



City of  
**Melville**

## **NOTES**

### **AGENDA BRIEFING FORUM**

**6:30pm Tuesday, 5 December 2023**

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.

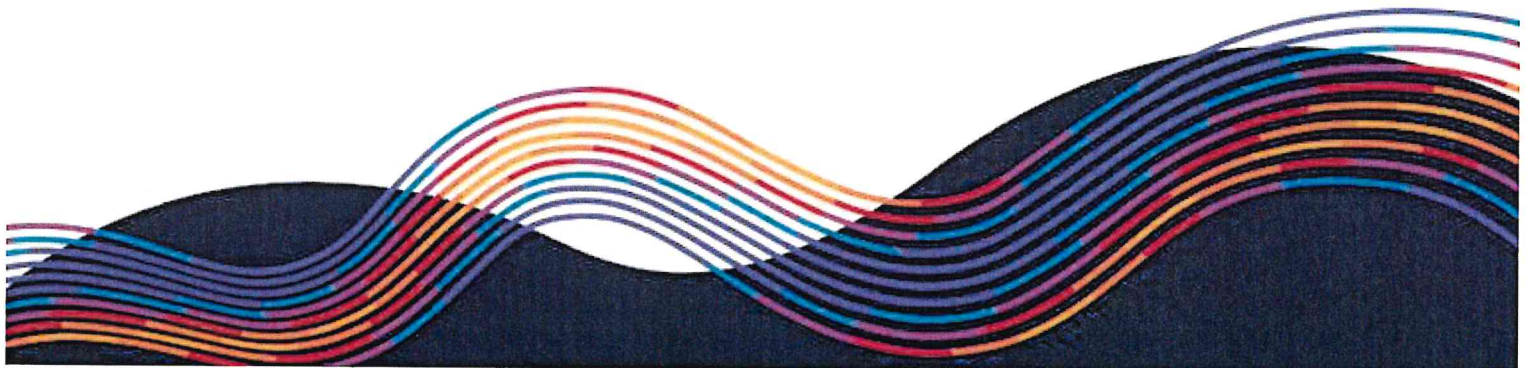
**Notes to be confirmed at the next Ordinary Council Meeting**

These minutes are hereby confirmed as true and accurate

Mayor K Mair

Date

12/12/2023



## Our Vision

Engaging with our diverse community to achieve an inclusive, vibrant and sustainable future.

## Our Mission

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

## Our Values

### Excellence

Striving for the best possible outcomes

### Participation

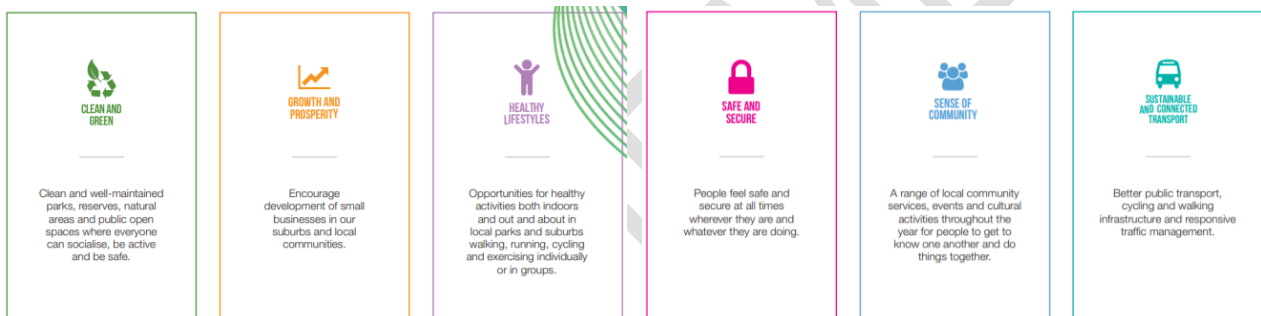
Involving, collaborating and partnering

### Integrity

Acting with honesty, openness and with good intent

### Caring

Demonstrating empathy, kindness and genuine concern



## Making A Deputation

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

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

## Public Question Time

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

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

## **Disclaimer**

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

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

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

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

## **Audio Recording/ Access to Recording**

In accordance with the Council Policy CP- 088 Creation, Access and Retention of Audio Recordings of the Public Meetings this meeting is electronically recorded. All recordings are retained as part of the City's records in accordance with the State Records Act 2000 and the General Disposal Authority for Local Government Records. The Audio recording may be accessed at [www.melvillecity.com.au/agendas](http://www.melvillecity.com.au/agendas).

