



City of  
Wanneroo

**BRIEFING PAPERS  
FOR ELECTED MEMBERS'  
BRIEFING SESSION**

**Draft Only**

to be held at  
the Civic Centre, Dundobar Road, Wanneroo  
on Wednesday 12 November, 2003, commencing at 8.30am.

## **PROCEDURE FOR FULL COUNCIL BRIEFING**

### **PRINCIPLES**

The full council briefing which occurs a week 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. The briefing session will not be used, except in an emergency, as a venue or forum through which to invoke the requirements of the Local Government Act 1995 and call a special meeting of council.

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 briefing session will commence at 6.00 pm every third Tuesday. It will be chaired by the Mayor or in his/her absence the deputy mayor. In the absence of both, councillors will elect a chairperson from amongst those present. In general, Standing Orders will apply, EXCEPT THAT members may speak more than once on any item, there is no moving or seconding items, officers will address the members and the order of business will be as follows:-

Members of the public present may observe the process and there is an opportunity at the conclusion of the briefing for a public question time where members may ask questions (no statements) relating only to the business on the agenda.

- Attendance and Apologies
- Declarations of Interest
- Reports for discussion
- Tabled Items
- Public Question Time
- Closure

Where an interest is involved in relation to an item, the same procedure which applies to Full Council meetings 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 mayor 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 briefing papers, it should be noted that there will be occasions when, due to necessity, items will not be ready in time for the briefing session and will go straight to the Full 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, noting that a report will be tabled at the agenda briefing session.

### **AGENDA DISTRIBUTION**

The briefing agenda will be distributed to elected members on the FRIDAY prior to the briefing session. Copies will be made available to the libraries and the Internet for interested members of the public. Spare briefing papers will be available at the briefing session for interested members of the public.

### **DEPUTATIONS**

Deputations will generally not be heard prior to the agenda briefing session. These will be reserved for either the Policy forum sessions held the week following the Full Council meeting or as is currently the case, prior to the Full Council meeting.

### **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 and the notes will be retained for reference and are not distributed to elected members or the public.

### **LOCATION**

The briefing session will take place in the Council Chamber in the new Civic Centre.

## **Recording of Council Meetings Policy**

### **Objective**

- To ensure that there is a process in place to outline access to the recorded proceedings of Council.
- To emphasise that the reason for tape recording of Council Meetings is to ensure the accuracy of Council Meetings.

### **Statement**

#### ***Recording of Proceedings***

- (1) Proceedings for meetings of the Council, of electors and of the Audit Committee shall be recorded, by the City, on sound recording equipment except, in the case of meetings of the Council or the Audit Committee, where the Council or the Committee, as the case may be, closes the meeting to the public.
- (2) Notwithstanding sub clause (1), proceedings of a meeting of the Council or of the Audit Committee which is closed to the public shall be recorded where the Council or the Audit Committee, as the case requires, resolves to do so.
- (3) No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.

#### ***Access to Recorded Tapes***

- (4) Members of the public may purchase a copy of the taped proceedings or alternatively listen to recorded proceedings with the supervision of a City Officer.
- (5) Elected Members may listen to a recording of the Council proceedings upon request, free of charge. However, no transcript will be produced without the approval of the Chief Executive Officer.
- (6) Costs of providing taped proceedings to members of the public will be the cost of the tape plus staff time to make the copy of the proceedings. The cost of supervised listening to recordings will be the cost of the staff time. The cost of staff time will be set in the City's schedule of fees and charges each year.

#### ***Retention of Tapes***

- (7) Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the Library Board of Western Australia Act (1951-83), General Disposal Authority for Local Government Records. The current requirement for the retention of recorded proceedings is thirty (30) years.

#### ***Disclosure of Policy***

- (8) This policy shall be printed within the agenda of all Council, Special Council, Electors and Special Electors and the Audit Committee meetings to advise the public that the proceedings of the meeting are recorded.



## **Briefing Papers for 12 November, 2003**

### **CONTENTS**

#### **Planning & Development**

##### **Town Planning Schemes and Structure Plans**

1. Proposed Lifting of Urban Deferred Zoning in the Metropolitan Region Scheme – Lots 55 and 56 Wanneroo Road and Part Lot18 Pinjar Road Ashby

##### **PAW Closures**

2. Requested closure of Portion of Curtis Park and the Adjoining Pedestrian Access Way, between Calvert Way, Curtis Way and Shalford Way, Girrawheen

##### **Development Applications**

3. Proposed Repair Of A Mesh Fence With Strands Of Electric And Barbed Wire On Lot 16 (18) East Road, Pearsall
4. Proposed Grouped Dwellings - 34 two storey units – Part Lot 2 (258) Wanneroo Road, Madeley

##### **Delegated Authority Reports**

5. Development Applications determined by Delegated Authority for October 2003
6. Subdivision Applications determined by Delegated Authority during October 2003

**Other Matters**

7. Acquisition of Land for Road Widening Badgerup road-Hawkins Road, Wanneroo
8. Milestone2 of the Cities Climate Protection Program: Establishment of a Greenhouse Gas Emission Reduction Goal
9. Closure of Headingly Crescent and Cancellation of Reserve 45006 Bradman Drive, Butler

**Technical Services****Waste Management**

10. Strategic Direction for Waste Management

**Infrastructure**

11. Vehicle crossings - Subsidy and Maintenance Policy

**Other Matters**

12. Parks and Reserves Service Level

**Corporate Services****Finance**

13. Budget Timetable 2004/2005
14. Change of Valuation of Land Lot 65 and 66 Russell Road, Madeley
15. Change of Valuation of Land Lot 11 Wanneroo Road, Ashby
16. Change of Valuation of Land Lot Pt Lot 7, Lot 27 and Lot 6 Wanneroo Road Ashby
17. Warrant of Payments for Period Ending 31 October 2003

**Contracts & Property**

18. Support to Local Industry Policy
19. Green Power Project Site – Neerabup

**Community Development****Cultural Development**

20. Art Policy

**Community Services**

21. Consideration of Provision of Child Health Services
22. Leisure Services Policy Review
23. Library Services Policy Review
24. Online Services Provision Policy
25. Local Studies Collection Policy
26. Girrawheen Community Facility Upgrading Proposal

**Ranger & Safety Services**

27. Application To Keep More Than Two Dogs – Various Addresses

**Report of the Chief Executive Officer****Strategic & Executive**

28. Sale of Decommissioned Computers

**TO BE TABLED**

29. Adoption of revised cell cost estimates for East Wannon
30. Operations Certified Agreement 2003
31. Pensioner/Senior Rebates for Retirement Villages (Lifetime Lease) Committee - Submission

**Planning and Development**

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**Technical Services**

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**Corporate Services**

Draft

**Community Development**

Draft

**Chief Executive Office**

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**To be tabled at the briefing**

**29. Adoption of Revised Cell Cost Estimates for East Wanneroo**

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**30. Operations Certified Agreement 2003**

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**31. Pensioner/Senior Rebates for Retirement Villages (Lifetime Lease)  
Committee - Submission**

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## **Item 1 Public Question Time**

## **Item 2 Date of Next Meeting**

The next **Ordinary Councillors Briefing Session** has been scheduled for **6.00pm on Tuesday, 18 November 2003**, to be held at the Civic Centre, Dundobar Road, Wanneroo.

## **Item 3 Closure**

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