



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, 13 August 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 Ordinary Meeting of the Council Tuesday, 13 August 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

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

2 ATTENDANCE AND APOLOGIES

In Attendance

Councillors

Ward

Officers

Apologies

On Approved Leave of Absence

Cr G Barber

Bicton - Attadale - Alfred Cove 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, 20 August 2024.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Council Meeting to be held on Tuesday, 20 August 2024.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Council Meeting

9 CONFIRMATION OF MINUTES

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, 20 August 2024.

13 REPORTS**13.1 Reports from Committees****Financial Management, Audit, Risk and Compliance Committee Meeting held on 5 August 2024****C24/186 Recruitment of External Member for the Financial Management, Audit, Risk and Compliance Committee****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- The Financial Management, Audit, Risk and Compliance (FMARC) Committee has the provision for an independent, external member to be appointed.
- Mr Hay has held this position since December 2018, with his term expiring at the end of 2024.
- This report seeks approval for the Committee to commence the process to recruit for an independent, external member of the FMARC Committee, and to establish an interview panel to make recommendation on a suitable applicant to the Council.

13.2 Reports of the Chief Executive Officer**Management Services****M24/38 Adoption of Council Plan for the Future 2024-2034 (Major Review of the Strategic Community Plan and Corporate Business Plan)****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- Local governments are currently required to produce a 'plan for the future' under S5.56 (1) of the Local Government Act 1995 (the Act).
- The City's current Strategic Community Plan (SCP) 2020-2030, and Corporate Business Plan (CBP) 2020-2024, are both due for a major review in 2024, and adoption by September 2024.
- The City's SCP and CBP have been brought together into one document to create a cohesive, coordinated and integrated Council Plan for the Future 2024-2034.
- Broad community consultation identifying the community priorities and aspirations has informed an extensive Elected Member strategic planning process to create the City's Council Plan for the Future, which outlines Council's future direction for the organisation.
- The Council is required under the *Local Government (Administration) Regulations 1996* (the Regulations) to adopt the draft Council Plan by absolute majority decision

Corporate Services**C24/187 Schedule for Review of Local Laws****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- Under section 3.16 of the *Local Government Act 1995*, local governments are required to review their local laws every eight years.
- Due to resourcing challenges in the City's governance team and other competing priorities, the City will not be able to review all its local laws within the legislated period.
- This report seeks Council endorsement for the City's schedule for its review of its local laws, which will bring the City back to compliance and ensure future reviews are coordinated and planned in a proper manner.

C24/173 Common Seal August 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, 18 June 2024 up to and including Monday, 15 July 2024 for the Council's noting. This is a standing report to the Council.

C24/174 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal**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 RFT232419 Blue Gum Community Centre Renovation and Public Toilet Renewal

C24/175 Investment Statements for June 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 June 2024 and recommends that it be noted by the Council. This statement and figures for 2023-2024 are still subject to change. Year-end accounting processes are still underway, and therefore, the final accounts for 2023-2024 may be materially different from what is presented in this report.

C24/176 Schedule of Accounts Paid for June 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 June 2024 and recommends that the Schedule of Accounts Paid be noted.

C24/177 Preliminary Statements of Financial Activity for June 2024**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**

- This report presents the Preliminary Statements of Financial Activity by Nature and Statements of Financial Activity by Program and Nature, for the period ending 30 June 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 June 2024 and recommends that they be noted by the Council; and
 - Presents the Budget amendments required for the month of June 2024 and recommends that they be adopted by Absolute Majority decision of the Council; and
 - Presents the amendments to the Fees and Charges Schedule 2024-2025 and recommends that they be adopted by Absolute Majority decision of the Council.

C24/178 RFT232423 New Changerooms and Clubroom, Len Shearer Reserve

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 RFT232423 New Changerooms and Clubroom, Len Shearer Reserve.

C24/179 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works

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 RFT232418 Ogilvie Road Streetscape Upgrade Landscaping and Civil Works.

