



AGENDA FORUM  
MINUTES

18 JUNE 2013

## Departmental Guideline for Agenda Forums

### Council Forums

Local government forums range from a once-only event to discuss and explore a particular issue, a number of sessions to address matters such as a specific project or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

Regular forums run in local governments exhibit two broad categories which we have titled *agenda* and *concept*. They are differentiated by the stage of development of issues which are discussed by elected members and staff. The two types are described below along with the variations in procedural controls and processes suggested for each.

### Agenda Forums

For proper decision-making, elected members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the Council on which they must vote. It is reasonable for elected members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary Council meetings. The complexity of many items means that elected members may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members.

Many local governments have determined that this can be achieved by the elected members convening as a body to become better informed on issues listed for council decision. Such assemblies have been termed *agenda forums*. It is considered they are much more efficient and effective than elected members meeting staff on an individual basis for such a purpose with the added benefit that all elected members hear the same questions and answers.

To protect the integrity of the decision-making process it is essential that *agenda forums* are run with strict procedures.

There must be no opportunity for a collective council decision or implied decision that binds the local government to be made during a forum.

Agenda forums should be for staff presenting information and elected members asking questions, not opportunities to debate the issues. A council should have clearly stated rules that prohibit debate or vigorous discussion between elected members that could be interpreted as debate. Rules such as questions through the chair and no free-flowing discussion between elected members should be applied.

### Procedures Applying to Both Concept and Agenda Forums

The Department recommends that councils adopt a set of procedures for both types of forums which include the following:

- Dates and times for forums should be set well in advance where practical;

- The CEO will ensure timely written notice and the agenda for each forum is provided to all members;
- Forum papers should be distributed to members at least three days prior to the meeting;
- The mayor/president or other designated elected member is to be the presiding member at all forums;
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed;
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room;
- There is to be no opportunity for a person with an interest to request that they continue in the forum; and
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

### Procedures Specific to Agenda Forums

The Department recommends that councils adopt specific procedures for *agenda forums* which include the following:

- Agenda forums should be open to the public unless the forum is being briefed on a matter for which a formal council meeting may be closed; and
- Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings (or period deemed appropriate).

## Meeting Record

<b>Meeting Name</b>	<b>Agenda Forum</b>	<b>Meeting No.</b>	6 - 2013
<b>Meeting Date</b>	18 June 2013		
<b>Meeting Time</b>	5.30pm		
<b>Meeting Location</b>	Chambers, Cathedral Avenue		
Attendees	Present: Cr N Mcllwaine (Presiding Member) Cr R Ashplant Cr N Bennett Cr D Brick Cr C Gabelish Cr J Clune Cr R D Hall Cr N Messina Cr I Middleton Cr R Ramage Cr R deTrafford Cr T Thomas Cr S Van Styn  Officers: K Diehm, Chief Executive Officer P Melling, Director of Sustainable Communities C Wood, Director of Organisational Performance B Davis, Director of Treasury & Finance A Selvey, Director of Creative Communities N Arbutnot, Director of Community Infrastructure S Moulds, PA to the Chief Executive Officer S Heberle, Minute Secretary S Walker, Organisational Development & Reform Coordinator D Granville, Manager Human Resources J Felix, Community Engagement Officer M Fates, Principal Project Manager M Atkinson, Manager, Infrastructure Planning & Design C Budhan, Manager, Arts, Culture & Events M Jones, Business Analyst, Strategic Business Planning	<b>By Invitation Member of Public Press</b>	3 1
		<b>Leave of Absence</b>	Nil.
		<b>Apologies</b>	Mayor I Carpenter Cr P Fiorenza
		<b>Absent</b>	
		<b>Distribution</b>	

### 1 Declaration of opening

The Presiding Member declared the meeting open at 5.30pm

## 2 Apologies/leave of absence (previously approved)

### Existing Approved Leave

Councillor	From	To (Inclusive)
Cr N Bennett	26 June 2013	22 July 2013
Cr T Thomas	1 August 2013	2 September 2013

## 3 Declarations of conflicts of interest

Cr S Van Styn declared a direct financial interest in Item CI051 RFT71 1213 Construction of Concrete Pathways, Kerbing and Paving, as a company he knows submitted a tender.

