



City of
Wanneroo

BRIEFING PAPERS
FOR ELECTED MEMBERS'
BRIEFING SESSION

Draft Only

to be held at
the Civic Centre, Dundobar Road, Wanneroo
on Tuesday 07 December, 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.

Briefing Papers for 07 December, 2004

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THE NEXT **ORDINARY COUNCILLORS BRIEFING SESSION** HAS BEEN SCHEDULED FOR **6.00PM ON TUESDAY, 7 DECEMBER 2004**, TO BE HELD AT THE CIVIC CENTRE, DUNDEBAR ROAD, WANNEROO. 6

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Item 2 Apologies and Leave of Absence

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Planning and Development

Draft

Technical Services

Draft

Corporate Services

Draft

Community Development

Draft

Chief Executive Office

Draft

Motions on Notice

Item 4 To be tabled at the briefing

Planning & Development

- 38. Two Rocks Seagrass Strategy Detailed Evaluation of Structural Solutions
- 39. Adoption of Neerabup Industrial Area Local Structure Plan

Technical Services

- 40. Traffic management – Pinjar Road
- 41. Strategic Review of Central Irrigation System

Chief Executive Officer

- 42. Community Funding Allocations

Item 5 Public Question Time

Item 6 Confidential

- 43. East Wanneroo cell 6 Agreed Structure Plan
- 44. Proposed Sale – Lot 232 Dellamarta Road, Wangara
- 45. Divisional Structure Review

Item 7 Date of Next Meeting

The next **Ordinary Councillors Briefing Session** has been scheduled for **6.00pm on Tuesday, 7 December 2004**, to be held at the Civic Centre, Dundobar Road, Wanneroo.

Item 8 Closure