



City of  
Wanneroo

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

**Draft Only**

to be held at  
the Civic Centre, Dundobar Road, Wanneroo  
on Tuesday 09 December, 2003, commencing at 6.00pm.

## **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 09 December, 2003**

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#### **PLANNING AND DEVELOPMENT**

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

- 1 Review of Delegated Authority Regarding Structure Plan Applications
- 2 Review of Cell Cost Estimates for East Wanneroo Cells 3 (Wanneroo), 4 (Hocking/Pearsall), 5 (Landsdale) and 8 (Wangara East)
- 3 Adoption of East Wanneroo Cell 1 Local Structure Plan - Ashby & Tapping
- 4 Adoption of the Draft Yanchep Village Centre Structure Plan for Part Lot 9000 Corner Village Row and Marmion Avenue, Yanchep
- 5 Proposed Structure Plan No. 50 - Lots 510 to 533 Grasstree Bend, Banksia Grove
- 6 Petition Regarding the Establishment of Shopping Facilities on Santa Barbara Parade, Quinns Rocks
- 7 Proposed Amendment No. 30 to District Planning Scheme No. 2 to Rezone Portion of Lot 102 Marmion Avenue from MRS Regional Reservation - Public Purposes (High School) to Urban Development

##### **Other Matters**

- 8 Proposed Addition to Bush Forever Site - Swan Locations 11796 and 12511 Errina Road, Alexander Heights

## TECHNICAL SERVICES

### Tenders

- 9 Tender No 03320, The Maintenance of Bore Hole Pumping Units Within the City of Wanneroo for a Period of Two Years With the Option of a Further Twelve Month Extension
- 10 Tender 03323 The Provision of Parks Maintenance Services Within the Yanchep and Two Rocks Precincts for a Period of Three Years
- 11 Tender No 03326 - The Supply and Delivery of Twenty Three Light Commercial and Passenger Vehicles
- 12 Tender No 03328 - The Provision of Plumbing Services for a Period of Three Years
- 13 Tender No 03329 - The Provision of Electrical Services for a Period of Three Years
- 14 Tender No 03330 - The Supply and Delivery of Two Side Loading Refuse Collection Vehicles and Trade or Outright Purchase of Two Side Loading Refuse Collection Vehicles
- 15 Tender No 03332 - Construction and Redevelopment of Ridgewood Park, Hester Avenue Ridgewood
- 16 Tender Number 03333 - The Provision of Spray Sealing Works Within the City of Wanneroo for a Period of One Year

### Traffic Management

- 17 Adoption of City of Wanneroo Parking and Parking Facilities Local Law 2003-12-01
- 18 Speed Limit Review - Hester Avenue/Quinns Road
- 19 Marmion Avenue Pedestrian Upgrade Programme
- 20 City of Wanneroo Roadwise Advisory Committee

### Infrastructure

- 21 Street Tree Master Plan - Draft

### Funding & Budget

- 22 Metropolitan Regional Road Program 2003/2004 to 2005/2006 - Inclusion of Alexander Drive Dual Carriageway Project
- 23 Design of Joondalup Drive Dual Carriageway Construction

**Other Matters**

- 24 Investigation of Coastal Erosion North of Two Rocks Marina

**CORPORATE SERVICES****IT Services**

- 25 Tender 03325 - The Supply of Replacement Servers and Installation of a Storage Area Network

**Finance**

- 26 Tender for the Supply and Implementation of Financial, Human Resource and Payroll Systems
- 27 Monthly Financial Report for the Period Ended 31 October 2003-12-01
- 28 Change Basis for Valuation of Land - Various Properties
- 29 Rateability of Community Housing

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- 30 Clarkson Library Public Art Selection
- 31 City of Wanneroo Trails Master Plan - Stage 1
- 32 Carramar and Marangaroo Golf Course Upgrading Programme

**REPORT OF THE CHIEF EXECUTIVE OFFICER****Chief Executive Officer**

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- 34 Building Maintenance Services Certified Agreement

**Strategic & Executive**

- 35 Decisions Made at the 2002/03 General Electors Meeting
- 36 Authority to Award Tenders by Delegated Authority

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- 37 Wanneroo Townsite Redevelopment

**ITEM 5 TO BE TABLED AT THE BRIEFING.....6**

- 38 Old Quinns Rocks Residential Planning Study and Strategy
- 39 Review of Planning and Development Directorate Policies
- 40 Alkimos-Eglinton Metropolitan Region Scheme Amendment No. 1029/33
- 41 Development Applications determined by Delegated Authority for the Month of November
- 42 Draft Economic Development Strategy Policy
- 43 City of Wanneroo - Draft Employment Policy
- 44 Draft City of Wanneroo Environmental Health Plan 2004-2007: Approval Services
- 45 Tender No 03334 - Purchase of 13 Executive Sedans
- 46 Road Safety Audit Policy
- 47 Road Works Opening Up Policy Review
- 48 Yellagonga Regional Park Outfall Upgrade
- 49 Gngangara Road/Hartman Drive Intersection
- 50 Sand Drift Control Policy Review
- 51 Mindarie Regional Council - Deed of Variation to Constitute Agreement (Power to Borrow)
- 52 Community Funding Recommendations
- 53 Donations, Sponsorships and Waiver of Fees and Charges under Delegated Authority
- 54 Donations, Sponsorships and Waiver of Fees and Charges to be determined by Council

**ITEM 6 PUBLIC QUESTION TIME.....7****ITEM 7 DATE OF NEXT MEETING .....7**

THE NEXT **ORDINARY COUNCIL MEETING** HAS BEEN SCHEDULED FOR **7.00PM ON TUESDAY, 16 DECEMBER 2003**, TO BE HELD AT THE CIVIC CENTRE, DUNDEBAR ROAD, WANNEROO. 7

**ITEM 8 CLOSURE.....7**

A G E N D A

**Item 1 Attendance**

**Item 2 Apologies and Leave of Absence**

**Item 3 Reports**

**Planning and Development**

Draft



Technical Services

Draft

**Corporate Services**

Draft

**Community Development**

Draft

Chief Executive Office

Draft

**Item 4 Confidential****37. Wanneroo Townsite Redevelopment**

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**Item 5 To be tabled at the briefing****38. Old Quinns Rocks Residential Planning Study and Strategy****39. Review of Planning and Development Directorate Policies**

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**40. Alkimos-Eglinton Metropolitan Region Scheme Amendment No. 1029/33**

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**41. Development Applications determined by Delegated Authority for the Month of November**

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**42. Draft Economic Development Strategy Policy**

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**43. City of Wanneroo - Draft Economic Policy**

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**44. Draft City of Wanneroo Environmental Health Plan 2004-2007: Approval Services**

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**45. Tender No 03334 – Purchase of 13 Executive Sedans**

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**46. Road Safety Audit Policy**

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**47. Road Works Opening Up Policy Review**

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**48. Yellagonga Regional Park Outfall Upgrade**

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**49. Gnangara/Hartman Drive Intersection**

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**50. Sand Drift Control Policy Review**

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**51. Mindarie Regional Council – Deed of Variation to Constitute Agreement (Power to Borrow)**

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**52. Community Funding Recommendations**

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**53. Donations, Sponsorships and Waiver of Fees and Charges Under Delegated Authority**

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**54. Donations, Sponsorships and Waiver of Fees and Charges to be determined by Council**

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**Item 6 Public Question Time****Item 7 Date of Next Meeting**

The next **Ordinary Council Meeting** has been scheduled for **7.00pm on Tuesday, 16 December 2003**, to be held at the Civic Centre, Dundobar Road, Wanneroo.

**Item 8 Closure**