C24/180 WALGA Annual General Meeting - Nomination of City of Melville Voting Delegates**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- The Western Australian Local Government Association (WALGA) will hold its Annual General Meeting on Wednesday 9 October 2024, at 2:30pm.
- The Council may nominate two voting delegates and two proxy delegates to represent the City of Melville and attend and vote at the WALGA Annual General Meeting. Each voting delegate is entitled to one vote.

Community Development**CD24/22 Christmas Lights Review****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- This report presents a review of the 2023 Christmas Lights displays and consideration for future Christmas Lights in response to a Council resolution of the 19 September 2023 Ordinary Meeting of Council – Council Resolution (CD23/8) for Christmas lights displays in the City of Melville.
- The two Christmas Lights locations trialled in 2023 had mixed success and so officers are recommending continuing with the same scale of Christmas Lights at the successful location (Canning Bridge) and scaling back the display for the other (Civic Centre Entrance).
- Sources of external funding for Christmas lights was investigated, however suitable grant program opportunities were identified for 2024 and officers will continue to investigate different funding options for future displays.

Environment and Infrastructure**E24/44 Response to Petition - Troy Park Reserve Sports Pavilion Upgrade****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- The City of Melville (the City) has been working with the Troy Park Sporting Association (TPSA) and user groups to develop a concept plan for the required change room upgrade. The current concept includes two change rooms (a set of home and away change rooms). This level of provision is consistent with other junior and/or single senior oval active space locations within the City.
- At the Ordinary Meeting of Council held on 18 June 2024, a petition was presented by the Troy Park Sporting Association seeking an adjustment to increase the change room provision from two to four change rooms.
- The City is committed to providing contemporary, universally accessible, gender-neutral change rooms to its sporting community. The City's change room upgrade program has delivered five gender-neutral facilities to clubs over the last five years and plans to complete the remaining eleven change rooms over the next four years. These facilities accommodate the increase in female participation in outdoor recreation and sporting activities.
- The gender-neutral facilities are high quality and durable and incorporate accessibility and safety improvements such as universally accessible toilets (UAT), partitioned showers, umpires change room, storage and kiosks. The City's newly constructed change rooms support inclusivity and safety for all participants, spectators, and volunteers.
- An analysis of the City's change room upgrade program based on number of ovals, pitches and sporting activities shows that two change rooms are adequate for Troy Park, given it has only one senior oval and separate seasonal (summer and winter) uses.
- Furthermore, traditional change rooms including showers and toilets (ie: wet change rooms) are very costly compared to dry meeting rooms and so the City is seeking to better understand the operational space requirements of the TPSA and user groups. Simply adding an additional two change rooms, as requested in the petition is not justified and would result in excessive costs and longer-term liabilities incurred by the City that would also have the potential to flow through to future change room upgrade projects.
- As such, initial consultation with the TPSA and user groups highlighted the need for additional dry spaces, rather than traditional wet change rooms, to accommodate a variety of uses for all groups including the transition period between games.
- With this, City officers will continue to work with TPSA, user groups and the appointed architect to achieve a contemporary innovative design which assists users to better manage activities and use of the facility, whilst providing a space that will mutually benefit all users and the wider community.

Planning**UP24/44 Council Policy - Mobile Food Vendors - Presentation for Adoption****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- The City has investigated and prepared a Council Policy for Mobile Food Vendors.
- The preparation process included an engagement program which demonstrated support for mobile food operations at public locations across the City of Melville.
- Various considerations were explored which included but was not limited to operator interest, impacts on amenity, opportunities for activation and potential competition with 'bricks and mortar' operators.
- Predetermined Designated Trading Locations were identified to supplement current arrangements in trading permits issued in accordance with the Activities in Thoroughfares, Public Places and Trading Places Local Law 2014 associated with Street Traders (Itinerant Food Vendors), events/markets and other public places.
- Criteria was established to guide officers in considering proposed locations and requirements of mobile food vendors.
- It's recommended that Council adopt the policy.

