



City of
Melville

NOTES
AGENDA BRIEFING FORUM

6:30pm, Tuesday, 3 December 2024

Held in the Council Chambers, Melville Civic
Centre, 10 Almondbury Road, Booragoon

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.

Minutes to be confirmed at the next Ordinary Council Meeting

These minutes are hereby confirmed as true and accurate

Deputy Mayor K Wheatland



Date

10/12/2024



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
Healthy, Safe and Inclusive	Clean and Green	Sustainable and Connected Development	Vibrant and Prosperous	Good Governance and Leadership
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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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.

CONFIRMED

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2 OFFICIAL OPENING

The Presiding Member welcomed those in attendance to the meeting, officially declared the meeting open at 6:30pm and invited Cr S Hong to read the Acknowledgement of Country and advised those present of the Purpose of the Agenda Briefing Forum, the Disclaimer, the Affirmation of Civic Duty and Responsibility and the Audio Recording Advice.

3 ATTENDANCE AND APOLOGIES

In Attendance

Councillors

Cr K Wheatland, Deputy Mayor
Presiding Member

Cr T Fitzgerald

Cr G Barber

Cr J Edinger

Cr J Spanbroek

Cr D Lim

Cr N Robins

Cr S Hong

Cr S Green

Cr T Lee

Ward

Palmyra - Melville - Willagee Ward

Palmyra - Melville - Willagee Ward

Bicton - Attadale - Alfred Cove Ward (*electronic attendance*)

Bicton - Attadale - Alfred Cove Ward

Bull Creek - Leeming Ward (*electronic attendance*)

Applecross - Mount Pleasant Ward

Bateman - Kardinya - Murdoch Ward

Bateman - Kardinya - Murdoch Ward

Central Ward

Central Ward

Officers

Ms G Bowman

Chief Executive Officer

Mr M McCarthy

Director Environment & Infrastructure

Mr P Varelis

Director Planning

Ms M Pickering

Director Community Development

Mr G Tuffin

Director Corporate Services

Mr G Ponton

Manager Strategic Urban Planning

Ms C Newman

Head of Governance

Mr S Curulli

Senior Governance Officer

Ms M Smith Poulton

Governance Officer

4 DECLARATIONS BY MEMBERS

4.1 Declarations by Members who have not read and given due consideration to all matters contained in the business papers presented before the Meeting

Nil.

4.2 Declarations by Members who have received and not read the Elected Members Bulletin

Nil.

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Approved Deputations

Nil.

Approved Written Submission

Nil.

6 DISCLOSURE OF INTEREST

6.1 Financial or Proximity Interests

Under sections 5.60A and/or 5.60B of the *Local Government Act 1995*

C24/223 P242501 Pre-Qualified Panel for the Supply of Refurbishment Services

Name	Cr J Edinger
Nature of interest	Financial Interest
Item description	Leave the meeting

C24/222 RFT242503 Men's Shed Refurbishment

Name	Cr J Edinger
Nature of interest	Financial Interest
Item description	Leave the meeting

E24/57 Resource Recovery Group Office Accommodation Project Lending Facility

Name	Cr J Edinger
Nature of interest	Financial Interest
Item description	Stay and discuss

E24/57 Resource Recovery Group Office Accommodation Project Lending Facility	
Name	Cr K Wheatland
Nature of interest	Financial Interest
Item description	Stay and discuss

UP24/54 Canning Bridge Activity Centre Plan Review - Further Information Request - Department of Planning Lands and Heritage	
Name	Cr T Lee
Nature of interest	Proximity Interest
Item description	Leave the meeting

6.2 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)

Nil.

7 PUBLIC QUESTION TIME

At 6:38pm the Presiding Member opened Public Question Time.

7.1 Questions Received with Notice

Nil.

7.2 Questions Received at the Meeting

Nil.

7.3 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, 10 December 2024.

At 6:38pm the Presiding Member closed Public Question Time.

8 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 10 December 2024.

9 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 10 December 2024.

10 NEW BUSINESS OF AN URGENT NATURE

Nil.

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

At 6:38pm, the Presiding Member advised the Council that the following items have been identified as confidential, or containing confidential attachments:

- C24/226 City of Melville Annual Financial Report 2023-2024 (Confidential Attachment); and
- C24/222 RFT242503 Men's Shed Refurbishment (Confidential Attachment); and
- C24/223 P24501 Pre-Qualified Panel for the Supply of Refurbishment Services (Confidential Attachment); and
- CD24/37 Community Safety Service Review (Confidential Item)

12 PETITIONS

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 10 December 2024.

13 REPORTS

13.1 Reports from Committees

Financial Management, Audit, Risk and Compliance Committee Meeting held on 25 November 2024

M24/41 City of Melville Community Annual Report 2023-2024

Deputations	Nil.
Officer Presentation	At 6:40pm Mr G Tuffin, Director Corporate Services was available to answer questions on this item.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- The Draft City of Melville Community Annual Report 2023-2024 is submitted for the Committee's consideration and recommendation to the Council for acceptance by absolute majority decision.
- The Community Annual Report 2023-2024 will be provided to the Council through the Elected Member's portal and Elected Member Bulletin (EMB) for feedback following the Financial Management, Audit, Risk and Compliance Committee Meeting.
- The Community Annual Report 2023-2024 Part A, together with the Community Annual Report 2023-2024 Part B (Annual Financial Report) includes all the information required by the *Local Government Act 1995* (WA) and other relevant legislation.
- In accordance with the *Local Government Act 1995* (WA) section 5.54, the annual report is to be accepted by absolute majority decision no later than 31 December 2024 after the close of the financial year.

