



City of
Melville

NOTES

AGENDA BRIEFING FORUM

6:30pm Tuesday, 13 August 2024

Held in the Council Chambers, Melville Civic Centre,
10 Almondbury Road, Booragoon

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.

Notes to be confirmed at the next Ordinary Council Meeting

These minutes are hereby confirmed as true and accurate

Mayor Mair

Date



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

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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 Council Meeting.

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1 OFFICIAL OPENING

The Presiding Member welcomed those in attendance to the meeting, officially declared the meeting open at 6:30pm and invited Cr Lim to read the Acknowledgement of Country and advised those present of the Purpose of the Agenda Briefing Forum, the Disclaimer, the Affirmation of Civic Duty and Responsibility and the Audio Recording Advice.

2 ATTENDANCE AND APOLOGIES

In Attendance

K Mair

Mayor

Councillors

Cr C Ross

Ward
Applecross - Mount Pleasant Ward

Cr D Lim

Applecross - Mount Pleasant Ward

Cr N Robins

Bateman - Kardinya - Murdoch Ward

Cr S Hong

Bateman - Kardinya - Murdoch Ward

Cr J Edinger

Bicton - Attadale - Alfred Cove Ward

Cr J Spanbroek

Bull Creek - Leeming Ward

Cr M Woodall

Bull Creek - Leeming Ward

Cr K Wheatland

Palmyra - Melville - Willagee Ward

Cr T Fitzgerald (*from 6:35 pm*)

Palmyra - Melville - Willagee Ward (*electronic attendance*)

Cr S Green

Central Ward

Cr T Lee

Central Ward

Officers

Ms G Bowman

Chief Executive Officer

Ms M Pickering

Director Community Development

Mr M McCarthy

Director Environment & Infrastructure

Mr P Varelis

Director Planning

Ms J Arbel (*until 7:30pm*)

Executive Manager Corporate Strategy & Communication

Mr I Aiyathurai (*until 8:02pm*)

Manager Financial Services

Mr T Cappellucci (*until 7:28pm*)

Principal Statutory Planner (*electronic attendance*)

Ms C Newman

Head of Governance

Ms N Wu

Governance Officer

At the commencement of the meeting:

Public Gallery	6
Electronic	3
Press	0

Apologies

Cr K Wheatland Palmyra - Melville - Willagee Ward

On Approved Leave of Absence

Nil.

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

Nil.

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

Nil.

4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Approved Deputations

- Mr P Logothetis and Mr B Scott, Applecross Tennis Club and Ms M Magdy, Tennis West
Item UP24/45 Erection of Floodlights at Applecross Tennis Club - Lots 260-264 (30) The Strand, Applecross - Submission to the Department of Biodiversity, Conservation and Attractions for Consideration in Making a Determination
- Mr B Doyle, Panning Solutions.
Item UP24/45 Erection of Floodlights at Applecross Tennis Club - Lots 260-264 (30) The Strand, Applecross - Submission to the Department of Biodiversity, Conservation and Attractions for Consideration in Making a Determination

Approved Written Submission

- Mr J Warne, Applecross
Item UP24/45 Erection of Floodlights at Applecross Tennis Club - Lots 260-264 (30) The Strand, Applecross - Submission to the Department of Biodiversity, Conservation and Attractions for Consideration in Making a Determination
- Ms T Madden, Applecross
Item UP24/45 Erection of Floodlights at Applecross Tennis Club - Lots 260-264 (30) The Strand, Applecross - Submission to the Department of Biodiversity, Conservation and Attractions for Consideration in Making a Determination

5 DISCLOSURE OF INTEREST

5.1 Financial or Proximity Interests

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

- Cr J Edinger – Financial Interest
Item C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal.
- Cr J Edinger – Financial Interest
Item C24/178 RFT232423 New Changerooms and Clubroom, Len Shearer Reserve.
- Cr J Edinger – Financial Interest
Item C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works.
- Cr T Lee – Proximity Interest
Item UP24/45 Erection of Floodlights at Applecross Tennis Club - Lots 260-264 (30) The Strand, Applecross - Submission to the Department of Biodiversity, Conservation and Attractions for Consideration in Making a Determination.

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)

- Cr S Green – Impartiality Interest
Item UP24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal.

6 PUBLIC QUESTION TIME

At 6:35pm the Presiding Member opened Public Question Time.

6.1 Questions Received with Notice

Nil.

