr B Taylor, Manager Governance and Property to read aloud the Disclaimer and the Purpose of the Agenda Briefing Forum and then the Mayor advised that the meeting was being recorded for minute taking purposes and read aloud the following Affirmation of Civic Duty and Responsibility.

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 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 deliberated upon at the next Ordinary Council Meeting.

Affirmation of Civic Duty and Responsibility

I make this Affirmation in good faith on behalf of Elected Members and Officers of the City of Melville. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the City's Code of Conduct and Meeting Procedures Local Law to ensure the efficient, effective and orderly decision making within this forum.

2. ELECTED MEMBERS PRESENT

His Worship the Mayor Russell Aubrey

Cr T Barling, Deputy Mayor (*from 6:33pm*)
Cr N Robins
Cr M Woodall (*from 6:32pm*)
Cr C Robartson
Cr N Pazolli, Cr S Kepert
Cr G Wieland Cr J Barton
Cr D Macphail
Cr P Phelan, Cr K Wheatland

Bateman – Kardinya – Murdoch Ward
Bateman – Kardinya – Murdoch Ward
Bull Creek-Leeming Ward
Bull Creek-Leeming Ward
Applecross – Mount Pleasant Ward
Bicton – Attadale – Alfred Cove
Central Ward
Palmyra – Melville – Willagee Ward

6. DISCLOSURE OF INTEREST

- Mr M Tieleman, CEO - Item T19/3814 Demolition of Blue Gum Lake Pump Station 1, Proximity Interest.

7. QUESTIONS

Nil.

8. DEPUTATIONS

Nil.

9. BUSINESS

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 is 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 His Worship the Mayor or in his absence, the Deputy Mayor or in his/her absence the immediate past serving Deputy Mayor. In the absence of all, Elected Members will elect a Presiding Member from amongst those present. In general, Meeting Procedures Local Law 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 Meeting Procedures Local Law 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 and made available on the City of Melville Website www.melvillecity.com.au/agendas 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 deputation must relate to a report on the meeting agenda.

- (a) Notice of a request for deputation must be in writing and include the name, office and contact details of members of the deputation and be forwarded to the Chief Executive Officer by either **Mail** at Locked Bag 1, Booragoon WA 6954, **Email** at deputations@melville.wa.gov.au or **Fax** on 9364 0285 by 9.00am on the Monday prior to the meeting.
- (b) The request should be received at least two working days before the meeting and a response will be given by the Governance and Compliance Advisor (G&CA). If approved, the G&CA will respond to the email and include as attachments the "Guidelines and Protocols" document and the "purpose of the Agenda Briefing Forum".
- (c) A deputation may comprise a maximum of three people of which only two may speak.
- (d) An outline of the points to be made in addressing the Council, Agenda Briefing Forum or the Committee must be submitted in writing by 9.00am on Monday prior to the meeting.
- (e) The person/s requesting the deputation will be required to advise the main points they wish to make in a given time of 10 minutes (dot points are fine).
- (f) The representatives of the deputation will be met in the Council Chamber of the Civic Centre by a Council Officer 10 minutes prior to the commencement of the meeting.
- (g) Hardcopies of the presentation will be required if a copy of the presentation is to be distributed to Elected Members and staff (20 copies).
- (h) 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.
- (i) The deputation period, including the time allowed for the questions and answers from members of the committee, should not exceed 15 minutes, of which 10 minutes is for the presentation and five minutes is for question time, unless the Council grants an extension of time.
- (j) 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.

DISCLOSURE OF FINANCIAL INTERESTS LOCAL GOVERNMENT ACT 1995

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

S.5.65 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 CEO 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 CEO before a meeting then -

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

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.

9. AGENDA ITEMS FOR PRESENTATION

P19/3809	Review of Local Planning Policy 1.2 Architectural and Urban Design Advisory Panel and Council Policy 68 Street Numbering
	<p>OFFICER PRESENTATION Mark Scarfone - Coordinator Statutory Planning</p> <p>PRESENTATION Mr Scarfone entered the chamber at 6:38pm for the purpose of answering questions, which concluded at 7:01pm</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members CEO undertook to include the 6 August 2019 ABF presentation on this item in the Elected Members Bulletin.</p>

At 6:48pm Cr Wheatland left the meeting and returned at 6:49pm.

At 7:01pm Mr Prendergast and Mr Scarfone left the meeting and did not return.

Disclosure of Interest

Officer	Mr M Tieleman
Type of Interest	Under the Code
Nature of Interest	Proximity
Request	Stay and Observe
Decision	Stay and Observe

T19/3814	<p>Demolition of Blue Gum Lake Pump Station</p> <p>OFFICER PRESENTATION Mario Murphy – Manager City Buildings</p> <p>DEPUTATION/PRESENTATION/S Mr Murphy commenced a presentation at 7:02pm, which concluded at 7:10pm.</p> <p>DISCLOSURE OF INTEREST</p> <ul style="list-style-type: none"> • Mr Tieleman, Proximity Interest. <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members, the CEO undertook to provide the following information in the Elected Members Bulletin:</p> <ul style="list-style-type: none"> • the technical report on this item, as referred to in Mr Murphy's presentation. • whether there is existing capacity to pump water from Blue Gum and Booragoon Lakes to Karoonda Reserve? • where is the water pumped from to fill Frederick Baldwin Lake, is there capacity to pump to this lake from elsewhere?
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T19/3821	Pre-Qualified Panel for the Supply of Refurbishment Services for a Two Year Term with Option Periods
	<p>OFFICER PRESENTATION Mario Murphy – Manager City Buildings</p> <p>DEPUTATION/PRESENTATION/S Mr Murphy commenced a presentation at 7:10pm, which concluded at 7:11pm.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

M19/5696	Financial Management Review Report
	<p>OFFICER PRESENTATION Ken Wan – Process Improvement Auditor</p> <p>DEPUTATION/PRESENTATION/S Nil.</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM No discussion took place regarding the item and officer recommendation.</p>

M19/5706	Live Streaming of Council Meeting
	<p>OFFICER PRESENTATION - IF REQUESTED Corrine Newman – Governance Coordinator</p> <p>DEPUTATION/PRESENTATION/S Ms Newman commenced a presentation at 7:13pm, which concluded at 7:19pm.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

M19/5000	Common Seal Register
	<p>OFFICER PRESENTATION - IF REQUESTED Bruce Taylor – Manager Property and Governance</p> <p>DEPUTATION/PRESENTATION/S Nil.</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM No discussion too place regarding the item and officer recommendation.</p>

C19/6000	Preliminary Investment Statements for July 2019
	<p>OFFICER PRESENTATION – IF REQUESTED Alan Ferris – Director Corporate Services</p> <p>DEPUTATION/PRESENTATION/S Nil.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM No discussion too place regarding the item and officer recommendation.</p>

C19/6001	Schedule of Accounts Paid July 2019
	<p>OFFICER PRESENTATION – IF REQUESTED Alan Ferris – Director Corporate Services</p> <p>DEPUTATION/PRESENTATION/S Nil.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM No discussion too place regarding the item and officer recommendation.</p>

C19/6002	Preliminary Statements of Financial Activity for July 2019
	<p>OFFICER PRESENTATION – IF REQUESTED Alan Ferris – Director Corporate Services</p> <p>DEPUTATION/PRESENTATION/S Mr Ferris advised of an advice note associated with this item and that this information would be included in the agenda Advice Note C19 6002</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

10. CLOSURE

There being no further business to be discussed, His Worship the Mayor declared the meeting closed at 7:22pm.