COMMITTEE RECOMMENDATION

That the Council by Absolute Majority Decision, accepts the Draft City of Melville Community Annual Report 2023-2024.

C24/226 City of Melville Annual Financial Report 2023-2024

Deputations	Nil.
Officer Presentation	At 6:41pm Mr G Tuffin, Director Corporate Services responded to questions on this item, which concluded at 6:42pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:</p> <ul style="list-style-type: none">• Additional information to assist with benchmarking the City's progress against the wider local government sector, specifically similar size band 1 metropolitan local governments.

SUMMARY

- Local Government Financial statement audits are conducted by the Office of the Auditor General (OAG). The OAG appointed KPMG to conduct the audit work for the City of Melville, with the OAG being responsible for issuing the audit opinion.
- This report presents the 2023-2024 Annual Financial Report and a summary of variances. It is recommended that after review and discussion with the OAG and KPMG, the Committee notes the report and recommends the report for consideration by the Council.
- KPMG has held a discussion on the audit findings and management assessment with the Mayor, CEO, Chair of the Financial Management, Audit, Risk and Compliance Committee (FMARCC), and the City's Finance Team on 18 November 2024. The CEO will issue both the signed Management Representation Letter and the signed Annual Financial Report to the auditors to facilitate the formation of the Auditor's opinion.
- The adoption of the Annual Financial Report will take place at the Ordinary Meeting of Council on Tuesday, 10 December 2024.
- The overall closing funds/unrestricted cash amount available to be carried forward to 2024-2025 is \$0.377m, in comparison with the budgeted surplus of \$zero.
- In accordance with Council resolution (Ordinary Meeting of Council held 18 June 2024 Item C24/164 – Consideration and Adoption of the 2024-2025 Budget); the surplus funds will be transferred to the Rates Equalisation Reserve.

COMMITTEE RECOMMENDATION**That the Council:**

1. **Note the Office of the Auditor General's Audit Findings Report as presented in Confidential Attachment 3; and**
2. **Accept by Absolute Majority Decision the 2023-2024 Annual Financial Report as presented in Attachment 2.**

13.2 Reports of the Chief Executive Officer

Management Services

Nil

Corporate Services

C24/229 Council Meeting Schedule 2025

Deputations Nil.

Officer Presentation At 6:42pm Ms C Newman, Head of Governance was available to answer questions on this item.

Disclosure of Interest Nil.

Notes from Forum No discussion took place regarding the item and officer recommendation.

SUMMARY

- The Council is required to determine and advertise the meeting dates for Ordinary Meetings of Council each year.
- The Council holds Elected Member Engagement Sessions, Agenda Briefing Forums and Ordinary Meetings of Council in a set cycle each month, this report recommends the continuation of this cycle commencing in February 2025.
- It is noted that 2025 is a Local Government Election year and as a result the October Agenda Briefing Forum and Ordinary Meeting of Council should be brought forward one week to allow for Council business to be concluded prior to Elections.
- A separate report deals with the revised Committee Structure for the City of Melville and the proposed schedule of dates for those meetings in 2025.

OFFICER RECOMMENDATION

That the Council:

1. Approves the Ordinary Meetings of Council to be held on the third Tuesday of each month, commencing in February 2025, with the exception of October and December 2025, where the meeting will be held on the second Tuesday of that month.
2. Approves the Agenda Briefing Forums to be held on the second Tuesday of each month, commencing in February 2025, with the exception of October and December 2025, where the meeting will be held on the first Tuesday of that month and be chaired by the Mayor or his delegate.
3. Requests that it will go into recess during January 2025 and that neither the Ordinary Meeting of Council nor a Council Agenda Briefing Forum will be scheduled during that month.
4. Endorses that Elected Member Engagement Sessions occur, as required, on any Tuesday evening that is not required for Ordinary Meetings of Council or Agenda Briefing Forums.
5. Requests the Chief Executive Officer to publish the Schedule of Council Meetings on the City of Melville Website in order to inform the community of the Council Meeting dates for 2025.

C24/217 Common Seal December 2024

Deputations	Nil.
Officer Presentation	At 6:43pm Ms C Newman, Head of Governance responded to questions on this item, which concluded at 6:43pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:</p> <ul style="list-style-type: none">• Further information provided on CS2241- Restrictive Covenant at 4 Park Lane Kardinya

SUMMARY

This report details the documents to which the City of Melville Common Seal has been applied for the period from Monday, 21 October 2024 up to and including Monday, 11 November 2024 for the Council's noting. This is a standing report to the Council.

OFFICER RECOMMENDATION

That the Council notes the actions of the Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from Monday, 21 October 2024 up to and including Monday, 11 November 2024 for the Council's noting.

