



City of
Melville

NOTES

AGENDA BRIEFING FORUM

6:30pm, Tuesday, 11 June 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.

Minutes to be confirmed at the next Ordinary Council Meeting

These minutes are hereby confirmed as true and accurate

Mayor K Mair

A handwritten signature in black ink, appearing to be 'K Mair', written over a horizontal line.

Date

18/6/2024



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.

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 Deputy Mayor, Councillor Barber 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.

At 6:31 pm, Cr K Wheatland entered the meeting.

2 ATTENDANCE AND APOLOGIES

In Attendance

K Mair

Mayor

Councillors

Cr C Ross

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 G Barber

Bicton - Attadale - Alfred Cove Ward

Cr J Edinger

Bicton - Attadale - Alfred Cove Ward

Cr J Spanbroek

Bull Creek - Leeming Ward

Cr S Green

Central Ward

Cr T Lee

Central Ward

Cr K Wheatland (*from 6:31pm*)

Palmyra - Melville - Willagee Ward

Cr T Fitzgerald (*from 6:38pm*)

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

Officers

Ms G Bowman

Chief Executive Officer

Mr M McCarthy

Director Environment & Infrastructure

Ms M Pickering (*until 8:51pm*)

Director Community Development

Mr P Varelis

Director Planning

Mr I Aiyathurai (*until 8:51pm*)

Manager Financial Services

Ms R Ward (*until 6:51pm*)

Manager City Buildings & Projects

Mr G Ponton (*until 8:47pm*)

Manager Strategic Urban Planner

Ms K Bainbridge (*until 8:47pm*)

Manager Statutory Planning and Building

Ms D Karunaratne (*until 7:35pm*)

Senior Accountant (Management)

Ms C Newman

Head of Governance

Ms N Wu

Acting Governance Officer

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

- Cr K Wheatland advised she had not read the Agenda in detail.
- Cr G Barber advised she had not read the Agenda in detail.
- Cr J Spanbroek advised she had read the Agenda but was not across all the detail.

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

Nil.

Approved Written Submission

- Ms J Ciccarelli, Mount Pleasant
Item Up24/38 Public Open Space Strategy Scoping Report

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 C24/163 RFT232420 - Construction of Goolugatup Stage 1 Yarning Circle and Surrounds

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)

Nil.

6 PUBLIC QUESTION TIME

At 6:34pm the Presiding Member opened Public Question Time.

6.1 Questions Received with Notice

6.1.1 Mr S Douglas, Applecross representing Save Our Space

Preamble

The community, especially that within the Canning Bridge Precinct, has consistently and repeatedly made its views clear on Public Open Space. The community has had enough of consultation, especially when it is consistently ignored.

Question 1

If Council supports it, when is the Review scheduled to commence and finish, and at what cost?

Response 1

Subject to Council approval, the Public Open Space (POS) Strategy project is scheduled to commence in approximately September 2024. The estimated timeframe to complete the process detailed in the scope is approximately 12 months.

A budget of \$175,000 has been identified to complete the project.

Question 2

Given Council already knows the Canning Bridge community's views, would those funds not be better spent on progressing the Esplanade PoS?

Response 2

The proposed Public Open Space Strategy will explore responses to POS needs throughout the City. Priority for actions arising from the POS Strategy is subject to Council decisions and as the work on the Strategy progresses, there will be touch-points for engagement with the Council, with the feedback from these engagements informing any recommendations.

At 6:36pm Mr Douglas made a statement that the Canning Bridge Precinct should be considered as a precinct in its own right and not as part of Applecross/Mount Pleasant.

Question 3

As a ratepayer I am concerned that the Council is throwing good money after bad – especially in dealing with PoS within the Canning Bridge Precinct where the community has had more than enough of community consultation. Is Council concerned that it appears to be tone deaf to the voices of its own constituents and community?

Response 3

The City and Council through the various engagements with the community, particularly in recent months, is aware of the range of stakeholders views regarding public open space in Canning Bridge specifically. The proposed POS Strategy will further explore options to respond to POS needs at Canning Bridge and across other areas in the City. From the City's perspective, the comments that you made about differentiating the CBACP or the Canning Bridge area from the broader Mount Pleasant Applecross area and the suburban surrounds is acknowledged and noted.

At 6:40pm, the Mayor advised the meeting that Cr Fitzgerald had joined the meeting electronically at 6:38pm.

6.2 Questions Received at the Meeting

Nil.

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 18 June 2024.

At 6:40pm the Presiding Member closed Public Question Time

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday 18 June 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 18 June 2024.

9 NEW BUSINESS OF AN URGENT NATURE

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday 18 June 2024.

10 CONFIRMATION OF MINUTES

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday 18 June 2024.

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

- C24/163 RFT232420 - Construction of Goolugatup Stage 1 Yarning Circle and Surrounds
- E24/38 RFT232414 Supply of In-situ Concrete

12 PETITIONS

Nil.

13 REPORTS

13.1 Reports of the Chief Executive Officer

Management Services

M24/37 Corporate Business Plan 2020-2024 Report and Annual Review

Deputations Nil.

