

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

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DISTRIBUTED: 8 March 2019

CONTENTS PAGE

	Item Description	Page Number
URBAN PLANNING		
P19/3806	Proposed Local Development Plan at Lot 4 (181-205) Davy Street, Booragoon <i>(Item brought forward)</i>	9
P19/3796	Review of H4 Areas of the Canning Bridge Activity Centre - Report on the Results of Stakeholder Engagement	10
TECHNICAL SERVICES		
T19/3804	Demolition of Surplus City Buildings	11
COMMUNITY DEVELOPMENT		
CD19/8112	Review of Local Planning Policy 1.4 (LPP 1.4) Provision of Public Art in Development Proposals	12
MANAGEMENT SERVICES		
M19/5670	Creation, Access and Retention of Audio Recordings of Meetings of the Council Policy	13
M19/5000	Common Seal Register	13
CORPORATE SERVICES		
C19/6164	2018-2019 Mid Year Budget Review	14
C19/6000	Investment Statement for January 2019	14
C19/6001	Schedule of Accounts Paid for January 2019	15
C19/6002	Statements of Financial Activity for January 2019	15

**Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre,
10 Almondbury Road, Booragoon on Tuesday 6 March 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 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 (<i>from 6:33pm</i>)	Bateman – Kardinya – Murdoch Ward
Cr N Robins	Bateman – Kardinya – Murdoch Ward
Cr C Robartson (<i>from 6:31pm</i>)	Bull Creek-Leeming Ward
Cr M Woodall	Bull Creek-Leeming Ward
Cr N Pazolli	Applecross – Mount Pleasant Ward
Cr S Kepert (<i>from 6:31pm</i>)	Applecross – Mount Pleasant Ward
Cr J Barton (<i>from 6:31pm</i>)	Bicton – Attadale – Alfred Cove
Cr D Macphail	Central Ward
Cr K Mair	Central Ward
Cr P Phelan	Palmyra – Melville – Willagee Ward

3. IN ATTENDANCE

Mr M Tieleman	Chief Executive Officer
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	Manager Strategic Urban Planning
Mr P Prendergast	Manager Urban Planning
Mr I Davis (<i>until 8:12pm</i>)	Projects Coordinator
Mr B Taylor	Manager Financial Services
Ms H Katarski (<i>until 8:41pm</i>)	Cultural Development Officer (Arts)
Mr J Rae (<i>from 6:50pm</i>)	Strategic Land & Property Executive
Mr J Clark	Governance and Compliance Advisor
Ms C Newman	Governance Coordinator
Ms J Head	Governance Officer

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 Cr Robartson entered the meeting

At 6.31pm Cr Barton entered the meeting

At 6.31pm Cr Kepert entered the meeting

At 6.33pm Cr Barling entered the meeting

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

Cr Wheatland	Palmyra – Melville – Willagee Ward
Cr Wieland	Bicton – Attadale – Alfred Cove

4.2 APPROVED LEAVE OF ABSENCE

Nil.

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

Item - P19/3796 – Mayor Aubrey, Interest Under the Code.
Item - P19/3806 – Mayor Aubrey, Interest Under the Code.

7. QUESTIONS

Nil.

8. DEPUTATIONS

8.1 Mr A Lohman (element) and Mr T Perrin (Iris Residential)
P19/3806 - Proposed Local Development Plan at Lot 4 (181-205) Davy Street,
Booragoon

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.

AGENDA ITEMS FOR PRESENTATION

At 6:36pm for the convenience of the public gallery, the Mayor brought forward Item P19/3806 Proposed Local Development Plan at Lot 4 (181-205) Davy Street, Booragoon

Disclosure of Interest

Member	Mayor Aubrey
Type of Interest	Interest under the Code
Nature of Interest	Owns property in vicinity of subject site
Request	Stay and discuss
Decision	Stay and discuss

P19/3806	<p>Proposed Local Development Plan at Lot 4 (181-205) Davy Street, Booragoon</p> <p>OFFICER PRESENTATION Peter Prendergast – Manager Statutory Planning</p> <p>DEPUTATION/PRESENTATION/S At 6:36pm Mr A Lohman (element) and Mr T Perrin (Iris Residential) commenced a verbal presentation and concluded at 6:45pm.</p> <p>Mr Prendergast commenced a presentation at 6:46pm and concluded at 7:05pm.</p> <p>DISCLOSURE OF INTEREST</p> <ul style="list-style-type: none"> • Mayor Aubrey, interest under the code <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>
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At 6:50pm Mr Rae entered the meeting.

At 6:55pm Ms Johnson left the meeting and returned at 6:58pm.

At 6:58pm Mr Davis left the meeting and returned at 6:59pm.

At 7:02pm Mr A Lohman entered the meeting for the purpose of responding to a question and left the meeting at 7:05pm.

