



**NOTES OF THE
AGENDA BRIEFING FORUM
HELD ON
TUESDAY 5 NOVEMBER 2019
COMMENCING AT 6.30PM
AT THE MELVILLE CIVIC CENTRE
2ND FLOOR IN THE COUNCIL CHAMBERS
10 ALMONDBURY ROAD, BOORAGOON**

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the City must obtain, and should only rely on, written notice of the City's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the City on the operation of written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the City. Any advice on a matter of law, or anything sought to be relied upon as representation by the City should be sought in writing and should make clear the purpose of the request.

In accordance with the Council Policy CP- 088 Creation, Access and Retention of Audio Recordings of the Public Meetings this meeting is electronically recorded. All recordings are retained as part of the City's records in accordance with the State Records Act 2000 and the General Disposal Authority for Local Government Records.

The Audio Recording will be available within 10 days of the meeting and may be accessed at www.melvillecity.com.au/agendas in accordance with the provisions of the Policy.

CONTENTS PAGE

	Item Description	Page Number
Items Brought Forward		
T19/3826	Petition – Beach Street Footpath Construction	9
URBAN PLANNING		
P19/3822	Three Multiple Dwellings – 4A View Road, Mount Pleasant	10
P19/3828	Naming of New Roads at the Carawatha Redevelopment Project (“Gallery”), 10 Archibald Street, Willagee	10
P19/3830	Local Planning Policy – Canning Bridge Activity Centre Plan – Community Benefits For Ceding of Road Widening	11
TECHNICAL SERVICES		
T19/3827	Technical Services Policy Review	11
COMMUNITY DEVELOPMENT		
Nil		
MANAGEMENT SERVICES		
M19/5710	Council Meeting Schedule 2020	12
M19/5712	City of Melville Community Annual Report 2018-2019	12
M19/5713	City of Melville Local Government Members for Development Assessment Panels	13
M19/5714	Election of Representatives to Advisory, Local Government and Community Committees, Part 2	13
CORPORATE SERVICES		
C19/6000	Investment Statement for September 2019	13
C19/6001	Schedule of Accounts Paid for September 2019	14
C19/6002	Statements of Financial Activity for September 2019	14



**Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre,
10 Almondbury Road, Booragoon on Tuesday 5 November 2019, commencing at 6.32pm.**

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 conduct of this forum.

2. ELECTED MEMBERS PRESENT

Mayor Honourable G Gear

COUNCILLORS

Cr N Pazolli (Deputy Mayor)
Cr N Robins
Cr C Robartson, Cr M Woodall
Cr G Barber, Cr J Barton
Cr K Mair, Cr M Sandford
Cr T Fitzgerald, Cr K Wheatland

WARD

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

3. IN ATTENDANCE

Mr M Tieleman	Chief Executive Officer
Mr S Cope	Director Urban Planning
Mr M McCarthy	Director Technical Services
Ms K Johnson	Executive Manager Organisational Development
Mr P Handcock	Asset Management Coordinator
Ms K Brosztl	Manager Engineering
Mr M Scarfone	Planning Services Coordinator
Ms P Venter	Planning Officer
Mr J Rae	Strategic Land & Property Executive
Ms J Aloha	Landscape Architect Coordinator
Mr J Bird	Manager Natural Areas & Parks
Mr B Taylor	Manager Governance and Property
Ms C Newman	Governance Coordinator
Ms T Wright	Governance Officer

At the commencement of the meeting there were 13 members of the public and one representative from the Press in the Public Gallery.

At 6:33 Cr Woodall entered the Chambers.

4. APOLOGIES AND APPROVED LEAVE OF ABSENCE**4.1 APOLOGIES**

Mr A Ferris	Director Corporate Services
Mr L Hitchcock	Executive Manager Governance and Legal Services
Ms C Young	Director Community Development

4.2 APPROVED LEAVE OF ABSENCE

Cr D Macphail	Bateman – Kardinya – Murdoch
Cr S Kepert,	Applecross – Mount Pleasant

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

Cr Mair - P19/3830 Local Planning Policy – Canning Bridge Activity Centre Plan – Community Benefits for Ceding of Road Widening, Financial Interest.

7. QUESTIONS

Nil.

8. DEPUTATIONS**8.1 Ms B Lockwood of Bicton and Ms N Lockwood of Bicton**

T19/3826 – Petition – Beach Street Footpath Construction

8.2 Ms R Waldron-Hartfield, Mr B Hartfield and Ms K Deubert of Mount Pleasant

P19/3822 – Three Multiple Dwellings – 4A View Road, Mount Pleasant

8.3 Mr G Harden-Jones representing Harden Jones Architects

P19/3822 – Three Multiple Dwellings – 4A View Road, Mount Pleasant

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

T19/3826	Petition – Beach Street Footpath Construction
	<p>OFFICER PRESENTATION - IF REQUESTED Paul Handcock – Asset Management Coordinator</p> <p>DEPUTATION/PRESENTATION/S</p> <p>Miss B Lockwood of Bicton and Ms N Lockwood of Bicton commenced a presentation at 6:37pm, which concluded at 6:40pm.</p> <p>At 6:42pm Mr M McLerie requested permission to provide a deputation on T19/3826 – Petition – Beach Street Footpath Construction.</p> <p>Mr M McLerie of Bicton, Ms U Murby of Bicton and Mr R Eaves of Bicton commenced a presentation at 6:43pm, which concluded at 7:01pm.</p> <p>Mr Handcock and Ms Brosztl commenced a presentation at 7:06pm, which concluded at 7:22pm.</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 the CEO undertook to provide information in the Elected Member Bulletin on how many letters were sent to properties in Beach Street and the distribution of the responses.</p>

At 6:54pm Cr Mair moved, seconded Cr Barton –

That Mr McLerie is granted a further 5 minutes to speak on this matter.

