



— *City of* —
Melville

NOTES

OF THE

AGENDA BRIEFING FORUM

HELD ON

5 MAY 2009

COMMENCED AT 6.35PM

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 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.

Please note: The Agenda for the Agenda Briefing Forum should be read in conjunction with the [Agenda for the Ordinary Meeting of Council](#) to be held on 19 May 2009.

DISTRIBUTED: 8 MAY 2009

TABLE OF CONTENTS

| Item Description | Page |
|---|-------------|
| ITEMS FROM FINANCIAL MANAGEMENT, AUDIT, RISK & COMPLIANCE COMMITTEE MEETING – 4 MAY 2009 | 5 |
| C09/5059 Internal Audit Activity Report | |
| C09/5060 Financial Management, Audit, Risk and Compliance (FMARC) Committee Calendar | |
| C09/5061 Internal Audit Reports Summary | |
| C09/5063 Annual Review – Schedule of Fees and Charges | |
| C09/5064 2009/10 Budget Preparation Update | |
| C09/5065 Credit / Charge Card Surcharge Fee | |
| C09/5067 Insurance Claims Management Report | |
| | |
| URBAN PLANNING | |
| Nil | |
| | |
| TECHNICAL SERVICES | |
| Nil | |
| | |
| COMMUNITY DEVELOPMENT | |
| C09/8012 Wireless Hill Vision 2020 | 5 |
| | |
| MANAGEMENT SERVICES | |
| Nil | |
| | |
| CORPORATE SERVICES | |
| C09/5066 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 | 6 |
| | |
| C09/5068 City of Melville Aged Persons Homes Trust – Motion to Rescind | 9 |
| C09/5000 Common Seal | 6 |
| C09/6000 Investment Statements – March 2009 | 7 |
| C09/6001 Schedule of Accounts – March 2009 | 7 |
| C09/6002 Financial Statements – March 2009 | 8 |



— City of —
Melville

10 Almondbury Road Booragoon WA 6154
Postal Address: Locked Bag 1, Booragoon WA 6954
Tel: 08 9364 0666
Fax: 08 9364 0285
Email: melinfo@melville.wa.gov.au
Web: www.melvillecity.com.au

Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 5 May 2009 commencing at 6.35pm.

AGENDA BRIEFING FORUM BRIEFING NOTES

1. PRESENT

R A Aubrey (Presiding Member)

Mayor

Cr H Everett, Cr N Pazolli
Cr A Ceniviva, Cr D Macphail
Cr R Subramaniam, Cr C W Robartson
Cr P Phelan; Cr C M Halton
Cr G Wieland, Cr J Barton
Cr L M Reynolds (Left 7.41pm)
Cr J Bennett

Applecross/Mount Pleasant
City
Bill Creek/Leeming
Palmyra/Melville/Willagee
Bicton/Attadale
University
University

2. IN ATTENDANCE

Mr J Christie
Mr M Tieleman
Mr S Cope
Ms C Young
Mr J Cameron
Mr L Hitchcock
Mr B Taylor

Mr J Clark

Ms L Reid
Ms D Beilby

A/Chief Executive Officer
Director Corporate Services
Director Urban Planning
Director Community Development
A/Director Technical Services
Executive Manager Legal Services
Manager Information & Corporate
Support
Governance and Compliance Program
Manager
Manager Community Services
Minute Secretary

There were two people from the Media and no other people present in the public gallery at the commencement of the Agenda Briefing Forum.

3. APOLOGIES AND APPROVED LEAVE OF ABSENCE

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

4. QUESTION TIME

Nil.

5. DISCLOSURES OF INTEREST

- C09/5066 Dr S Silcox, Chief Executive Officer
- C09/5066 Cr C W Robartson
- C09/5068 Cr P Phelan
- C09/5068 Cr C W Robartson
- C09/5068 Cr M Reynolds

6. DEPUTATIONS

Nil.

7. BUSINESS

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 as 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

| Item No. | Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment |
|-----------------|--|
| C09/8012 | <p>Wireless Hill Vision 2020</p> <p>OFFICER PRESENTATION Ms L Reid - Manager Community Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM General discussion took place regarding the item and the officer recommendation.</p> |

| Item No. | Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment |
|----------|---|
| C09/5066 | <p>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</p> <p>OFFICER PRESENTATION Mr B Taylor – Manager Information & Corporate Support</p> <p>DISCLOSURE OF INTEREST Dr S Silcox, Chief Executive Officer Cr C Robartson</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM General discussion took place regarding the item and the officer recommendation.</p> |

| Item No. | Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment |
|----------|--|
| C09/5000 | <p>Common Seal</p> <p>OFFICER PRESENTATION Mr M Tieleman – Director Corporate Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM No discussion took place regarding the item and the officer recommendation.</p> |

| Item No. | Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment |
|----------|---|
| C09/6000 | <p>Investment Statements March 2009</p> <p>OFFICER PRESENTATION Mr M Tieleman - Director Corporate Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM No discussion took place regarding the item and the officer recommendation.</p> |

| Item No. | Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment |
|----------|--|
| C09/6001 | <p>Schedule of Accounts March 2009</p> <p>OFFICER PRESENTATION Mr M Tieleman – Director Corporate Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM No discussion took place regarding the item and the officer recommendation.</p> |

| Item No. | Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment |
|----------|--|
| C09/6002 | <p>Financial Statements March 2009</p> <p>OFFICER PRESENTATION Mr M Tieleman – Director Corporate Services</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM No discussion took place regarding the item and the officer recommendation.</p> |

At 7.40pm Cr Bennett moved, seconded Cr Halton -

That the meeting go behind closed doors to discuss a matter within the provision of S5.23(2) of the Local Government Act 1995.

At 7.40pm the Mayor submitted the motion, which was declared

CARRIED (13/0)

At 7.41pm Cr Phelan, Cr Robartson and Cr Reynolds, having declared an interest in Item C09/5068, left the meeting.

At 7.41pm Cr Pazolli left the meeting and returned at 7.43pm.

| Item No. | Officer Presentations / Deputation Presentations / Disclosures of interest / Councillor Comment |
|----------|---|
| C09/5068 | <p>City of Melville Aged Persons Homes Trust – Motion to Rescind</p> <p>OFFICER PRESENTATION Mr J Clark - Governance & Compliance Program Manager</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>DEPUTATION PRESENTATION Nil</p> <p>NOTES FROM FORUM Cr Phelan, Cr Robartson and Cr Reynolds advised that they are Members on the Board of Alchera Living (Inc). Mr J Clark, Governance & Compliance Program Manager, will seek clarification from the Department of Local Government as to the nature of the interest held by Cr Phelan, Cr Robartson and Cr Reynolds under the Local Government Act 1995 and will advise Elected Members accordingly in the Elected Members Bulletin.</p> |

At 8.25pm Cr Bennett moved, seconded Cr Subramaniam -

That the meeting come out from behind closed doors and that the public be invited back into the meeting.

At 8.25pm the Mayor submitted the motion, which was declared

CARRIED (10/0)

At 8.25pm Cr Phelan and Cr Robartson returned to the meeting.

9. CLOSURE

There being no further business, the Presiding Member declared the Forum closed at 8.25pm.