

**NOTES OF THE  
AGENDA BRIEFING FORUM  
HELD ON  
TUESDAY 7 MAY 2013  
COMMENCED AT 6.30PM  
AT THE MELVILLE CIVIC CENTRE  
2<sup>ND</sup> FLOOR IN THE COUNCIL CHAMBERS  
10 ALMONDBURY ROAD, BOORAGOON**

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Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday 7 May 2013 commencing at 6.30pm.

## 1. OFFICIAL OPENING

His Worship the Mayor welcomed those in attendance to the meeting and declared the meeting open at 6.30pm. Mr Jeff Clark, A/Manager Information Technology and Support, read aloud the Disclaimer that is on the front page of these Notes and then His Worship the Mayor, read aloud the following Affirmation of Civic Duty and Responsibility.

### **Affirmation of Civic Duty and Responsibility**

I make this Affirmation in good faith on behalf of Elected Members and Officers of the City of Melville. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the City's Code of Conduct and Standing Orders to ensure the efficient, effective and orderly decision making within this forum.

## **AGENDA BRIEFING FORUM BRIEFING NOTES**

### 2. PRESENT

His Worship the Mayor, Russell Aubrey

#### **COUNCILLORS**

Cr D Macphail (Deputy Mayor)  
Cr P Reidy  
Cr A Nicholson  
Cr J Barton, Cr S Taylor-Rees  
Cr R Hill  
Cr M Reynolds, Cr N Foxtan  
Cr C Robartson, Cr R Willis

#### **WARD**

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

### 3. IN ATTENDANCE

Dr S Silcox	Chief Executive Officer
Mrs C Young	Director Community Development
Mr M Tieleman	Director Corporate Services
Mr P Kellick	A/Director Technical Services
Mr S Cope	Director Strategic Urban Planning
Mr J Bird (until 7.11pm)	Manager Parks and Environment
Ms D Whyte (until 7.24pm)	Senior Management Accountant
M J Clark	A/Manager Information Technology and Support
Mr N Fimmano	A/Governance & Compliance Program Manager
Ms S Tranchita	Minute Secretary

At the commencement of the meeting there were two members of the public and one member from the Press in the Public Gallery.

**4. APOLOGIES AND APPROVED LEAVE OF ABSENCE****4.1 APOLOGIES**

Cr R Kinnell Palmyra/Melville/Willagee Ward

**4.2 APPROVED LEAVE OF ABSENCE**

Cr N Pazolli Applecross/Mount Pleasant Ward

**4.3 APPLICATIONS FOR NEW LEAVES OF ABSENCE**

Nil

**5. QUESTION TIME**

Nil

**6. DISCLOSURE OF INTEREST**

C13/6058 – Annual Review of Fees and Charges - Cr R Hill – Interest under the Code of Conduct

**7. DEPUTATIONS**

Nil

**8. BUSINESS****WELCOME**

Mayor Russell Aubrey welcomed Mayor Howlett and Mrs Howlett from the City of Cockburn to the meeting

## **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 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.**

**9. AGENDA ITEMS FOR PRESENTATION**

General discussion took place regarding the item and Officer Recommendation.

<b>P13/3391</b>	<b>Road Reserve Dedication Concurrence, Murdoch Drive and South Street, Murdoch</b>
	<p><b>OFFICER PRESENTATION– IF REQUESTED</b> Steve Cope – Director Urban Planning</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 queried whether the works being carried out to the intersection of Murdoch Drive and South Street, Murdoch will have an impact on the cycle facilities. 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>

<b>T13/3385</b>	<b>Technical Services Policy Review</b>
	<p><b>OFFICER PRESENTATION</b> Jeff Bird – Manager Parks and Environment</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 that the Verge Treatment Policy include that when synthetic turf is used, that a porous base material is utilised. In addition it was asked that the Street Tree Policy include the following; on streets next to bushland area the City will where possible, plant trees endemic to the area. 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>

<b>T13/3390</b>	<b>Wireless Hill Project Status</b>
	<p><b>OFFICER PRESENTATION</b> Paul Kellick – A/Director Technical Services</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 further information regarding the cost of bin surrounds in the Wireless Hill Business Case including the actual cost paid for these items in Stage one contract works. 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 7.11pm Mr Bird and a member of the media leave the meeting.  
At 7.22pm Cr Macphail leaves the meeting and returns at 7.23pm.

<b>C13/6058</b>	<b>Annual Review of Fees and Charges</b>
	<p><b>OFFICER PRESENTATION</b> Debbie Whyte – Senior Management Accountant</p> <p><b>DEPUTATION PRESENTATION/S</b> Cr R Hill – Interest under the Code of Conduct</p> <p><b>DISCLOSURE OF INTEREST</b> Nil</p> <p><b>NOTES FROM FORUM</b> Elected Members requested further information relating to charges for sporting clubs whose season lasts for a whole year. 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>

<b>C13/5291</b>	<b>Review of City of Melville Delegated Authority Manual</b>
	<p><b>OFFICER PRESENTATION</b> Jeff Clark – A/Manager Information Technology and Support</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>C13/5000</b>	<b>Common Seal Register</b>
	<p><b>OFFICER PRESENTATION – IF REQUESTED</b> Jeff Clark – A/Manager Information Technology and Support</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>C13/6000</b>	<b>Investment Statements March 2013</b>
	<p><b>OFFICER PRESENTATION– IF REQUESTED</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>C13/6001</b>	<b>Schedule of Accounts March 2013</b>
	<p><b>OFFICER PRESENTATION– IF REQUESTED</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> Elected Members requested a breakdown of the payment of \$955,420.83 to the Southern Metropolitan Regional Council. 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>

<b>C13/6002</b>	<p><b>Financial Statements</b></p> <p><b>OFFICER PRESENTATION– IF REQUESTED</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>
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### **APPLICATIONS FOR NEW LEAVES OF ABSENCE**

At 7.45pm Cr Macphail moved, seconded Cr Willis -

**That the application for new leave of absence submitted by Cr M Reynolds, on 7 May 2013 be granted.**

At 7.45pm the Mayor submitted the motion which was declared

**CARRIED (11/0)**

### **10. CLOSURE**

There being no further business, His Worship the Mayor declared the Forum closed at 7.56pm.