

**NOTES
OF THE
AGENDA BRIEFING FORUM
HELD ON
5 JUNE 2012
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 19 June 2012.

DISTRIBUTED: 8 June 2012

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Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 5 June 2012 commencing at 6.30pm.

AGENDA BRIEFING FORUM BRIEFING NOTES

1. PRESENT

His Worship the Mayor, Russell Aubrey

COUNCILLORS

Cr C Robartson(Deputy Mayor)
Cr N Pazolli, Cr P Reidy
Cr D Macphail
Cr J Barton, Cr S Taylor-Reese
Cr B Kinnell, Cr R Hill
Cr M Reynolds, Cr N Foxtton
Cr, Cr R Willis

WARD

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

2. IN ATTENDANCE

Mr J Christie
Mr M Tieleman
Ms L Hartill
Mr S Cope
Mr P Kellick
Mr J Clark

Mr L Hitchcock
Mr P Prendergast (from 8.06pm)

Mr G Ponton (until 8.22pm)
Mr J Bird (from 7.35pm until 8.20pm)
Mr B Kelly (from 7.35pm until 8.20pm)
Mr B McInnes (from 7.15pm until 8.08pm)
Mr P Adams (from 7.15pm until 8.08pm)
Mr B Taylor (from 7.20pm)

Ms S Tranchita

A/Chief Executive Officer
Director Corporate Services
A/Director Community Development
Director Urban Planning
A/Director Technical Services
Governance and Compliance Program
Manager
Executive Manager Legal Services
Manager Planning and Development
Services
Manager Strategic Urban Planning
Manager Parks and Environment
Environmental Programs Coordinator
Waste Services Coordinator
Manager Operations Services
Manager Information, Technology &
Support
Minute Secretary

There was one person from the Media in attendance and 15 people present in the public gallery at the commencement of the Agenda Briefing Forum.

3. APOLOGIES AND APPROVED LEAVE OF ABSENCE**3.1 APOLOGIES**

Cr A Nicholson - City Ward

3.2 APPROVED LEAVE OF ABSENCE

Nil

4. QUESTION TIME

Nil

5. DISCLOSURES OF INTEREST

Nil

6. APPLICATIONS FOR NEW LEAVES OF ABSENCE

Cr A Nicholson – City Ward
Cr C Robartson – Bull Creek-Leeming Ward

7. DEPUTATIONS

P12/3313 - Draft Vision for the Riseley Centre – Feedback from Community Forums and Centre Structure Plan Mr Bob Peters, and Mr Richard Gusterson – Residents in the area of Ardross.

8. 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 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.

At 6.34pm Cr Willis moved, seconded Cr Macphail -

That the application for a new leave of absence submitted by Cr A Nicholson on 5 June 2012 be granted.

At 6.34pm the Mayor submitted the motion which was declared

CARRIED (12/0)

9. AGENDA ITEMS FOR PRESENTATION

At 7.15pm Mr McInnes and Mr Adams entered the meeting.

At 7.20pm Mr Taylor entered the meeting.

P12/3313	Draft Vision for the Riseley Centre – Feedback from Community Forums and Centre Structure Plan
	<p>OFFICER PRESENTATION Gavin Ponton – Manager Strategic Urban Planning</p> <p>DEPUTATION PRESENTATION/S From 6.39pm until 6.51pm a deputation was heard from Mr Peters, and Mr Gusterson – residents in the area of Ardross.</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

At 7.30pm Cr Reidy and Mr Kellick left the meeting.

At 7.32pm Cr Reidy and Mr Kellick returned to the meeting.

At 7.35pm Mr Bird and Mr Kelly entered the meeting.

P12/3315	Policy Review – CP - 005 – Land and Property Retention, Disposal and Acquisition
	<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 General discussion took place regarding the item and officer recommendation.</p>

At 8.06pm Mr Prendergast entered the meeting.

T12/3300	Weekly Recycling Review
	<p>OFFICER PRESENTATION Brett McInnes – Waste Services Coordinator and Phillip Adams - Manager Operation 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>

T12/3311	Joiner Street Path Petition
	<p>OFFICER PRESENTATION Paul Kellick – A/Director Technical 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>

T12/3312	Climate Change Adaptation plan
	<p>OFFICER PRESENTATION Ben Kelly – Environmental Programs 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 8.20pm Mr Kelly and Mr Bird left the meeting.

T12/3316	Review of Waste Disposal Options
	<p>OFFICER PRESENTATION John Christie – A/Chief Executive Officer</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>

C12/5000	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>

C12/6000	Investment Statements
	<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>

C12/6001	Schedule of Accounts April 2012
	<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>

C12/6002	Financial Statements April 2012
	<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>

At 8.33pm moved Cr Macphail, seconded Cr Reidy -

That the meeting be closed to the public to permit discussion on a confidential matter (Item P12/3314 which relates to Draft Murdoch Specialised Activity Centre Structure Plan covered under Section 5.23 (2) (c) of the Local Government Act 1995.

At 8.33pm the Mayor submitted the motion, which was declared

CARRIED (12/0)

At 8.56pm Cr Pazolli left the meeting and returned at 8.59pm.

P12/3314	Confidential Item - Draft Murdoch Specialised Activity Centre Structure Plan
	<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 General discussion took place regarding the item and officer recommendation.</p>

At 9.01pm Cr Reidy moved, seconded Cr Taylor–Rees -

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

At 9.01pm the Mayor submitted the motion, which was declared.

CARRIED (12/0)

No members of the media or public gallery returned to the meeting.

At 9.02pm Cr Willis moved, seconded Cr Reidy -

That the application for a new leave of absence submitted by Cr C Robartson on 5 June 2012 be granted.

At 9.02pm the Mayor submitted the motion which was declared.

CARRIED (12/0)

There being no further business, the Mayor declared the Forum closed at 9.02pm.