

**NOTES OF THE
AGENDA BRIEFING FORUM
HELD ON
TUESDAY 25 NOVEMBER 2014
COMMENCING AT 6.30PM
AT THE MELVILLE CIVIC CENTRE
2ND 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: 28 November 2014

CONTENTS PAGE

	Item Description	Page Number
URBAN PLANNING		
P14/3574	Two Storey (With Undercroft) Single House at Lot 1 (No. 4) Blackwall Reach Parade, Bicton	9
P14/3575	Two Storey (With Undercroft) Single House at Lot 1 (No. 14) Reserve Street, Bicton	9
P14/3576	Three Storey Single House at Lot 2 (No. 496A) Canning Highway, Attadale	8
P14/3577	Retrospective Planning Application for a Change of Use from 'Showroom/Warehouse' to 'Motor Vehicle Repair' and Signage at 5/5-7 Pitt Way, Booragoon	10
P14/3578	Final Adoption of the Names for the Five Laneways within the Riseley Centre	10
TECHNICAL SERVICES		
T14/3573	Supply of Tree Pruning Services within the City of Melville (CO11/14)	12
COMMUNITY DEVELOPMENT		
CD14/8063	Pacific/Australian Safe Communities Designation	12
CD14/8064	Proposed New Library / Cultural Facility – Melville City Centre	13
MANAGEMENT SERVICES		
M14/5402	Adoption of the Proposed Repeal of City of Melville Local Law Relating to Signs, Hoardings and Billpostings	13
M14/5000	Common Seal Register	14
CORPORATE SERVICES		
C14/6077	Review of Council Policy CP-023 Procurement of Products and Services	14
C14/6000	Investment Statements for October 2014	15
C14/6001	Schedule of Accounts Paid for October 2014	15
C14/6002	Statements of Financial Activity for October 2014	16



NOTICE OF AGENDA BRIEFING FORUM

Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday 25 November 2014, commenced at 6:30pm

1. OFFICIAL OPENING

The Presiding Member welcomed those in attendance to the meeting and declared the meeting open at 6.30pm. Mr Jeff Clark, Governance and Compliance Program Manager, read aloud the Purpose of the Agenda Briefing Forum and the Disclaimer and then His Worship the Mayor read aloud the following Affirmation of Civic Duty and Responsibility and advised that the meeting was being recorded for minute taking purposes.

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. ELECTED MEMBERS PRESENT

His Worship the Mayor, Russell Aubrey

COUNCILLORS

Cr N Foxton, Cr M Reynolds
Cr N Pazolli, Cr C Schuster
Cr J Barton, Cr S Taylor-Rees
Cr D Macphail, Cr R Aubrey
Cr R Hill, Cr P Phelan
Cr R Willis (from 7.53pm)
Cr C Robartson

WARD

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

3. IN ATTENDANCE

Staff in Attendance:

Dr S Silcox	Chief Executive Officer
Mr M Tieleman	Director Corporate Services
Mr J Christie	Director Technical Services
Mr S Cope	Director Strategic Urban Planning
Ms C Young	Director Community Development
Mr L Hitchcock	Executive Manager Legal Services
Mr J Clark	Governance & Compliance Program Manager
Mr B Dawkins (from 9.10pm until 9:21pm)	Manager Neighbourhood Amenity
Ms J Wardell-Johnson (from 7.12pm until 8:36pm)	A/Planning Services Coordinator
Mr P Prendergast (from 7.12pm until 8:36pm)	Manager Statutory Planning
Ms L Reid (from 9.21pm until 9:48pm)	Manager Cultural Services
Mr J Bird (from 8.36pm until 9:10pm)	Manager Parks & Environment
Mr N Fimmano	Governance and Property Officer
Mrs C Newman	Minute Secretary

At the commencement of the meeting there were eight members of the public and no member of the Press in the Public Gallery.

4. APOLOGIES AND APPROVED LEAVE OF ABSENCE

4.1 APOLOGIES

Cr R Willis Bull Creek / Leeming, for late arrival.

4.2 APPROVED LEAVE OF ABSENCE

Nil

5. APPLICATIONS FOR NEW LEAVES OF ABSENCE

Nil

6. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) AND DECLARATIONS BY MEMBERS

6.1 DECLARATIONS BY MEMBERS WHO HAVE NOT READ AND GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTED BEFORE THE MEETING

Nil

6.2 DECLARATIONS BY MEMBERS WHO HAVE RECEIVED AND NOT READ THE ELECTED MEMBERS BULLETIN.

Nil

7. QUESTION TIME

7.1 Karl Kelers, Alfred Cove.

Question

Why is the Council planning to relocate the Melville Bowling Club, an iconic “age friendly” sporting institution that has served the community very well for some sixty years?

