



City of
Wanneroo

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

Draft Only

to be held at
the Civic Centre, Dundobar Road, Wanneroo
on Tuesday 30 March, 2004, 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 30 March, 2004

CONTENTS

PLANNING & DEVELOPMENT

TOWN PLANNING SCHEMES AND STRUCTURE PLANS

1. OUTCOMES OF THE NORTH WEST CORRIDOR STRUCTURE PLAN REVIEW WORKSHOP – HELD IN JANUARY 2004

DELEGATED AUTHORITY REPORTS

2. SUBDIVISION APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY DURING FEBRUARY 2004

TECHNICAL SERVICES

TENDERS

3. TENDER NO 03343 FLOODLIGHTING TO RIDGEWOOD PARK
4. TENDER NO 04346 SUPPLY AND DELIVERY OF 1 FULL FORWARD CONTROL TIP TRUCK
5. TENDER NO 04356 REFURBISHMENT OF MARGARET COCKMAN PAV

TRAFFIC MANAGEMENT

6. INTERSECTION ANALYSIS KINGSWAY /SKEIT /CARRIPAN ROAD.....

LAND DEVELOPMENT

7. SUBDIVISIONAL RETAINING WALLS OVER 3M – BRIGHTON STAGE 25.....
8. SUBDIVISIONAL RETAINING WALLS OVER 3M – SOMERLY STAGE 6

INFRASTRUCTURE

9. FLOODLIGHTING TO EDGAR GRIFFITHS AND WARRADALE PARKS.....

CORPORATE SERVICES

FINANCE

10. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 29 FEBRUARY 2004

COMMUNITY DEVELOPMENT**CULTURAL DEVELOPMENT**

11. DELEGATED AUTHORITY FOR ARTWORK PURCHASES.....

COMMUNITY SERVICES

12. DISABILITY ACCESS AND INCLUSION PLAN.....

13. COMMUNITY TRANSPORT REVIEW.....

LEISURE & LIBRARY SERVICES

14. TWO ROCKS BLESSING OF THE FLEET COMMITTEE – REQUEST FOR REDUCTION OF HIRE FEE

RANGER & SAFETY SERVICES

15. DOG EXERCISE AND MEMORIAL PARK.....

CHIEF EXECUTIVE OFFICER

16. CERTIFICATE OF RECOGNITION – ELECTED MEMBERS.....

STRATEGIC & EXECUTIVE

17. PRIVATE PROPERTY LOCAL LAW - DELEGATED LEGISLATION – GRAFFITI CONTROL

18. PARKING AND PARKING FACILITIES LOCAL LAW – ADVICE FROM JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION.....

19. AMENDMENT TO DELEGATION REGISTER – SIGNATORIES FOR CONTRACT EXECUTION.....

20. PRINCIPAL ACTIVITY PLAN.....

SMART GROWTH

21. KOONDOOLA NEIGHBOURHOOD CENTRE.....

LATE REPORTS

22. PETITION PT01-02/04 – CALMING MEASURES IN ST BARNABAS/PITCAIRN(LATE REPORT).....

23. PRINDIVILLE DR WANGARA – PARKING AND TRAFFIC MANAGEMENT STRATEGIES

24. EXPRESSION OF INTEREST – STATE UNDERGROUND POWER PROGRAM ROUND THREE

25. FEES AND CHARGES

26. SEA CHANGE SUMMIT – INVITATION TO WORKSHOP, MAROOCHYDORE, QLD.....

27. MARCH 2004 DONATIONS, SPONSORSHIPS AND WAIVERS OF FEES AND CHARGES APPROVED UNDER DELEGATED AUTHORITY

28. REQUEST OF DONATION MARCH 2004

A G E N D A

Item 1 Attendance

Item 2 Apologies and Leave of Absence

Item 3 Reports

Draft

Planning and Development

Draft

Draft

Technical Services

Draft

Corporate Services

Draft

Community Development

Draft

Chief Executive Office

Item 4 To be tabled at the briefing

1. Petition PT01-02/04 – Calming Measures in ST Barnabas/Pitcairn.
2. Prindiville Dr Wangara – Parking and Traffic Management Strategies.
3. Expression of Interest –State Underground Power Program Round Three.
4. Fees and Charges.
5. Sea Change Summit – Invitation to Workshop, Maroochydore, Qld.
6. March 2004 Donations, Sponsorships and Waivers of Fees and Charges Approved Under Delegated Authority.
7. Request of Donation March 2004.

Item 5 Public Question Time

Item 6 Date of Next Meeting

The next **Ordinary Councillors Briefing Session** has been scheduled for **6.00pm on Tuesday, 30 March 2004**, to be held at the Civic Centre, Dundobar Road, Wanneroo.

Item 7 Closure