



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, 13 February 2024 commencing at 6:30 PM.

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 to be held on Tuesday, 13 February 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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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.

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.

Contents

1	Official Opening	6
2	Attendance and Apologies	6
3	Declarations by Members	7
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	7
3.2	Declarations by Members who have received and not read the Elected Members Bulletin	7
4	Announcements by the Presiding Member (Without Discussion)	7
	Approved Deputations	7
	Approved Written Submission	7
5	Disclosure of Interest	7
5.1	Financial or Proximity Interests	7
5.2	Disclosure of Interest That May Cause a Conflict	7
6	Public Question Time	7
6.1	Questions Received with Notice	7
6.2	Questions Received at the Meeting	7
6.3	Questions Taken on Notice at Previous Meeting	7
7	Awards and Presentations	8
8	Applications for New Leave of Absence	8
9	confirmation of minutes	8
10	New Business of an Urgent Nature	8
11	Identification of Matters for which Meeting May Be Closed	8
12	Petitions	8
13	Reports	9
13.1	Reports from Committees	9
M24/23	City of Melville Community Annual Report 2022-2023.....	9
C24/113	City of Melville Annual Financial Report 2022-2023	10
13.2	Reports of the Chief Executive Officer	10
	Management Services	10
	Nil	
	Corporate Services	11
C24/112	2023-2024 Mid Year Budget Review.....	11
C24/104	Investment Statements for November 2023	11
C24/105	Schedule of Accounts Paid for November 2023	11
C24/106	Statements of Financial Activity for November 2023	12
C24/107	Investment Statements for December 2023	12
C24/108	Schedule of Accounts Paid for December 2023	12

C24/109	Statements of Financial Activity for December 2023	13
C24/110	Common Seal February 2024	13
C24/111	DLG Governance Concerns - Additional Correspondence	14
	Community Development.....	14
	Nil	
	Environment and Infrastructure.....	15
E24/28	Response to Petition - Willagee Public Transport.....	15
E24/29	Public Open Space - The Esplanade Mt Pleasant.....	16
E24/30	Response to Petition - Traffic Treatment Options - Wheatley Drive, Bull Creek	17
E24/31	Response to Petition - Review of the City's Path Policy & Compliance with the Commonwealth Disability Discrimination Act (1992)	18
	Urban Planning	19
UP24/30	Deferral of Consideration of Public Open Space Strategy Scoping Report.....	19
UP24/31	Response to Petition - CP-114 Compliance & Enforcement Policy Review	20
14	Motions with Previous Notice	20
	Nil	
15	Motions without Previous Notice (approval by absolute majority)	20
16	Matters for Which Meeting was Closed to the Public.....	21
E24/32	Resource Recovery Group / Withdrawal / Windup – CEO Delegations	21
17	Decisions Made While meeting was Closed to the Public	21
18	Closure	21

1 OFFICIAL OPENING

2 ATTENDANCE AND APOLOGIES

In Attendance

Councillors

Ward

Officers

Apologies

On Approved Leave of Absence

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 WILL BE DEALT WITH AT THE ORDINARY MEETING OF COUNCIL TO BE HELD TUESDAY, 20 FEBRUARY 2024.

7 AWARDS AND PRESENTATIONS

THIS ITEM WILL BE DEALT WITH AT THE ORDINARY MEETING OF COUNCIL TO BE HELD TUESDAY, 20 FEBRUARY 2024.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

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

9 CONFIRMATION OF MINUTES

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

10 NEW BUSINESS OF AN URGENT NATURE

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

12 PETITIONS

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

13 REPORTS

13.1 Reports from Committees

Special Financial Management, Audit, Risk and Compliance Committee Meeting held on 5 February 2024

M24/23 City of Melville Community Annual Report 2022-2023

Deputations

Officer Presentation Questions only

Disclosure of Interest

Notes from Forum To be Advised.