At 6:54pm the Mayor submitted the motion declared

CARRIED UNANIMOUSLY (11/0)

At 7:43pm Cr Wheatland left the Chambers and returned at 7:45pm.

P19/3822	Three Multiple Dwellings – 4A View Road, Mount Pleasant
	<p>OFFICER PRESENTATION Mark Scarfone – Coordinator Planning Services Paula Venter – Planning Officer</p> <p>DEPUTATION/PRESENTATION/S</p> <p>Ms R Waldron-Hartfield, Mr B Hartfield and Ms K Deubert commenced a presentation at 7:43pm, which concluded at 8:06pm.</p> <p>Mr G Harden-Jones commenced a presentation at 8:20pm, which concluded at 8:24pm.</p> <p>Mr Scarfone and Ms P Venter commenced a presentation at 8:35pm, which concluded at 8:42pm.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

*At 8:35pm Cr Woodall left the Chambers and returned at 8:38pm.
At 8:35pm Cr Pazolli left the Chambers and returned at 8:41pm.*

P19/3828	Naming of New Roads at the Carawatha Redevelopment Project (“Gallery”), 10 Archibald Street, Willagee
	<p>OFFICER PRESENTATION - IF REQUESTED Jeremy Rae – Strategic Property Executive</p> <p>DEPUTATION/PRESENTATION/S Mr Rae commenced a presentation at 9:03pm, which concluded at 9:08pm.</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 the CEO undertook to provide information in the Elected Member Bulletin on the criteria for names to be included on the Asset Naming Schedule.</p>

Disclosure of Interest

Member	Cr Katy Mair
Type of Interest	Financial Interest
Nature of Interest	May be a Company Director of property in the CBACP in the future
Request	Stay and Observe
Decision	Stay and Observe

P19/3830	<p>Local Planning Policy – Canning Bridge Activity Centre Plan – Community Benefits For Ceding of Road Widening</p> <p>OFFICER PRESENTATION - IF REQUESTED Gavin Ponton – Manager Strategic Urban Planning</p> <p>DEPUTATION/PRESENTATION/S</p> <p>Mr Ponton commenced a presentation at 9:15pm, which concluded at 9:19pm.</p> <p>DISCLOSURE OF INTEREST</p> <ul style="list-style-type: none"> • Cr Mair, Financial Interest <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>
-----------------	---

At 9:15pm Mr McCarthy left the Chambers and returned at 9:18pm.

At 9:16pm Cr Mair left the Chambers and returned at 9:21pm.

At 9:16pm Cr Wheatland left the Chambers and returned at 9:21pm.

At 9:22pm Mr Taylor left the Chambers and returned at 9:27pm.

T19/3827	<p>Technical Services Policy Review</p> <p>OFFICER PRESENTATION - IF REQUESTED Mick McCarthy – Director Technical Services Kimberly Brozstl – Manager Engineering Paul Handcock – Janine Ahola – Landscape Architect Coordinator Jeff Bird – Manager Parks and Natural Environment</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>
-----------------	---

At 9:26pm Ms Johnson left the Chambers and returned at 9:28pm.
At 9:28pm Cr Barton left the Chambers and returned at 9:32pm.
At 9:29pm Cr Robins left the Chambers and returned at 9:31 pm.
At 9:40pm Cr Robartson left the Chambers and returned at 9:42pm.
At 9:49pm Cr Wheatland left the Chambers and returned at 9: 54pm.

M19/5710	Council Meeting Schedule 2020
	<p>OFFICER PRESENTATION - IF REQUESTED 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>

M19/5712	City of Melville Community Annual Report 2018-2019
	<p>OFFICER PRESENTATION - IF REQUESTED Kylie Johnson – Executive Manager Organisational Development</p> <p>DEPUTATION/PRESENTATION/S Ms Johnson commenced a presentation at 9:57pm, which concluded at 10:00pm.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

M19/5713	City of Melville Local Government Members for Development Assessment Panels
	<p>OFFICER PRESENTATION - IF REQUESTED Bruce Taylor – Manager Governance and Property</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>

M19/5714	Election of Representatives to Advisory, Local Government and Community Committees,
	<p>OFFICER PRESENTATION - IF REQUESTED 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>

C19/6000	Investment Statements for September 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 took place regarding the item and officer recommendation.</p>

C19/6001	Schedule of Accounts Paid September 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 took place regarding the item and officer recommendation.</p>

C19/6002	Statements of Financial Activity for September 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 General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members the CEO undertook to provide information in the Elected Member Bulletin on the two largest over 90 day debtors.</p>

10. CLOSURE

There being no further business to be discussed, His Worship the Mayor declared the meeting closed at 10:12pm.