---

## **Purpose of Agenda Briefing Forum**

The purpose of this Forum is to provide an opportunity for Elected Members to ask questions and obtain additional information in respect to reports and items on the attached Council Agenda. It is not a decision making forum, nor is it open for debate on matters. Members of the public are able to present deputations in respect to matters on the Council Agenda at this Forum, prior to matters being formally deliberated upon at the next Ordinary Council Meeting.

## Contents

2	<b>Attendance and Apologies</b> .....	6
3	<b>Declarations by Members</b> .....	8
3.1	<b>Declarations by Members who have not read and given due consideration to all matters contained in the business papers presented before the Meeting</b> .....	8
3.2	<b>Declarations by Members who have received and not read the Elected Members Bulletin</b> .....	8
4	<b>Announcements by the Presiding Member (Without Discussion)</b> .....	8
	<b>Approved Deputations</b> .....	8
	<b>Approved Written Submission</b> .....	8
5	<b>Disclosure of Interest</b> .....	8
5.1	<b>Financial or Proximity Interests</b> .....	8
5.2	<b>Disclosure of Interest That May Cause a Conflict</b> .....	8
6	<b>Public Question Time</b> .....	9
6.1	<b>Questions Received with Notice</b> .....	9
6.2	<b>Questions Received at the Meeting</b> .....	9
6.3	<b>Questions Taken on Notice at Previous Meeting</b> .....	9
7	<b>Awards and Presentations</b> .....	9
8	<b>Applications for New Leave of Absence</b> .....	9
9	<b>New Business of an Urgent Nature</b> .....	9
10	<b>Identification of Matters for which Meeting May Be Closed</b> .....	9
11	<b>Petitions</b> .....	9
12	<b>Reports</b> .....	10
12.1	<b>Reports from Committees</b> .....	10
	Nil.	
12.2	<b>Reports of the Chief Executive Officer</b> .....	10
	<b>Management Services</b> .....	10
	Nil.	
	<b>Corporate Services</b> .....	10
C23/93	Proposed City of Melville Parking Local Law 2023 .....	10
C23/94	Investment Statements for October 2023 .....	12
C23/95	Schedule of Accounts Paid for October 2023 .....	12
C23/96	Statements of Financial Activity October 2023 .....	13
C23/97	Council Meeting Schedule 2024.....	15
	<b>Community Development</b> .....	16
CD23/7	Better Together Melville Access and Inclusion Plan 2023 - 2028 and Social Justice (Access and Inclusion) Policy .....	16

CD23/10	Stakeholder Engagement External Audit Report .....	17
CD23/11	Improving Community Safety and Security Notice of Motion 15.2 .....	18
<b>Environment and Infrastructure.....</b>		<b>19</b>
E23/27	Tender - Foreshore Revetment of Melville Beach Road and Heathcote West .....	19
<b>Urban Planning .....</b>		<b>20</b>
UP23/28	Neighbour Dispute Mediation Policy.....	20
UP23/29	Modifications to Local Planning Policy 1.1 Planning Process and Decision Making.....	21
<b>13</b>	<b>Motions with Previous Notice .....</b>	<b>23</b>
15.1	Notice of Motion - Rates Levy Review.....	23
15.2	Notice of Motion – Trim and Prune Tree.....	23
<b>14</b>	<b>Motions without Previous Notice (approval by absolute majority) .....</b>	<b>23</b>
<b>15</b>	<b>Matters for Which Meeting was Closed to the Public.....</b>	<b>23</b>
	Nil.	
<b>16</b>	<b>Decisions Made While meeting was Closed to the Public .....</b>	<b>23</b>
<b>17</b>	<b>Closure .....</b>	<b>23</b>

CONFIRMED

## 1

**OFFICIAL OPENING**

The Presiding Member welcomed those in attendance to the meeting, officially declared the meeting open at 6:30 PM and invited Cr J Edinger 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.

