



City of  
**Melville**

## **AGENDA**

### **AGENDA BRIEFING FORUM**

#### **NOTICE OF MEETING**

I respectfully bring to the attention of Elected Members that an Agenda Briefing Forum will be held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 12 March 2024 commencing at 6:30pm.

**Gail Bowman**  
**Chief Executive Officer**

The City of Melville acknowledges the Bibbulmun people as the Traditional Owners and custodians of the lands on which the City stands today and pays its respect to the Whadjuk people, and Elders both past, present and emerging.

Use this link to [Register to attend the Agenda Briefing Forum Tuesday, 12 March 2024 electronically.](#)



## Our Vision

Engaging with our diverse community to achieve an inclusive, vibrant and sustainable future.

## Our Mission

To provide good governance and quality services for the City of Melville community.

## Our Values

### Excellence

Striving for the best possible outcomes

### Participation

Involving, collaborating and partnering

### Integrity

Acting with honesty, openness and with good intent

### Caring

Demonstrating empathy, kindness and genuine concern



## Making A Deputation

A deputation is a verbal presentation by one or more members of the public on a matter to be considered at the Council meeting. Deputations are made at the relevant Agenda Briefing Forum, held one week prior to the Ordinary Meeting of Council.

Information on making a deputation is available on the City's website. [Request to make a Deputation.](#)

## Public Question Time

You can ask a question at a Council meeting during Public Question Time. Information on how to ask a question can be found on the City's website. [Public Question Time.](#)

Complex questions or those related to matters on the agenda and requiring a response at the meeting are "questions on notice" and should be submitted in writing, by the close of business the Tuesday prior to the meeting.

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## **Audio Recording/ Access to Recording**

In accordance with the Council Policy CP- 088 Creation, Access and Retention of Audio Recordings of the Public Meetings this meeting is electronically recorded. All recordings are retained as part of the City's records in accordance with the State Records Act 2000 and the General Disposal Authority for Local Government Records. The Audio recording may be accessed at [www.melvillecity.com.au/agendas](http://www.melvillecity.com.au/agendas).

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## **Purpose of Agenda Briefing Forum**

The purpose of this Forum is to provide an opportunity for Elected Members to ask questions and obtain additional information in respect to reports and items on the attached Council Agenda. It is not a decision making forum, nor is it open for debate on matters. Members of the public are able to present deputations in respect to matters on the Council Agenda at this Forum, prior to matters being formally deliberated upon at the next Ordinary Meeting of Council.

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**1 OFFICIAL OPENING**

**2 ATTENDANCE AND APOLOGIES**

**In Attendance**

Councillors

Ward

**Officers**

**Apologies**

**On Approved Leave of Absence**

Cr C Ross

Applecross - Mount Pleasant Ward

**3 DECLARATIONS BY MEMBERS**

**3.1 Declarations by Members who have not read and given due consideration to all matters contained in the business papers presented before the Meeting**

**3.2 Declarations by Members who have received and not read the Elected Members Bulletin**

**4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

**Approved Deputations**

**Approved Written Submission**

**5 DISCLOSURE OF INTEREST**

**5.1 Financial or Proximity Interests**

Under sections 5.60A and/or 5.60B of the *Local Government Act 1995*

**5.2 Disclosure of Interest That May Cause a Conflict**

Under *22 Local Government (Model Code of Conduct) Regulations 2021* or a City of Melville (Code of Conduct)

**6 PUBLIC QUESTION TIME**

**6.1 Questions Received with Notice**

**6.2 Questions Received at the Meeting**

**6.3 Questions Taken on Notice at Previous Meeting**

This item is detailed in the Ordinary Meeting of Council agenda to be held on 19 March 2024.

**7 AWARDS AND PRESENTATIONS**

This item will be dealt with at the Ordinary Meeting of Council.

**8 APPLICATIONS FOR NEW LEAVE OF ABSENCE**

This item will be dealt with at the Ordinary Meeting of Council.

**9 CONFIRMATION OF MINUTES**

**10 NEW BUSINESS OF AN URGENT NATURE**

**11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

**12 PETITIONS**

This item is detailed in the Ordinary Meeting of Council agenda to be held on 19 March 2024.

**13 REPORTS**

**13.1 Reports from Committees**

Nil.

**13.2 Reports of the Chief Executive Officer**

**Management Services**

Nil.