6.2 Questions Received at the Meeting

Nil.

6.3 Questions Taken on Notice at Previous Meeting

This item will is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 20 August 2024.

At 6:35pm the Presiding Member closed Public Question Time.

At 6:35pm, the Mayor advised the meeting that Cr Fitzgerald had joined the meeting electronically.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 20 August 2024.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 20 August 2024.

9 NEW BUSINESS OF AN URGENT NATURE

Nil.

10 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

- C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal
- C24/178 RFT232423 New Changerooms and Clubroom, Len Shearer Reserve
- C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works
- E24/43 Confidential - Library and Cultural Centre Development - Variation to Architectural Design Contract

11 PETITIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 20 August 2024.

12 REPORTS

Items Brought Forward

At 6:36pm, having declared an interest in the matter, Cr Lee left the meeting.

At 6:38pm the Presiding Member brought forward Item UP24/45 Erection of Floodlights at Applecross Tennis Club - Lots 260-264 (30) The Strand, Applecross - Submission to the Department of Biodiversity, Conservation and Attractions for Consideration in Making a Determination for the convenience of those giving a deputation.

UP24/45 Erection of Floodlights at Applecross Tennis Club - Lots 260-264 (30) The Strand, Applecross - Submission to the Department of Biodiversity, Conservation and Attractions for Consideration in Making a Determination

Deputations

At 6:36pm Mr P Logothetis and Mr B Scott, Applecross Tennis Club and Ms M Magdy, Tennis West gave a deputation which concluded at 6:48pm. At 7:04pm Mr P Logothetis, Mr B Scott, and Ms M Magdy returned to the Public Gallery.

At 7:04pm Mr B Doyle, Panning Solutions gave a deputation which concluded at 7:18pm. At 7:22pm Mr B Doyle returned to the Public Gallery.

[Deputation – Mr B Doyle, Planning Solutions](#)

[Written Submission - Mr J Warne, Applecross](#)

[Written Submission - Ms T Madden, Applecross](#)

Officer Presentation

At 7:22pm Mr P Varelis, Director Planning responded to questions which concluded at 7:24pm.

Disclosure of Interest

Cr Lee, Proximity Interest.

Notes from Forum

General discussion took place regarding the item and officer recommendation.

At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:

- Assessment in relation to the existing noise of the area and the impact of the proposal.

SUMMARY

- Approval was sought for the installation of floodlight columns to Courts 11-14 at Applecross Tennis Club (subject site).
- The site is located on land zoned Parks and Recreation under the Metropolitan Region Scheme (MRS). As the subject site is located within the Swan Canning Development Control Area, the Department of Biodiversity, Conservation and Attractions (DBCA) is responsible for assessment of development applications as per Part 5, Section 72(1) of the *Swan and Canning Rivers Management Act 2006*.
- In accordance with the Swan and Canning Rivers Management Act 2006, the Minister for the Environment is the decision maker for Part 5 applications.

- The development application has been referred to the City to provide a recommendation.
- A total of twelve floodlighting towers were proposed, four at a height of 10 metres and eight to a height of eight metres.
- The floodlights for the four courts are now proposed to operate as follows:
 - a) Until 10pm from Tuesday to Thursday for League (Pennant) games. Otherwise, floodlights will be switched off at 9pm. Competition games are anticipated to occur for 20 weeks of the year plus a possible extra four weeks if teams make the finals; and
 - b) Until 9pm Monday to Sunday when no League (Pennant) games are scheduled. The floodlights for the four courts are proposed to be automatically shut off at 10pm every night to allow for League (Pennant) Tennis to be played up to that time.
- The details of the proposed development were assessed against Local Planning Scheme No. 6 (LPS6), Local Planning Policy 1.16 – Flood and Security Lighting (LPP1.16) and Local Planning Policy 3.4 – Tennis Courts (LPP3.4). It should be noted that these planning documents do not apply to properties reserved under the MRS, however, provide good guidance as to acceptable development standards to maintain the existing and desire amenity of the immediate locality.
- The application was advertised in accordance with the provisions of *Planning and Development (Local Planning Scheme) Regulations 2015* and Local Planning Policy 1.1 Planning Process and Decision Making (LPP1.1) via letters to surrounding landowners and occupiers. Two on site signs were also erected and full details of the proposal were made available on the City's Melville Talks website.
- A total of 145 submissions were received with 13 objections, 131 in support and 1 neither supporting nor objecting to the proposal.
- Details of the proposed development were initially presented to a Development Advisory Unit (DAU) meeting held on 14 March 2023 with an associated report published to the City's website.
- At the Ordinary Meeting of the Council held on the 18th and 19th of April 2023, Council recommended approval to DBCA subject to conditions and advice notes.
- One of the recommended conditions was that the flood lights were to be installed with a timer which ensures the lights do not operate between the hours of 9pm and 6am, Monday to Sunday.
- On 31 July 2024, the City received notification that the draft DBCA report on the above-mentioned proposal has been prepared and released for public comment for a period of 14 days in accordance with Section 75 (4) of the *Swan and Canning Rivers Management Act 2006*.
- Submissions to DBCA are due prior to 15 August 2024 however, the City has been granted until 21 August 2024 to provide its comments on the draft report.
- DBCA's Director General will consider submissions made before the report is finalised and a recommendation made to the Minister for Environment.
- The proposed development, considering the revised lighting design information and environmental noise assessment provided within the DBCA Report is considered to be acceptable when assessed against the relevant policy requirements.
- It is recommended that Council support the draft report prepared by DBCA subject to Condition 5 being amended to align with the condition previously recommended by Council to DBCA recommending that the floodlights are to not operate between the hours of 9pm to 6pm, Monday to Sunday.

