

**NOTES
OF THE
AGENDA BRIEFING FORUM
HELD ON
1 NOVEMBER 2011
COMMENCED 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 Agenda Briefing Forum should be read in conjunction with the [Agenda for the Ordinary Meeting of Council](#) to be held on 15 November 2011.

DISTRIBUTED: 4 November 2011

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Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 1 November 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 B Kinnell, Cr R Hill
Cr N Foxton, Cr M Reynolds
Cr S Taylor – Rees ,Cr J Barton

WARD

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

2. IN ATTENDANCE

Dr S Silcox
Mr M Tieleman
Ms C Young
Mr S Cope
Mr J Christie
Mr L Hitchcock
Mr P Prendergast

Mr G Ponton (until 8.35pm)
Mr I Davis (until 8.45pm)
Ms A Templeton (until 8.35pm)
Mr T Cahoon (until 7.26pm)
Mr J Clark
Ms R Parks (until 7.26pm)
Ms S Tranchita
Ms R Brand

Chief Executive Officer
Director Corporate Services
Director Community Development
Director Urban Planning
Director Technical Services
Executive Manager Legal Services
Manager Planning and Development
Services
Manager Strategic Urban Planning
Manager Parks and Environment
Planning Services Coordinator
Manager Health and Lifestyle Services
Governance and Compliance Manager
A/Community Recreation Coordinator
Minute Secretary
Business Trainee

There were no people from the Media in attendance and four members of the public 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****4. QUESTION TIME**

Nil

5. DISCLOSURES OF INTEREST

P11/3270 - Cr Robartson - Financial Interest

6. DEPUTATIONS

D11/8041 - Mr Bill Thomas (President) & Mr Clem Gannon - Speaking on behalf of Blue Gum Park Tennis Club

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 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 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. AGENDA ITEMS FOR PRESENTATION

At 6.37pm His Worship the Mayor requested that item D11/8041 be brought forward for discussion.

D11/8041	Community Sport and Recreation Facilities Funding
	<p>OFFICER PRESENTATION Renaë Parks – Acting Community Recreation Coordinator and Todd Cahoon - Manager Health and Lifestyle Services</p> <p>DEPUTATION PRESENTATION/S From 6.38pm until 6.47pm a deputation was heard from Mr Thomas and Mr Gannon of the Blue Gum Park Tennis Club.</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

At 7.26pm the meeting reverted back to normal order of the agenda.

At 7.26pm Ms Parks and Mr Cahoon left the meeting.

At 7.26pm Cr Pazolli left the meeting and returned at 7.28pm.

P11/3265	Three Storey Single House at Lot 10 (20) Blackwall Reach Parade, Bicton
	<p>OFFICER PRESENTATION Peter Prendergast – Manager Planning and Development 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>

P11/3266	Construction of a Three Storey Dwelling at 31 The Esplanade, Mount Pleasant
	<p>OFFICER PRESENTATION Peter Prendergast – Manager Planning and Development Services</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members enquired whether there was a need for an additional condition relating to containing all rubbish on the site during construction including procedures relating to rubbish disposal and clean up from construction sites. This information will be provided to Elected Members in the Elected Members Bulletin. General discussion also took place regarding the item and officer recommendation.</p>

P11/3268	Change of Use from 'Office' to 'Small Bar' at Lot 1 (884) Canning Highway, Applecross
	<p>OFFICER PRESENTATION Peter Prendergast – Manager Planning and Development Services</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members enquired how the City will track the sharing of bays in the vicinity and why the Canning Bridge Vision was being used as a justification of the proposal when Council was told at the time of its adoption it would not be used for this purpose. The Director Urban Planning is to provide further information relating to the assessment of the car parking shortfall and the above matters. Elected Members also queried the car parking layout shown on the plan being different from that shown in the aerial photograph. The Manager Planning and Development Services will clarify and respond prior to the November Ordinary Meeting of the Council. Elected Members requested copies of the documentation received from the Department of Transport and Main Roads relating to the above application. This information will be provided to Elected Members in the Elected Members Bulletin. General discussion also took place regarding the item and officer recommendation.</p>

At 8.04pm Cr Reynolds left the meeting and returned at 8.06pm.