SUMMARY

- The finalised City of Melville Community Annual Report 2022-2023 is submitted for the Committee's consideration and recommendation to the Council for acceptance by absolute majority decision.
- The Community Annual Report 2022-2023 was delayed from the usual Council endorsement date of December each year. This was due to the delay of the audited annual financials from the Resource Recovery Group (RRG) and the City's majority shareholder status. Anticipating a delay for the final 2023 audited financials the City obtained an extension from the Department of Local Government, Sport and Cultural Industries to submit 2023 audited financial statements by 31 December 2023.
- The Community Annual Report 2022-2023 Part A was provided to the Council through the Elected Member's portal and Elected Member Bulletin (EMB) for feedback at the end of January 2024.
- The Community Annual Report 2022-2023 Part A, together with the Community Annual Report 2022-2023 Part B (Annual Financial Report) includes all the information required by the *Local Government Act 1995 (WA)* and other relevant legislation.
- In accordance with the *Local Government Act 1995 (WA)* section 5.54, the annual report is to be accepted by absolute majority decision no later than 31 December 2023 after the close of the financial year. The City obtained an extension to deliver its Community Annual Report after 31 December due to the challenges mentioned above.

C24/113 City of Melville Annual Financial Report 2022-2023**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- Local Government Financial statement audits are conducted by the Office of the Auditor General (OAG). The OAG appointed KPMG to conduct the audit work for the City of Melville, with the OAG being responsible for issuing the audit opinion.
- This report presents the 2022-2023 Annual Financial Report and a summary of variances. It is recommended that after review and discussion with the OAG and KPMG, the Committee notes the report and recommends the report for consideration by the Council.
- The OAG issued the Auditor's opinion on 21st December 2023 subsequent to a meeting with the Mayor, Chief Executive Officer (CEO), the chair of the Financial Management, Audit, Risk and Compliance Committee (FMARCC), the A/Director of Corporate Services and the City's Finance Team.
- The City's end of year process, and the preparation of the Annual Financial Report including the auditor's opinion, was delayed due to issues that related to the Resource Recovery Group (RRG), which needed to be resolved prior to the closure of the audit process.
- The adoption of the Annual Financial Report will take place at the Ordinary Meeting of Council on Tuesday, 20th February 2024.
- The overall closing funds/unrestricted cash amount available to be carried forward to 2023-2024 is \$0.438m.
- In accordance with Council resolution (Special Meeting of Council held 28 June 2023 Item C23/45 – Consideration and Adoption of the 2023-2024 Budget); the surplus funds will be transferred to the Rates Equalisation Reserve.

13.2 Reports of the Chief Executive Officer**Management Services**

Nil

Corporate Services**C24/112 2023-2024 Mid Year Budget Review****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- This report presents the results of the 2023-2024 Mid-Year Budget Review for the period 1 July 2023 to 31 December 2023 and highlights the significant positive and negative variations that require budget amendments.
- This report recommends that the Council notes the results of the 2023-2024 Mid-Year Budget Review, and by Absolute Majority, approves the recommended budget amendments required to the 2023-2024 Budget as a result of the review.
- This report presents additions to the 2023-2024 Fees and Charges Schedule and recommends that they be adopted by Absolute Majority decision of the Council.

C24/104 Investment Statements for November 2023**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 30 November 2023 for the Council's information and noting.

C24/105 Schedule of Accounts Paid for November 2023**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 November 2023 and recommends that the Schedule of Accounts Paid be noted.

C24/106 Statements of Financial Activity for November 2023**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 30 November 2023 and recommends that they be noted by the Council.
- The variances for the month of 30 November 2023 and recommends that they be noted by the Council.
- The Budget amendments required for the month of 30 November 2023 and recommends that they be adopted by Absolute Majority decision of the Council.
- Year-end processes are still underway and therefore the final figures may be different from what is presented in this report.

C24/107 Investment Statements for December 2023**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 December 2023 for the Council's information and noting.

