

**NOTES**

**OF THE**

**AGENDA BRIEFING FORUM**

**HELD ON**

**6 DECEMBER 2011**

**COMMENCED AT 6.30PM**

**AT THE MELVILLE CIVIC CENTRE**

**2<sup>ND</sup> 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.

**DISTRIBUTED: 9 December 2011**

# CONTENTS PAGE

	Item Description	Page Number
<b>URBAN PLANNING</b>		
P11/3272	Two Storey Mixed Use Development with Basement Parking on Lot 1 (408) Canning Highway, Bicton	6
P11/3273	Two-Storey Addition to the Existing Single House at Lot 230 (22) Millington Street, Ardross	6
P11/3274	Initiation of Amendment No. 66 to Community Planning Scheme No.5 – Rezoning of 88-96 Bawdan Street, Willagee From ‘Living Area W1’ to ‘Community Centre BS’ Precinct	7
P11/3275	Initiation of Amendment No. 63 to Community Planning Scheme No. 5 – Rezoning of Lots 146 (844), 145 (846), 4 (848), 368 (855), 369 (857), 500 (859), 1 (861) Canning Highway & Lots 1 (34 & 34a), 208 (35), 1 (37-39), 372 (41) Reynolds Road, Mount Pleasant From ‘Living Area (CH)’ Precinct to ‘Community Centre (RR)’ Precinct	7
P11/3276	Initiation of the Proposed Re-Naming of a Portion of Davis Road, Attadale	8
P11/3277	Proposed Amendment No. 64 to Community Planning Scheme No. 5 – Rezoning Lot 10 (94) Kitchener Road, Alfred Cove from Living Area R20 to Living Area R40/60	8
<b>TECHNICAL SERVICES</b>		
T11/3278	Attadale North and Ardross West Underground Power Projects	9
T11/3279	Wetland Management	9
T11/3280	360L Bin Trial – Introduction of the 360 Litre Recycling Bin	10
T11/3281	Technical Services - Policy Review	10
<b>COMMUNITY DEVELOPMENT</b>		
D11/8042	Policy Review - Community Development	11
<b>MANAGEMENT SERVICES</b>		
	Nil	11
<b>CORPORATE SERVICES</b>		
C11/5000	Common Seal Register	12
C11/5209	Adoption of the Proposed Amendments to the City of Melville Local Government Property Local Law 2010	12
C11/5211	Council Meeting Cycle	13
C11/6000	Investment Statements October 2011	13
C11/6001	Schedule of Accounts October 2011	14
C11/6002	Financial Statements for October 2011	14



Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 6 December 2011 commencing at 6:30pm.

---

## AGENDA BRIEFING FORUM BRIEFING NOTES

### 1. PRESENT

His Worship the Mayor - Russell Aubrey

#### COUNCILLORS

Cr N Pazolli, Cr P Reidy  
Cr E Nicholson, Cr D Macphail  
Cr C Robartson, Cr R Willis  
Cr R Hill  
Cr N Foxton, Cr M Reynolds  
Cr S Taylor – Rees

#### WARD

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

### 2. IN ATTENDANCE

Dr S Silcox	Chief Executive Officer
Mr M Tieleman	Director Corporate Services
Ms C Young	Director Community Development
Mr S Cope	Director Urban Planning
Mr P Kellick	A/Director Technical Services
Mr L Hitchcock	Executive Manager Legal Services
Mr B Taylor	Manager Information Technology and Support
Mr I Davis (from 7.48pm until 8.22pm)	Manager Parks and Environment
Mr J Clark	Governance and Compliance Manager
Ms A Templeton (until 7.53pm)	Planning Services Coordinator
Mr H Shigeyoshi (until 7.53pm)	Senior Planning Officer
Mr R Bailey (until 8.05pm)	Special Projects Officer
Mr P Adams (from 7.48pm until 8.51pm)	Manager Operation Services
Mr B Bloomfield (from 7.48pm until 8.22pm)	A/ Environmental Programs Coordinator
Ms S Tranchita	Minute Secretary

There was one person from the Media in attendance and six people present in the public gallery at the commencement of the Agenda Briefing Forum.

### **3. APOLOGIES AND APPROVED LEAVE OF ABSENCE**

#### **3.1 APOLOGIES**

#### **3.2 APPROVED LEAVE OF ABSENCE**

Cr Kinnell – Palmyra – Melville Willagee Ward  
Cr Barton – Bicton – Attadale Ward