P11/3267	Initiation of Amendment No. 62 to Community Planning Scheme No.5 – Rezoning of 44 Moolyeen Road and 26 Madden Way, Brentwood from ‘Living Area BT2’ to ‘Community Centre CCR Precinct’
	<p>OFFICER PRESENTATION Amanda Templeton - Planning Services 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>

At 8.09pm Cr Nicholson left the meeting and returned at 8.14pm.

P11/3269	Naming of Slip Road Accessed from Garling Street, Willagee
	<p>OFFICER PRESENTATION Amanda Templeton - Planning Services 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>

At 8.13pm Cr Robartson left the meeting having declared a financial interest in item P11/3270.

P11/3270	Final Adoption of Urban Planning Policy – RAAFA Master Plan For 2-10 Bull Creek Drive, Bull Creek
	<p>OFFICER PRESENTATION Amanda Templeton - Planning Services Coordinator</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Cr Robartson – Financial Interest</p> <p>NOTES FROM FORUM No discussion took place regarding the item and officer recommendation.</p>

At 8.18pm Cr Robartson returned to the meeting.

P11/3271	Murdoch Activity Centre – Interim Access and Parking Policy
	<p>OFFICER PRESENTATION Gavin Ponton – Manager Strategic Urban Planning</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested information regarding State Government dwelling targets and how they may be achieved throughout the City of Melville, noting the latest population forecasts and opportunities for new dwellings in key centres. This information will be provided to Elected Members in the Elected Members Bulletin. General Discussion also took place regarding the item and officer recommendation.</p>

At 8.23pm Mr Tieleman left the meeting and returned at 8.27pm.
At 8.35pm Mr Ponton and Ms Templeton left the meeting.

T11/3264	Endorsing Changes to the Environmental Policy
	<p>OFFICER PRESENTATION Ian Davis – Manager Parks and 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 8.45pm Mr Davis left the meeting.

C11/5198	Election of Representatives to Occasional, Advisory, Local Government and Community Committees
	<p>OFFICER PRESENTATION Jeff Clark – Governance and Compliance Program Manager</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested information on the interest of Councillors to nominate for a position on the Community Committees. This information will be provided to Councillors via email prior to the next Council meeting. Elected Members requested further information stating when and what time Committees occur .This information will be provided in the Elected Members distribution. General discussion also took place regarding the item and officer recommendation</p>

C11/5199	Policy Review – Corporate Services
	<p>OFFICER PRESENTATION Jeff Clark – Governance and Compliance Program Manager</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested information regarding the changes made to the Policies be highlighted and provided to Councillors via Elected Members Bulletin. Elected Members requested the Director of Corporate Services to provide advice as to whether a tax deductible relief fund would be possible in relation to Council Policy CP-022 (Disaster Appeals). General discussion also took place regarding the item and officer recommendation.</p>

At 9.08 Cr Reidy left the meeting and returned at 9.10pm.

C11/5000	Common Seal Register
	<p>OFFICER PRESENTATION – IF REQUESTED Marten Tieleman - 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>

C11/6000	Investment Statements September 2011
	<p>OFFICER PRESENTATION– IF REQUESTED Marten Tieleman - 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>

C11/6001	Schedule of Accounts September 2011
	<p>OFFICER PRESENTATION– IF REQUESTED Marten Tieleman - 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>

C11/6002	Financial Statements September 2011
	<p data-bbox="395 331 1011 398">OFFICER PRESENTATION– IF REQUESTED Marten Tieleman - Director Corporate Services</p> <p data-bbox="395 434 785 501">DEPUTATION PRESENTATION/S Nil</p> <p data-bbox="395 537 730 604">DISCLOSURE OF INTEREST Nil</p> <p data-bbox="395 640 1353 707">NOTES FROM FORUM 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 9.41pm.