



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 August 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 Ordinary Meeting of the Council Tuesday, 13 August 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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Any person or entity who has an application before the City must obtain, and should only rely on, written notice of the City's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee 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.

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

2 ATTENDANCE AND APOLOGIES

In Attendance

Councillors

Ward

Officers

Apologies

On Approved Leave of Absence

Cr G Barber

Bicton - Attadale - Alfred Cove 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 agenda for the Ordinary Meeting of Council to be held on Tuesday, 20 August 2024.

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 CONFIRMATION OF MINUTES

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

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 agenda for the Ordinary Meeting of Council to be held on Tuesday, 20 August 2024.

13 REPORTS**13.1 Reports from Committees**

Nil.

13.2 Reports of the Chief Executive Officer

Management Services

M24/38 Adoption of Council Plan (Late Covering Report)

This report will be distributed to elected members and published on the City's website on Friday, 9 August 2024.

Corporate Services

C24/187 Schedule for Review of Local Laws

Deputations

Officer Presentation Questions only

Disclosure of Interest

Notes from Forum To be Advised.

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.

C24/173 Common Seal August 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 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.

C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**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

C24/175 Investment Statements for June 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 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.

C24/176 Schedule of Accounts Paid for June 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 (DA-035) to suppliers for the period of June 2024 and recommends that the Schedule of Accounts Paid be noted.

C24/177 Preliminary Statements of Financial Activity for June 2024

Deputations

Officer Presentation An Officer Presentation will be provided, followed by an opportunity for Elected Members to raise questions.

Disclosure of Interest

Notes from Forum To be Advised.

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.

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

Deputations

Officer Presentation Questions only

Disclosure of Interest

Notes from Forum To be Advised.

SUMMARY

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

C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**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.

C24/180 WALGA Annual General Meeting - Nomination of City of Melville Voting Delegates**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**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.

Community Development**CD24/22 Christmas Lights Review****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**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.

Environment and Infrastructure

E24/44 Response to Petition - Troy Park Reserve Sports Pavilion (Late Covering Report)

This report will be distributed to elected members and published on the City's website on Friday, 9 August 2024.

Planning

UP24/44 Council Policy - Mobile Food Vendors - Presentation for Adoption

Deputations

Officer Presentation Questions only

Disclosure of Interest

Notes from Forum To be Advised.

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.

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

This report will be distributed to elected members and published on the City's website on Friday, 9 August 2024.

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****RECOMMENDATION**

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:

E24/43 Confidential - Library and Cultural Centre Development - Variation to Architectural Design Contract

This matter is considered to be confidential under Section 5.23(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

E24/43 Confidential - Library and Cultural Centre Development - Variation to Architectural Design Contract

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**