



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, 10 June 2025 commencing at 6:30pm.

**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 access the [City of Melville Council Meetings YouTube channel](#) to watch the live stream or access the recordings of public Council meetings.



**Vision**

Vibrant, Sustainable, Inclusive Melville

**Mission**

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

**Values**

In everything we do, we seek to adhere to our values that guide our behaviour.

- **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.

**Our Approach**

To put our customer at the centre of everything we do.



Social / Community	Environment	Built Environment	Economic	Governance
<b>Healthy, Safe and Inclusive</b>	<b>Clean and Green</b>	<b>Sustainable and Connected Development</b>	<b>Vibrant and Prosperous</b>	<b>Good Governance and Leadership</b>
Healthy, safe and inclusive communities with a sense of belonging and wellbeing.	A clean, green and sustainable City for current and future generations.	Sustainable, connected development and transport infrastructure across our City.	Economic prosperity and vibrant resilient communities and businesses.	Leadership and good governance for the benefit of the whole community.

## **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-Visual Recording and Live Streaming**

In accordance with the Council Policy CP-088 Live Streaming and Audio-Visual Recordings of Public Meetings of the Council, this meeting is electronically recorded and broadcast to the [City of Melville Council Meetings YouTube Channel](#). 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. Learn more about [live streaming and audio-visual recordings of meetings](#) on the City of Melville website.

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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**

Cr C Ross

Applecross - Mount Pleasant 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, 17 June 2025.

**7 AWARDS AND PRESENTATIONS**

THIS ITEM WILL BE DEALT WITH AT THE ORDINARY MEETING OF COUNCIL TO BE HELD ON TUESDAY, 17 JUNE 2025.

**8 APPLICATIONS FOR NEW LEAVE OF ABSENCE**

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 17 June 2025.

**9 CONFIRMATION OF MINUTES**

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 17 June 2025.

**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, 17 June 2025.

**13 REPORTS****13.1 Reports from Committees****Policy and Legislation Committee Meeting held on 26 May 2025****C25/280 New Council Policy - External Committee Members****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The *Local Government Amendment Bill 2024* makes provision that each local government must establish an Audit, Risk and Improvement Committee, and that this Committee is to be Chaired by an independent member.
- These provisions have not yet come into effect, however, the Council as part of its review of its Committee Structure has established an Audit, Risk and Improvement Committee in anticipation of the change to legislation and appointed two external members to take the roles of Presiding Member and Deputy Presiding Member.
- The *Local Government Act 1995* provides local governments with the ability to pay external committee members and meeting attendance fee and to reimburse expenses associated with their role on the Committee.
- In order to provide clarity and guidance on this matter, a proposed new Council Policy – External Committee Members is recommended for endorsement by the Council.

**C25/281 Policy Review - CP-023 Procurement Policy****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- This report is provided to ensure the Policy is up-to-date, efficient, and compliant with Regulations, and that it is realistic in relation to expectations and market pressures.
- Assist with the implementation of the Council-approved Stretch Reconciliation Action Plan and uphold the Local Government (Functions and General) Regulation 1996 intent to support Aboriginal Businesses.

**UP25/71 Policy Review - CP-114 Compliance and Enforcement Policy****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The City of Melville (the City) continuously reviews and updates policies to ensure that best practice is enacted in relation to decision making.
- The Compliance and Enforcement has been reviewed following Council resolution of 20 February 2024 UP24/31.
- The review aims to improve the City's compliance and enforcement outcomes following the deficiencies identified within the 2021 Weir Report.
- The previous Compliance and Enforcement Policy was adopted in June 2022.

**13.2 Reports of the Chief Executive Officer****Management Services****M25/52 City of Melville Corporate Business Plan 2025-2029 - Annual Review**

This report is scheduled to be distributed to Elected Members and published on the City's website on Friday, 13 June 2025.

**Corporate Services****C25/282 2025 Annual Review of Delegations, Authorisations and Appointments****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.
- A review of all delegations, authorisations and appointments has been completed and it is recommended that the outcome of this review be adopted by the Council.
- Following the Council's resolution, the updated Delegations Manual will be uploaded to the website and provided to Elected Members for information.