C24/219 Investment Statements for October 2024

Deputations	Nil.
Officer Presentation	At 6:44pm Mr G Tuffin, Director Corporate Services responded to questions on this item, which concluded at 6:50pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:</p> <ul style="list-style-type: none">• Further information and actions the City can undertake to ensure consistency with the existing Policy. Director Corporate Services agreed that the policy is in need of renewal to ensure transparency and consistency.

SUMMARY

- This report presents the investment statements for the period ending 31 October 2024 and recommends that it be noted by the Council.

OFFICER RECOMMENDATION

That the Council notes the Investment Report for the period ending 31 October 2024.

C24/220 Schedule of Accounts Paid for October 2024**Deputations**

Officer Presentation At 6:50pm Mr G Tuffin, Director Corporate Services was available to answer questions on this item.

Disclosure of Interest Nil.

Notes from Forum No discussion took place regarding the item and officer recommendation.

SUMMARY

- This report presents the details of payments made under delegated authority (DA-035) to suppliers for the period of October 2024 and recommends that the Schedule of Accounts Paid be noted.

OFFICER RECOMMENDATION

That the Council notes the Schedule of Accounts paid for the period October 2024 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in the attachments to this report; Payment Details October 2024 (Attachment 1) and Card Payment Details October 2024 (Attachment 2).

CONFIRMED

C24/211 Proposed Fencing Local Law 2024

Deputations	Nil.
Officer Presentation	At 6:51pm Mr P Varelis, Director Planning was available to answer questions on this item.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- The current By-Laws Relating to Fences was made by Council on 8 February 1983 and last amended on 29 March 2011.
- Due to the age of the By-Laws and length of time since they were last amended, they are ready for a substantive review and a new Fencing Local Law is required.
- This report seeks Council approval to invite public comment on the proposed Fencing Local Law 2024, for a six-week period, in accordance with section 3.12 of the *Local Government Act 1995*.
- Following consultation, a report on the submissions, as well as the final proposed Fencing Local Law 2024, will be presented back to Council.

OFFICER RECOMMENDATION

That the Council, by absolute majority decision:

- 1. Proposes to repeal the existing *City of Melville Bylaws Relating to Fences* concurrent with the making and adoption of a local law with the following purpose and effect:**
 - (a) the purpose of the proposed local law is to prescribe a sufficient fence and the standard for the construction of fences throughout the district.**
 - (b) the effect of the proposed local law is to establish the minimum requirements for fencing within the district.**
- 2. Authorises the CEO to commence the procedure under section 3.12 of the *Local Government Act 1995* to make a City of Melville Fencing local law by:**
 - (a) giving local public notice and inviting public submissions in accordance with section 3.12(3)(a) of the Act**
 - (b) giving a copy of the public notice and proposed local law to the Minister for Local Government in accordance with section 3.12(3)(b) of the Act; and**
 - (c) after the last day of submissions, preparing and presenting a report for Council to consider and determine whether to make the local law in accordance with section 3.12(4) of the Act.**

C24/221 Statements of Financial Activity for October 2024

Deputations	Nil.
Officer Presentation	At 6:51pm Mr G Tuffin, Director Corporate Services was available to answer questions on this item.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

This report presents:

- The preliminary Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 31 October 2024 and recommends that they be noted by the Council.
- 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
- The preliminary variances for the month of 31 October 2024 and recommends that they be noted by the Council.
- The Budget amendments required for the month of 31 October 2024 and recommends that they be adopted by Absolute Majority decision of the Council.
- The establishment of new Fees and Charges for Electric Vehicle Charging Station Supply and Commercial refuse charges.

OFFICER RECOMMENDATION

That the Council notes the Rate Setting Statement and Statements of Financial Activity for the month ending October 2024 as detailed in the following attachments:

1. **Notes the Statement of Financial Activity for the month ending 30 October 2024 as detailed in the following attachments:**
 - **Statement of Financial Activity October 2024 (Attachment 1);**
 - **Statement of Comprehensive Income October 2024 (Attachment 2);**
 - **Net Working Capital October 2024 (Attachment 3);**
 - **Reconciliation Net Working Capital October 2024 (Attachment 4);**
 - **Notes to Statement of Financial Activity October 2024 (Attachment 5);**
 - **Statement of Financial Position October 2024 (Attachment 6);**
 - **Summary Rate Debtors October 2024 (Attachment 7);**
 - **Rates Collections Graph October 2024 (Attachment 8); and**
 - **General Debtors Aged 90 Days October 2024 (Attachment 9).**
2. **By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for October 2024 (Attachment 10).**

6:51pm
3/12/2024 *Cr J Edinger, having disclosed a financial interest in Item C24/222 and C24/223 (detailed in Item 5) left the meeting*

C24/222 RFT242503 Men's Shed Refurbishment

Deputations Nil.

Officer Presentation At 6:52pm Mr M McCarthy, Director Environment & Infrastructure was available to answer questions on the matter which concluded at 6:52pm.

Disclosure of Interest Cr J Edinger

Notes from Forum No discussion took place regarding the item and officer recommendation.

