

**NOTES OF THE  
AGENDA BRIEFING FORUM  
HELD ON  
TUESDAY 7 JULY 2015  
COMMENCING 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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**DISTRIBUTED: 10 JULY 2015**

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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 July 2015 that 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 J Clark, Governance and Compliance Program Manager, read aloud the Disclaimer and the Purpose of the Agenda Briefing Forum and then the Mayor advised that the meeting was being recorded for minute taking purposes and 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 M Reynolds  
Cr N Pazolli  
Cr J Barton  
Cr P Phelan  
Cr R Willis (From 6.44pm)  
Cr C Robartson

### **WARD**

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

## 3. IN ATTENDANCE

Dr Shayne Silcox	Chief Executive Officer
Mr M Tieleman	Director Corporate Services
Mr G Ponton	A/Director Urban Planning
Mr J Christie	Director Technical Services
Mr L Reid	A/Director Community Development
Mr P Kellick (From 7.23 - 7.50pm)	Manager Asset Management
Mr B McInnes (From 7.23 - 7.50pm)	Waste Services Coordinator
Mr W Schaefer (Until 6.49pm)	Strategic Urban Planner
Ms K Brosztl (Until 7.03pm)	Manager Engineering Design
Mr J Clark	Governance and Compliance Program Manager
Mr N Fimmano	Governance and Property Officer

At the commencement of the meeting there was one member from the public and no member from the Press in the Public Gallery.

#### **4. APOLOGIES**

##### **4.1 APOLOGIES**

Cr S Taylor-Rees

##### **4.2 APPROVED LEAVE OF ABSENCE**

Cr N Foxtton

University Ward

Cr D Macphail, Cr R Aubrey,

City Ward

Cr C Schuster

Applecross / Mount Pleasant

#### **5. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) AND DECLARATIONS BY MEMBERS**

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

Nil.

##### **5.2 DECLARATIONS BY MEMBERS WHO HAVE RECEIVED AND NOT READ THE ELECTED MEMBERS BULLETIN.**

Nil.

#### **6. QUESTION TIME**

6.1 - Mark McLerie

Question 1

*Over the past 2 years how many significant complaints have been received by the City and did the City's Chief Executive Officer formally notify the Mayor/Council of all those complaints or has the Mayor otherwise become aware of any other significant complaints.*

Question 2

*Does the City have documented complaints policies and procedures?*

- *If so: when were they last audited and can they be made available on request or on the City's internet site.*
- *If not:*
  - *When and how does the Mayor/Council get involved in significant complaints? Presumably it is a best practice/necessary requirement in order for the Council to fulfil its role of ensuring the City's performance of its function.*
  - *How does the City receive, log, investigate, action and close out complaints?*
  - *How are complaints reported to the Chief Executive Officer/Mayor/Council?*
  - *What is the complaint escalation process; e.g. is there / what is the delineation of complaints that need to be reported to the Chief Executive Officer, Mayor and/or Council.*
  - *How does the City manage possible, real or perceived, conflicts of interests when managing complaints?*

Response

The questions were taken on notice and a written response will be provided.

**7. DISCLOSURE OF INTEREST****7.1 DISCLOSURE OF INTEREST THAT MAY CAUSE A CONFLICT**

T15/3637 – Cr Robartson – Operational Waste Collection Review – Interest under the Code of Conduct.

C15/6084 – Dr Shayne Silcox – Financial Assistance Grants to Local Government – Interest under the Code of Conduct.

**8. DEPUTATIONS**

Nil.

**9. PETITION**

Nil.

**10. IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil.

**11. REQUEST OF ITEMS BROUGHT FORWARD**

Nil.

**12. REPORTS BY THE CHIEF EXECUTIVE OFFICER**

Nil.