C24/108 Schedule of Accounts Paid for December 2023**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 December 2023 and recommends that the Schedule of Accounts Paid be noted.

C24/109 Statements of Financial Activity for December 2023**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 December 2023 and recommends that they be noted by the Council.
- The variances for the month of 31 December 2023 and recommends that they be noted by the Council.
- The Budget amendments required for the month of 31 December 2023 and recommends that they be adopted by Absolute Majority decision of the Council.

C24/110 Common Seal February 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, 2 November 2023 up to and including Wednesday, 24 January 2024 for the Council's noting. This is a standing report to the Council.

C24/111 DLG Governance Concerns - Additional Correspondence**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- On 3 March 2023, the City of Melville (the City) received correspondence from the Department of Local Government outlining a series of governance concerns.
- On 27 April 2023, representatives from the Department of Local Government (the Department) provided a briefing on the governance concerns to Elected Members and Elected Members raised opportunities for improvement.
- Officers developed a range of initiatives to address the concerns and opportunities raised, which were presented to Elected Members at an Elected Member Engagement Session held on 27 June 2023.
- The City responded to the Department's concerns on 30 June 2023.
- The Department responded to the City on 12 July 2023, seeking a Council adopted and endorsed improvement plan that covered the initiatives outlined.
- This report was presented to the 15 August 2023 Ordinary Meeting of Council outlining the City of Melville Governance Improvement Plan 2023/2024, which was endorsed by the Council and submitted to the Department of Local Government.
- On 31 October 2023, the Department responded, seeking consideration and/or action on a range of additional items.
- Representatives from the Department met with Elected Members on 5 December 2023 to discuss the additional actions raised.
- This report presents the further correspondence from the Department of Local Government and the updated City of Melville Governance Improvement Plan 2023/2024, including the additional actions and responses, for the consideration of the Council.

Community Development

Nil

Environment and Infrastructure**E24/28 Response to Petition - Willagee Public Transport****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- The City of Melville (the City) received a petition for direct public transport services between Willagee and Fiona Stanley Hospital (FSH) and also direct bus services from Willagee to include destinations other than Perth and Fremantle.
- The City of Melville is strongly supportive of improved public transport however Transperth is the agency responsible for the planning and provision of bus services. In addition, it is Transperth's responsibility to optimise their budget and understand how any localised changes will affect the greater public transport network.
- The City forwarded the request to Transperth who responded saying that they receive many requests each year for specific public transport services however because funding is finite they "*must operate its services in a way that provides the greatest benefit to the community as a whole*".
- The City of Melville conducted journey plans that show a reasonable level of bus service between Willagee and FSH taking between 25 and 38 minutes each way. (Times includes the bus journey plus two walking legs).
- Travel by car was between 9 and 11 minutes each way not including time to find a park, pay for a ticket and walk to the destination.
- It was also found that direct bus services between Willagee and FSH involve longer walks to the bus stop. To reduce walk times the bus would need to meander through suburbs and experience has shown that this reduces attractiveness to many bus users.
- People with limited mobility are likely to prefer 'non-direct' bus services that involve less walking.
- Transperth is responsible for balancing these competing factors based on the data they collect.
- The City will officially forward this petition and report to TransPerth for their information and consideration and the City's TravelSmart officer is available to help residents plan their public transport journeys.

E24/29 Public Open Space - The Esplanade Mt Pleasant**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- At the April 2023 Ordinary Meeting of Council, Council resolved to forthwith progress conversion of 100% of the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant to public open space.
- At the July 2023 Ordinary Meeting of Council, Council resolved to adopt the following consultation, development and completion timeline for the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant. Public consultation, concept plans, report and recommendation to be presented to Council at the February 2024 Ordinary Meeting of Council and to provide funding for construction to commence immediately on approval with a proposed completion date by December 2024.
- In response to the resolution from the July 2023 Ordinary Meeting of Council, the City has completed the public consultation and concept design phases of the open space project at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant.
- The City now seeks the Council's endorsement of the concept design and to progress with the detail design of the public open space at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant.
- The City requests \$1,700,000 over the 2023-2024 and 2024-2025 financial years to progress the development of the public open space at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant.
- The City requests \$80,000 per annum for the Operational and Asset Renewal expenditure requirements of the public open space at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant in future financial years.

