



— *City of* —  
***Melville***

**AGENDA**

**FORUM**

**TO BE HELD ON**

**TUESDAY, 7 AUGUST 2007**

**DISCLAIMER:**

The City of Melville disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision made during this meeting.

Where an application for an approval, a licence, or the like is considered or determined during this meeting, the City of Melville warns that neither the applicant nor any other person or body should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it or the refusal of the application has been issued by the City.

**DISTRIBUTED: 3 AUGUST 2007**



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**Melville**

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## NOTICE OF FORUM

I respectfully bring to the attention of Her Worship the Mayor and Elected Members of the Council that an Agenda Forum will be held in the Swan Room, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 7 August 2007 commencing at 6.30pm.

The business paper for the Forum is scheduled below and your attendance is requested.

**ERIC LUMSDEN PSM**  
**CHIEF EXECUTIVE OFFICER**

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## FORUM AGENDA

**PRESENT**

**IN ATTENDANCE**

**APOLOGIES**

**QUESTION TIME**

**DISCLOSURES OF INTEREST**

**BUSINESS**

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**Terms of Reference** – to provide a forum for Elected Members to become more informed on matters prior to formal consideration at the Ordinary Meeting of Council. The forums will allow for greater open dialogue between Elected Members, Officers and members of the public and allow Elected Members to gain maximum knowledge and understanding of issues prior to presentation at the Ordinary Meetings of Council. Forums shall not be a mechanism for debate or to make decisions.

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# **PROCEDURE FOR AGENDA FORUMS**

## **PRINCIPLES**

The Agenda Forum which occurs two weeks 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.

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 Agenda Forum will commence at 6.30 pm on the first Tuesday of each month (except January). It will be chaired by the Deputy Mayor or in his/her absence the immediate past serving Deputy Mayor. In the absence of both, Elected Members 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 and there is no moving or seconding of items.

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 Presiding Member 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 Agenda Forum, it should be noted that there will be occasions when, due to necessity, items will not be ready in time for the forum 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.

## **AGENDA DISTRIBUTION**

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

**DEPUTATIONS**

Deputations may be heard prior to the commencement of an item.

**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.

**QUESTION TIME**

Question Time will be limited to fifteen (15) minutes and be the first item of Business immediately following Apologies at the commencement of the meeting. Questions must relate to the ordinary business of the City of Melville, function of the Agenda Forum. A question must be submitted in writing and placed in the Question Tray prior to the commencement of the meeting.

## **DISCLOSURE OF FINANCIAL INTERESTS LOCAL GOVERNMENT ACT 1995**

### **Members' interests in matters to be discussed at meetings to be disclosed**

S.5.65 (1) A member who as an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the Chief Executive Officer before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

Penalty: \$10,000 or imprisonment for 2 years.

### **Meeting to be informed of disclosures**

**S.5.66** If a member has disclosed an interest in a written notice given to the Chief Executive Officer before a meeting then before the meeting -

- (a) the Chief Executive Officer is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) the person who is to preside at the meeting is to bring the notice to the attention of the persons who attend the meeting.

### **Disclosing members not to participate in meetings**

**S.5.67** A member who makes a disclosure under Section 5.65 must not -

- (a) preside at the part of the meeting relating to the matter; or
- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under Section 5.68 or 5.69.

Penalty: \$10,000 or imprisonment for 2 years.

**Please refer to your Handbook for definitions of interests and other detail.**

## **TABLE OF CONTENTS**

### **TECHNICAL & DEVELOPMENT SERVICES**

- P07/3016 - Proposed Bus Lane and Carpark Security Lighting on Reserve 29813, Wireless Hill Park, Almondbury Road, Ardross **(REC)** **(ATTACHMENT)**
- P07/3017 - Reconsideration of Special Condition No. 15 of the Planning Approval for Additions to Mel Maria Catholic School 33-35 Davidson Road, Attadale **(REC)** **(ATTACHMENT)**
- P07/3018 - Dedication of Private Road Lot 66 Waddell Road, Bicton **(REC)** **(ATTACHMENT)**
- P07/3020 - Additions and Alterations to Melville Plaza Shopping Centre (Centro Melville) on Lot 212 (380) Canning Highway, Bicton **(REC)** **(ATTACHMENT)**
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### **STRATEGIC URBAN PLANNING**

Nil

### **STRATEGIC COMMUNITY DEVELOPMENT**

- C07/8012 - Active Melville Plan **(REC)** **(ATTACHMENT)**
- C07/8013 - Disability Access And Inclusion Plan 2007 **(Rec)** **(Attachment)**
- C07/8014 - Tom Hoad Cup **(REC)**

### **CUSTOMER & CORPORATE SERVICES**

- CO57/06 - Supply of Cleaning Services for Change Rooms, Toilets and Barbeques Located on Parks and Reserves for a Period of Three Years **(REC)** **(ATTACHMENT)**

### **MANAGEMENT SERVICES**

- C07/5010 - Consideration of Draft Risk Management and Occupational Safety and Health Policies **(REC)** **(ATTACHMENT)**

