



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, 11 June 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 Tuesday, 11 June 2024 electronically](#)



## Our Vision

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

## Our Mission

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

## Our Values

### Excellence

Striving for the best possible outcomes

### Participation

Involving, collaborating and partnering

### Integrity

Acting with honesty, openness and with good intent

### Caring

Demonstrating empathy, kindness and genuine concern



## Making A Deputation

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

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

## Public Question Time

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

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

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

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## **Purpose of Agenda Briefing Forum**

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

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**1 OFFICIAL OPENING**

**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 is detailed in the agenda for the Ordinary Meeting of Council to be held Tuesday, 18 June 2024.

**7 AWARDS AND PRESENTATIONS**

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

**9 CONFIRMATION OF MINUTES**

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

**13 REPORTS**

**13.1 Reports from Committees**

Nil

**13.2 Reports of the Chief Executive Officer**

**Management Services**

**M24/37 Annual City of Melville Corporate Business Plan 2020-2024 Report and Review (Late Covering Report)**

This report will be distributed to elected members and published on the City’s website on Friday, 7 June 2024.

**Corporate Services**

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

**Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**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.

**C24/158 CP-099 Risk Management Policy Review**

**Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**SUMMARY**

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

**C24/159 Investment Statements for April 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 April 2024 and recommends that it be noted by the Council.

**C24/160 Schedule of Accounts Paid for April 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 April 2024 and recommends that the Schedule of Accounts Paid be noted.

**C24/161 Statements of Financial Activity for April 2024****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- This report presents the Statements of Financial Activity by Nature or Type and Rate Setting Statement by Program and Nature or Type for the period ending 31 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.

**C24/162 Common Seal June 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, 16 April 2024 up to and including Monday, 20 May 2024 for the Council's noting. This is a standing report to the Council.

**C24/163 RFT232420 - Construction of Goolugatup Stage 1 Yarning Circle and Surrounds****Deputations****Officer Presentation** An officer presentation will be provided, followed by the opportunity for Elected Members to raise questions.**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 RFT232420 Construction of Goolugatup Stage 1 Yarning Circle and Surrounds.

**C24/164 Consideration and Adoption of the 2024-2025 Budget (Late Covering Report)**

This report will be distributed to elected members and published on the City's website on Friday, 7 June 2024.

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

**Officer Presentation**      An officer presentation will be provided, followed by the opportunity for Elected Members to raise questions.

**Disclosure of Interest**

**Notes from Forum**      To be Advised.

**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."*

**CD24/22      Christmas Lights Review****Deputations**

**Officer Presentation**      An officer presentation will be provided, followed by the opportunity for Elected Members to raise questions.

**Disclosure of Interest**

**Notes from Forum**      To be Advised.

**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 trialed 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.

**CD24/23      Deferred Consideration of Netball and Multi Use Indoor and Outdoor Courts Needs Assessment****Deputations****Officer Presentation**      Questions only**Disclosure of Interest****Notes from Forum**      To be Advised.**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.

**Environment and Infrastructure****E24/38      RFT232414 Supply of In-Situ Concrete****Deputations****Officer Presentation**      Questions only**Disclosure of Interest****Notes from Forum**      To be Advised.**SUMMARY**

- This report is presented to the Council to recommend the acceptance of a request submitted for RFT232414 Supply of In-Situ Concrete.

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

**Officer Presentation** An officer presentation will be provided, followed by the opportunity for Elected Members to raise questions.

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**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.

**UP24/38 Public Open Space Strategy Scoping Report****Deputations**

**Officer Presentation** An officer presentation will be provided, followed by the opportunity for Elected Members to raise questions.

**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 (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.

**UP24/39 Local Planning Policy 1.6 - Parking and Access****Deputations**

**Officer Presentation** An officer presentation will be provided, followed by the opportunity for Elected Members to raise questions.

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**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.

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

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**14.2 Notice of Motion - Hall of Fame Policy****Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

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

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

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

**18 CLOSURE**