

**NOTES OF THE
AGENDA BRIEFING FORUM
HELD ON
TUESDAY 2 MAY 2017
COMMENCING AT 6.30PM
AT THE MELVILLE CIVIC CENTRE
2ND FLOOR IN THE COUNCIL CHAMBERS
10 ALMONDBURY ROAD, BOORAGOON**

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DISTRIBUTED: 5 MAY 2017

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Notes of the Agenda Briefing Forum held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon, on Tuesday 2 May 2017, commencing at 6.30pm.

1. OFFICIAL OPENING

The Presiding Member welcomed those in attendance to the meeting and declared the meeting open at 6.32pm. 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.

Purpose of Agenda Briefing Forum

The purpose of this Forum is to provide an opportunity for Elected Members to ask questions and obtain additional information in respect to reports and items on the attached Council Agenda. It is not a decision making forum, nor is it open for debate on matters. Members of the public are able to make submissions or present deputations in respect to matters on the draft Council Agenda at this Forum, prior to matters being formally deliberated upon at the next Ordinary Council Meeting.

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.

2. PRESENT

His Worship the Mayor Russell Aubrey

COUNCILLORS

Cr R Aubrey, Cr D Macphail
Cr N Pazolli, Cr C Schuster
Cr J Barton, Cr G Wieland
Cr M Woodall, Cr C Robartson
Cr N Foxton (*late arrival 6.44pm*)
Cr T Barling
Cr P Phelan

WARD

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

3. IN ATTENDANCE

Dr S Silcox
Mr M Tieleman
Ms C Young
Mr J Christie
Mr G Ponton
Mr L Hitchcock
Mr J Rae
Mr J Bird (*left at 8.07pm*)
Ms A Hill (*left at 8.07pm*)
Mr B Taylor (*8.25pm – 8.39pm*)
Mr J Clark
Ms C Newman

Chief Executive Officer
Director Corporate Services
Director Community Development
Director Technical Services
A/Director Urban Planning
Executive Manager Legal Services
Strategic Land and Property Executive
Manager Natural Areas and Parks
Special Projects Officer
Manager Financial Services
Governance and Compliance Program Manager
Executive Support and Governance Officer

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

Cr N Foxton (late arrival 6.44pm) University Ward
Mr S Cope Director Urban Planning

4.2 APPROVED LEAVE OF ABSENCE

Nil.

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. DISCLOSURE OF INTEREST

Nil.

7. DEPUTATIONS

Nil.

8. IDENTIFICATION OF ITEMS TO BE BROUGHT FORWARD.

Nil.

9. ITEMS FOR WHICH THE MEETING MAY BE CLOSED

Item P17/3751 – Disposal of Lot 614 (85) Ardross Street, Applecross.

10. 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 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.

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.

10. AGENDA ITEMS FOR PRESENTATION

P17/3750	Final Report Amendment No.2 to Local Planning Scheme 6 – Various Residential Upcodings
	<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 Elected Members requested that further information be provided in the Elected Members Bulletin on the following issues:</p> <ol style="list-style-type: none"> 1. information on any submissions received from outside of the proposed area of scheme changes and what they related to. 2. review of recommendation to include the exclusion of Hawker Street from the amendment, for clarity. 3. clarification on how proposed additional number of dwellings was calculated. 4. clarification of the zoning of properties on Ullapool Road and review of recommendation and if a reference to Ullapool Road is required. <p>General discussion took place regarding the item and the officer recommendation.</p>

Cr Foxton entered the meeting at 6.44pm.

