



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, 12 November 2024 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 Register to attend the [Agenda Briefing Forum to be held on Tuesday, 12 November 2024](#) electronically.



**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 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](http://www.melvillecity.com.au/agendas).

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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 S Hong

Bateman - Kardinya - Murdoch 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 within the agenda for the Ordinary Meeting of Council to be held on Tuesday, 19 November 2024.

**7 AWARDS AND PRESENTATIONS**

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 19 November 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, 19 November 2024.

**9 CONFIRMATION OF MINUTES**

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 19 November 2024.

**10 NEW BUSINESS OF AN URGENT NATURE****11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED****12 PETITIONS**

This item is detailed within the agenda for the Ordinary Meeting of Council to be held on Tuesday, 19 November 2024.

**13 REPORTS****13.1 Reports from Committees**

Nil.

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

Nil.

**Corporate Services****C24/216 Cat Local Law 2024 - Report on Submissions****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**

- On 16 April 2024, the Council resolved by absolute majority to give local public notice of its intention to make the proposed *City of Melville Cat Local Law 2024*.
- In accordance with section 3.12(3) of the *Local Government Act 1995* (The Act), the City sent a copy of the proposed Cat Local Law to the Minister for Local Government and invited submissions from the community between 10 June 2024 and 26 July 2024.
- In total, the City received 360 valid submissions from the community, as well as advice from the Department of Local Government, Sports and Cultural Industries (DLGSC), both of which were reviewed by the working group responsible for the proposed Cat Local Law.
- To address the feedback and advice provided by the community and the DLGSC, and to further improve the local law, the City has made a number of changes to the proposed Cat Local Law, as outlined in this report.
- As the City considers these changes to be significant, the City is required, under section 3.13 of the Act, to re-commence the local law making process.
- This report seeks Council approval to invite public comment on the as-amended proposed Cat Local Law, for a six-week period, in accordance with section 3.12 of the Act.
- Following consultation, a report on the submissions, as well as the final proposed Cat Local Law, will be presented back to Council.

**C24/210 LGA Sale of Properties - Unpaid Rates over 3 years****Deputations**

**Officer Presentation** Questions only.

**Disclosure of Interest**

**Notes from Forum** To be advised.

**SUMMARY**

- This report seeks council approval to proceed to Possession of Land for recovery of rates and service charges accordance with the Local Government Act 1995. The properties have been in arrears for three or more years and have been unsuccessfully pursued for debt recovery.

**C24/195      Review of Committee Structure****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- As part of the adoption of the Governance Framework in March 2024, it was identified that the City of Melville Committee Structure required review, in particular to review the associated Terms of Reference/charters.
- A review of the Committee Charters has been undertaken with a refreshed template for Committee Terms of Reference. This report presents renewed Terms of Reference for the Governance Committee, the revised Audit, Risk and Improvement Committee, and a proposed new Policy and Legislation Committee.
- The report seeks consideration of a reduction in the quorum for the Conduct Committee, with a more comprehensive review to be undertaken.
- Under this project, terms of reference are also proposed for the Elected Member Engagement Session meetings, to provide clarity and consistency in the function of those meetings.
- A further report to the Council will be presented to seek nominations to the revised Committees, with the new Committee Structure to come into effect after that date.

**C24/212      Investment Statements for September 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 September 2024 and recommends that it be noted by the Council.

**C24/213      Schedule of Accounts Paid for September 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 September 2024 and recommends that the Schedule of Accounts Paid be noted.

**C24/214      Statements of Financial Activity for September 2024**

**Deputations**

**Officer Presentation**      Questions only.

**Disclosure of Interest**

**Notes from Forum**      To be advised.

**SUMMARY**

- This report presents the Preliminary Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 30 September 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 September 2024 and recommends that they be noted by the Council; and
- Presents the Budget Amendments required for the month of September 2024 and recommends that they be adopted by Absolute Majority decision of the Council.

**C24/215      Common Seal November 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, 17 September 2024 up to and including Monday, 21 October 2024 for the Council’s noting. This is a standing report to the Council.

**Community Development****CD24/29      Deferral of Consideration – CCTV Rebate Program****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- At the 18 June 2024 Ordinary Meeting of Council (OMC), the Council resolved to direct the CEO to prepare a feasibility report by the 19 November 2024 OMC on providing a CCTV rebate program.
- While significant research has been completed on a rebate program, including comparable programs offered by other local governments, it is recommended that Council consider this program as part of the broader Community Safety review currently underway.
- This report seeks to defer the CCTV rebate program feasibility report from the 19 November OMC to the February 2025 meeting, where it can be reviewed within the broader context of the community safety services offered to the community.
- The deferral will have no foreseeable impact on the community, as any new program would likely commence in the FY26 financial year.