E24/30 Response to Petition - Traffic Treatment Options - Wheatley Drive, Bull Creek**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- The City of Melville (the City) received complaints from residents regarding the speed of traffic on Wheatley Drive. Following site investigations and assessment of the existing traffic conditions and activity generators, it was concluded that the installation of traffic calming measure is warranted.
- On April 2021, consultation letters proposing the installation of blister islands on Wheatley Drive as shown in Attachment 1 was sent to affected residents seeking their comments. Due to the lack of community support and design issues encountered with the blister islands, it was decided to investigate other traffic calming options.
- As a temporary measure of traffic treatment, two Speed Check Signs were installed on Wheatley Drive to alert motorists of the speed at which they are travelling.
- The City investigated many different traffic treatment types to put together a list of the most viable options. In March 2023, consultation letters were sent to affected residents seeking their comments on four proposed options to mitigate the speed of traffic on Wheatley Drive. The proposed options are shown in Attachments 2 to 4 in addition to the fourth option of do nothing. The comments received from residents indicated most support to Option 1, which is the installation of raised intersection treatments and speed platform.
- In December 2023, the City received a petition signed by 213 residents on Wheatley Drive and surrounding streets seeking a range of traffic calming measures.
- Results from the traffic surveys shows that traffic volumes were within acceptable limits, however the 85th percentile speeds ranged from 54-60 km/h which is above the 50km/h speed limit. Crash analysis showed most crashes occurred mid-block and speed was a contributing factor in the crashes.
- As detailed in the report below the petitioners proposed traffic treatments are not considered the best solution for Wheatley Drive as they are not the appropriate form of control needed to address speed, can create access issues for residents and are less effective when provision must be made for driveways. The suggested measures in the petition would also encroach on the verge and shoulders/bike lanes, create complexity in the design, may not be cost-effective and may introduce other safety issues.
- It is recommended that the City continue with the implementation of raised intersection treatments and speed platforms to reduce speed and improve road safety on Wheatley Drive.

E24/31 Response to Petition - Review of the City's Path Policy & Compliance with the Commonwealth Disability Discrimination Act (1992)**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- As part of the City's 2021-2022 Capital Works Program, the construction of a new path along Lamond Street between Curtis Road and Latham Street was approved.
- Before construction, the City conducted community consultation over two weeks in October 2021 which included providing residents with a detailed design of the proposed works for feedback. Further correspondence to residents in Lamond Street was provided on 11 March 2022 advising of the pending path construction.
- The installation of the new path and crossover outside 54B Lamond was completed by the City's contractors on 4 April 2022 and concerns were raised by the property owner. In response, City officers investigated these concerns and as a result, acknowledged that the vehicle access to 54B Lamond Street had not been constructed in accordance with the City's crossover guidelines and would arrange for the works to be rectified by the contractor.
- A petition requesting the crossover be reinstated to a flatter level, initiated by the property owner of 54B Lamond Street and signed by an additional 19 City residents, was presented to the Ordinary Council Meeting (OCM) on 17 May 2022.
- Following submission of the petition, the crossover and path outside 54B Lamond Street was removed by the property owner without the City's authority. As a result, reinstatement works to meet the City's Crossover Guidelines and Specifications were completed on 2 June 2022.
- At the OCM in July 2022, the Council resolved that the reinstated crossover could be left in place as it met the City's Crossover Guidelines and Specifications.
- A further petition was received on 20 November 2023 regarding the path policy and requesting the reinstatement of 54B and 56B Lamond Street crossovers to their original levels.
- [Path Policy](#) CP-033 and [Crossover Policy](#) CP-110 has not been changed in any way that supports non-compliance with the Commonwealth Disability Discrimination Act 1992.
- Pedestrian access to the path from the property meets appropriate standards and guidelines. The crossover gradient between the path and the driveway at the property line does not exceed 5% and the footpath crossfall is between 2.0 and 2.5%.
- The Western Australian Local Government Association (WALGA), in conjunction with Cardno Consulting Engineer's produced a generic Crossover Guideline and Specification for metropolitan Local Governments in 2016. AS1428:1 was referenced in the WALGA document and the City of Melville reviewed and updated its crossover specification in 2018 utilising the WALGA document. As noted previously the apron (crossover kerb design) is designed for vehicle access from the road to the property and is not a designated pedestrian crossing point. The City's apron design has a lower grade than the WALGA document.
- The construction of the path and crossover according to the City's Crossover Guidelines and Specification considers both the functionality for the end user and all other infrastructure assets within the road reserve. These works have improved safety and accessibility along Lamond Street by prioritising pedestrians and the consistent even path surface has replaced the previous uneven and informal verge surface.