Officer Presentation At 6:41pm Ms G Bowman, Chief Executive Officer, 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 an update on activities undertaken in line with the City of Melville Corporate Business Plan 2020-2024, for the 2023-2024 financial year; and
- Presents an update on the annual review of the Corporate Business Plan as required by the *Local Government (Administration) Regulations 1996* Division 3 — Planning for the future; and
- Provides a report on capital and operational projects and activities against the key priorities and strategies set out in the Corporate Business Plan 2020-2024 and recommends that it be noted by the Council.

OFFICER RECOMMENDATION

That the Council:

1. **Note the Annual Corporate Business Plan 2020-2024 Report for the year ending 2023-2024 as detailed in the following attachments:**
 - (a) **Annual Corporate Business Plan 2020-2024 Report for 2023-2024 (Attachment 1); and**
 - (b) **Annual Corporate Business Plan 2020-2024 Dashboard ([Click here](#) or at <https://bit.ly/Annual-Corporate-Business-Plan-Report-2023-2024>)**
2. **Note the Corporate Business Plan is currently under major review and will be considered at a future meeting.**

Corporate Services**C24/157 2024 Annual City of Melville Delegations and Authorisations Review**

Deputations	Nil.
Officer Presentation	At 6:41pm, Ms C Newman 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

- Delegations made under the *Local Government Act 1995* and various other legislation must by law be reviewed by the delegator at least once every financial year and listed in a register kept by the CEO.
- The statutory review of Council delegations for 2024 has been undertaken and it is recommended that the outcome of this review be adopted by the Council.
- Following the Council's resolution on this matter the Register of Delegations will be updated and provided to Elected Members for information.

OFFICER RECOMMENDATION

That the Council resolves by absolute majority decision to:

- 1. Endorse the 2024 review of the Council's statutory delegations, authorisations and appointments.**
- 2. Confirm the minor changes and edits to the instruments of delegation, authorisation and appointment, as contained in Attachment 1 - City of Melville Statutory Delegation and Authorisation Manual 2024-2025 MARKED UP.**

C24/158 CP-099 Risk Management Policy Review

Deputations	Nil.
Officer Presentation	At 6:41pm, Ms C Newman 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

- Policy review with administrative and reference updates and a new template

OFFICER RECOMMENDATION

That the Council approve the reviewed CP-099 Risk Management Policy.

CONFIRMED

C24/159 Investment Statements for April 2024

Deputations	Nil.
Officer Presentation	At 6:41pm, 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 April 2024 and recommends that it be noted by the Council.

OFFICER RECOMMENDATION

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

CONFIRMED

C24/160 Schedule of Accounts Paid for April 2024

Deputations	Nil.
Officer Presentation	At 6:42pm, 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 April 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 April 2024 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in the attachments to this report; Payment Details April 2024 (Attachment 1) and Card Payment Details April 2024 (Attachment 2).

C24/161 Statements of Financial Activity for April 2024

Deputations	Nil.
Officer Presentation	At 6:42pm, 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 Statements of Financial Activity by Nature or Type and Rate Setting Statement by Program and Nature or Type for the period ending 31 March 2024 and recommends that they be noted by the Council; and
- Presents the variances for the month of March 2024 and recommends that they be noted by the Council; and
- Presents the Budget amendments required for the month of March 2024 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 April 2024 as detailed in the following attachments:**
 - **Statement Nature Type April 2024 (Attachment 1); and**
 - **Rate Setting Program April 2024 (Attachment 2); and**
 - **Rates Setting Nature Type April 2024 (Attachment 3); and**
 - **Net Working Capital April 2024 (Attachment 4); and**
 - **Reconciliation Net Working Capital April 2024 (Attachment 5); and**
 - **Notes Rate Setting Statement April 2024 (Attachment 6); and**
 - **Summary Rate Debtors April 2024 (Attachment 7); and**
 - **Rates Collections Graph April 2024 (Attachment 8); and**
 - **General Debtors Aged 90 Days April 2024 (Attachment 9); and**
2. **By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for April 2024 (Attachment 10).**

