



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, 9 July 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, 9 July 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.

## **Disclaimer**

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

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

Any advice provided by an employee of the City on the operation of written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the City. Any advice on a matter of law, or anything sought to be relied upon as representation by the City should be sought in writing and should make clear the purpose of the request.

## **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).

---

## **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.

## Contents

1	<b>Official Opening</b> .....	6
2	<b>Attendance and Apologies</b> .....	6
3	<b>Declarations by Members</b> .....	7
3.1	<b>Declarations by Members who have not read and given due consideration to all matters contained in the business papers presented before the Meeting</b> .....	7
3.2	<b>Declarations by Members who have received and not read the Elected Members Bulletin</b> .....	7
4	<b>Announcements by the Presiding Member (Without Discussion)</b> .....	7
	<b>Approved Deputations</b> .....	7
	<b>Approved Written Submission</b> .....	7
5	<b>Disclosure of Interest</b> .....	7
5.1	<b>Financial or Proximity Interests</b> .....	7
5.2	<b>Disclosure of Interest That May Cause a Conflict</b> .....	7
6	<b>Public Question Time</b> .....	7
6.1	<b>Questions Received with Notice</b> .....	7
6.2	<b>Questions Received at the Meeting</b> .....	7
6.3	<b>Questions Taken on Notice at Previous Meeting</b> .....	7
7	<b>Awards and Presentations</b> .....	8
8	<b>Applications for New Leave of Absence</b> .....	8
9	<b>confirmation of minutes</b> .....	8
10	<b>New Business of an Urgent Nature</b> .....	8
11	<b>Identification of Matters for which Meeting May Be Closed</b> .....	8
12	<b>Petitions</b> .....	8
13	<b>Reports</b> .....	8
13.1	<b>Reports from Committees</b> .....	8
13.2	<b>Reports of the Chief Executive Officer</b> .....	8
	<b>Management Services</b> .....	8
	<b>Corporate Services</b> .....	9
C24/166	Update of Financial Policies .....	9
C24/167	Common Seal July 2024 .....	9
C24/168	Investment Statements for May 2024 .....	9
C24/169	Schedule of Accounts Paid for May 2024 .....	10
C24/170	Statements of Financial Activity for May 2024 .....	10
	<b>Community Development</b> .....	11
CD24/24	Managing Unreasonable Customer Behaviour Policy (Withdrawn).....	11
CD24/18	Reconciliation Action Plan.....	11
	<b>Environment and Infrastructure</b> .....	11

---

E24/40	Environment and Infrastructure Policy review.....	11
E24/41	Draft Community Climate Action Plan .....	12
	<b>Urban Planning .....</b>	<b>12</b>
<b>14</b>	<b>Motions with Previous Notice .....</b>	<b>12</b>
14.1	Notice of Motion - Council Owned Land (67-69 Canning Beach Road & 2 Kintail Road, Applecross).....	12
<b>15</b>	<b>Motions without Previous Notice (approval by absolute majority) .....</b>	<b>12</b>
<b>16</b>	<b>Matters for Which Meeting was Closed to the Public.....</b>	<b>13</b>
<b>17</b>	<b>Decisions Made While meeting was Closed to the Public .....</b>	<b>13</b>
<b>18</b>	<b>Closure .....</b>	<b>13</b>

**1 OFFICIAL OPENING**

**2 ATTENDANCE AND APOLOGIES**

**In Attendance**

Councillors

Ward

**Officers**

**Apologies**

**On Approved Leave of Absence**

Cr J Edinger

Bicton - Attadale - Alfred Cove Ward

Cr D Lim

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, 16 July 2024.

**7 AWARDS AND PRESENTATIONS**

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 16 July 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, 16 July 2024.

**9 CONFIRMATION OF MINUTES**

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 16 July 2024.

**10 NEW BUSINESS OF AN URGENT NATURE**

**11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

**12 PETITIONS**

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 16 July 2024.

**13 REPORTS**

**13.1 Reports from Committees**

Nil.

**13.2 Reports of the Chief Executive Officer**

**Management Services**

Nil.

**Corporate Services**

**C24/166 Update of Financial Policies**

**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**

- CP-009 Investment of Funds Policy – update the maximum percentage allowable to any one banking institution to reflect requirements.
- CP-010 Self Supporting Loans Policy – no major changes required.
- CP-024 Borrowings and Asset Financing Policy – no major changes required.
- CP-025 Accounting Policy – changes to reflect changes to Section 6.4 of the Local Government Act and Reg 34 and 35 of the Local Government (Financial Management) Regulations
- CP-104 Related Party Disclosures Policy – no major changes required

**C24/167 Common Seal July 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, 21 May 2024 up to and including Monday, 17 June 2024 for the Council’s noting. This is a standing report to the Council.

**C24/168 Investment Statements for May 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 31 May 2024 and recommends that it be noted by the Council.

**C24/169      Schedule of Accounts Paid for May 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 May 2024 and recommends that the Schedule of Accounts Paid be noted.

**C24/170      Statements of Financial Activity for May 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 and Statements of Financial Activity by Program and Nature for the period ending 31 May 2024 and recommends that they be noted by the Council; and
- Presents the variances for the month of May 2024 and recommends that they be noted by the Council; and
- Presents the Budget amendments required for the month of May 2024 and recommends that they be adopted by Absolute Majority decision of the Council.

**Community Development****CD24/24 Managing Unreasonable Customer Behaviour Policy (Withdrawn)**

On Friday, 5 July 2024 item CD24/24 Managing Unreasonable Customer Behaviour Policy was withdrawn from the agenda with the approval of the Chief Executive Officer.

The item has been withdrawn to enable Elected Member discussion and feedback into the draft policy at a future Elected Members Engagement Session.

**CD24/18 Reconciliation Action Plan****Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**SUMMARY**

- This report presents the City of Melville's draft Stretch Reconciliation Action Plan.
- As a key step in the City's work towards reconciliation, the Reconciliation Action Plan outlines meaningful actions for reconciliation internally and within the City's sphere of influence.

**Environment and Infrastructure****E24/40 Environment and Infrastructure Policy review****Deputations**

**Officer Presentation** Questions only

**Disclosure of Interest**

**Notes from Forum** To be Advised.

**SUMMARY**

- The Council policies within the responsibility of the Environment and Infrastructure Services directorate have been reviewed and brought forward with amendments for consideration and adoption.
- Policies that are defined as Council Policy require the approval of the Council, whereas an Operational Policy can be approved by the CEO.
- It is recommended these nine policies be approved as amended.

**E24/41 Draft Community Climate Action Plan**

**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**

- The City of Melville Council resolved to prepare a Climate Action Plan to be presented to Council in two years from the 21 June 2021 as part of its declaration of a climate emergency.
- A Corporate Climate Action Plan for the City to reach carbon neutral by 2030 was endorsed by Council in July of 2023.
- It was proposed to prepare a Community Climate Action Plan for net zero by 2050 in 2023-2024 through a consultative process with the Climate Action Reference Group (CARG) and the broader community.
- Significant public consultation has been undertaken to develop the draft Community Climate Action Plan.
- The officers recommend the draft Community Climate Action Plan is released for public comment.

**Urban Planning**

Nil.

**14 MOTIONS WITH PREVIOUS NOTICE**

**14.1 Notice of Motion - Council Owned Land (67-69 Canning Beach Road & 2 Kintail Road, Applecross)**

**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**

Nil.

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

**18 CLOSURE**