Response

The Chief Executive Officer responded by advising that all changes were in the interest of obtaining better outcomes and efficiency gains in a sporting context and that all City of Melville assets are under review to maximise benefits for the community.

7.2 Cliff & Patricia Tarrant, Alfred Cove.

Question

Why were we the rate-payers not informed about relocating the Bowls (sic) Club? Most of the homes have been sub-divided, more traffic in our streets, especially on sport days. We elected you in, to serve us in this “Age Friendly Institution”.

Response

The Director Community Development responded by advising that the City of Melville was working with key stakeholders with regard to the upgrade of the Tompkins Park Sporting Complex and the possible relocation of the Bowls Club to that centre. The Bowls Club had given their commitment to work towards that goal and officers are currently considering design options before going to the public. At this point, no determination of land use has been made. The sporting complex upgrade will include the inclusion of more parking on-site.

8. DISCLOSURE OF INTEREST

P14/3575 – Cr Barton – Interest under the Code of Conduct

P14/3575 – Cr S Taylor-Rees – Interest under the Code of Conduct

9. DEPUTATIONS

P14/3576 Mrs E Chappell and Mr J & Mrs S Olszowy

Mr S Gorman

P14/3574 Ms A Iliades

10. PETITIONS

Nil

11. IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

12. REQUEST OF ITEMS BROUGHT FORWARD

P14/3576 Three Storey Single House at Lot 2 (No. 496A) Canning Highway,
Attadale

P14/3574 Two Storey (With Undercroft) Single House at Lot 1 (No. 4) Blackwall
Reach Parade, Bicton

13. REPORTS BY THE CHIEF EXECUTIVE OFFICER

Nil

14. BUSINESS

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.

15. AGENDA ITEMS FOR PRESENTATION

At 6.43pm the Mayor requested that items P14/3576 and P14/3574 be brought forward for discussion.

At 7:12pm Cr Schuster left the meeting, and returned at 7:15pm.

P14/3576	Three Storey Single House at Lot 2 (No. 496A) Canning Highway, Attadale
	<p>OFFICER PRESENTATION Peter Prendergast – Manager Statutory Planning Joanne Wardell-Johnson – A/Planning Services Coordinator</p> <p>DEPUTATION PRESENTATION/S From 6:35pm until 6.57pm a deputation was heard from Mrs E Chappell and Mr J & Mrs S Olszowy, who are neighbours to the development.</p> <p>From 6:57pm until 7.10pm a deputation was heard from Mr S Gorman, who is the architect for the project.</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested further information on other options for screening rather than obscure glass and this information will be provided in the Elected Members Bulletin. General discussion also took place regarding the item and officer recommendation.</p>

At 7:53pm Cr Willis entered the meeting.

P14/3574	Two Storey (With Undercroft) Single House at Lot 1 (No. 4) Blackwall Reach Parade, Bicton
	<p>OFFICER PRESENTATION Joanne Wardell-Johnson – A/Planning Services Coordinator Peter Prendergast – Manager Statutory Planning</p> <p>DEPUTATION PRESENTATION/S At 7:42pm until 7.46pm a deputation was heard from Ms A liades, representing Giorgi, Exclusive Homes for the applicant.</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members enquired as to the distance along the building before it complied with the 8m eave requirement, and as to the land title of the property relating to a “common” driveway. This information will be provided in the Elected Member Bulletin. General discussion also took place regarding the item and officer recommendation.</p>

At 8:03pm Ms Young left the meeting, and returned at 8:05pm.

At 8:09pm Mr Christie left the meeting, and returned at 8:12pm.

P14/3575	Two Storey (With Undercroft) Single House at Lot 1 (No. 14) Reserve Street, Bicton
	<p>OFFICER PRESENTATION Joanne Wardell-Johnson – A/Planning Services Coordinator Peter Prendergast – Manager Statutory Planning</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Cr S Taylor-Rees – Code of Conduct. Cr J Barton – Code of Conduct</p> <p>NOTES FROM FORUM General discussion took place regarding the item and officer recommendation.</p>

P14/3577	Retrospective Planning Application for a Change of use from 'Showroom/Warehouse' to 'Motor Vehicle Repair' and Signage at 5/5-7 Pitt Way, Booragoon
	<p>OFFICER PRESENTATION Peter Prendergast – Manager Statutory Planning Joanne Wardell-Johnson – A/Planning Services Coordinator</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 the officer recommendation.</p>

At 8:24pm Cr Pazolli left the meeting and returned at 8:29pm.