OFFICER RECOMMENDATION

That the Council endorses the draft report prepared by the DBCA subject to requesting that recommended Condition 5 be amended as follows:

The floodlights are to be installed with a timer which ensures the lights do not operate between the hours of 9pm and 6am, Monday to Sunday.

At 7:24pm, the Mayor advised the meeting that Cr Wheatland is apology for this evening.

At 7:25pm Ms N Wu left the meeting and returned to the meeting at 7:25pm.

At 7:25pm Mr P Varelis left the meeting and returned to the meeting at 7:26pm.

At 7:25pm the Presiding Member brought forward Item M24/38 Adoption of Council Plan for the Future 2024-2034 (Major Review of the Strategic Community Plan and Corporate Business Plan) for the convenience of those officers attend the meeting.

M24/38 Adoption of Council Plan for the Future 2024-2034 (Major Review of the Strategic Community Plan and Corporate Business Plan)

Deputations	Nil.
Officer Presentation	At 7:26pm Ms J Arbel, Executive Manager Corporate Strategy & Communication was available to answer questions on the matter.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- Local governments are currently required to produce a 'plan for the future' under S5.56 (1) of the Local Government Act 1995 (the Act).
- The City's current Strategic Community Plan (SCP) 2020-2030, and Corporate Business Plan (CBP) 2020-2024, are both due for a major review in 2024, and adoption by September 2024.
- The City's SCP and CBP have been brought together into one document to create a cohesive, coordinated and integrated Council Plan for the Future 2024-2034.
- Broad community consultation identifying the community priorities and aspirations has informed an extensive Elected Member strategic planning process to create the City's Council Plan for the Future, which outlines Council's future direction for the organisation.
- The Council is required under the *Local Government (Administration) Regulations 1996* (the Regulations) to adopt the draft Council Plan by absolute majority decision

OFFICER RECOMMENDATION

That the Council:

- 1. By absolute majority decision adopts the City of Melville Council Plan for the Future 2024-2034; and**
- 2. Notes that the City of Melville Council Plan for the Future 2024-2034 meets the requirements of the major review of the Strategic Community Plan and Corporate Business Plan and will be formatted and styled prior to publication on the City's website and promotion to the community.**

12.1 Reports from Committees**Financial Management, Audit, Risk and Compliance Committee Meeting held on 5 August 2024****C24/186 Recruitment of External Member for the Financial Management, Audit, Risk and Compliance Committee**

Deputations	Nil.
Officer Presentation	At 19:27pm Ms C Newman, Head of is available to answer questions on the matter.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- The Financial Management, Audit, Risk and Compliance (FMARC) Committee has the provision for an independent, external member to be appointed.
- Mr Hay has held this position since December 2018, with his term expiring at the end of 2024.
- This report seeks approval for the Committee to commence the process to recruit for an independent, external member of the FMARC Committee, and to establish an interview panel to make recommendation on a suitable applicant to the Council.

