



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



**Vision**

Vibrant, Sustainable, Inclusive Melville

**Mission**

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

**Values**

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

- **Excellence** - Striving for the best possible outcomes.
- **Participation** – Involving, collaborating and partnering.
- **Integrity** - Acting with honesty, openness and with good intent.
- **Caring** – Demonstrating empathy, kindness and genuine concern.

**Our Approach**

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



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

## **Making A Deputation**

A deputation is a verbal presentation by one or more members of the public on a matter to be considered at the Council meeting. Deputations are made at the relevant Agenda Briefing Forum, held one week prior to the Ordinary Meeting of Council.

Information on making a deputation is available on the City's website. [Request to make a Deputation.](#)

## **Public Question Time**

You can ask a question at a Council meeting during Public Question Time. Information on how to ask a question can be found on the City's website. [Public Question Time.](#)

Complex questions or those related to matters on the agenda and requiring a response at the meeting are "questions on notice" and should be submitted in writing, by the close of business the Tuesday prior to the meeting.

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## **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 K Mair

Mayor

Cr C Ross

Applecross - Mount Pleasant Ward

**3 DECLARATIONS BY MEMBERS**

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

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

**4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

**Approved Deputations**

**Approved Written Submission**

**5 DISCLOSURE OF INTEREST**

**5.1 Financial or Proximity Interests**

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

**5.2 Disclosure of Interest That May Cause a Conflict**

Under *22 Local Government (Model Code of Conduct) Regulations 2021* or a City of Melville (Code of Conduct)

**6 PUBLIC QUESTION TIME**

**6.1 Questions Received with Notice**

**6.2 Questions Received at the Meeting**

**6.3 Questions Taken on Notice at Previous Meeting**

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

**7 AWARDS AND PRESENTATIONS**

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

**9 CONFIRMATION OF MINUTES**

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****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, 10 December 2024.

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

Nil.

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

Nil.

**Corporate Services****C24/229 Council Meeting Schedule 2025****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**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.

**C24/217 Common Seal December 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 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.

**C24/219 Investment Statements for October 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 October 2024 and recommends that it be noted by the Council.

**C24/220 Schedule of Accounts Paid for October 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 October 2024 and recommends that the Schedule of Accounts Paid be noted.

**C24/211 Proposed Fencing Local Law 2024****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**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.

**C24/221      Statements of Financial Activity for October 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 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.

**C24/222      RFT242503 Men's Shed Refurbishment****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

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

**C24/223 P242501 Pre-Qualified Panel for the Supply of Refurbishment Services****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**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.

**C24/230 New Committee Structure - Nominations and Meeting Schedule (Late Covering Report)**

This report is scheduled to be distributed to Elected members and published on the City's website on Friday, 29 November 2024.

**Community Development****CD24/33 Council Policy - Child Safety and Wellbeing****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**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.

**CD24/34      Advocacy Council Policy****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**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.

**CD24/35      Aurora and Sabina Parking Station****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**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 to the parking fees at the Sabina Parking Station (Parking Station Number 29) to both come into effect on Monday 20 January 2025.

**Environment and Infrastructure****E24/56      Moreau Mews Town Square Public Open Space - Budget Allocation to Progress the Project for 2024-2025****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**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.

**E24/57      Resource Recovery Group Office Accommodation Project Lending Facility****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**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.

**Planning****UP24/54 Canning Bridge Activity Centre Plan Review - Further Information Request - Department of Planning Lands and Heritage****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**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.

**UP24/55      Review of LLP1.4 Provision of Public Art in Development Proposals****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**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 Council to consider the outcomes of advertising.

**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****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**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.

**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****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**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.

**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**

Nil.

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

**18 CLOSURE**