### **STANDARD ITEMS TO APPEAR ON THE AGENDA FOR THE ORDINARY MEETING OF COUNCIL – 21 AUGUST 2007:**

C07/5000 – Common Seal Register  
C07/6000 – Investment Statements  
C07/6001 – Schedule of Accounts  
C07/6002 – Financial Statements

**AGENDA ITEMS FOR PRESENTATION**

<b>ITEM NO. DESCRIPTION / ATTACHMENT</b>	
<b>TECHNICAL &amp; DEVELOPMENT SERVICES</b>	
<b>P07/3016</b>	<p><b>PROPOSED BUS LANE AND CARPARK SECURITY LIGHTING ON RESERVE 29813, WIRELESS HILL PARK, ALMONDBURY ROAD, ARDROSS (REC) (ATTACHMENT)</b></p> <p><b>Description</b></p> <ul style="list-style-type: none"> <li>• The application is for a bus lane and carpark lighting at Wireless Hill Park.</li> <li>• The matter was previously reported to the Council in June 2007 and was recommitted pending further investigation.</li> <li>• Wireless Hill Park is reserved under the Metropolitan Region Scheme and the application is therefore required to be referred to the Western Australian Planning Commission for determination;</li> <li>• Wireless Hill Park is also heritage listed, which required referral to the Heritage Council of Western Australia. The Heritage Council has no objection to the proposed works.</li> <li>• 'Friends of Wireless Hill' have indicated their support the proposed development in writing.</li> <li>• A Master Plan is being developed for the site – this is intended as a framework to guide future direction and development at Wireless Hill. This master planning will incorporate all previous studies and plans and therefore includes this proposal.</li> <li>• The proposed lighting varies from the Council's Policy 06-PL-006 (Flood and Security Lighting) with respect to the height and the spacing of the poles.</li> <li>• It is considered reasonable to vary Council Policy due to the likelihood of minimal impact on the amenity of the local area;</li> <li>• It is recommended that the City of Melville support the application and recommend approval to the Western Australian Planning Commission.</li> </ul> <p><b>Attachment</b></p> <p>The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007. <a href="#">3016 Draft Report 2007.pdf</a></p> <p>A location plan forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007. <a href="#">P07 3016 August 2007.pdf</a></p> <p>A property map forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007. <a href="#">P07 3016 PROPERTY MAP.pdf</a></p>

**ITEM NO. DESCRIPTION / ATTACHMENT**

**TECHNICAL & DEVELOPMENT SERVICES**

**P07/3017**

**RECONSIDERATION OF SPECIAL CONDITION NO. 15 OF THE PLANNING APPROVAL FOR ADDITIONS TO MEL MARIA CATHOLIC SCHOOL 33-35 DAVIDSON ROAD, ATTADALE (REC) (ATTACHMENT)**

**Description**

- Proposed Additions were approved by Council at its Ordinary Meeting on 19 June 2007.
- Condition 15 of the approval refers to the provision of a new masonry wall along the common boundary to the south east.
- Affected residents are concerned that the masonry wall may destroy parts of their gardens and support the review of the condition.
- Proposal is supported for approval subject to conditions.

**Attachment**

The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[3017 Draft Report 2007.pdf](#)

A property map forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[P07\\_3017 PROPERTY MAP.pdf](#)

**ITEM NO. DESCRIPTION / ATTACHMENT**  
**TECHNICAL & DEVELOPMENT SERVICES****P07/3018****DEDICATION OF PRIVATE ROAD LOT 66 WADDELL ROAD, BICTON  
(REC) (ATTACHMENT)****Description**

- The land is a Private Road, is constructed and used as such
- The land is privately owned and has a Certificate of Title
- Other properties have a right of carriage way over the land
- The land has been and is required to provide a service road between Stock and Waddell Roads and to service the adjacent properties
- A planning application has been received to develop the land for an office development.
- It is recommended that the Council request that the Minister dedicate the land as a road.

**Attachment**

The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[3018 Draft Report 2007.pdf](#)

A Record of Certificate of Title forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[P07 3018 August 2007.pdf](#)

A property map forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[P07 3018 PROPERTY MAP.pdf](#)

**ITEM NO. DESCRIPTION / ATTACHMENT**  
**TECHNICAL & DEVELOPMENT SERVICES**

**P07/3019**

**ADDITIONS AND ALTERATIONS TO MELVILLE PLAZA SHOPPING CENTRE (CENTRO MELVILLE) ON LOT 212 (380) CANNING HIGHWAY, BICTON (REC) (ATTACHMENT)**

**Description**

- Addition of new shops and alterations to existing shops.
- Existing pool will be converted into carparking and revised access to the deck carparking.
- Existing ground floor carparking will be reconfigured.
- Total retail NLA will be decreased by 939 sqm as some shops have been converted to offices.
- Existing carparking area extends across the boundary onto Canning Highway
- The number of carparking bays has been decreased due to these bays being removed and redesign of the parking area.
- Car parking bonus required
- Proposed for approval subject to conditions.