- The crossover reinstatement at 54B Lamond Street Alfred Cove should be retained as it provides the safest and most accessible path option for the community.

Urban Planning

UP24/30 Deferral of Consideration of Public Open Space Strategy Scoping Report

Deputations

Officer Presentation Questions only

Disclosure of Interest

Notes from Forum To be Advised.

SUMMARY

- At the Ordinary Meeting of Council (OMC) in May 2023, Council resolved to pass a Notice of Motion (UIP23/4030) to “Investigate further provision of public open space where there is an identified deficiency”.
- At the subsequent June 2023 OMC, Council expanded on this with a second Notice of Motion requesting the CEO prepare a report for Council’s consideration by November 2023, regarding the scope and resourcing requirements for investigations to ensure the City’s localities are provided with Public Open Space (POS) in accordance with community expectations and contemporary State Government planning policy and guidelines.
- Following the Council elections, there were a number of important matters that required prioritising at the late October 2023 Elected Members Engagement Sessions (EMES). As a result, the POS Scope Report was not able to be progressed and presented for strategic direction and guidance ahead of the November 2023 OMC.
- This report seeks to further defer this matter for consideration at the June 2024 OMC.

UP24/31 Response to Petition - CP-114 Compliance & Enforcement Policy Review**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- At the 21 November 2023 Ordinary Meeting of Council (OMC), the Council considered a petition that requested that the Compliance and Enforcement Policy (CP-114) be reviewed to provide “...*much better guidance to the Chief Executive Officer in relation to the City’s compliance and enforcement activities*”.
- The focus of the petition is on how and when officers exercise Council’s *Building Act 2011* powers and duties with respect to adversely affected individual adjoining property owners and referenced the Shire of Serpentine-Jarrahdale Council’s General Compliance and Enforcement Policy Appendix 1 – Compliance Matrix as an example.
- In considering the request of the petition to introduce matrices providing guidance as to the City’s approach to offences in a building compliance context, analysis has been undertaken as to benefits and implications of introducing such an approach.
- Based on the analysis undertaken, the following options are available to Council:
 - Option 1: Do not amend the policy and decide not to prepare matrices and rely on the City’s existing risk management framework to operationally assess the risk of compliance matters.
 - Option 2: Request the City to prepare a matrix for building compliance matters only as part of a review of the Policy.
 - Option 3: Request the City to prepare matrices for all compliance related services matters as part of a review of the Policy.
- Having regard for the information in the report, Option 3 is recommended.

14 MOTIONS WITH PREVIOUS NOTICE

Nil

15 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

16 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

E24/32 Resource Recovery Group / Withdrawal / Windup – CEO Delegations

Deputations

Officer Presentation Questions only

Disclosure of Interest

Notes from Forum To be Advised.

17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

18 CLOSURE