## 4 Review of the Agenda Items for the forthcoming Ordinary Meeting of Council dated 25 June 2013.

Please Note that this forum does not allow for debate or decision making on any item within this agenda. Briefings will be given by staff or consultants for the purpose of ensuring that elected members and the public are more fully informed

The Presiding Member will call each Report in the Agenda and open the floor to deputation, questions and statements.

Members of the public may verbally ask make presentations or ask questions on the item relating to the Draft Report to Council, subject to the provision in writing of the statement or question on the prescribed form.

Councillors may ask questions (strictly no debating) relating to each item as it is called the Presiding member.

There is no general public questions or statements permitted on matters not contained in the set agenda Council Agenda Forum. Any Questions relating to general matters or matters not in the agenda of the current Council Agenda Forum should be asked at Public Question time at an Ordinary Meeting of Council.

### Petitions, Deputations or Presentations

Nil.

### Significant Strategic Matters

**OP0047 Financial Recognition of Local Government in the Australian Constitution**

#### Question

Nil

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**OP0048 Adoption of the City of Greater Geraldton Strategic Community Plan and Corporate Business Plan**Question

Cr Bennett asked if any more information could be provided besides the statement made on page 8 under Financial and Budgeting Implications.

Response

Ms Wood advised the amounts in the Corporate Business Plan have been accommodated in the draft budget, subject to council adoption.

Question

Cr Ramage asked if this is not adopted in the draft budget what happens with the recommendation that Council will be adopting.

Response

Ms Wood advised that the Corporate Business Plan would be required to be changed which can be done once the budget is adopted.

**OP0049 Adoption of the City of Greater Geraldton Workforce Plan 2013-2017**

Nil

**SC109 Rangeway, Utakarra, Karloo Precinct Plan**Question

Cr Bennett asked if the report could be updated to note the ILAP study, and its outcomes, which a number of the factors are built upon. This report was undertaken in 1998 and not mentioned in the background.

Response

Mr Melling advised that the report will be updated to include the outcomes of the ILAP study.

**Audit and Risk Management**

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Nil.

**Strategic & Policy Matters**

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Nil.

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**Operational Matters**

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**CC113 Clipper Round the World Yacht Race**Question

Cr Van Styn asked that given Clipper have to stop somewhere on the west coast, is it possible that the City could entertain a lower sponsorship to attract to City as it may be better than them receiving nothing?

Response

A Selvey advised that Clipper have been advised of the outcome of the Events Corp application. In correspondence that was sent it was advised that the City was taking the matter back to Council and would investigate the options of hosting with other sponsorship opportunities and funding requirements. Clipper has not responded to the correspondence sent on 7 June 2013. The City will continue to talk with them, if they do offer an alternative it will come back to Council if there was a budget implication.

*Cr S Van Styn declared a direct financial interest in Item CI051 RFT71 1213 Construction of Concrete Pathways, Kerbing and Paving as a company he knows submitted a tender and left Chambers at 5.37pm.*

**CI051 RFT71 1213 Construction of Concrete Pathways, Kerbing and Paving**Question

Cr Clune asked if Council have any weighting towards local tenderers in any tendering documents for goods and services.

Response

N Arbuthnot advised that weighting specifically for local contractors is not included in the criteria, what we do have in the tender documents is a clause that relates to local content, \$50,000 or 5% whichever is the lesser can be used by local contractors. There is no specific weighting for local contractors.

Cr McIlwaine also advised that that there is a local content policy which is also a document that is aligned to a regional preference policy.

*Cr Van Styn returned to Chambers at 5.40pm*

**CI052 City of Greater Geraldton Infrastructure Asset Management Strategy**Question

Cr Bennett asked in terms of the principal of the document of asset renewal, working on maintenance as a percentage of replacement capital costs, when we talk about heritage versus other buildings, does the plan accommodate the complexities of heritage buildings in terms of asset maintenance as compared to non-heritage current buildings. Costs of maintenance of

heritage buildings is a lot higher has it been accommodated in the building document?