C24/162 Common Seal June 2024

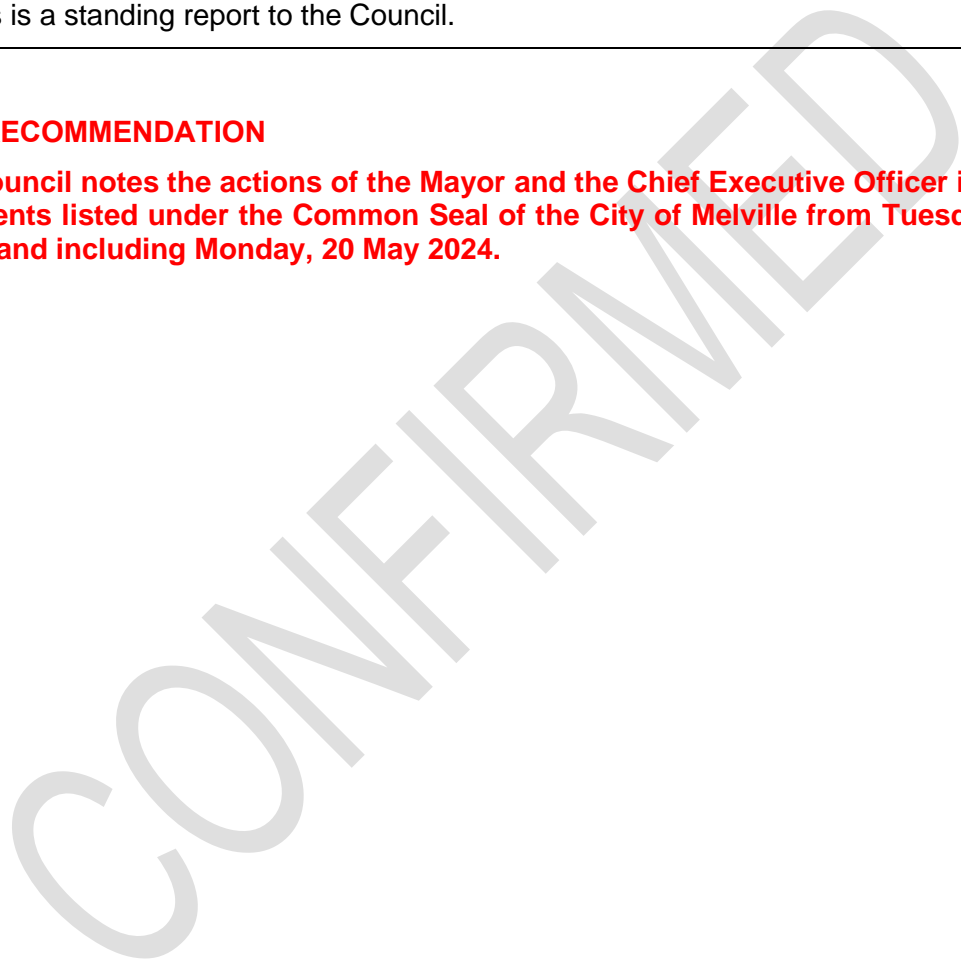
Deputations	Nil.
Officer Presentation	At 6:42pm, Ms C Newman, was available to answer questions on the matter.
Disclosure of Interest	Nil.
Notes from Forum	No Discussion took place regarding the item and officer recommendation.

SUMMARY

This report details the documents to which the City of Melville Common Seal has been applied for the period from Tuesday, 16 April 2024 up to and including Monday, 20 May 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, 16 April 2024 up to and including Monday, 20 May 2024.



At 6:43pm having declared an interest in the matter, Cr Edinger left the meeting.

C24/163 RFT232420 - Construction of Goolugatup Stage 1 Yarning Circle and Surrounds

Deputations Nil.

Officer Presentation At 6:43pm, Ms R Ward, Manager City Building and Projects gave [presentation](#) on the item. Ms R Ward and Mr M McCarthy, Director Environment and Infrastructure, responded to questions which concluded at 6:51pm.

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 RFT232420 Construction of Goolugatup Stage 1 Yarning Circle and Surrounds.

CTAU RECOMMENDATION

1. That the Council endorse the recommendations as contained in the confidential attachment to this report, RFT232420 Contract and Tender Advisory Unit Minutes; and
2. Upon resolution of the recommendation, directs that the successful respondents' names be inserted below this point 2, awarded;

At 6:49pm, Mr P Varellis left the meeting.

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 6:51pm, Cr J Edinger returned to the meeting.

At 6:51pm, Ms R Ward left the meeting and did not return.

C24/164 Consideration and Adoption of the 2024-2025 Budget

Deputations	Nil.
Officer Presentation	At 6:51pm, Mr I Aiyathurai, Manager Financial Services, gave presentation on the item. Mr I Aiyathurai, Ms G Bowman, Chief Executive Officer, and Ms M Pickering, Director Community Development, responded to questions which concluded at 7:35pm.
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">• Details of the \$2.2million reduction in business costs.• The details of the timing or delays to the redirected capital works projects.

SUMMARY

- The 2024-2025 Budget document (including the Schedule of Fees and Charges) is presented for consideration and adoption by the Council.
- There is an increase of 4.5% to the Rate in the Dollar and Minimum rate for all rating categories when compared to 2023-2024.
- The Budget contains increases in operating costs for employment of \$4.6 million (7.5%), for materials and contracts of \$2.8 million (7.6%), increases in operating revenues from general rates of \$5.3 million (5.2%), fees and charges of \$1.6 million (11%) when compared to the previous year's budget.
- The Budget provides for a \$69.9 million investment in the City's assets, including an estimated carry forward of \$16.4 million from 2023-2024. The majority of this investment is funded from the City's reserves and capital grants, subsidies and contributions.
- The City's financial principles have been reviewed during a series of Corporate Planning/Budget workshops held in 2024 with Elected Members. These workshops have informed the 2024-2025 Annual Budget as well as the update of the Corporate Business Plan and Long-Term Financial Model.