At 7:06pm Mr Prendergast left the meeting and returned at 7:08pm.

Disclosure of Interest

Member	Mayor Aubrey
Type of Interest	Interest under the Code
Nature of Interest	Owns property in Applecross
Request	Stay and Discuss
Decision	Stay and Discuss

P19/3796	Review of H4 Areas of the Canning Bridge Activity Centre Report on the Results of Stakeholder Engagement
	<p>OFFICER PRESENTATION Gavin Ponton – Manager Strategic Urban Planning</p> <p>DEPUTATION/PRESENTATION/S Mr Ponton commenced a presentation at 7:06pm, which concluded at 7:35pm.</p> <p>DISCLOSURE OF INTEREST</p> <ul style="list-style-type: none"> • Mayor Aubrey, interest under the code <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

*At 7:25pm Ms Katarski left the meeting and returned at 7:28pm
At 7:32pm Mr Prendergast left the meeting and returned at 7:35pm
At 7:35pm Mr Davis left the meeting and returned at 7:36pm*

T19/3804	Demolition of Surplus City Buildings
	<p>OFFICER PRESENTATION Ilan Davis – Projects Coordinator Jeremy Rae - Strategic Land & Property Executive</p> <p>DEPUTATION/PRESENTATION/S Mr Davis and Mr Rae commenced a presentation at 7:36pm which concluded at 8:11pm</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 give consideration to:</p> <ul style="list-style-type: none"> • retaining the public toilet at Point Walter Reserve until its replacement is built at a different location on the site. • retaining the building at 43 Zenobia Street (previous Palmyra pre-primary) for use by community groups. • the City undertaking an independent heritage assessment and historic photographic record of the Melville Road Building (known as the Melville Roads Board Building 391 Canning Highway, Palmyra) prior to demolition.

At 7:56pm Cr Woodall left the meeting and returned at 8:01pm.

At 7:58pm Mr Prendergast left the meeting and returned at 7:58pm.

<p>CD19/8112</p>	<p>Review of Local Planning Policy 1.4 (LPP 1.4) Provision of Public Art in Development Proposals</p>
	<p>OFFICER PRESENTATION Hannah Katarski – Cultural Development Officer (Arts) Peter Prendergast – Manager Statutory Planning</p> <p>DEPUTATION/PRESENTATION/S Ms Katarski and Mr Prendergast commenced a presentation at 8:12pm which concluded at 8:40pm</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 the following information in the Elected Member Bulletin:</p> <ul style="list-style-type: none"> • Information on any positive submissions received from the advertising period associated with this policy. • further information on a separate Environmental Levy (trees and landscaping).

*Mr Davis left the meeting at 8:12pm and did not return
Cr Barton left the meeting at 8:14pm and returned at 8:18pm
Mr Ponton left the meeting at 8:18pm and returned at 8:20pm
Cr Kepert left the meeting at 8:27pm and returned at 8.30pm
Cr Pazolli left the meeting at 8:33pm and returned at 8:35pm
Ms Katarski left the meeting at 8:41pm and did not return
Mr Taylor left the meeting at 8:41pm and returned at 8:43pm*

M19/5760	Creation, Access and Retention of Audio Recordings of Meetings of the Council Policy
	<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 General discussion took place regarding the item and officer recommendation.</p> <p>CEO undertook to amend the wording in the last sentence of the first paragraph of the “Access to Recordings” section of the draft policy to</p> <p style="text-align: center;"><i>“This will be within 10 working days of the relevant Council meeting, or such earlier time as directed by the Presiding Member.”</i></p>

M19/5000	Common Seal Register
	<p>OFFICER PRESENTATION – IF REQUESTED Jeff Clark – Governance and Compliance Advisor</p> <p>DEPUTATION/PRESENTATION/S Nil.</p> <p>DISCLOSURE OF INTEREST</p> <p>NOTES FROM FORUM No discussion took place regarding the item and officer recommendation.</p>

C19/6164	2018-2019 Mid Year Budget Review
	<p>OFFICER PRESENTATION Bruce Taylor – Manager Financial 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>

*Mr Prendergast left the meeting at 9:14pm and returned at 9:21pm
Mr Ponton left the meeting at 9:15pm and returned at 9:20pm*

C19/6000	Investment Statements for January 2019
	<p>OFFICER PRESENTATION – IF REQUESTED 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>

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

C19/6002	Statements of Financial Activity for January 2019
	<p>OFFICER PRESENTATION – IF REQUESTED Kylie Johnson – A/Director Corporate Services</p> <p>DEPUTATION/PRESENTATION/S Nil.</p> <p>DISCLOSURE OF INTEREST Nil.</p> <p>NOTES FROM FORUM</p> <p>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 9:27pm.