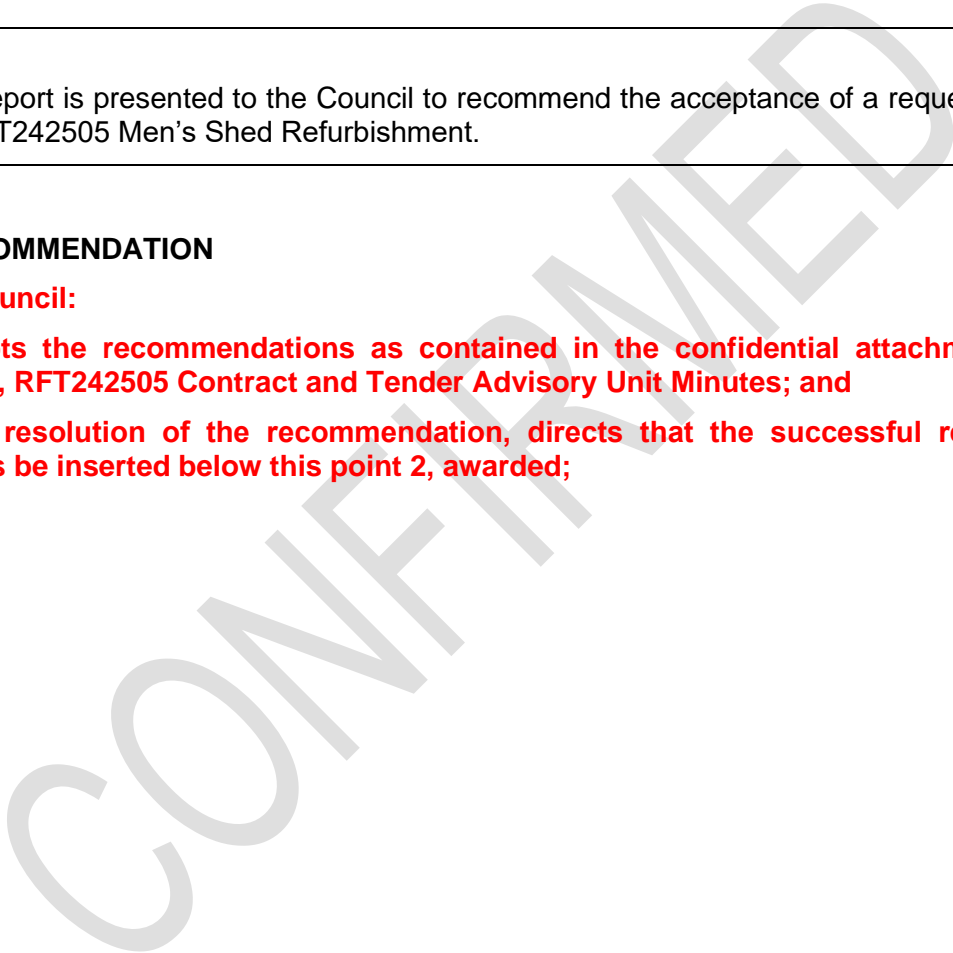
SUMMARY

- This report is presented to the Council to recommend the acceptance of a request submitted for RFT242505 Men's Shed Refurbishment.

CTAU RECOMMENDATION

That the Council:

1. **Accepts the recommendations as contained in the confidential attachment to this report, RFT242505 Contract and Tender Advisory Unit Minutes; and**
2. **Upon resolution of the recommendation, directs that the successful respondents' names be inserted below this point 2, awarded;**



6:52pm
3/12/2024

Cr J Edinger disclosed a financial interest in Item C24/223 (detailed in Item 5).

C24/223 P242501 Pre-Qualified Panel for the Supply of Refurbishment Services

Deputations Nil.

Officer Presentation At 6:52pm Mr M McCarthy, Director Environment & Infrastructure was available to answer questions on this item.

Disclosure of Interest Cr J Edinger- Financial

Notes from Forum No discussion took place regarding the item and officer recommendation.

SUMMARY

- This report is presented to the Council to recommend the acceptance of a request submitted for P242501 Pre-Qualified Panel for the Supply of Refurbishment Services.

CTAU RECOMMENDATION

That the Council:

1. **Accepts the recommendations as contained in the confidential attachment to this report, P242501 Contract and Tender Advisory Unit Minutes; and**
2. **Upon resolution of the recommendation, directs that the successful respondents' names be inserted below this point 2, awarded;**

At 6:53pm, Cr J Edinger returned to the meeting.

C24/230 New Committee Structure - Nominations and Meeting Schedule

Deputations	Nil.
Officer Presentation	At 6:53pm Ms C Newman, Head of Governance responded to questions on this matter, which concluded at 6:57pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:</p> <ul style="list-style-type: none">Information on the Elected Members Portal for Nominations for Committee membership and updates and comments on Committee membership preferences.

SUMMARY

- At the Ordinary Meeting of Council held on 19 November 2024, the Council endorsed a revised Committee Structure for the City of Melville, which included:
 - Revised terms of reference for all Committees, including the reduction in Committee membership.
 - The establishment of a new Policy and Legislation Committee.
- To implement the new structure, the existing committees need to be vacated and nominations for the following Committees endorsed:
 - Audit, Risk and Improvement Committee
 - Governance Committee
 - Policy and Legislation Committee
- A draft Schedule of Committee meeting dates for 2025 is also attached for the information of the Council.