OFFICER RECOMMENDATION**That the Council notes:**

- 1. The 2024-2025 Ratepayer Profile as detailed in Ratepayer Profile 2024-2025 (Attachment 1).**
- 2. The submissions received in respect of the differential rates in relation to the proposed rate and minimum payment as detailed in the Submissions Report – Differential Rates 2024-2025 (Attachment 2).**

That the Council adopts by Absolute Majority Decision:

- 3.1 The 2024-2025 Municipal Fund Budget as detailed in the Municipal Fund Budget 2024-2025 (Attachment 3).**

- 3.2 The 2024-2025 Capital Works Program which includes only the cash requirement of the program for the 2024-2025 year. The estimated future cash requirement to which the Council is committed as a result of adopting the capital works program is detailed in the Capital Works Program 2024-2025 (Attachment 4).**
- 3.3 The following Rates applicable to the 2024-2025 financial year i.e. for the period 1 July 2024 to 30 June 2025:**
- a. All Improved and Unimproved Residential Land**
7.325134 cents in the dollar of gross rental value applicable to each property, residence, unit, strata, location or other residential property subject to a minimum rate of \$1,434.42 per assessment; noting that Residential Land includes general residential, duplex, multi-unit, residential strata properties and Department of Housing properties.
 - b. All Commercial Land including Strata Storage Units**
9.024597 cents in the dollar of gross rental value applicable to each assessment, lot, location, strata, or other piece of land subject to a minimum rate of \$1,162.98 per assessment; noting that Commercial/Industrial land includes general industrial, commercial including retail, professional and office uses, service station, hotel / tavern, strata storage units and hospitals.
- 3.4 The following Rates Concessions for the 2024-20245 financial year:**
- a. Strata storage units - Appropriately zoned and used strata titled storage units of 18m2 or smaller, granted a concession of \$581.50 each, it being noted that the total value of this concession is approximately \$33,145.**
 - b. Melville Glades Golf Club - 100% concession from general rates, it being noted that the value of this concession amounts to approximately \$14,688.**
- 3.5 The following Refuse Waste Charges, for the 2024-2025 financial year where these services are charged via the City of Melville rates system/notice:**
- a. Additional Residential Waste, FOGO and Recycling Service.**
 - i. Domestic waste 140L bin** \$207.00 per annum
 - ii. Domestic waste 240L bin** \$352.90 per annum
 - iii. Domestic recycling bin** \$136.30 per annum
 - iv. FOGO 240L bin** \$207.00 per annum
 - b. Residential Non-Rateable Properties Waste, FOGO and Recycling service**
One standard domestic refuse service. \$470.70 per annum
 - c. Commercial and Non-Rateable (Non Residential) Waste Service.**
 - i. 240L capacity bin** \$639.50 per annum
 - ii. 660L capacity bin (inc.GST)** \$29.60 per service
 - iii. 1,100L capacity bin (inc. GST)** \$41.80 per service
 - d. Commercial and Non-Rateable (Non-Residential) Recycling Services**
 - i. 240L capacity bin** \$627.00 per annum
 - ii. 660L capacity bin (inc. GST)** \$26.90 per service
 - iii. 1,100L capacity bin (inc. GST)** \$35.40 per service

e. Commercial Bin Services

- | | |
|--|---------------------|
| i. One mobile FOGO bin of 240L capacity (Inc. of GST) | \$11.65 per service |
| ii. One mobile garbage bin of 240L capacity (inc. GST) | \$12.30 per service |
| iii. One recycling bin of 240L capacity (inc. GST) | \$12.10 per service |

Note: - Additional residential services are collected during the standard collection round. A service is rendered each time a bin is emptied. Only bins provided, or approved by, the City of Melville will be collected.

3.6 The Swimming Pool Inspection Fee of \$51.00 for the 2024-2025 year.

Note: - The Swimming Pool Inspection Fee is charged in each year of the four yearly inspection cycle. Should the total revenue raised exceed the actual total costs of conducting all pool inspections in any one year the surplus is transferred to a restricted reserve account and used to offset the costs of inspections in the following year's budget.

3.7 The Property Surveillance and Security Charge of \$62.00 for the 2024-2025 year.

4. The following rates incentives to be offered to those ratepayers who pay their rates according to the terms outlined below.

Three prizes of \$1,000 in cash donated from Westpac and a 12-month LeisureFit membership for anyone who pays in full or the 1st instalment by the due date using any payment method.

5. The 2024-2025 Loan Fund Budget which includes self-supporting loans raised on behalf of other organisations that are responsible for meeting the loan repayment costs, and for which the Council is effectively the guarantor, as detailed in the Municipal Fund Budget 2024-2025 (Attachment 3).

6. The 2024-2025 Reserve Accounts (Fund) Budget as detailed below for the following reserve accounts and purposes:

a. Melville South Underground Power & Streetscape Enhancement Reserve

To be used for underground power projects and streetscape enhancements in the Melville South Underground Power project area.

b. Civic Centre Precinct Improvements Reserve

To be used for improvements to the buildings and associated landscaping and car parking located within the Civic Centre Precinct (Melville City Centre).

c. Commercial Refuse Reserve

To be used for the acquisition, replacement or upgrade of commercial refuse bins, vehicles, plant and equipment used for commercial waste operations and the development of commercial waste collection opportunities and to meet any shortfalls in the Refuse Facilities Reserve.

d. Community Facilities Reserve

To be used for the provision of new, renewed or upgraded community facilities/buildings.

e. Community Centre Fit Out, Furniture and Equipment Reserve

To be used to fund the acquisition and replacement of the fitouts, furniture and specialised equipment requirements for the community centres and multipurpose rooms at venues owned by the City of Melville.