UP24/45 Erection of Floodlights at Applecross Tennis Club - Lots 260-264 (30) The Strand, Applecross - Submission to the Department of Biodiversity, Conservation and Attractions for Consideration in Making a Determination**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- Approval was sought for the installation of floodlight columns to Courts 11-14 at Applecross Tennis Club (subject site).
- The site is located on land zoned Parks and Recreation under the Metropolitan Region Scheme (MRS). As the subject site is located within the Swan Canning Development Control Area, the Department of Biodiversity, Conservation and Attractions (DBCA) is responsible for assessment of development applications as per Part 5, Section 72(1) of the *Swan and Canning Rivers Management Act 2006*.
- In accordance with the Swan and Canning Rivers Management Act 2006, the Minister for the Environment is the decision maker for Part 5 applications.
- The development application has been referred to the City to provide a recommendation.

- A total of twelve floodlighting towers were proposed, four at a height of 10 metres and eight to a height of eight metres.
- The floodlights for the four courts are now proposed to operate as follows:
 - a) Until 10pm from Tuesday to Thursday for League (Pennant) games. Otherwise, floodlights will be switched off at 9pm. Competition games are anticipated to occur for 20 weeks of the year plus a possible extra four weeks if teams make the finals; and
 - b) Until 9pm Monday to Sunday when no League (Pennant) games are scheduled. The floodlights for the four courts are proposed to be automatically shut off at 10pm every night to allow for League (Pennant) Tennis to be played up to that time.
- The details of the proposed development were assessed against Local Planning Scheme No. 6 (LPS6), Local Planning Policy 1.16 – Flood and Security Lighting (LPP1.16) and Local Planning Policy 3.4 – Tennis Courts (LPP3.4). It should be noted that these planning documents do not apply to properties reserved under the MRS, however, provide good guidance as to acceptable development standards to maintain the existing and desire amenity of the immediate locality.
- The application was advertised in accordance with the provisions of *Planning and Development (Local Planning Scheme) Regulations 2015* and Local Planning Policy 1.1 Planning Process and Decision Making (LPP1.1) via letters to surrounding landowners and occupiers. Two on site signs were also erected and full details of the proposal were made available on the City's Melville Talks website.
- A total of 145 submissions were received with 13 objections, 131 in support and 1 neither supporting nor objecting to the proposal.
- Details of the proposed development were initially presented to a Development Advisory Unit (DAU) meeting held on 14 March 2023 with an associated report published to the City's website.
- At the Ordinary Meeting of the Council held on the 18th and 19th of April 2023, Council recommended approval to DBCA subject to conditions and advice notes.
- One of the recommended conditions was that the flood lights were to be installed with a timer which ensures the lights do not operate between the hours of 9pm and 6am, Monday to Sunday.
- On 31 July 2024, the City received notification that the draft DBCA report on the above-mentioned proposal has been prepared and released for public comment for a period of 14 days in accordance with Section 75 (4) of the *Swan and Canning Rivers Management Act 2006*.
- Submissions to DBCA are due prior to 15 August 2024 however, the City has been granted until 21 August 2024 to provide its comments on the draft report.
- DBCA's Director General will consider submissions made before the report is finalised and a recommendation made to the Minister for Environment.
- The proposed development, considering the revised lighting design information and environmental noise assessment provided within the DBCA Report is considered to be acceptable when assessed against the relevant policy requirements.
- • It is recommended that Council support the draft report prepared by DBCA subject to Condition 5 being amended to align with the condition previously recommended by Council to DBCA recommending that the floodlights are to not operate between the hours of 9pm to 6pm, Monday to Sunday.

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****RECOMMENDATION**

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:

E24/43 Confidential - Library and Cultural Centre Development - Variation to Architectural Design Contract

This matter is considered to be confidential under Section 5.23(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

E24/43 Confidential - Library and Cultural Centre Development - Variation to Architectural Design Contract

Deputations

Officer Presentation Questions only

Disclosure of Interest

Notes from Forum To be Advised.

17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC**18 CLOSURE**