OFFICER RECOMMENDATION

That the Council by Absolute Majority decision:

1. Resolves to vacate the membership of the following Committees as resolved at the Ordinary Meeting of Council held 21 November 2023:
 - (a) Financial Management Audit Risk and Compliance Committee; and
 - (b) Governance Committee.

2. Endorses the following Elected Members and their Deputies to be appointed to the Audit, Risk and Improvement Committee from December 2024 until October 2025:

	Member	Deputy	
1	Mayor K Mair		Section 5.10(4)
2			
3			
4			
5			

3. Endorses the following Elected Members and their Deputies to be appointed to the Governance Committee from December 2024 until October 2025:

	Member	Deputy	
1	Mayor K Mair		Section 5.10(4)
2			
3			
4			
5			

4. Endorses the following Elected Members and their Deputies to be appointed to the Policy and Legislation Committee from December 2024 until October 2025:

	Member	Deputy	
1	Mayor K Mair		Section 5.10(4)
2			
3			
4			
5			

5. Notes the 2025 Draft Committee Meeting Schedule as per Attachment 1 of this report.

Community Development**CD24/33 Council Policy - Child Safety and Wellbeing****Deputations** Nil.**Officer Presentation** At 6:57pm Ms M Pickering, Director Community Development responded to questions on this item, which concluded at 6:58pm.**Disclosure of Interest** Nil.**Notes from Forum** General discussion took place regarding the item and officer recommendation.

At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:

- Whether there was a projected budget for the year 2028 onwards. Director Community Development advised that there is currently no estimates however further consultancy is not expected at this stage and therefore remaining within the allocated \$30,00 budget.

SUMMARY

- The Child Safety and Wellbeing Council Policy provides a public statement that demonstrates the City's commitment to the safety and wellbeing of children and young people through the implementation of the National Principles for Child Safe Organisations.
- This high-level policy is a foundational document that will provide direction to how the City can embed an organisational culture and understanding of child safety that enables our commitment to be implemented in everything we do.
- The City commits to providing welcoming, safe, and accessible environments where children and young people feel safe, valued, listened to, and considered in decisions that affect their lives. At the core of this commitment is a collective agreement to have a zero tolerance to child abuse.

OFFICER RECOMMENDATION

That the Council adopts the CP-126 Child Safety and Wellbeing Council Policy as provided in Attachment 1.

CD24/34 Advocacy Council Policy

Deputations	Nil.
Officer Presentation	At 6:59pm Ms M Pickering, Director Community Development was available to answer questions on this item.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- This report is prepared to guide the Council and administration in advancing the City's advocacy efforts with key stakeholders and align the City's advocacy initiatives with community needs and Council priorities.
- It defines roles and responsibilities, advancing advocacy as a Council-led priority to be implemented by the administration.
- With the recent approval of the new Council Plan, upcoming elections, and the addition of a dedicated Advocacy and Grants resource, the City is now well-positioned to plan its future advocacy efforts.
- This report is recommending that the Council approves the new Advocacy Council Policy.

OFFICER RECOMMENDATION

That the Council adopts the CP-127 Advocacy Council Policy as provided in Attachment 1.

CONFIRMED

CD24/35 Aurora and Sabina Parking Station**Deputations**

Officer Presentation At 6:59pm Ms M Pickering, Director Community Development responded to questions on this item, which concluded at 6:59pm.

Disclosure of Interest Nil.

Notes from Forum General discussion took place regarding the item and officer recommendation.

At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:

- Further information as to if there are currently any designated parking bays in the vicinity of the apartment complex, for exclusive use of visitors to the complex.

SUMMARY

- As part of the 3-stage development of 3-5 Kintail Road and 908-912 Canning Highway Applecross (Aurora Parking Station), several community benefit facilities were provided including public car parking facilities.
- Stage 2 has been constructed at 3 Kintail Road (Aurora Apartments), and 7-bay public car park is available for the City to commence parking management operations.
- Under the City of Melville Local Parking Law 2016, the local government may constitute any land or structure as a parking station. This action must be approved via a Council resolution.
- Sections of Sabina Apartments (908 Canning Hwy, Applecross) were constituted as a parking station (Parking Station Number 29) in June 2020. However, the hours of use and free parking periods have been reviewed in consultation with stakeholders and require updating.
- This report requests that Council, by resolution, constitute the community benefits section of the car park at 3 Kintail Road (Aurora Apartments) as a parking station and resolve to update the parking fees at the Sabina Parking Station (Parking Station Number 29) to both come into effect on Monday 20 January 2025.

OFFICER RECOMMENDATION**That the Council:**

1. Approves the creation of a Parking Station at 3 Kintail Road Applecross, within the designated community benefits car park area; and
2. Approves the fee structure as provided within table 1 of this report and advertise in accordance with section 6.19 of the Local Government Act 1995, with a commencement date of 20 January 2025.

CD24/36 Community Safety CCTV and Technology Initiatives

Deputations	Nil.
Officer Presentation	At 7:00pm Ms M Pickering, Director Community Development responded to questions on this item, which concluded at 7:05pm.
Disclosure of Interest	Nil.
Notes from Forum	General discussion took place regarding the item and officer recommendation.