f. Community Surveillance and Security Service Reserve

To temporarily retain any surpluses that may arise from the Property Surveillance and Security Service Charge to be used to offset future years Property Surveillance and Security Service Charges or for the purchase of plant and equipment or upgrade of vehicles used for community surveillance and security services.

g. Fleet Services Vehicles, Plant and Equipment Replacement Reserve

To be used to fund the purchase of replacement vehicles, plant and equipment.

h. Funds in lieu of Development on Public Open Space Reserve

Maintained for the purpose of retaining and using funds in accordance with section 154 (2) of the Planning and Development Act 2005.

i. Information Technology Reserve

To be used to fund the acquisition and replacement of computer software, information technology hardware and costs of utilisation of service based and emerging technologies.

j. Infrastructure Asset Management Reserve

To be used to fund infrastructure asset management projects including the construction, maintenance and renewal of the City of Melville's road, path, kerbing, street furniture, park structures, playground, irrigation/reticulation and drainage infrastructure assets.

k. Land and Property Reserve To be used to:

i. fund the acquisition or construction of commercial revenue earning land and/or buildings, or

ii. fund the acquisition of land and buildings in structure plan areas to help encourage the redevelopment of those structure plan areas by assembling developable land parcels and fund with Council approval infrastructure and other developments in line with structure plan principles; or

iii. internally fund the purchase or construction of City of Melville community facilities or infrastructure assets, on the basis that those funds will be returned to the Land and Property Reserve over a predetermined period of time with interest, with the interest rate being set at what would have been charged by the Western Australian Treasury Corporation for the term of the borrowing using the Semi-Annual Annuity interest rate.

l. Leave Entitlements Reserve

To be used to fund the non-current liability amount of annual, sick and long service leave entitlements accrued in previous financial years beyond the amount provided for in the Provision for Leave current liability account.

- m. Libraries, Art Centres and Museums Equipment, Furniture and Specialised Fit Out Reserve**

To be used to fund the acquisition and replacement of the fit outs, furniture and specialised equipment for art centres, museums and libraries.
- n. New/Upgrade Works Reserve (previously Future Works Reserve)**

To be used to fund the "New" and "Upgrade" components of the costs of Infrastructure Capital Works and Buildings as opposed to renewal of existing assets as per Asset Management Plans.
- o. Organisational Environmental Sustainability Initiatives Reserve**

To be used to fund environmental initiatives which are intended to reduce the energy usage and/or carbon footprint of the corporation of the City of Melville or for debt servicing costs associated with any loan borrowings taken out for such purposes.
- p. Parking Facilities Reserve**

To be used to fund the provision, refurbishment or improvement of parking facilities and equipment.
- q. Parking Management Reserve – Canning Bridge Activity Centre**

To fund public place improvement, business improvement, place activation and encourage a safer, more active and vibrant community and business precinct, through a place-based grant program at the discretion of an internal assessment committee.
- r. Parking Management Reserve - Riseley Activity Centre**

To fund public transport, car parking, streetscape upgrades that improve opportunities for walking and cycling, footpaths and other pedestrian-related infrastructure, cycle paths and other cycling-related infrastructure, street trees, plants and landscaping that improves pedestrian amenity and/or Travelsmart programs and initiatives at the Riseley Activity Centre, or as per the discretion of the Council under the advice of a Parking Fund Advisory Committee.
- s. Private Swimming Pool Inspection Fee Reserve**

To temporarily retain any surpluses that may arise from the Swimming Pool Inspection fees to be used to offset any deficits that may occur in future year's operations of the Private Swimming Pools Inspection Program.
- t. Public Open Space and Urban Forest Reserve**

To be used to fund the purchase, development and re-development of public open spaces, including streetscapes, bushlands, parks and reserves and to fund initiatives to enhance and improve the urban forest or for debt servicing costs associated with any loan borrowings taken out for such purposes.
- u. Rates Equalisation and Contingency Reserve**

To temporarily retain any surplus carried forward funds as shown in the audited Annual Financial Report Rate Setting Statement in excess of the estimated surplus funds brought forward amount identified in the following years Annual Budget Rate Setting Statement to subsequently be used to reduce the need to raise rates in future years or to meet any budget shortfalls identified during budget reviews including expenditure on unbudgeted contingencies.
- v. Recreation Centres Specialised Plant, Equipment and Structures Reserve**

To be used to fund the acquisition, repair, upgrade and replacement of Recreation Centres specialised plant, equipment and structures.