OFFICER RECOMMENDATION

That the Financial Management, Audit, Risk and Compliance Committee recommend to the Council that:

- 1. the Recruitment Process for the independent, external member of the Financial Management, Audit, Risk and Compliance Committee, as attached, be endorsed.**
- 2. an interview panel comprising:**
 - Mayor K Mair**
 - Cr G Barber**
 - Cr D Lim**
 - Cr N Robins (Deputy)**

be formed to undertake the selection process for consideration by the Financial Management, Audit, Risk and Compliance Committee and subsequent recommendation to the Council.

At 7:28pm Mr Cappelluci electronically disconnected from the meeting and did not return

12.2 Reports of the Chief Executive Officer

Management Services

Item - M24/38 Adoption of Council Plan for the Future 2024-2034 (Major Review of the Strategic Community Plan and Corporate Business Plan)

For the convenience of those officers attending the meeting this evening, this item was brought forward. – Please see [page 14](#).

Corporate Services

C24/187 Schedule for Review of Local Laws

Deputations	Nil.
Officer Presentation	At 19:28pm Ms C Newman, Head of Governance was available to answer questions on the matter.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- Under section 3.16 of the *Local Government Act 1995*, local governments are required to review their local laws every eight years.
- Due to resourcing challenges in the City’s governance team and other competing priorities, the City will not be able to review all its local laws within the legislated period.
- This report seeks Council endorsement for the City’s schedule for its review of its local laws, which will bring the City back to compliance and ensure future reviews are coordinated and planned in a proper manner.

OFFICER RECOMMENDATION

That the Council endorse the City’s schedule for the review of its Local Laws as outlined in this report.

C24/173 Common Seal August 2024

Deputations	Nil.
Officer Presentation	At 7:28pm Ms C Newman, Head of Governance was available to answer questions on the matter.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- This report details the documents to which the City of Melville Common Seal has been applied for the period from Tuesday, 18 June 2024 up to and including Monday, 15 July 2024 for the Council's noting. This is a standing report to the Council.

OFFICER RECOMMENDATION

That the Council notes the actions of the Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from Tuesday, 18 June 2024 up to and including Monday, 15 July 2024 for the Council's noting.

At 7:28pm the Presiding Member brought forward the following items:

- C24/175 Investment Statements for June 2024
- C24/176 Schedule of Accounts Paid for June 2024
- C24/177 Preliminary Statements of Financial Activity for June 2024

C24/175 Investment Statements for June 2024

Deputations	Nil.
Officer Presentation	At 7:28pm Mr I Aiyathurai, Manager Financial Services was available to answer questions on the matter.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- This report presents the investment statements for the period ending 30 June 2024 and recommends that it be noted by the Council. This statement and figures for 2023-2024 are still subject to change. Year-end accounting processes are still underway, and therefore, the final accounts for 2023-2024 may be materially different from what is presented in this report.

OFFICER RECOMMENDATION

That the Council notes the Investment Report for the period ending 30 June 2024.

C24/176 Schedule of Accounts Paid for June 2024

Deputations	Nil.
Officer Presentation	At 7:28pm Mr I Aiyathurai, Manager Financial Services was available to answer questions on the matter.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- This report presents the details of payments made under delegated authority (DA-035) to suppliers for the period of June 2024 and recommends that the Schedule of Accounts Paid be noted.

OFFICER RECOMMENDATION

That the Council notes the Schedule of Accounts paid for the period June 2024 as approved by the Manager Financial Services in accordance with delegated authority DA-035, and detailed in the attachments to this report; Payment Details June 2024 (Attachment 1) and Card Payment Details June 2024 (Attachment 2).

At 7:30pm Ms J Arbel left the meeting and did not return.

At 7:30pm, Cr T Lee returned to the meeting.

At 7:30pm, Cr G Barber left the meeting.

C24/177 Preliminary Statements of Financial Activity for June 2024

Deputations	Nil.
Officer Presentation	At 7:28pm Mr I Aiyathurai, Manager Financial Services provided a presentation and responded to the questions which concluded at 7:34pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:</p> <ul style="list-style-type: none">• regarding the Aged 90 days debtor value – is it higher than usual?