**Attachment**

The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[3019 Draft Report 2007.pdf](#)

The proposed floor plan forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[P07 3019 August 2007.pdf](#)

A property map forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[P07 3019 PROPERTY MAP.pdf](#)

**ITEM NO. DESCRIPTION / ATTACHMENT**  
**TECHNICAL & DEVELOPMENT SERVICES****P07/3020****TWO STOREY OFFICE BUILDING OVER AN EXISTING RIGHT OF WAY ON LOT 66 (40D) WADDELL ROAD, BICTON (REC)****Description**

- Two storey office building.
- Proposal is located within a Commercial Centre Frame – MF – Melville Frame
- Office is a “S” Use.
- Carparking for 4 vehicles in tandem is proposed at the ground level.
- The carparking is over an access easement and the easement ‘owner’ objects to the use.
- Proposal is to be built over an existing Right of Way, Waddell Road – Stock Road.
- The lot is 5.0 metres wide by 31.6 metres long.
- 2 Objections from the abutting owners were received during advertising.
- Non-compliance with Clause 5.7 Non-Residential Amenity of CPS 5.
- Lot 66 is shown as an easement benefit for Lot 24 (40) Waddell Road.
- Recommended for Refusal

**Attachment**

The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[3020 Draft Report 2007.pdf](#)

ITEM NO. DESCRIPTION / ATTACHMENT	
STRATEGIC COMMUNITY DEVELOPMENT	
<b>C07/8012</b>	<p><b>ACTIVE MELVILLE PLAN (REC) (ATTACHMENT)</b></p> <p><u>Description</u></p> <ul style="list-style-type: none"> <li>This agenda item provides the City of Melville with a Strategic Community Sport and Recreation document titled – “Active Melville Plan”.</li> </ul> <p><u>Attachment</u></p> <p>The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007. <a href="#">8012 Draft Report 2007.pdf</a></p> <p>The draft Active Melville Plan forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007. <a href="#">8012 August 2007.pdf</a></p>

ITEM NO. DESCRIPTION / ATTACHMENT	
STRATEGIC COMMUNITY DEVELOPMENT	
<b>C07/8013</b>	<p><b>DISABILITY ACCESS AND INCLUSION PLAN 2007 (REC) (ATTACHMENT)</b></p> <p><u>Description</u></p> <ul style="list-style-type: none"> <li>Review of the Disability Access &amp; Inclusion Plan (DAIP) as required by legislation to be lodged with the Disability Services Commission.</li> <li>It is recommended that the DAIP be adopted and reviewed annually and that the DAIP be voluntarily lodged with the Human Rights and Equal Opportunity Commission (HEREOC).</li> </ul> <p><u>Attachment</u></p> <p>The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007. <a href="#">8013 Draft Report 2007.pdf</a></p> <p>The Draft Disability Access and Inclusion Plan forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007. <a href="#">8013 August 2007.pdf</a></p> <p>Apast item forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007. <a href="#">8013 P1 August 2007.pdf</a></p>

**ITEM NO. DESCRIPTION / ATTACHMENT**

**STRATEGIC COMMUNITY DEVELOPMENT**

**C07/8014**

**TOM HOAD CUP (REC)**

**Description**

- This report seeks Council endorsement of a proposal to manage the future of the Tom Hoad Cup water polo event.

**Attachment**

The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[8014 Draft Report 2007.pdf](#)

**ITEM NO. DESCRIPTION / ATTACHMENT**

**MANAGEMENT SERVICES**

**CO57/06**

**SUPPLY OF CLEANING SERVICES FOR CHANGE ROOMS, TOILETS AND BARBEQUES LOCATED ON PARKS AND RESERVES FOR A PERIOD OF THREE YEARS (REC) (ATTACHMENT)**

**Description**

- To accept the recommendation of the Contract and Tender Advisory Unit to award the tender for the Supply of Cleaning Services for Change Rooms, Toilets and Barbeques Located on Parks and Reserves for a Period of One Year.

**Attachment**

The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[CO57 06 Draft Report 2007.pdf](#)

The attachments to this item are confidential and were distributed to Elected Members on Friday, 20 July 2007.

**ITEM NO. DESCRIPTION / ATTACHMENT**

**MANAGEMENT SERVICES**

**C07/5010**

**CONSIDERATION OF DRAFT RISK MANAGEMENT AND OCCUPATIONAL SAFETY AND HEALTH POLICIES (REC) (ATTACHMENT)**

**Description**

- Changes have been made to the Risk Management Policy to reflect the relationship between risk management and internal audit and their respective positions and the formation of the Audit, Risk and Compliance Committee.
- Changes to the Occupational Safety and Health Policy have been made to bring it in line with the contemporary policy framework and Safety Management Plan which has responsibilities clearly stated as part of procedures and guidelines.

**Attachment**

The draft report forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[5010 Draft Report 2007.pdf](#)

The proposed Risk Management Policy forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[5010A August 2007.pdf](#)

The proposed Occupational Health & Safety Policy forms part of the attachments to the Agenda to be distributed to members of the Council on 3 August 2007.

[5010B August 2007.pdf](#)

**CLOSURE**