

**NOTES OF THE
AGENDA BRIEFING FORUM
HELD ON
TUESDAY 27 NOVEMBER 2018
COMMENCING AT 6.30PM
AT THE MELVILLE CIVIC CENTRE
2ND 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 the Council](#) to be held on 11 December 2018

DISTRIBUTED: 30 November 2018

CONTENTS PAGE

| | Item Description | Page Number |
|------------------------------|--|--------------------|
| URBAN PLANNING | | |
| P18/3796 | Review of H4 Areas of the Canning Bridge Activity Centre - Report on the Results of Stakeholder Engagement | 9 |
| TECHNICAL SERVICES | | |
| Nil | | |
| COMMUNITY DEVELOPMENT | | |
| CD18/8106 | Investigation for a Suitable Location for a Men's Shed | 9 |
| CD18/8111 | Policy Review – Parking Permit Policy | 10 |
| MANAGEMENT SERVICES | | |
| M18/5656 | Council Meeting Schedule 2019 | 10 |
| M18/5657 | Public Question Time at Council or Committee Meetings Policy | 11 |
| M18/5659 | Creation, Access and Retention of Audio Recordings of Meetings of the Council Policy | 11 |
| M18/5000 | Common Seal Register | 12 |
| CORPORATE SERVICES | | |
| C18/5658 | Sustainability Policy | 12 |
| C18/6000 | Investment Statement for October 2018 | 13 |
| C18/6001 | Schedule of Accounts Paid for October 2018 | 13 |
| C18/6002 | Statements of Financial Activity for October 2018 | 13 |



Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday 27 November 2018, 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 J Clark, Governance and Compliance Advisor 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 | Bateman – Kardinya – Murdoch Ward |
| Cr N Robins | Bateman – Kardinya – Murdoch Ward |
| Cr C Robartson | Bull Creek-Leeming Ward |
| Cr N Pazolli, Cr S Kepert, | Applecross – Mount Pleasant Ward |
| Cr G Wieland | Bicton – Attadale – Alfred Cove Ward |
| Cr D Macphail, Cr K Mair | Central Ward |
| Cr K Wheatland | Palmyra – Melville – Willagee Ward |

3. IN ATTENDANCE

| | |
|--------------------------------------|--|
| Mr M Tieleman | Chief Executive Officer |
| Ms C Young | Director Community Development |
| Mr S Cope | Director Urban Planning |
| Mr M McCarthy | Director Technical Services |
| Ms K Johnson | A/Director Corporate Services |
| Mr L Hitchcock | Executive Manager Governance and Legal Services |
| Mr G Ponton (<i>until 7:11pm</i>) | Manager Strategic Urban Planning |
| Ms L Hartill (<i>until 7:11pm</i>) | Manager Neighbourhood Development |
| Mr B Dawkins (<i>until 7:16pm</i>) | Manager Neighbourhood Amenity |
| Mr M Duncan | Manager Information and Communication Technology |
| Mr J Walia (<i>until 7:47pm</i>) | Sustainability Coordinator |
| Mr J Clark | Governance and Compliance Advisor |
| Ms C Newman | Governance Coordinator |
| Ms T Wright | A/Executive Assistant |

At the commencement of the meeting there were four members of the public and one representative from the Press in the Public Gallery.

At 6.31pm Mr Walia entered the meeting

4. APOLOGIES AND APPROVED LEAVE OF ABSENCE

4.1 APOLOGIES

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|--------------|------------------------------------|
| Cr M Woodall | Bull Creek-Leeming Ward |
| Cr P Phelan | Palmyra – Melville – Willagee Ward |

4.2 APPROVED LEAVE OF ABSENCE

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| Cr J Barton | Bicton – Attadale – Alfred Cove Ward |
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5. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) AND DECLARATIONS BY MEMBERS

5.1 DECLARATIONS BY MEMBERS WHO HAVE NOT READ AND GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTED BEFORE THE MEETING.

Nil.

5.2 DECLARATIONS BY MEMBERS WHO HAVE RECEIVED AND NOT READ THE ELECTED MEMBERS BULLETIN.

Nil.

6. DISCLOSURE OF INTEREST

Nil.

7. PUBLIC 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. 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 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

At 6:34pm Cr Mair left the meeting, and returned at 6:35pm.