- w. **Refuse Bins Reserve**
To be used for the purchase and replacement of any non-commercial refuse, recycling or Food Organics Garden Organics bins or receptacles.
- x. **Refuse Facilities Reserve**
To be used for payments relating to the establishment, operation and decommissioning of waste management facilities, funding associated costs and liabilities, and the cost of landscaping, environmental and rehabilitation works of former refuse tip sites operated or funded by the City of Melville. The reserve is also used for any additional waste collection, management and disposal costs of waste associated with storm, disaster or major pollution events.
- y. **Risk Management and Insurance Equalisation Reserve**
To be used to fund prior years insurance premium contingencies, the self-insured element of insurance claims, risk reduction initiatives or projects, losses arising from investment activities and discretionary expenditure required as a consequence of unforeseen events beyond the control of the City.
- z. **Special Projects Reserve**
To be used to fund costs associated with City of Melville Council Elections, infrastructure asset condition surveys, asset valuations and gross rental value revaluations and strategic planning projects.
- aa. **Unexpended Works and Specific Purpose Grants Reserve**
To be used to carry forward available funding for uncompleted projects and specific purpose grants that will be completed and expended in ensuing financial years.
7. The 2024-2025 Schedule of Fees and Charges, included in the Municipal Fund Budget 2024-2025 (Attachment 3) and approves the fees to be applicable from 1 July 2024 (in accordance with Section 6.16 of the Local Government Act 1995).
8. The following due dates for payment of rates and the instalment due dates (in accordance with Section 6.45 of the Local Government Act 1995 and applicable Regulations).
- | | |
|--|-----------------|
| Full payment and 1st instalment due date | 29 August 2024 |
| 2nd Instalment due date | 28 October 2024 |
| 3rd Instalment due date | 3 January 2025 |
| 4th and final instalment due date | 6 March 2025 |
9. That the Council Approves by Absolute Majority Decision the one-off transfer of:
- a. \$10,000,000 from the Land and Property Reserve to the Community Facilities reserve as detailed in Municipal Fund Budget 2024-2025 (Attachment 3).
- b. \$3,000,000 from the Land and Property Reserve to the New/Upgrade Works reserve as detailed in Municipal Fund Budget 2024-2025 (Attachment 3).
10. The transfer of any net closing surplus for the completed 2023-2024 financial year to the Rates Equalisation Reserve, noting that the final actual net closing surplus/deficit will be determined following receipt of the 2023-2024 audited financial statements.

11. **The following Administration and Interest Charge for Rates and Services Charges**
 - a. where a property owner has elected to, and is adhering to, paying rates and service charges through an instalment program, no instalment administration charges and an instalment interest charge of 2% per annum, as provided for in Section 6.45 of the Local Government Act 1995.
 - b. an interest charge of 3.5% on all rates and service charges including the refuse charge, swimming pool inspection fee, property surveillance and security service charge, underground power and streetscape service charges or specified area rates that are not paid by the due date, as provided for in Section 6.51 of the Local Government Act 1995.

12. **The following Interest Charge on Money Owing to Local Government**
 - a. in accordance with Section 6.13 of the Local Government Act 1995, the maximum interest charge permitted under the Local Government (Financial Management) Regulations 1996 on all outstanding accounts in respect to commercial activities with such interest commencing thirty-five days after the date which is stated on the account for payment.
 - b. in accordance with Section 6.13 of the Local Government Act 1995, 50% of the maximum interest charge permitted under the Local Government (Financial Management) Regulations 1996 on all outstanding accounts in respect to community clubs and organisations sixty days after the date which is stated on the account for payment.
 - c. the interest charges outlined in recommendations 1 and 2 will not apply where the account outstanding is \$50.00 or less.
 - d. the Chief Executive Officer be granted delegated authority to determine which category a particular debt falls within.

13. **That all Elected Members allowances and sitting fees be paid at the maximum rate as determined by the Salaries and Allowances Tribunal.**

That the Council resolves:

14. **That all Elected Members and staff of the City of Melville be ineligible to be chosen as a winner of the rate payment incentive prizes either as a sole or part owner of any property.**

15. **The level to be used in statements of financial activity in the year 2024-2025 for reporting material variances, be 10% or \$100,000, whichever is the greater, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.**

At 6:52pm Mr P Varellis returned to the meeting.

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

At 7:30pm, Cr K Wheatland left the meeting.

At 7:34pm, Cr J Spanbroek left the meeting.

At 7:34pm, Cr K Wheatland returned to the meeting.

At 7:34pm, Cr G Barber returned to the meeting.

At 7:35pm, Ms D Karunaratne left the meeting and did not return.

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

Community Development

CD24/21 Response - Petition Leeming Community Men's Shed

Deputations	Nil.
Officer Presentation	At 7:35pm, Ms M Pickering, Director Community Development, gave presentation on the item and responded to questions which concluded at 7:43pm.
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"> Background on the process or consideration that resulted in the proposed the location identified in the presentation.

SUMMARY

- A petition signed by 15 residents of the City of Melville and 2 non-residents was submitted on 30 October 2023 requesting that the Council consider a location for a Leeming Community Men's Shed in the redevelopment of John Connell Reserve.
- The petition reads as follows:
"We, the undersigned, all being electors of the City of Melville, respectfully request that the Council, please consider a location for a Leeming Community Men's Shed in the Redevelopment of John Connell Reserve.

OFFICER RECOMMENDATION

- That the Council note stakeholder engagement is presently underway to inform a City-wide Community Infrastructure Strategy for Council consideration in late 2024. This Strategy will make recommendations to the Council in relation to current and future requirements for all community buildings; and
- Notes that all requests for new community infrastructure/buildings should be informed by the Community Infrastructure Strategy; and
- Requests the CEO advise the lead petitioner that the proposal for a Leeming Community Men's Shed, at John Connell Reserve, is being considered as part of the Community Infrastructure Strategy.

At 7:42 pm, Cr S Hong left the meeting.