### **4. QUESTION TIME**

Nil

### **5. DISCLOSURES OF INTEREST**

**T11/3279** - Marten Tieleman – Director of Corporate Services - Proximity Interest in Accordance with the Act

**T11/3274** – Cr Pazolli - Financial Interest

**T11/3274** – Cr Reynolds – Financial Interest

**T11/3279** – Cr Nicholson – Proximity Interest In Accordance with the Act

### **6. DEPUTATIONS**

Nil

### **7. BUSINESS**

Nil

## **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 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 6.30 pm 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 chairperson from amongst those present. In general, Standing Orders 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 City's Code of Conduct 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) A deputation shall not exceed three (3) persons, only two of whom may address the meeting.
- (b) Notice of a request for Deputation including the name, office and contact details of members of the deputation **MUST** be forwarded to the Chief Executive Officer at least forty eight (48) hours prior to the meeting.
- (c) An outline of the points to be made in addressing the Council, Agenda Briefing Forum or Committee must be submitted in writing forty eight (48) hours prior to the meeting.
- (d) The representatives on the deputation must be met in the foyer of the Civic Centre by a Council Officer.
- (e) 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.
- (f) The deputation period, including time allowed for questions and answers from Members of the Committee, should not exceed fifteen (15) minutes. To allow adequate time for questions and answers, it is suggested the deputation address should last no longer than ten (10) minutes.
- (g) The individual or group will be advised in writing of the decision of the Council.
- (h) 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.

## **QUESTION TIME**

Question Time will be limited to fifteen (15) minutes and be the first item of Business immediately following Apologies at the commencement of the meeting. Questions must relate to the ordinary business of the City of Melville or function of the Agenda Briefing Forum. A question must be submitted in writing and placed in the Question Tray prior to the commencement of the meeting.

- (a) The Presiding Member may, with absolute discretion, accept or reject the question, or determine that any complex questions requiring research, be answered in writing.
- (b) The Mayor may nominate a Member or Officer to answer the questions.
- (c) No debate or discussion will be permitted on any question or answer
- (d) In addition to question time during the meeting, the Mayor or Elected Members may make themselves available after the meeting to meet members of the public to answer any questions.

## **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.**

**AGENDA ITEMS FOR PRESENTATION**

<b>P11/3272</b>	<b>Two Storey Mixed use Development with Basement Parking on Lot 1 (408) Canning Highway, Bicton</b>
	<p><b>OFFICER PRESENTATION</b> Amanda Templeton – Planning Services Coordinator</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b></p> <p>Elected Members requested a copy of the ground floor plan which details the car parking bays accessed via the ROW. Further information was requested regarding the age/health/species of the street tree which is proposed to be removed. Elected Members also requested information as to the frequency of bus services along Canning Highway. This information will be provided to the Elected Members in the Elected Members Bulletin. General discussion also took place regarding the item and officer recommendation.</p>

<b>P11/3273</b>	<b>Two-Storey Addition to the Existing Single House at Lot 230 (22) Millington Street, Ardross</b>
	<p><b>OFFICER PRESENTATION</b> Hideyuki Shigeyoshi – Senior Planning Officer</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b></p> <p>General discussion took place regarding the item and officer recommendation.</p>

At 7.11pm Cr Reynolds left the meeting.  
At 7.12pm Mr Bailey left the meeting.  
At 7.14pm Mr Kellick left the meeting



At 7.14pm Cr Reynolds returned to the meeting.  
 At 7.15pm Mr Bailey returned to the meeting.  
 At 7.15pm Cr Pazolli and Cr Reynolds left the meeting.  
 At 7.16pm Mr Kellick returned to the meeting.  
 At 7.18pm Cr Reidy left the meeting and returned at 7.19pm.

<p><b>P11/3274</b></p>	<p><b>Initiation of Amendment No. 66 to Community Planning Scheme No.5 – Rezoning of 88-96 Bawdan Street, Willagee from ‘Living Area W1’ to ‘Community Centre BS’ Precinct</b></p>
	<p><b>OFFICER PRESENTATION</b>          Hideyuki Shigeyoshi – Senior Planning Officer</p> <p><b>DEPUTATION PRESENTATION/S</b>          Nil</p> <p><b>DISCLOSURE OF INTEREST</b>          Cr Reynolds – Financial Interest          Cr Pazolli – Financial Interest</p> <p><b>NOTES FROM FORUM</b>          Elected Members requested further information regarding what the proposed zoning of the sites are under the Draft Local Planning Scheme No. 6. This information will be provided to the Elected Members in the Elected Members Bulletin.          General discussion also took place regarding the item and officer recommendation.</p>

At 7.24pm Cr Pazolli and Cr Reynolds returned to the meeting.

<p><b>P11/3275</b></p>	<p><b>Initiation of Amendment No. 63 to Community Planning Scheme No. 5 – Rezoning of Lots 146 (844), 145 (846), 4 (848), 368 (855), 369 (857), 500 (859), 1 (861) Canning Highway &amp; Lots 1 (34 &amp; 34a), 208 (35), 1 (37-39), 372 (41) Reynolds Road, Mount Pleasant from ‘Living Area (CH)’ Precinct to ‘Community Centre (RR)’ Precinct (Rec)</b></p>
	<p><b>OFFICER PRESENTATION</b> Hideyuki Shigeyoshi – Senior Planning Officer</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> Elected members requested advice as to how sites along Canning Highway are to be zoned in general terms under the Draft Local Planning Scheme No. 6 and whether a commercial zoning is being extended both east and west of the site to join up with the commercial properties at Sleet Road and Canning Bridge. This information will be provided to the Elected Members in the Elected Members Bulletin. General discussion took place regarding the item and officer recommendation.</p>

At 7.29pm Dr Silcox left the meeting and returned at 7.36pm.  
At 7.40pm Cr Foxton left the meeting and returned at 7.42pm.

