

**NOTES
OF THE
AGENDA BRIEFING FORUM
HELD ON
2 OCTOBER 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 16 October 2012.

DISTRIBUTED: 5 October 2012

CONTENTS PAGE

	Item Description	Page Number
URBAN PLANNING		
P12/3341	Change of Use: Residential to Consulting Room, and Signage and Additions to Existing Building on Lot 36 (1) Shea Grove, Leeming	6
P12/3342	Closure of Portion of Pedestrian Accessway Adjacent to 11 Brian Avenue and the Kwinana Freeway, Mount Pleasant	8
P12/3343	Finalisation 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	8
P12/3344	Murdoch Activity Centre Draft Structure Plan – Consultation Phase	9
TECHNICAL SERVICES		
Nil		
COMMUNITY DEVELOPMENT		
Nil		
MANAGEMENT SERVICES		
M12/5255	City of Melville Annual Report 2011-2012	9
CORPORATE SERVICES		
C12/5249	Policy Review – Severance Policy	10
C12/5246	Appointment of External Member of Financial Management, Audit, Risk and Compliance Committee	10
C12/5254	Recording Council Meetings	11
C12/6049	Ardross West Underground Power Project Service Charge Concessions for 13 Properties in Hickey Street, Ardross	11
C12/6050	Attadale South Underground Power Project Specified Area Rate Request for Concessions for the Commercial Properties in Hislop Road-Ince Road Commercial Centre	7
C12/5000	Common Seal Register	12
C12/6000	Investment Statements	12
C12/6001	Schedule of Accounts August 2012	13
C12/6002	Financial Statements August 2012	13



Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 2 October 2012 commencing at 6.30pm.

AGENDA BRIEFING FORUM BRIEFING NOTES

1. PRESENT

COUNCILLORS

His Worship the Mayor R Aubrey
Cr N Pazolli
Cr D Macphail, Cr A Nicholson
Cr R Hill, Cr R Kinnell
Cr N Foxtton, Cr M Reynolds (until 8.47pm)
Cr R Willis

WARD

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

2. IN ATTENDANCE

Dr S Silcox
Mr M Tieleman
Mr S Cope
Mrs C Young
Mr J Cameron
Mr L Hitchcock
Mr W Schaefer (until 8.03pm)
Mr G Ponton (until 8.45pm)
Mr H Shigeyoshi (until 8.34pm)
Ms K Johnson (from 7.15pm until 9.00pm)

Ms A Templeton (until 7.32pm)

Mr J Clark

Mr N Fimmano

Ms J Paparella
Ms K Elliss

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

At the commencement of the meeting there were 23 members of the public and one member from the media in the public gallery.

3. APOLOGIES AND APPROVED LEAVE OF ABSENCE

3.1 APOLOGIES

Mr J Christie - Director Technical Services

3.2 APPROVED LEAVE OF ABSENCE

Cr C Robartson (Deputy Mayor)	Bull Creek/Leeming
Cr J Barton	Bicton/Attadale
Cr S Taylor-Rees	Bicton/Attadale
Cr P Reidy	Applecross/Mt Pleasant

4. QUESTION TIME

Nil

5. DISCLOSURES OF INTEREST

Nil

6. APPLICATIONS FOR NEW LEAVES OF ABSENCE

Nil

6. DEPUTATIONS

- P12/3341 - Mr Gorki Bogdanich – Principal Architect, Archetype Design Studio - Design Architect for the project.
- P12/3341 - Mr N Schreiber and Ms N Nicholson of Westminster Road, Leeming – Representing Residents.
- C12/6050 - Representatives (Mr P Davies & Mr A Sewell) for five owners of commercial properties in Hislop Road - ratepayers objecting to the imposition of underground power specified area rate on their properties.

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 Presiding Member 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.

8. AGENDA ITEMS FOR PRESENTATION

At 6:32pm His Worship the Mayor requested that item C12/6050 be brought forward.
At 6.36pm a member from the Media entered the Public Gallery.