**13. 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 deputation must relate to a report on the meeting agenda.

- (a) Notice of a request for deputation must be in writing and include the name, office and contact details of members of the deputation and be forwarded to the Chief Executive Officer, by either **Mail** at Locked Bag 1, Booragoon WA 6954, **Email** at [deputations@melville.wa.gov.au](mailto:deputations@melville.wa.gov.au) or **Fax** on 9364 0285 by 9.00am on the Monday prior to the meeting.
- (b) The request should be received at least two working days before the meeting and a response will be given by the Governance and Compliance Program Manager. If approved the G&CPM will respond to the email and include as attachments the "Guidelines and Protocols" document and the "purpose of the Agenda Briefing Forum".
- (c) A deputation may comprise a maximum of three people of which only two may speak.
- (d) An outline of the points to be made in addressing the Council, Agenda Briefing Forum or the Committee must be submitted in writing by 9.00am on Monday prior to the meeting.
- (e) The person/s requesting the deputation will be required to advise the main points they wish to make in a given time of 10 minutes (dot points are fine).
- (f) The representatives of the deputation will be met in the Council Chamber of the Civic Centre by a Council Officer 10 minutes prior to the commencement of the meeting.
- (g) 20 hardcopies of the presentation will be required if a copy of the presentation is to be distributed to Elected Members and staff.
- (h) 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.
- (i) The deputation period, including the time allowed for the questions and answers from Members of the Committee, should not exceed 15 minutes, of which 10 minutes is for the presentation and five minutes is for question time, unless the Council grants an extension of time.
- (j) 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.



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## 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.**

**14. AGENDA ITEMS FOR PRESENTATION**

<b>P15/3644</b>	<b>Minor Modifications to Willagee Structure Plan</b>
	<p><b>OFFICER PRESENTATION</b> William Schaefer – Strategic 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> General discussion took place regarding the item and officer recommendation.</p>

<b>T15/3643</b>	<b>Macrae Road Applecross – Existing Perth Bicycle Network (PBN) Route Review and Traffic Treatments</b>
	<p><b>OFFICER PRESENTATION</b> Kimberly Brosztl – Manager Engineering</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 Traffic Counts for the relevant roads be provided. Elected Members also asked if the City is going to roll out the cul-de-sac methodology to other Roads/Streets in relevant Suburbs within the City of Melville. This information will be provided to Elected Members in the Elected Members Bulletin. General discussion took place regarding the item and officer recommendation.</p>

<b>M15/5000</b>	<b>Common Seal Register</b>
	<p><b>OFFICER PRESENTATION – IF REQUESTED</b> Jeff Clark – Governance &amp; Compliance Program Manager</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 additional information be provided regarding the Consent to a Disposition Statement at Lots 24 &amp; 25 (No 21 &amp; 23) Queens Road, Mount Pleasant. Elected Members also requested that an additional column be included in the spreadsheet to show the address of the relevant property. This information will be provided to Elected Members in the Elected Members Bulletin. General discussion took place regarding the item and officer recommendation.</p>

<b>C15/6000</b>	<b>Investment Statements for May 2015</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>C15/6001</b>	<b>Schedule of Accounts Paid for May 2015</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>C15/6002</b>	<b>Statements of Financial Activity for May 2015</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>

**15. LATE ITEM**

<b>C15/6084</b>	<b>Financial Assistance Grants to Local Government</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> Dr Shayne Silcox – Interest under the Code of Conduct</p> <p><b>NOTES FROM FORUM</b> Elected Members requested that information be provided on what the benefits of the Financial Assistance Grants have been to the ratepayers of the City of Melville. This information will be provided to Elected Members in the Elected Members Bulletin. General discussion took place regarding the item and officer recommendation.</p>

**BEHIND CLOSED DOORS**

At 7.23pm Cr Willis moved, seconded Cr Barton–

***That the meeting be closed to the public to permit discussion on a confidential matter (T15/3637 – Operational Waste Collection Review) covered under section 5.23 (2) (c) of the Local Government Act 1995, a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and***

***(e) a matter that if disclosed would reveal – information that has commercial value to a person; ...where the trade secret or information is held by, or is about, a person other than the local government;...***

At 7.23pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY (7/0)**

**16. CONFIDENTIAL ITEM**

<b>T15/3637</b>	<p><b>Operational Waste Collection Review</b></p> <p><b>OFFICER PRESENTATION</b> Paul Kellick – Manager Asset Management</p> <p><b>DEPUTATION PRESENTATION/S</b> Nil</p> <p><b>DISCLOSURE OF INTEREST</b> Cr Robartson – Interest under the Code of Conduct</p> <p><b>NOTES FROM FORUM</b> Elected Members requested that Information be provided on the estimated financial savings resulting from the investment in the purchase of the monitoring equipment and how many waste vehicles are to be purchased in the 2015/2016 Financial Year.</p> <p>This information will be provided to Elected Members in the Elected Members Bulletin.</p> <p>General discussion took place regarding the item and officer recommendation.</p>
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At 7.49 pm Cr Willis moved, seconded Cr Barton –

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

At 7.49pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY (7/0)**

No members of the public returned to the meeting.

**17. CLOSURE**

There being no further business, The Presiding Member declared the Forum closed at 7.50pm.