P17/3753	Carawatha Residential Development Project Proposal Submissions Report
	<p>OFFICER PRESENTATION Jeremy Rae – Strategic Land and Property Executive</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested that copy of the public notice inviting submissions be provided in the Elected Members Bulletin.</p> <p>General discussion took place regarding the item and the officer recommendation.</p>

*Mr J Bird entered the meeting at 7.05pm.
Ms A Hill entered the meeting at 7.05pm.
Cr Schuster left the meeting at 7.31pm and returned at 7.35pm.
Cr Woodall left the meeting at 7.41pm and returned at 7.44pm.
Cr Pazolli left the meeting at 7.51pm and returned at 7.54pm*

T17/3754	Urban Forest Strategy
	<p>OFFICER PRESENTATION – IF REQUESTED Jeff Bird – Manager Natural Areas and Parks Anne Hill – Consultant/ Document Author</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM</p> <p>Elected Members requested that:</p> <ol style="list-style-type: none"> 1. the wording of the recommendation associated with the engagement of an additional resource be revised to clarify if the request came from the Reference Group or from staff. 2. that regular updates be provided on the progress of the Urban Forest Strategy and planting regimes. <p>General discussion took place regarding the item and the officer recommendation.</p>

The Mayor thanked Ms Hill for her professional contribution to the City over the last eight months.

*Mr J Bird left the meeting at 8.07pm and did not return.
Ms A Hill left the meeting at 8.07pm and did not return.*

M17/5545	Council Meeting Cycle – Alternative Options
	<p>OFFICER PRESENTATION Corrine Newman – Executive Support and Governance 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 the officer recommendation.</p>

M17/5547	Amendment to Minutes of the Ordinary Meeting of Council 13 December 2016 – Report on Review of H4 Areas of Kintail and Ogilvie Quarters in the Canning Bridge Activity Centre
	<p>OFFICER PRESENTATION – IF REQUESTED Jeff Clark – Governance and 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 the officer recommendation.</p>

M17/5549	Review of City of Melville Delegated Authority Manual
	<p>OFFICER PRESENTATION – IF REQUESTED Jeff Clark – Governance and Compliance Program Manager</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested clarification on the planning application delegation and whether it takes into consideration the recent Council amendments relating to the processes associated with planning items.</p> <p>General discussion took place regarding the item and the officer recommendation.</p>

M17/5000	Common Seal Register
	<p>OFFICER PRESENTATION – IF REQUESTED Jeff Clark – Governance and Compliance Program Manager</p> <p>DEPUTATION PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested that the Urban Surf lease be included in the Elected Members' Bulletin and were they advised that they were able to view the document at the Civic Centre.</p> <p>General discussion took place regarding the item and the officer recommendation.</p>

*Mr B Taylor entered the meeting at 8.25pm
Cr Schuster left the meeting at 8.26 and returned at 8.28pm.
Mr J Rae left the meeting at 8.29pm and returned at 8.34pm*

C17/6110	2017 – 2018 Review of Fees and Charges
	<p>OFFICER PRESENTATION Bruce Taylor – Manager Financial 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 the officer recommendation.</p>

C17/6000	Investment Statements for March 2017
	<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 the officer recommendation.</p>

C17/6001	Schedule of Accounts Paid March 2017
	<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 the officer recommendation.</p>

C17/6002	Statements of Financial Activity for March 2017
	<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 the officer recommendation.</p>

At 8.39pm Mr Taylor left the meeting and did not return.

At 8.39pm Cr Schuster moved, seconded Aubrey –

That the meeting be closed to the public to permit discussion on confidential matters (Item P17/3751 – Disposal of Lot 614 (85) Ardross Street, Applecross) covered under section 5.23 (2) (c) of the Local Government Act 1995.

At 8.39pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY

10. CONFIDENTIAL ITEM

P17/3751	Disposal of Lot 614 (85) Ardross Street, Applecross
	<p>OFFICER PRESENTATION Jeremy Rae – Strategic Land and Property Executive</p> <p>DEPUTATION/PRESENTATION/S Nil</p> <p>DISCLOSURE OF INTEREST Nil</p> <p>NOTES FROM FORUM Elected Members requested that further information on what prevents the subdivision of the corner lot and if there are concessions applicable to this particular property be provided in the Elected Members' Bulletin.</p> <p>General discussion took place regarding the item and the officer recommendation.</p>

At 9.11pm Cr Aubrey moved, seconded Cr Phelan –

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

At 9.11pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY

11. CLOSURE

There being no further business to be discussed, the meeting closed at 9.12pm.