Response

Mr Arbuthnot advised that he could make a general comment, in answer to the question, heritage buildings costs are a lot more to maintain/refurbish, depending on the structure and the condition of structure, therefore yes heritage buildings and structures are assessed heritage buildings and structures, not as just buildings.

Question

Cr Bennett requested that there be a consistency in the projected population across all documents, at present this is not the case.

Response

Mr Arbuthnot advised that the documents have been prepared in isolation to each other, reference to population growth needs to align and this will be done in due course.

Question

Cr Middleton asked who makes the call on the value of estimated current replacement costs.

Response

Mr Arbuthnot advised that this depends upon what the asset is, if it is a building the City would have a person highly experienced in buildings; roads would be assessed by a person highly experienced in roads; it depends on the assets as to who undertakes the condition assessments.

Question

Cr Middleton asked that there are no double ups in regards to buildings in the asset register.

Response

Mr Arbuthnot advised that in the next financial year the department will begin a complete assessment of all buildings, which will take time. Each building and structures has been listed individually in the asset register.

Question

Cr Bennett requested that on page 17 of the building asset register that a correction please be made to the 'Mens Shed', this should be noted as Men's Shed - Mullewa, as there is only one Men's Shed.

Response

This was noted.

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## Reports To Be Received

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<i>Office of the CEO</i>	
CEO027	Council Resolutions to 28 May 2013
<i>Reports of Organisational Performance</i>	
OP0050	International Relations Development Advisory Committee (IRDAC) Meeting Minutes 20 May 2013 – 25 June 2013
<i>Reports of Treasury and Finance</i>	
TF070	Statement of Financial Activity for the Period Ending - 31 May 2013
TF071	Confidential Report – List of Accounts Paid Under Delegation - May 2013
<i>Reports of Sustainable Communities</i>	
SCDD075	Delegated Determinations
<i>Reports of Creative Communities</i>	
CC114	Public Art Advisory Committee Meeting Minutes – 8 May 2013
CC115	QEII Seniors Advisory Committee Meeting Minutes – 15 May 2013

Question

Cr S Van Styn asked in that in TF070 Treasury and Finance Report in respect to Note 3 Net Current Funding Position, as there is a significant Net Current Funding Position at this time, what would be the position in 2 weeks' time.

Response

Mr Davis advised that he will take the question on notice.

Statement

Cr S Van Styn stated that he was referring to accruing grants and was curious as to how often the City are accounting for that.

Question

Cr Bennett referred to CEO27 Council Resolutions, as there is only one week of the financial year left and there are a couple of projects due to be finished by the end of June – Bicycle Enabling Facilities and the Ex Councilors Grey Water Project, he asked if these are likely to be completed.

Response

Mr Arbuthnot advised that the Bicycle Enabling Facilities will not be completed by end of June, but designs have been completed for several months. The City is waiting to get a contractor to do this for us. There is block work involved and other issues, also the construction needs to look right and comply strictly with the design. The City has had difficulty getting a suitable contractor undertake this. The City has purchased some of the materials, a commitment has been and works would be carried into the next financial year.

Cr McIlwaine reminded Councillors that the appropriate process for questions on the Council Resolutions is through the Councilor Help Desk and the response will be sent out to them.

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Question

Cr Van Styn also referred to the grey water project and its status?

Response

Mr Arbuthnot advised that this project is in the same situation as the Bicycle Enabling Facilities project.

**5 Councillor Questions Without Notice**

Nil.

**6 Confidential Business**

Nil.

**7 Meeting closure**

There being no further business the meeting closed at 5.55pm.

FOR PUBLIC REVIEW - NOT FINAL COUNCIL AGENDA

## **APPENDIX 1 – ATTACHMENTS AND REPORTS TO BE RECEIVED**

Attachments and Reports to be Received are available on the City of Greater Geraldton website at: <http://www.cgg.wa.gov.au/your-council/meetings>

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