SUMMARY

- A recent review of the City's Community Safety area was undertaken. The review has shown opportunities for improvement including increasing the use of technology to improve efficiencies and effectiveness.
- The review has led to the officers recommending a phased roll-out of advanced safety technology, including fixed and mobile CCTV, AI features, and building security upgrades, to address identified gaps in the 2023-2027 Safer Melville Plan.
- This report also responds to the Notice of Motion raised by Cr Robbins at the June 2024 Ordinary Meeting of Council, which requested a report into the feasibility of a CCTV Rebate program.
- Due to the level of community interest in this matter, it is recommended that the community is consulted on the draft Community Safety Technology Roll-out Plan before final Council consideration and adoption.

OFFICER RECOMMENDATION**That the Council:**

1. **Approves the Community Safety Technology Roll-Out Plan for community consultation and provide a report to Council on the results of the consultation by June 2025; and**
2. **Notes that the Safer Melville Plan will be reviewed, and an amended Safer Melville Plan be presented to Council in September 2025.**

Environment and Infrastructure**E24/56 Moreau Mews Town Square Public Open Space - Budget Allocation to Progress the Project for 2024-2025**

Deputations	Nil.
Officer Presentation	At 7:05pm Mr M McCarthy, Director Environment & Infrastructure responded to questions on this item, which concluded at 7:08pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:</p> <ul style="list-style-type: none">• Further information as to the amount required for the City to develop a portion of the site, to fund the project to develop this site to Public Open Space.

SUMMARY

- At Ordinary Meeting of Council held 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 Ordinary Meeting of Council 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.
- This report responds to the above and recommends that \$315,000 be allocated in the 2024-2025 budget to progress the implementation of the Council resolution.
- Community consultation has been initiated for the Moreau Mews Town Square project, through the gathering of initial ideas via a range of engagement activities, with more detailed engagement planned for 2025 as outlined in the Community Engagement Approach.

OFFICER RECOMMENDATION

That the Council, by Absolute Majority decision:

1. **Approve a budget amendment of \$315,000 in the 2024-2025 financial year to undertake the required works to progress the Moreau Mews Town Square Public Open Space development project related to the implementation costs for the Community Engagement Plan, demolition of the City owned building at 31 Moreau Mews and costs for fit out of temporary office space at 50-52 Kishorn Road, Applecross.**
2. **Approve the funding to be transferred from the Community Facilities Reserve (\$175,000) and the Public Open Space and Urban Forest Reserve (\$140,000).**

- 7:08pm
3/12/2024 *Cr J Edinger disclosed a financial interest in Item E24/57 (detailed in Item 5).*
- 7:08pm
3/12/2024 *Cr K Wheatland disclosed a financial interest in Item E24/57 (detailed in Item 5).*

E24/57 Resource Recovery Group Office Accommodation Project Lending Facility

- Deputations** Nil.
- Officer Presentation** At 7:09pm Mr M McCarthy, Director Environment & Infrastructure was available to answer questions on this item.
- Disclosure of Interest** Cr J Edinger- Financial
Cr K Wheatland- Financial
- Notes from Forum** No discussion took place regarding the item and officer recommendation.

SUMMARY

- The Resource Recovery Group (RRG) Office Accommodation, located at 9 Aldous Place Booragoon, is secured by a \$2 million loan facility provided by the Western Australian Treasury Corporation (WATC). This is known as the Office Project.
- In accordance with the Lending Agreement between WATC, the RRG and its remaining participants (Cities of Fremantle and Melville) are required to give their consent to the Town of East Fremantle being retired from its obligations under the \$2 million secured lending facility agreement following their withdrawal on 1 July 2024.
- The RRG and remaining participants are required to agree to a revised percentages of the RRG debt, with the remaining members proportionally sharing the loan debt and repayments.
- The RRG is required to deliver a revised Exhibit B Certificate to WATC as required under the provisions of the loan agreement to notify WATC of the new percentages of the RRG debt being apportioned to the remaining participants following the withdrawal of Town of East Fremantle from the RRG effective 1 July 2024.
- The officer recommendation is for the Town of East Fremantle to be released from its obligations under the loan agreement and for the City of Melville to endorse the revised loan agreement debt and repayment as a remaining participant.

OFFICER RECOMMENDATION**That the Council:**

1. In accordance with the Lending Agreement between the Western Australian Treasury Corporation (WATC) and the Resource Recovery Group and its remaining participants, the City of Melville gives its consent for the Town of East Fremantle to be released from its obligations under the \$2 million secured lending facility agreement (known as the Office Project Loan) (hereinafter referred to as “the loan agreement”) with the WATC with effect from 1 July 2024.
2. Endorse that the Resource Recovery Group shall deliver a revised Exhibit B Certificate to WATC as required under the provisions of the loan agreement to notify WATC of the new percentages of the Resource Recovery Group debt being apportioned to the remaining participants following the withdrawal of Town of East Fremantle from the Resource Recovery Group effective 1 July 2024.

CONFIRMED

Planning

7:09pm
3/12/2024

Cr T Lee having disclosed a proximity interest in Item UP24/54 (detailed in Item 5) left the meeting.