CD24/22 Christmas Lights Review

Deputations	Nil.
Officer Presentation	At 7:44pm, Ms M Pickering, Director Community Development, gave presentation on the item. Ms M Pickering and Mr M McCarthy, Director Environment and Infrastructure, responded to questions which concluded at 7:52pm.
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:

- The cost benefit of the Christmas lights being done in-house.
- How are locations decided? Have other locations been considered, e.g. Mount Henry Bridge Reserve?

SUMMARY

- This item presents a review of the 2023 Christmas Lights displays and consideration for future Christmas Lights.
- This was a result of the 19 September 2023 Ordinary Meeting of Council – Council Resolution (CD23/8) for Christmas lights displays in the City of Melville.
- The two locations trialled in 2023 had mixed success and so officers are recommending continuing with the same scale of Christmas Lights at the successful location and scaling back the display for the other.
- Funding for Christmas lights was investigated; however, no opportunities were identified for 2024, however officers will continue to investigate different funding options.

Officer Recommendation**That the council:**

- 1. Endorse the allocation a budget of \$30,000 for Christmas light displays, starting from 2024-25 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.**

At 7:45 pm, Cr S Hong returned to the meeting.

CD24/23 Deferred Consideration of Netball and Multi Use Indoor and Outdoor Courts Needs Assessment

Deputations	Nil.
Officer Presentation	At 7:52pm, 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

- At the Ordinary Meeting of Council (OMC) held on 15 August 2023, the Council resolved: *“That the Council directs the CEO to prioritise the Netball and Courts Needs Assessment Plan / Report that was approved in the 2023/2024 budget and bring the final report back to Council no later than the June 2024 Ordinary Meeting of Council.”*
- This report seeks to defer this matter for consideration no later than the October 2024 Ordinary Meeting of Council.

OFFICER RECOMMENDATION

That the Council notes that the Netball and Multi Use Indoor and Outdoor Courts Needs Assessment will be presented to an Ordinary Meeting of Council no later than October 2024.

Environment and Infrastructure

E24/38 RFT232414 Supply of In-Situ Concrete

Deputations	Nil.
Officer Presentation	At 7:53pm, Mr M McCarthy, 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 is presented to the Council to recommend the acceptance of a request submitted for RFT232414 Supply of In-Situ Concrete.

CTAU RECOMMENDATION

1. That the Council accepts the recommendations as contained in the confidential attachment to this report, RFT232414 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;

CONFIRMED

Urban Planning**UP24/37 Neighbour Dispute Mediation Policy**

Deputations	Nil.
Officer Presentation	At 7:53pm, Mr G Ponton, Manager Strategic Urban Planning, gave a presentation and responded to questions which concluded at 8:11pm.
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"> • Has any work been done to quantify the savings to the City, due to disputes avoided due to a policy such as this? If so, what would the savings equate to?

SUMMARY

- On 15 August 2023, the 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 investigation was undertaken and a report addressing the above was presented to Council on the 12 December 2023 (UP23/28). The Council subsequently passed a resolution to prepare the Neighbour Mediation Council Policy in accordance with the recommendations outlined in the report.
- A draft mediation policy was prepared and presented to Council at the 19 March 2024 OMC (UP24/34). The Council initiated public consultation of the policy and determined for the outcome of the consultation process and the recommendations to be presented back to the Council (current step).
- The proposed policy was advertised for 30 days, and 40 submissions were received. Based on the terminology in the engagement approach, a total of 5 people (12.5%) love the policy, 16 people (40%) like the policy, 11 people (27.5%) can live with the policy and 8 people (20%) don't like the policy.
- Where considered appropriate to do so, the draft policy has been updated in response to the community's feedback and is attached for the Council's consideration (Attachment 1).
- It is recommended that the Council adopt the updated policy with a commencement date of September 2024 to allow staff time to prepare necessary workflows, liaise with a preferred service provider, and to train key staff on the process.

OFFICER RECOMMENDATION

That the Council adopt the Neighbour Dispute Mediation Council Policy as updated (Attachment 1), to come into effect on the 18 September 2024, in accordance with the details outlined in this report.

UP24/38 Public Open Space Strategy Scoping Report

Deputations	Written Submission – Ms J Ciccarelli, Mount Pleasant
Officer Presentation	At 8:11pm, Mr G Ponton, Manager Strategic Urban Planning, gave presentation on the item. Mr G Ponton and Mr P Varellis, Director Planning, responded to questions which concluded at 8:31pm.
Disclosure of Interest	Nil.
Notes from Forum	General Discussion took place regarding the item and officer recommendation.

SUMMARY

- At the Ordinary Meeting of Council (OMC) in May 2023, Council resolved to pass a Notice of Motion (UP23/4030) 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.
- In order to prioritise other strategic matters, Council on two occasions (November 2023 OMC and Feb 2024 OMC) chose to defer the POS Strategy Scoping Report. The matter was deferred to the June OMC.
- Further to the substantive motion from Council, careful consideration has been given to achieving the maximum benefit from a POS review, while acknowledging current and future demands on budgets and resourcing, and this is reflected in the recommended scope of work.

OFFICER RECOMMENDATION

That the Council requests the Chief Executive Officer to proceed with the Public Open Space review in accordance with the proposed scope of work included in Attachment 1 of this report and authorises an amendment to the 2024/2025 budget to allocate the required estimated expenditure of \$175,00.