SUMMARY

- This report presents the Preliminary Statements of Financial Activity by Nature and Statements of Financial Activity by Program and Nature, for the period ending 30 June 2024 and recommends that they be noted by the Council; and
- Presents the statements and figures for 2023-2024 which are still subject to change and recommends that they be noted by the Council. Year-end accounting processes are still underway and therefore the final accounts for 2023-2024 may be materially different to what is presented in this report; and
- Presents the preliminary variances for the month of June 2024 and recommends that they be noted by the Council; and
- Presents the Budget amendments required for the month of June 2024 and recommends that they be adopted by Absolute Majority decision of the Council; and
- Presents the amendments to the Fees and Charges Schedule 2024-2025 and recommends that they be adopted by Absolute Majority decision of the Council.

OFFICER RECOMMENDATION**That the Council:**

1. **Notes the Rate Setting Statement and Statements of Financial Activity for the month ending 30 June 2024 as detailed in the following attachments:**
 - **Statement of Financial Activity by Nature June 2024 (Attachment 1); and**
 - **Statement of Financial Activity by Program June 2024 (Attachment 2); and**
 - **Statement of Comprehensive Income June 2024 (Attachment 3); and**
 - **Net Working Capital June 2024 (Attachment 4); and**
 - **Reconciliation Net Working Capital June 2024 (Attachment 5); and**
 - **Notes to Statement of Financial Activity June 2024 (Attachment 6); and**
 - **Summary Rate Debtors June 2024 (Attachment 7); and**
 - **Rates Collections Graph June 2024 (Attachment 8); and**
 - **General Debtors Aged 90 Days June 2024 (Attachment 9).**
2. **By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for June 2024 (Attachment 10); and**
3. **By Absolute Majority Decision adopts the amendments to the Fees and Charges Schedule 2024-2025, as detailed in the attached Amendment to Fees and Charges 2024-2025 (Attachment 11).**

At 7:33pm, Cr G Barber returned to the meeting.

At 7:35pm, the presiding member advise that Cr J Edinger having declared an interest in the below three items and left the meeting:

- C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal
- C24/178 RFT232423 New Changerooms and Clubroom, Len Shearer Reserve
- C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works

At 7:35pm, Cr J Spanbroek left the meeting.

C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal

Deputations Nil.

Officer Presentation At 7:35pm Mr M McCarthy, Director Environment and Infrastructure was available to answer questions on the matter.

Disclosure of Interest Cr J Edinger, Financial Interest.

Notes from Forum No discussion took place regarding the item and officer recommendation.

SUMMARY

- This report is presented to Council to recommend the acceptance of a request submitted for RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal

CTAU RECOMMENDATION

That the Council:

1. **Accepts the recommendations as contained in the confidential attachment to this report, RFT232419 Contract and Tender Advisory Unit Minutes (Attachment 1); and**
2. **Upon resolution of the recommendation, directs that the successful respondents' names be inserted below this point 2, awarded;**

At 7:35pm, Elected Members indicated there were questions associated with the confidential attachments and the Presiding Member advised that this matter would be held to the end of the meeting to enable it to be discussed behind closed doors.

C24/178 RFT232423 New Changerooms and Clubroom, Len Shearer Reserve

Deputations	Nil.
Officer Presentation	At 7:36pm Mr M McCarthy, Director Environment and Infrastructure was available to answer questions on the matter.
Disclosure of Interest	Cr J Edinger, Financial Interest.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- This report is presented to Council to recommend the acceptance of a request submitted for RFT232423 New Changerooms and Clubroom, Len Shearer Reserve.

CTAU RECOMMENDATION**That the Council:**

1. **Accepts the recommendations as contained in the confidential attachment to this report, RFT232423 Contract and Tender Advisory Unit Minutes (Attachment 1); and**
2. **Upon resolution of the recommendation, directs that the successful respondents' names be inserted below this point 2, awarded;**

C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works

Deputations	Nil.
Officer Presentation	At 7:36pm Mr M McCarthy, Director Environment and Infrastructure responded to questions which concluded at 7:38pm.
Disclosure of Interest	Cr J Edinger, Financial Interest.
Notes from Forum	General discussion took place regarding the item and officer recommendation.

SUMMARY

- This report is presented to Council to recommend the acceptance of a request submitted for RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works.

CTAU RECOMMENDATION**That the Council:**

- 1. Accepts the recommendations as contained in the confidential attachment to this report, RFT232418 Contract and Tender Advisory Unit Minutes (Attachment 1); and**
- 2. Upon resolution of the recommendation, directs that the successful respondents' names be inserted below this point 2, awarded;**

At 7:38pm, Elected Members indicated there were questions associated with the confidential attachments and the Presiding Member advised that this matter would be held to the end of the meeting to enable it to be discussed behind closed doors.