At 7:09pm, the Presiding Member advised the Council that an Officer Advice Note was included in the Ordinary Meeting of Council agenda, and was distributed on Friday, 29 November.

UP24/54 Canning Bridge Activity Centre Plan Review - Further Information Request - Department of Planning Lands and Heritage

This item was deferred from the Ordinary Meeting of Council held on Tuesday, 19 November 2024. At the time of the deferral:

- Cr C Ross had moved the motion; and
- Cr D Lim had seconded the motion; and
- Cr C Ross had commenced the introduction of the alternative motion.

Deputations

Nil.

Officer Presentation

At 7:09pm Mr P Varelis, Director Planning was available to answer questions on this item.

Disclosure of Interest

Cr T Lee- Proximity

Notes from Forum

No discussion took place regarding the item and officer recommendation.

SUMMARY

- The review of the Canning Bridge Activity Centre Plan (CBACP) culminated in the Council resolving to support a series of modifications at its Ordinary Meeting of Council in April 2023.
- The proposed modifications are currently being assessed by the Department of Planning, Lands and Heritage (DPLH) and upon completion of this assessment, the CBACP will be forwarded to the Western Australian Planning Commission (WAPC) for determination.
- In February 2024, the Council responded to a request for further information from the DPLH.
- A further request for information was then received from the DPLH seeking additional justification for the proposed methodology to calculate community benefit contributions when considering bonus floorspace and proposing the DPLH and City jointly fund completion of this work.
- The Council considered the DPLH request and proposed approach at the OCM of 13 August 2024 and resolved to undertake the work independently from the DPLH.
- Subsequently, a consultant has been appointed to liaise with affected stakeholders, in particular the DPLH and the Community Reference Group to inform preparation of a scope of work for completion of the actual FIR request.
- Following this consultation, a draft scope of work has now been prepared in consultation with relevant stakeholders and the Council is requested to confirm the proposed scope to enable this matter to be progressed.

OFFICER RECOMMENDATION

That the Council:

1. Request the Chief Executive Officer to amend Attachment 1 to include the Department of Planning, Lands and Heritage additional requests (as contained in Attachment 3).
2. Subject to Point 1, endorse the proposed Scope of Works and requests the Chief Executive Officer to progress the appointment of a suitably qualified consultant to complete the Scope of Work.

At 7:25pm, the Presiding Member declared the motion

LAPSED DUE TO WANT OF A MOVER AND SECONDER

Alternative Motion**COUNCIL RESOLUTION**

At 7:30pm Cr C Ross moved, seconded Cr D Lim

That the Council:

1. Request the Chief Executive Officer to amend Attachment 1 to include the Department of Planning, Lands and Heritage additional requests (as contained in Attachment 3).
2. Request the Chief Executive Officer to amend Attachment 1 to including the following components:
 - (a) Require the starting point percentage for developer feasibility costs testing to include a community benefit cash payment of 10% of the gross building cost of the bonus heights or storeys.
 - (b) Require the starting point percentage for community benefit testing be 10% of the bonus.
 - (c) Include the requirement for analyses of 'net community benefit' as a scope component.
3. Subject to Point 1 & 2, endorse the proposed Scope of Works and request the Chief Executive Officer to progress the appointment of a suitably qualified consultant to complete the Scope of Work.

At 7:10pm, Cr T Lee returned to the meeting.

UP24/55 Review of LPP1.4 Provision of Public Art in Development Proposals

Deputations	Nil.
Officer Presentation	At 7:10pm Mr P Varelis, Director Planning was available to answer questions on this matter, which concluded at 7:14pm.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- The City reviews and updates the local planning policies regularly to ensure that best practice is enacted in relation to planning decision making.
- LPP 1.4 currently provides the requirements and design standards for the provision of public art within developments in the City.
- It has been identified that the review of LPP 1.4 represents an opportunity to:
 - Include a purpose, citation and updated policy objectives to make the policy easier to use.
 - Provide consistency in the provision of public art in new developments through clear definitions, application, process and implement of the City's Public Art Strategy and Cultural Plan.
 - Review the definitions to be consistent with industry standards.
 - Expand the types of public art provision to include temporary and ephemeral art which can be provided by the City and funded through City of Melville Capital Arts Trust.
 - Review the financial commitments and cash-in-lieu incentives to reflect escalated construction costs and maximise impact of larger scale contributions.
 - Ensure public art provided within developments is meaningful to our community, and of a high standard and value for money for developers/investors.
 - Clarify lodgement requirements and stage the stage where information is being required to provide public art on development sites.
 - Discourage provision within the verge adjacent to development sites.
 - Continue to align to industry best practise across the Planning and Arts sectors.
- It is recommended that the draft amended LPP 1.4 is advertised for a period not less than 21 days, and a further report be presented to the Council to consider the outcomes of advertising.