<p>P12/3341</p>	<p>Change of Use: Residential to Consulting Room, and Signage and Additions to Existing Building on Lot 36 (1) Shea Grove, Leeming</p>
	<p>OFFICER PRESENTATION Amanda Templeton, Planning Services Coordinator</p> <p>DEPUTATION PRESENTATION/S From 6.34pm to 6.53pm a deputation was heard from Mr N Schreiber and Ms N Nicholson of Westminster Road, Leeming – Representing Residents From 6.53pm to 7.09pm a deputation was heard from Mr Gorki Bogdanich – Principal Architect, Archetype Design Studio - Design Architect for the project.</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested further information regarding statistics on other Medical Practices such as Parry Avenue & Winthrop Medical Practice. Elected Members also requested further information whether the medical practice will be restricted to the local community. This information will be distributed in the Elected Members Bulletin. General discussion also took place regarding the item and officer recommendation.</p>

At 7.32pm Ms A Templeton left the meeting.
Item C12/6050 was brought forward

C12/6050	Attadale South Underground Power Project Specified Area Rate Request for Concessions for the Commercial Properties in Hislop Road-Ince Road Commercial Centre
	<p>OFFICER PRESENTATION Marten Tieleman, Director Corporate Services</p> <p>DEPUTATION PRESENTATION/S From 7.32pm to 7.38pm a deputation was heard from representatives (Mr P Davies & Mr A Sewell) for the owners of five commercial properties in Hislop Road - ratepayers objecting to the imposition of underground power specified area rate on their properties.</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

At 7.53pm Dr Silcox left the meeting and returned at 7.54pm.

At 8.03pm the meeting reverted to the normal Agenda.

P12/3342	Closure of Portion of Pedestrian Accessway Adjacent to 11 Brian Avenue and the Kwinana Freeway, Mount Pleasant
	<p>OFFICER PRESENTATION Gavin Ponton, Manager Strategic Urban Planning Will Schaefer, Strategic Urban Planner</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 8.03pm Mr Schaefer left the meeting.

At 8.09pm Cr Macphail left the meeting and returned at 8.11pm.

At 8.20pm Cr Willis left the meeting and returned at 8.22pm.

P12/3343	Finalisation 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
	<p>OFFICER PRESENTATION Hideyuki Shigeyoshi, Senior Planning 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>

At 8.30pm His Worship the Mayor adjourned the meeting.
At 8.34pm Mr Shigeyoshi left the meeting.
At 8.35pm the meeting resumed.

P12/3344	Murdoch Activity Centre Draft Structure Plan – Consultation Phase
	<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 8.45pm Mr Ponton left the meeting.
At 8.47pm Cr Reynolds left the meeting.

M12/5255	City of Melville Annual Report 2011-2012
	<p>OFFICER PRESENTATION Kylie Johnson, Executive Manager Organisational Development</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested a reformatted copy of the Annual Report as some text was unclear. General discussion took place regarding the item and officer recommendation.</p>

C12/5249	Policy Review – Severance Policy
	<p>OFFICER PRESENTATION Kylie Johnson, Executive Manager Organisational Development</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 9.00pm Ms Johnson left the meeting.

C12/5246	Appointment of External Member of Financial Management, Audit, Risk and Compliance Committee
	<p>OFFICER PRESENTATION Jeff Clark, Governance & Compliance Program Manager</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>

C12/5254	Recording of Council Meetings
	<p>OFFICER PRESENTATION Jeff Clark, Governance & Compliance Program Manager</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 9.13pm a member of the media left the meeting

C12/6049	Ardross West Underground Power Project Service Charge Concessions for 13 Properties in Hickey Street, Ardross
	<p>OFFICER PRESENTATION 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>

C12/5000	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 Elected Members requested further information regarding Management Conditions, and a copy of the licence of the Deed of Extension to the Management License for Nulsen. This information will be distributed in the Elected Members Bulletin. General discussion also 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 Elected Members requested a copy of an analysis of the City's investments in Collateralized Debt Obligations be provided. This information will be distributed in the Elected Members Bulletin. General discussion took place regarding the item and officer recommendation.</p>

C12/6001	Schedule of Accounts August 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 Elected Members requested further information regarding the amount paid to McLeods for \$14,000 a breakdown of expenditure to GHD and a breakdown of the amount paid to the Southern Metropolitan Regional Council in August. This information will be distributed in the Elected Members Bulletin. General discussion took place regarding the item and officer recommendation.</p>

C12/6002	Financial Statements August 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 9.27pm Cr Macphail moved, seconded Cr Willis -

That the application for a new leave of absence submitted by Cr Reynolds on 2 October 2012 be granted.

At 9.27pm the Mayor submitted the motion which was declared

CARRIED (8/0)

There being no further business, His Worship The Mayor Closed the Agenda Briefing Forum at 9.28pm.