At 7:39pm, Cr J Spanbroek returned to the meeting.

At 7:39pm, Cr J Edinger returned to the meeting.

C24/180 WALGA Annual General Meeting - Nomination of City of Melville Voting Delegates

Deputations	Nil.
Officer Presentation	At 7:38pm Head of Governance was available to answer questions on the matter.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- The Western Australian Local Government Association (WALGA) will hold its Annual General Meeting on Wednesday 9 October 2024, at 2:30pm.
- The Council may nominate two voting delegates and two proxy delegates to represent the City of Melville and attend and vote at the WALGA Annual General Meeting. Each voting delegate is entitled to one vote.

OFFICER RECOMMENDATION**That the Council:**

- 1. Nominate the following Elected Members as the City of Melville delegates:**
 - 1. Cr**
 - 2. Cr****and the following Elected Members to be proxy voting delegates:**
 - 1. Cr**
 - 2. Cr****to the Western Australian Local Government Association Annual General Meeting to be held on Wednesday 9 October 2024.**
- 2. Confirms that Councillor is to be Proxy Member one and Councillor is to be Proxy Member two.**
- 3. Requests the Chief Executive Officer to forward advice of the City of Melville voting delegates to the Western Australian Local Government Association Annual General Meeting to the Western Australian Local Government Association by the deadline of 27 September 2024.**

Community Development**CD24/22 Christmas Lights Review****Deputations** Nil.**Officer Presentation** At 7:38pm Ms M Pickering Director Community Development was available to answer questions on the matter.**Disclosure of Interest** Nil.**Notes from Forum** No discussion took place regarding the item and officer recommendation.**SUMMARY**

- This report presents a review of the 2023 Christmas Lights displays and consideration for future Christmas Lights in response to a Council resolution of the 19 September 2023 Ordinary Meeting of Council – Council Resolution (CD23/8) for Christmas lights displays in the City of Melville.
- The two Christmas Lights locations trialled in 2023 had mixed success and so officers are recommending continuing with the same scale of Christmas Lights at the successful location (Canning Bridge) and scaling back the display for the other (Civic Centre Entrance).
- Sources of external funding for Christmas lights was investigated, however suitable grant program opportunities were identified for 2024 and officers will continue to investigate different funding options for future displays.

OFFICER RECOMMENDATION**That the Council:**

1. **Endorse the allocation a budget of \$30,000 for Christmas light displays, starting from 2024-2025 at the below locations:**
 - (a) **Entry statement at Canning Bridge – Apex Reserve**
 - (b) **Welcome statement at the City of Melville, Civic Centre; and**
2. **Note that the future budget for Christmas Light displays be considered as part of the Annual Budget process from 2025-26 onwards.**

Environment and Infrastructure**E24/44 Response to Petition - Troy Park Reserve Sports Pavilion Upgrade**

Deputations	Nil.
Officer Presentation	At 7:39pm Mr M McCarthy Director Environment & Infrastructure responded to questions which concluded at 7:59pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:</p> <ul style="list-style-type: none"> • Copy of the concept plan and information on the timing of the updated concept plan. • The legislative requirement regarding the number and types of toilets/ wet areas.

SUMMARY

- The City of Melville (the City) has been working with the Troy Park Sporting Association (TPSA) and user groups to develop a concept plan for the required change room upgrade. The current concept includes two change rooms (a set of home and away change rooms). This level of provision is consistent with other junior and/or single senior oval active space locations within the City.
- At the Ordinary Meeting of Council held on 18 June 2024, a petition was presented by the Troy Park Sporting Association seeking an adjustment to increase the change room provision from two to four change rooms.
- The City is committed to providing contemporary, universally accessible, gender-neutral change rooms to its sporting community. The City's change room upgrade program has delivered five gender-neutral facilities to clubs over the last five years and plans to complete the remaining eleven change rooms over the next four years. These facilities accommodate the increase in female participation in outdoor recreation and sporting activities.
- The gender-neutral facilities are high quality and durable and incorporate accessibility and safety improvements such as universally accessible toilets (UAT), partitioned showers, umpires change room, storage and kiosks. The City's newly constructed change rooms support inclusivity and safety for all participants, spectators, and volunteers.
- An analysis of the City's change room upgrade program based on number of ovals, pitches and sporting activities shows that two change rooms are adequate for Troy Park, given it has only one senior oval and separate seasonal (summer and winter) uses.
- Furthermore, traditional change rooms including showers and toilets (ie: wet change rooms) are very costly compared to dry meeting rooms and so the City is seeking to better understand the operational space requirements of the TPSA and user groups. Simply adding an additional two change rooms, as requested in the petition is not justified and would result in excessive costs and longer-term liabilities incurred by the City that would also have the potential to flow through to future change room upgrade projects.
- As such, initial consultation with the TPSA and user groups highlighted the need for additional dry spaces, rather than traditional wet change rooms, to accommodate a variety of uses for all groups including the transition period between games.
- With this, City officers will continue to work with TPSA, user groups and the appointed architect to achieve a contemporary innovative design which assists users to better manage activities and use of the facility, whilst providing a space that will mutually benefit all users and the wider community.