At 8:33pm Cr Robartson left the meeting and returned at 8:36pm

P14/3578	Final Adoption of the Names For the Five Laneways within the Riseley Centre
	<p>OFFICER PRESENTATION Peter Prendergast – Manager Statutory Planning Joanne Wardell-Johnson – A/Planning Services Coordinator</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested information on whether the naming of the lane could be delayed in order to recognise the late Mr Sarkis Petrossian. Information is being obtained from Landgate as to whether the name Petrossian would be accepted, 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 8:36pm Mr Prendergast and Ms Wardell-Johnson left the meeting.
At 8:42pm Cr Foxtton left the meeting, and returned at 8:44pm.

At 8:44pm Cr Taylor-Rees moved, seconded Cr Barton:

That the Council go behind closed doors to enable questions to be asked on the confidential attachment associated with this item.

At 8:44pm the Mayor submitted the motion which was declared

CARRIED (7/6)

Vote Result Summary	
Yes	7
No	6

Vote Result Detailed	
Cr Barton	Yes
Cr Foxtton	Yes
Cr Hill	Yes
Cr Pazolli	Yes
Cr Schuster	Yes
Cr Taylor-Rees	Yes
Cr Willis	Yes
Mayor Aubrey	No
Cr Aubrey	No
Cr Macphail	No
Cr Phelan	No
Cr Reynolds	No
Cr Robartson	No

T14/3573	Supply of Tree Pruning Services within the City of Melville CO11/14
	<p>OFFICER PRESENTATION Jeff Bird – Manager Parks and Environment</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members enquired as to the options to initiate change to the Tender legislation and whether it is normal for City of Melville staff to work alone as a staff member was seen pruning trees on their own. Information on this matter will be provided to Elected members in the Elected Members Bulletin. General discussion also took place regarding the item and officer recommendation.</p>

At 9:09pm Cr Willis moved, seconded Cr Hill:

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

At 9:09pm the Mayor submitted the motion which was declared

CARRIED UNANIMOUSLY (13/0)

At 9:10pm Mr Bird left the meeting.

At 9:10pm Cr Reynolds left the meeting and returned at 9:14pm.

At 9:10pm Mr Tieleman left the meeting and returned at 9:12pm.

At 9:15pm Cr Aubrey left the meeting and returned at 9:17pm.

CD14/8063	Pacific/Australian Safe Communities Designation
	<p>OFFICER PRESENTATION Brodie Dawkins – Manager Neighbourhood Amenity</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 9:21pm Mr Dawkins left the meeting.

At 9:30pm Cr Taylor-Rees left the meeting, and returned at 9:34pm.

CD14/8064	Proposed New Library / Cultural Facility – Melville City Centre
	<p>OFFICER PRESENTATION Leeann Reid – Manager Cultural Services</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members enquired about an opportunity to have a workshop to further discuss this matter. The CEO undertook to progress this with the Directory Community Development. Further information will be provided in the Elected Members Bulletin. General discussion also took place regarding the item and officer recommendation.</p>

At 9:48pm Ms Reid left the meeting.

M14/5402	Adoption of The Proposed Repeal of City of Melville Local Law Relating to Signs, Hoardings and Billpostings
	<p>OFFICER PRESENTATION – IF REQUESTED Jeff Clark – Governance & Compliance Program Manager</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>

M14/5000	Common Seal Register
	<p>OFFICER PRESENTATION – IF REQUESTED Jeff Clark – Governance & Compliance Program Manager</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>

C14/6077	Review of Council Policy CP-023 Procurement of Products and Services
	<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 General discussion took place regarding the item and officer recommendation.</p>

C14/6000	Investment Statements for October 2014
	<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>

C14/6001	Schedule of Accounts Paid for October 2014
	<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>

C14/6002	Statements of Financial Activity for October 2014
	OFFICER PRESENTATION – IF REQUESTED Marten Tieleman – Director Corporate Services
	DEPUTATION PRESENTATION/S Nil
	DISCLOSURE OF INTEREST Nil
	NOTES FROM FORUM No discussion took place regarding the item and officer recommendation.

11. CLOSURE

There being no further business, the Presiding Member declared the Forum closed at 9:57pm.