**C25/283 Common Seal June 2025****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

This standing Council report details the documents to which the City of Melville Common Seal has been applied for the period from Wednesday, 19 March 2025 up to and including Monday, 19 May 2025 for the Council's noting.

**C25/284 Investment Statements for April 2025****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 2025 and recommends that it be noted by the Council.

**C25/285 Schedule of Accounts Paid for April 2025****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 2025 and recommends that the Schedule of Accounts Paid be noted.

**C25/286      Statements of Financial Activity for April 2025****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- This report presents the Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 30 April 2025; and
- Presents the variances for the month of April 2025 and recommends that they be noted by the Council; and
- Presents the budget amendments required for the month of April 2025 and recommends that they be adopted by the Council by Absolute Majority decision.
- The KPMG/OAG audit plan was presented to the Audit, Risk and Improvement Committee (ARIC) on 12 May. Both the interim and final audits of the annual financial statements are scheduled, with the final audit to be conducted in October. The final audit report will be presented to Council and the Minister for Local Government by 31 December.
- The Budget amendments required for the month of April 2025 and recommends that they be adopted by Absolute Majority decision of the Council.

**C25/287      Consideration and Adoption of the 2025-2026 Budget (Late Covering Report)**

This report is scheduled to be distributed to Elected Members and published on the City's website on Friday, 13 June 2025.

**C25/288      RFT242512 - Restricted Tender Supply & Implementation of a Customer Experience, Relationship & Request Management Platform****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 Supply & Implementation of a Customer Experience, Relationship & Request Management Platform.

**Community Development****CD25/45 Leeming Recreation Centre - Needs Analysis****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The Council have sought to understand the future role the Leeming Recreation Centre plays in the community, via resolution, at the December 2024 Ordinary Meeting of Council.
- This resolution requested that in June 2025, a Needs Analysis of the sites existing community facility provision (e.g. change rooms, toilets and storage facilities) and commercial opportunities that will support activation of the area (including but not limited to a café or restaurant) be presented to Council for consideration and further direction.
- This Report therefore provides Council with the Draft Needs Analysis which includes options for the future development of the site which can be further explored through a Pre-Feasibility Study.
- The Report also seeks Councils approval to proceed with the Pre-Feasibility Study.
- Should Council endorse the Officers recommendation, the findings of the Pre-Feasibility Study will be presented to Council in December 2025.

**CD25/46 Proposed Parking Station - Former Bridge Club Location (788, 790, 792 & 794 Canning Highway Applecross)****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The subject site at 788, 790, 792, and 749 Canning Highway was formerly occupied by the Melville Bridge Club and now remains undeveloped.
- The on-site car park (approximately car bays 40 bays) remains in use by commuters due to its proximity to Transperth bus services.
- The site provides an opportunity to generate revenue and ensure consistency across the City's parking infrastructure.
- Recommended initial flat daily rate of \$5 per day.
- Estimated implementation cost is approximately \$8,000–\$10,000 and potential annual revenue of approximately \$45,000 with an upside of \$50,000 at full occupancy.
- To establish the location as a Parking Station, the City requires a Council Resolution in accordance with the City of Melville Parking Local Law 2023.

**Environment and Infrastructure****E25/71 Moreau Mews Town Square Public Open Space Development****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 October 2024, the Council resolved to support the Community Engagement Approach and noted that a further report would be presented at the December 2024 OMC seeking approval of a budget to meet implementation costs for the Community Engagement Plan, fit out costs for 50-52 Kishorn Road as a temporary City office space and the demolition works for City owned buildings related to 31 Moreau Mews.
- At the OMC held on 10 December 2024, the Council resolved to fund the Community Engagement Approach and noted that the 3 concept plans prepared in response to initial feedback received would be presented to Council in March 2025.
- Community consultation was completed in November and December 2024 for the Moreau Mews Town Square project through the gathering of ideas via a range of engagement activities.
- Three concept designs were developed in response to feedback received and the second round of engagement was held April 2025.
- This item seeks Council endorsement of the recommended concept plan (Attachment 5) for the purpose of budgeting and proceeding to the detail design phase of this project.
- An alternative concept with no parking within the public open space area has also been prepared for Council consideration (Attachment 6).

**Planning**

Nil.

**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**

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

**18 CLOSURE**