OFFICER RECOMMENDATION

That the Council requests:

- 1. The Chief Executive Officer to review the concept design for the Troy Park Change Rooms Redevelopment, in consultation with TPSA and key user groups, to better manage activities based on a mutually beneficial community uses; and**
- 2. That the lead petitioner be advised of the Council decision.**

Planning**UP24/44 Council Policy - Mobile Food Vendors - Presentation for Adoption****Deputations** Nil.**Officer Presentation** At 8:00pm Mr P Varelis Director Planning responded to questions which concluded at 8:02pm.**Disclosure of Interest** Nil.**Notes from Forum** General discussion took place regarding the item and officer recommendation.

At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:

- Clarification on a “substantiated” complaint, in relation to “bells and sound devices” and the process to lodge a “substantiated” complaint.

SUMMARY

- The City has investigated and prepared a Council Policy for Mobile Food Vendors.
- The preparation process included an engagement program which demonstrated support for mobile food operations at public locations across the City of Melville.
- Various considerations were explored which included but was not limited to operator interest, impacts on amenity, opportunities for activation and potential competition with ‘bricks and mortar’ operators.
- Predetermined Designated Trading Locations were identified to supplement current arrangements in trading permits issued in accordance with the Activities in Thoroughfares, Public Places and Trading Places Local Law 2014 associated with Street Traders (Itinerant Food Vendors), events/markets and other public places.
- Criteria was established to guide officers in considering proposed locations and requirements of mobile food vendors.
- It’s recommended that Council adopt the policy.

OFFICER RECOMMENDATION

That the Council endorse CP-124 Mobile Food Vendor Policy (Attachment 1).

Item - UP24/45 Erection of Floodlights at Applecross Tennis Club - Lots 260-264 (30) The Strand, Applecross - Submission to the Department of Biodiversity, Conservation and Attractions for Consideration in Making a Determination

For the convenience of those giving a deputation, this item was brought forward.

Please see [page11](#).

13 MOTIONS WITH PREVIOUS NOTICE

Nil.

14 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

Nil.

15 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

At 8:02pm, Cr J Edinger having declared an interest in the below two items and left the meeting:

- C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal
- C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works

At 8:02pm Mr I Aiyathurai left the meeting and did not return.

Procedural Motion**COUNCIL RESOLUTION**

At 8:02pm Cr C Ross moved, seconded Cr S Hong

That the Council considers the confidential report(s) listed below behind closed doors in accordance with Section 5.23(2) of the Local Government Act 1995:

- **C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal**
- **C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works**
- **E24/43 Confidential - Library and Cultural Centre Development - Variation to Architectural Design Contract**

At 8:02pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

- C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal
- C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works

Left the meeting.

At 8:22pm, Cr J Edinger returned to the meeting.

Procedural Motion**COUNCIL RESOLUTION**

At 8:23pm Cr C Ross moved, seconded Cr S Hong

That the meeting be reopened to members of the public.

At 8:23pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

16 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

The following items, with were discussed behind closed doors:

- C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal and additional information was requested.
- C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works and additional information was requested.
- E24/43 Confidential - Library and Cultural Centre Development - Variation to Architectural Design Contract

At 8:24pm, the Presiding Member advised that there are two late items and the information will be circulated to the elected elected members on Friday, 16 August 2024:

- Confidential Staff matter
- Canning Bridge Activity Centre Plan Review – Further Information Request, Department of Planning Lands and Heritage

17 CLOSURE

There being no further business to discuss, the Presiding Member confirmed Cr Fitzgerald was still in attendance electronically and declared the meeting closed at 8:27pm.