OFFICER RECOMMENDATION**That the Council:**

1. **Endorse Local Planning Policy 1.4 Provision of Public Art in Development Proposals as modified;**
2. **Pursuant to Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to adopt the amended Local Planning Policy 1.4 Provision of Public Art in Development Proposals for the purposes of public consultation for a period of not less than 21 calendar days; and**
3. **Where no submissions in objection are received in response to the consultation undertaken, that the final adoption of amended Local Planning Policy 1.4 Provision of Public Art in Development Proposals shall be authorised by the Chief Executive Officer.**

CONFIRMED

UP24/56 Scope and Resourcing Requirements to Progress Site Planning and Development Investigations for 67-69 Canning Beach Road and 2 Kintail Road, Applecross

Deputations	Nil.
Officer Presentation	At 7:14pm Mr P Varelis, Director Planning responded to questions which concluded at 7:15pm.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- At the Ordinary Meeting of Council on 16 July 2024, the Council supported a Notice of Motion to request the preparation of a report on the resources, budget, and requirements to undertake a scope of works that investigates the feasibility and potential development options for City owned land at 67-69 Canning Beach Road and 2 Kintail Road, Applecross (Tivoli site and surrounding City owned lots).
- The site is strategically located in the Canning Bridge Precinct and presents a significant opportunity for a range of community uses as well as the ability to generate substantial revenue streams.
- Investigation of the potential of the site warrants thorough examination. An appropriate scope of works has been prepared to undertake the required work. It is estimated that a budget of \$80,000 would be required for a consultant to undertake the work as well as associated internal resource allocation.
- It is recommended that these allocations are made in the 2025/2026 budget to enable commencement of the investigations. Alternatively, there is opportunity for funding and resources to be allocated in the shorter term to bring forward project commencement.

OFFICER RECOMMENDATION**That the Council:**

1. **Notes the draft the scope of works as outlined in Attachment 1 for the purpose of Planning and Development Investigation; and**
2. **Requests the Chief Executive Officer to list \$80,000 and associated resourcing for the project for consideration in the 2025/2026 budget.**

UP24/57 Proposed Reclassification of Lots 2674 and 2335 (4-6) Almondbury Road, Ardross from Public Open Space to A Class Reserve - Notice of Motion

Deputations	Nil.
Officer Presentation	At 7:15pm Mr P Varelis, Director Planning and Mr G Ponton, Manager Strategic Urban Planning and responded to questions on this item, which concluded at 7:20pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation.</p> <p>At the request of Elected Members, the CEO undertook to provide the following information on the Elected Members Portal:</p> <ul style="list-style-type: none"> • A detailed map of the information presented in this report highlighting the relevant areas and the boundary anomaly.

SUMMARY

- At the Ordinary Meeting of Council (OMC) on the 17 September 2024, a Notice of Motion was passed requesting the CEO *“to prepare a report in relation to reclassifying land located at 4-6 Almondbury Road (Crown lots 2674 and 2335 Davy Street, Booragoon) from Public Open Space to A Class Reserve. To be presented to the December 2024 Ordinary Meeting of Council”*.
- A report has been commissioned which considers the process and implications of reclassifying the lots. In acknowledging the environmental merit for the change, the report also identifies key considerations for Council, including impacts on:
 1. Booragoon (City of Melville City Centre) Activity Centre Plan,
 2. Bushfire risk management,
 3. Future linkages between the City’s planned Civic and Cultural Heart and Yagan Mia Wireless Hill, and
 4. The various stakeholders.
- The current reservation status, Management Orders and care and control by the City afford protection to the subject land.
- It is recommended that prior to requesting the Minister for Lands reclassify 4-6 Almondbury Road, Ardross to Class A reserve, that additional investigations be undertaken to ensure that all potential implications have been considered. This includes community engagement, progression of the review of the Booragoon (City Centre) Activity Centre Plan, conceptual landscape planning and bushfire management.

OFFICER RECOMMENDATION**That the Council:**

1. Notes the report on the process and implications of reclassifying 4-6 Almondbury Road, Booragoon (Crown Lots 2674 and 2335) from Public Open Space to A Class Reserve.
2. In response to the Reserve reclassification proposal, request the Chief Executive Officer to undertake additional investigations identified in the report including:
 - (a) Community engagement
 - (b) Progression of the review of the Booragoon (City of Melville City Centre) Activity Centre Plan.
 - (c) Bushfire planning management investigations.
 - (d) Conceptual landscape planning.
3. Note that the results of the above investigations and progress on the review of the Booragoon (City of Melville City Centre) Activity Centre Plan will be reported to Council through Elected Member Engagement Sessions and through the Ordinary Meeting of Council process, enabling an informed determination on the reclassifying the Reserve category of Crown Lots 2674 and 2335.

14 MOTIONS WITH PREVIOUS NOTICE

Nil.

15 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

Nil.

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:

CD24/37 Community Safety Service Review

This matter is considered to be confidential under Section 5.23(2) - (a) 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 matter affecting an employee or employees.

Deputations	Nil.
Officer Presentation	At 7:21pm Ms M Pickering, Director Community Development was available to answer questions on this item.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

Nil.

18 CLOSURE

At 7:23pm the Presiding Member advised that the late item RFT242505 Supply and Remediation of Majestic Boardwalk will be withdrawn from the agenda and that a late item from the Governance Committee Meeting will be circulated as soon as practicable.

There being no further business to discuss, the Presiding Member confirmed Cr J Spanbroek and Cr G Barber were still in attendance electronically and declared the meeting closed at 7:24pm.