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| P18/3796 | <p>Review of H4 Areas of the Canning Bridge Activity Centre – Report on the Results of Stakeholder Engagement</p> <p>OFFICER PRESENTATION Gavin Ponton – Manager Strategic Urban Planning</p> <p>DEPUTATION/PRESENTATION/S At 6:34pm Mr Ponton commenced a presentation, which concluded at 6:59pm.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p> <p>The CEO undertook to provide information in the Elected Members Bulletin in relation to the statistics provided in the report;</p> <ul style="list-style-type: none"> • to ensure that no duplicate submissions have been included. • grouping of similarly worded submissions • cross reference records to determine if submissions are by City of Melville residents or rate payers. |
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At 7:00pm Cr Pazolli left the meeting and returned at 7:02pm.

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| CD18/8106 | <p>Investigation for a Suitable Location for a Men’s Shed</p> <p>OFFICER PRESENTATION Leanne Hartill – Manager Neighbourhood Development</p> <p>DEPUTATION/PRESENTATION/S At 6:59pm Ms Hartill commenced a presentation, 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> |
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At 7:11pm Ms Hartill left the meeting and did not return.

At 7:11pm Mr Ponton left the meeting and did not return.

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| CD18/8111 | Policy Review – Parking Permit Policy |
| | <p>OFFICER PRESENTATION Brodie Dawkins – Manager Neighbourhood Amenity</p> <p>DEPUTATION/PRESENTATION/S At 7:12pm Mr Dawkins commenced a presentation, which concluded at 7:16pm.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p> |

At 7:16pm Mr Dawkins left the meeting and did not return.

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| M18/5656 | Council Meeting Schedule 2019 |
| | <p>OFFICER PRESENTATION Corrine Newman – Governance Coordinator</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> |

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| M18/5657 | Public Question Time at Council or Committee Meetings Policy |
| | <p>OFFICER PRESENTATION Corrine Newman – Governance Coordinator</p> <p>DEPUTATION/PRESENTATION/S At 7:17pm Ms Newman commenced a presentation, which concluded at 7:28pm</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p> <p>CEO undertook to provide information in the Elected Members Bulletin in relation to:</p> <ul style="list-style-type: none"> • clarification in relation to extension of public question time. • clarification on the definition of “family” in the policy (dot point 5, Assessment of Questions). • inclusion in policy that responses to be circulated where possible. |

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| M18/5659 | Creation, Access and Retention of Audio Recordings of Meetings of the Council Policy |
| | <p>OFFICER PRESENTATION Corrine Newman – Governance Coordinator</p> <p>DEPUTATION/PRESENTATION/S At 7:28pm Ms Newman commenced a presentation, which concluded at 7:41pm.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p> <p>The CEO undertook to provide further information in the Elected Members Bulletin on access to recordings of meetings behind closed doors with or without a disclosure of interest.</p> |

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| M18/5000 | Common Seal Register |
| | <p>OFFICER PRESENTATION – IF REQUESTED Corrine Newman – Governance Coordinator 7.41</p> <p>DEPUTATION/PRESENTATION/S Nil.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p> <p>In response to a question relating to the reference to the “Acting Chief Executive Officer” it is advised that at the 15 November the CEO position had not been formally appointed.</p> |

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| C18/5658 | Sustainability Policy |
| | <p>OFFICER PRESENTATION Jag Walia – Sustainability Coordinator</p> <p>DEPUTATION/PRESENTATION/S At 7:42pm Mr Walia commenced a presentation, which concluded at 7:47pm.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p> |

At 7:47pm Mr Walia left the meeting and did not return.

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| C18/6000 | Investment Statements for October 2018 |
| | <p>OFFICER PRESENTATION Kylie Johnson – A/Director Corporate Services</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> |

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| C18/6001 | Schedule of Accounts Paid October 2018 |
| | <p>OFFICER PRESENTATION Kylie Johnson – A/Director Corporate Services</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> |

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| C18/6002 | Statements of Financial Activity for October 2018 |
| | <p>OFFICER PRESENTATION Kylie Johnson – A/Director Corporate Services</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> |

10. CLOSURE

There being no further business to be discussed, His Worship the Mayor declared the meeting closed at 7:49pm.