At 8:31 pm, Cr K Wheatland left the meeting.

UP24/39 Local Planning Policy 1.6 - Parking and Access

Deputations	Nil.
Officer Presentation	At 8:32pm, Ms K Bainbridge, Manager Statutory Planning and Building, gave presentation on the item . Ms K Bainbridge, Mr P Varellis, Director Planning, and Mr M McCarthy, Director Environment and Infrastructure, Ms G Bowman, Chief Executive Officer, responded to questions which concluded at 8:47pm.
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"> • Can the word “car” be deleted from within the policy, in conjunction with “parking” and a definition for “parking” to be include. • Further details with respect to specialist vehicles (eg mini buses)

SUMMARY

- The City continuously reviews and updates the local planning policy framework to ensure that best practice is enacted in relation to planning decision making.
- Local Planning Policy 1.6 Car Parking and Access (LPS 1.6) currently provides the key parking and design standards for non-residential development in the City.
- It has been identified that the review of LPP 1.6 represents an opportunity to:
 - clearly articulate the City’s expectations to applicants, the community and decision makers in relation to pedestrian sight lines and vehicle ramp gradients;
 - respond to changes to the state and local planning framework; and
 - improve the readability of the document and ensure it is consistent with the City’s corporate strategic planning framework and its transformational goals.
- Under the provisions of the R-Codes, the proposed changes to LPP 1.6 in relation to vehicle ramp gradients require the approval of the Western Australian Planning Commission.
- It is recommended that the draft amended LPP 1.6 is advertised for a period not less than 21 days, and a further report be presented to Council to consider the outcomes of advertising.

OFFICER RECOMMENDATION**That the Council:**

- 1. Endorse Local Planning Policy 1.6 Parking and Access as modified;**
- 2. Pursuant to Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to adopt the amended Local Planning Policy 1.6 Parking and Access for the purposes of public consultation for a period of not less than 21 calendar days; and**
- 3. Where no submissions in objection are received in response to the consultation undertaken, that the final adoption of amended Local Planning Policy 1.6 Parking and Access shall be authorised by the Chief Executive Officer.**

4. **Permit the CEO to update Local Planning Policy 1.6 Parking and Access upon the release of the new version of AS2890.1 Parking Facilities to reflect the correct paragraph numbers without the need to come back to Council for reindorsement.**

At 8:33 pm, Cr K Wheatland returned to the meeting.

At 8:47pm, Mr G Ponton left the meeting and did not return.

At 8:47pm, Ms Bainbridge left the meeting and did not return.

CONFIRMED

14 MOTIONS WITH PREVIOUS NOTICE**14.1 Notice of Motion - CCTV Rebate Program**

Deputations	Nil.
Officer Presentation	At 8:47pm, Cr N Robins were available to answer questions on the matter.
Disclosure of Interest	Nil.
Notes from Forum	No Discussion took place regarding the item and officer recommendation.

MOTION

That the Council directs the CEO to prepare a report for the November Ordinary Meeting of Council outlining the feasibility of rolling out a CCTV rebate program for residents, similar to that being delivered by other local governments. This program would allow residents to obtain a rebate, or partial rebate, for the cost of installing CCTV equipment on their property. The report should include options for how such a program could be delivered, including the costings and administrative burden of each option. One option considered should be a rebate program only made available to holders of a WA Seniors Card, and perhaps made available only to those who have obtained the WA Government's Safety and Security Rebate.

CONFIRMED

14.2 Notice of Motion - Hall of Fame Policy

Deputations	Nil.
Officer Presentation	At 8:47pm, Cr T Lee responded to questions which concluded at 8:49pm.
Disclosure of Interest	Nil.
Notes from Forum	General Discussion took place regarding the item and officer recommendation.

MOTION

That the Council requests the CEO to prepare a report on developing a policy for a hall of fame recognition of Melville residents who have achieved great feats in a wide range of fields.

CONFIRMED

15 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

Nil.

16 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC**Procedural Motion****COUNCIL RESOLUTION**

At 8:50pm Cr S Green moved, seconded Cr K Wheatland

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:

- **C24/163 RFT232420 - Construction of Goolugatup Stage 1 Yarning Circle and Surrounds**
- **E24/38 RFT232414 Supply of In-situ Concrete**

At 8:50pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

At 8:51pm, Mr I Aiyathurai left the meeting and did not return.

At 8:51pm, Ms M Pickering left the meeting and did not return

At 8:51pm having declared an interest in Item C24/163 RFT232420 – Construction of Goolugatup Stage 1 Yarning Circle and Surrounds, Cr J Edinger left the meeting.

Procedural Motion**COUNCIL RESOLUTION**

At 8:56pm Cr K Wheatland moved, seconded Cr S Green

That the meeting be opened to members of the public.

At 8:56pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

At 8:57pm, Cr J Edinger returned to the meeting.

17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

The following items, with confidential attachments were discussed behind closed doors:

- C24/163 RFT232420 - Construction of Goolugatup Stage 1 Yarning Circle and Surrounds
- E24/38 RFT232414 Supply of In-situ Concrete

No decisions were made in relation to these matters.

18 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 8:58.