<p><b>P11/3276</b></p>	<p><b>Initiation of the Proposed Re- Naming of a Portion of Davis Road, Attadale</b></p>
	<p><b>OFFICER PRESENTATION</b> Amanda Templeton – Planning Services Coordinator</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

At 7.42pm Cr Nicholson, Mr Hitchcock and Mr Shigeyoshi left the meeting.  
At 7.44pm Mr Hitchcock and Mr Shigeyoshi returned to the meeting.  
At 7.46pm Cr Nicholson returned to the meeting.  
At 7.48pm Mr Adams, Mr Davis and Mr Bloomfield entered into the meeting.

<b>P11/3277</b>	<b>Proposed Amendment No. 64 to Community Planning Scheme No 5 – Rezoning Lot 10 (94) Kitchener Road, Alfred Cove from Living Area R20 to Living Area R40/60</b>
	<p><b>OFFICER PRESENTATION</b> Amanda Templeton – Planning Services Coordinator</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

At 7.53pm Ms Templeton, Mr Shigeyoshi Cr Robartson and Ms Young left the meeting.  
At 7.54pm Cr Robartson returned to the meeting.  
At 7.55pm Ms Young returned to the meeting.

<b>T11/3278</b>	<b>Attadale North and Ardross West Underground Power Projects</b>
	<p><b>OFFICER PRESENTATION</b> Roy Bailey – Special Projects Officer</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

At 8.05pm Mr Bailey left the meeting.  
At 8.05pm Cr Nicholson having declared an interest in the item T11/3279 left the meeting whilst Council voted on her request to stay and discuss.

At 8.06pm Cr Pazolli moved, seconded Cr Macphail –

**That in accordance with section 5.68(1) of the Local Government Act 1995 Cr Nicholson be allowed to stay and discuss.**

At 8.07pm the Mayor submitted the motion, which was declared.

**CARRIED (9/1)**

At 8.09pm Cr Nicholson returned to the meeting.

At 8.09pm Mr Taylor left the meeting and returned at 8.10pm.

At 8.22pm Mr Bloomfield and Mr Davis left the meeting.

<b>T11/3279</b>	<b>Wetland Management</b>
	<p><b>OFFICER PRESENTATION</b> Ian Davis – Manager Parks and Environment and Blair Bloomfield A/ Environmental Programs Coordinator</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Marten Tieleman – Director of Corporate Services - Proximity Interest in Accordance with the Act Cr Nicholson - Proximity Interest in Accordance with the Act</p> <p><b>NOTES FROM FORUM</b> Elected Members requested a further clarification on the number of hours of work given by the employees in the field. This information will be provided to the Elected Members in the Elected Members Bulletin. General discussion also took place regarding the item and officer recommendation.</p>

<b>T11/3280</b>	<b>360L Bin Trial – Introduction Of The 360 Litre Recycling Bin</b>
	<p><b>OFFICER PRESENTATION</b> Phillip Adams – Manager Operation Services</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

At 8.51pm Mr Adams left the meeting.

At 8.55pm Ms Tranchita left the meeting and returned at 8.59pm.

At 8.59pm Cr Pazolli left the meeting and returned at 9.03pm.

<b>T11/3281</b>	<b>Technical Service – Policy Review</b>
	<p><b>OFFICER PRESENTATION</b> Paul Kellick – Manager Asset Management</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

<b>D11/8042</b>	<b>Community Development – Policy Review</b>
	<p><b>OFFICER PRESENTATION</b> Christine Young – Director of Community Development</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

<b>C11/5000</b>	<b>Common Seal Register</b>
	<p><b>OFFICER PRESENTATION</b> Marten Tieleman - Director Corporate Services</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> No discussion took place regarding the item and officer recommendation.</p>

<b>C11/5209</b>	<b>Adoption of The Proposed Amendments to the City of Melville Local Government Property Local Law 2010</b>
	<p><b>OFFICER PRESENTATION</b> Jeff Clark – Governance and Compliance Program Manager</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

<b>C11/5211</b>	<b>Council Meeting Cycle</b>
	<p><b>OFFICER PRESENTATION</b> Jeff Clark – Governance and Compliance Program Manager</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

<b>C11/6000</b>	<b>Investment Statements October 2011</b>
	<p><b>OFFICER PRESENTATION</b> Marten Tieleman - Director Corporate Services</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

<b>C11/6001</b>	<b>Schedule of Accounts October 2011</b>
	<p><b>OFFICER PRESENTATION</b> Marten Tieleman - Director Corporate Services</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> General discussion took place regarding the item and officer recommendation.</p>

<b>C11/6002</b>	<b>Financial Statements October 2011</b>
	<p><b>OFFICER PRESENTATION</b> Marten Tieleman - Director Corporate Services</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> No discussion took place regarding the item and officer recommendation.</p>

## **8. CLOSURE**

There being no further business, His Worship the Mayor closed the Agenda Briefing Forum at 9.30pm.