**Environment and Infrastructure****E24/53 Concept Design and Grant Application for Public Open Space – The Esplanade Mt Pleasant****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- At the April 2023 Ordinary Meeting of Council (OMC), the Council resolved to forthwith progress conversion of 100% of the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant to public open space.
- At the July 2023 OMC, the Council resolved to adopt the following consultation, development and completion timeline for the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant. Public consultation, concept plans, report and recommendation to be presented to Council at the February 2024 OMC and to provide funding for construction to commence immediately on approval with a proposed completion date by December 2024.
- In response to the resolution from the July 2023 OMC, the City completed public consultation and concept design phases of the open space project at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant.
- At the February 2024 OMC, the City sought the Council's endorsement of the concept design of the public open space at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant, requesting \$1,700,000 over the 2023-2024 and 2024-2025 financial years to progress the development of the public open space and \$80,000 per annum for the Operational and Asset Renewal expenditure requirements. The Item was deferred until the May 2024 OMC. The Council did not support the officer recommendation.
- At the 18 June 2024 OMC, the Council amended the Capital Works Program Budget by deferring the Attadale boardwalk project and allocating \$500,000 for the 13 Esplanade Public Open Space project to facilitate the City obtaining grant funding which also required the City developing a detailed design to facilitate a grant application.
- This report presents the design as per the April 2023 OMC to convert 100% of the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant to public open space and to include extensive tree planting, a children's playground and seating.
- The City seeks the Council's support of the proposed design and to progress with the grant funding application process for the development of the public open space at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant.

**E24/54      Annual Report of the Corporate Climate Action Plan 2023 - 2028**

**Deputations**

**Officer Presentation**      Questions only.

**Disclosure of Interest**

**Notes from Forum**      To be advised.

**SUMMARY**

- The City of Melville adopted the Corporate Climate Action Plan in June 2023, following on from its declaration of a climate emergency.
- The Plan details how the City will be carbon neutral by 2030 and adapt to climate change impacts on Council operations.
- This is the first annual report since the Plan's adoption, detailing updates to the actions, emissions and financial statements.

**Planning****UP24/50 Local Planning Policy 1.1 - Planning Processes and Decision Making****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- There have been amendments to the Planning and Development Act 2005 and the Residential Design Codes Vol. 1 and 2 which has prompted a review of Local Planning Policy 1.1 – Planning Processes and Decision Making.
- These updates are to cover advertising requirements for medium density development, significant development application processes and single house development delegation.
- The review has also identified opportunities to ensure greater consistency with the *Planning and Development (Local Planning Schemes) Regulations 2015* and the City's business friendly approach to make the purpose of the policy clearer at the front end of the document.
- Other changes include:
  - Clarification on process for Metropolitan Region Scheme (MRS) referrals and other state government agency referrals
  - Introduction of discretion to not advertise for minor discretion requests
  - Removal of the need to advertise where the City isn't the decision maker
  - Clarification on petitions in the context of July 1 legislative changes
  - Clarification on Swan River Trust applications under MRS section
  - Clarification on scheme amendment processing tasks undertaken by City
  - Removal of street numbering as this is not a planning process as it is covered by a local law and is governed by the *Local Government Act 1995*
  - Other administrative amendments for clarity purposes.
- It is recommended that the draft amended LPP 1.1 is advertised for a period not less than 21 days, and a further report be presented to Council to considering the outcomes of advertising.

**UP24/53 Road Closure - Fiona Wood Road, Murdoch****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- A Western Power transformer is currently located on a portion of road reserve at the corner of Fiona Wood Road and Barry Marshall Road, Murdoch.
- A 24-storey mixed-use development was approved for the site and the substation is proposed to be relocated to the basement level of the approved building.
- When the substation is relocated, this portion of land will no longer be required for road reserve and is proposed to be amalgamated into Lot No.121.
- No submissions were received during the 35-day comment period. The road closure was advertised in the local paper on two occasions over a 35-day period. Correspondence from Western Power was provided as part of the application supporting of the road closure and the transformer being relocated to the basement level of the approved building.
- It is recommended that the Council support the road closure and advise the Minister of Lands of its decision. The City will then forward the Council decision to the Department of Planning, Lands and Heritage (DPLH) who will make recommendation to the Minister for Lands.
- If the Minister approves the road closure, the land parcel will be created and then purchased by the applicant to then be amalgamated into Lot 121 of Deposited Plan 428306 via the subdivision process.
- All costs associated with the road closure will be cover by the owner of Lot No.121.

**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**