**Corporate Services**

**C24/114 Investment Statements for January 2024**

**Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**SUMMARY**

This report presents the investment statements for the period ending 31 January 2024 for the Council’s information and noting.

**C24/115 Schedule of Accounts Paid for January 2024**

**Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**SUMMARY**

This report presents the details of payments made under delegated authority to suppliers for the period of January 2024 and recommends that the Schedule of Accounts Paid be noted.

**C24/116      Statements of Financial Activity for January 2024****Deputations****Officer Presentation**      Questions only**Disclosure of Interest****Notes from Forum**      To be Advised.**SUMMARY**

This report presents:

- The Statements of Financial Activity by Nature or Type and Rate Setting Statement by Program and Nature or Type, for the period ending 31 January 2024 and recommends that they be noted by the Council.
- The variances for the month of 31 January 2024 and recommends that they be noted by the Council.

**C24/117      Common Seal March 2024****Deputations****Officer Presentation**      Questions only**Disclosure of Interest****Notes from Forum**      To be Advised.**SUMMARY**

This report details the documents to which the City of Melville Common Seal has been applied for the period from Thursday, 25 January 2024 up to and including Tuesday, 20 February 2024 for the Council's noting. This is a standing report to the Council.

**C24/123      City of Melville Governance Framework and Governance Improvement Priority Projects****Deputations****Officer Presentation**      Questions only**Disclosure of Interest****Notes from Forum**      To be Advised.**SUMMARY**

- Council adopted the Governance Improvement Plan 2023/2024 at the Ordinary Meeting of Council held 20 February 2024. With a key project within this plan being the development of a City of Melville Governance Framework.
- This report presents the inaugural City of Melville Governance Framework for consideration.
- Through the development of the Governance Framework a number of governance improvement projects have been identified with three key projects considered the priority for 2024/2025
- To seek council adoption of the City of Melville Governance Framework and identified Governance Priority Projects for 2024/2025.

**Community Development****CD24/12 Cultural Heart - Learning & Cultural Centre****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- The Melville City Centre Structure Plan presents an opportunity to create a multi-dimensional City Centre.
- The attached updated business case for the Library and Cultural Centre elevates this City Centre from a central, predominantly commercial, and residential area of the city into a rich, multi-dimensional civic and community precinct.
- The Library and Cultural Centre is to replace the existing Civic Square Library and support existing community infrastructure.
- The updates to the endorsed 2015 Council Business Case item reaffirm the growing need for this important cultural and community asset as the heart of the future civic and cultural precinct.
- The business case explores opportunities to maximise the social return on investment, consolidate facilities and services, as well as activation and sustainability of the future facility.
- The updated business case has reviewed current needs and proposed functions for the future facility that are socially, environmentally, and financial modelled to realise this transformational outcome.

**Environment and Infrastructure****E24/34 Environment and Infrastructure Policy Review****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- The policies within the responsibility of the Environment and Infrastructure Services directorate have been reviewed and brought forward with amendments for consideration and adoption.
- Policies that are defined as Council Policy require the approval of the Council, whereas Operational Policies are approved by the Chief Executive Officer.
- It is recommended that the three policies as amended be approved.

**Urban Planning****UP24/34 Neighbour Dispute Mediation Policy****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- On 15 August 2023, Council passed a Notice of Motion requesting a report be prepared and presented back to the December 2023 OMC, on the benefits and implications of establishing a Neighbour Dispute Mediation Policy.
- The Notice of Motion sought for the investigation to include the following:
  - a. Policy purpose/statement.
  - b. Details of matters for consideration.
  - c. Governance considerations including an implementation framework, decisions, outcomes and reporting.
  - d. Include research on other established policies within a local government context.
- The investigation was undertaken and a report addressing the above was presented to Council on the 12 December 2023 (UP23/28).
- Council subsequently passed a resolution to prepare the Neighbour Mediation Council Policy in accordance with the recommendations outlined in the report.
- The draft policy is prepared and included in this report as Attachment 1.

**14 MOTIONS WITH PREVIOUS NOTICE**

**14.1 Notice of Motion - Tourism Plan**

**Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**14.2 Notice of Motion - Trees for Bus Stops**

**Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**14.3 Notice of Motion - Grants for Native Planted Verges**

**Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**15 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)**

**16 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC**

Nil.

**17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC**

**18 CLOSURE**