2 **ATTENDANCE AND APOLOGIES****In Attendance**

K Mair

Mayor

Councillors

Cr G Barber, Deputy Mayor

Cr J Edinger

Cr N Robins

Cr S Hong

Cr T Fitzgerald (*from 6:47pm*)

Cr J Spanbroek

Cr M Woodall

Cr C Ross

Cr D Lim

Cr T Lee

Cr S Green

Ward

Bicton - Attadale - Alfred Cove Ward

Bicton - Attadale - Alfred Cove Ward

Bateman - Kardinya - Murdoch Ward

Bateman - Kardinya - Murdoch Ward

Palmyra - Melville - Willagee Ward (*electronic attendance*)

Bull Creek - Leeming Ward

Bull Creek - Leeming Ward (*electronic attendance*)

Applecross - Mount Pleasant Ward

Applecross - Mount Pleasant Ward

Central Ward

Central Ward

**Officers**

Ms G Bowman

Chief Executive Officer

Mr P Varelis

Director Planning

Ms L Reid

Acting Director Community Development

Mr M Duncan

Acting Director Corporate Services

Mr P Molony

Acting Director Environment &amp; Infrastructure

Mr G Pajorski (*until 6:46pm*)

Acting Manager Community Safety

Ms L Hartill (*until 6:46pm*)

Manager Customer &amp; Community Participation

Ms K Ellis (*until 6:46pm*)

Community Development Coordinator

Ms C Newman

Head of Governance

Mr S Curulli

Senior Governance Officer

Ms M Smith Poulton

Governance Officer

Ms N Wu

Business Support (Administration) Officer

At the commencement of the meeting:

Public Gallery	0
Electronic	7
Press	0

**Apologies**

Nil.

**Absent**

Cr K Wheatland Palmyra - Melville - Willagee Ward

**On Approved Leave of Absence**

Nil

CONFIRMED

**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**

Nil.

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

Nil.

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

**Approved Deputations**

Nil.

**Approved Written Submission**

- City of Melville Residents and Ratepayers Association  
Item UP23/28 Neighbour Dispute Mediation Policy

**5 DISCLOSURE OF INTEREST**

**5.1 Financial or Proximity Interests**

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

Nil.

**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)

Nil.

## **6 PUBLIC QUESTION TIME**

At 6:32pm the Presiding Member opened Public Question Time.

### **6.1 Questions Received with Notice**

Nil.

### **6.2 Questions Received at the Meeting**

Nil.

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

This item is detailed in the Agenda for the Ordinary Council Meeting to be held on 12 December 2023.

AT 6:33PM THE PRESIDING MEMBER CLOSED PUBLIC QUESTION TIME.

## **7 AWARDS AND PRESENTATIONS**

This item is detailed in the Agenda for the Ordinary Council Meeting to be held on 12 December 2023.

## **8 APPLICATIONS FOR NEW LEAVE OF ABSENCE**

This item is detailed in the Agenda for the Ordinary Council Meeting to be held on 12 December 2023.

## **9 NEW BUSINESS OF AN URGENT NATURE**

Nil.

## **10 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

- E23/27 Tender - Foreshore Revetment of Melville Beach Road and Heathcote West (Confidential Attachment)

## **11 PETITIONS**

This item is detailed in the Agenda for the Ordinary Council Meeting to be held on 12 December 2023.

At 6:34pm, the Presiding Member advised the Council that a late petition item in relation to Wheatley Drive Traffic Treatment Options will be distributed by Friday, 8 December 2023.

**12 REPORTS****12.1 Reports from Committees**

Nil.

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

Nil.

**Corporate Services****C23/93 Proposed City of Melville Parking Local Law 2023**

**Deputations** Nil

**Officer Presentation** At 6:34pm Mr S Curulli, Senior Governance Officer was available to answer questions on the matter.

**Disclosure of Interest** Nil

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

**SUMMARY**

- The current City of Melville Parking Local Law was adopted by Council on 20 September 2016.
- Since this time, several changes to the Parking Local Law have been suggested by staff, Elected Members and the Department of Local Government Sport and Cultural Industries (DLGSC) to ensure alignment with contemporary parking context and the introduction of ticket-less machines within the City of Melville.
- In response to this feedback and subsequent demands, the City instigated a full review of the Parking Local Law, resulting in a new proposed Parking Local Law.
- At its Ordinary Meeting of Council on 20 June 2023, the Council adopted the officer's recommendation to commence a six-week public consultation period on the proposed Parking Local Law, inviting public comment in accordance with section 3.12 of the *Local Government Act 1995*.
- As such, the submission period for public notice and comment was undertaken between 29 June 2023 and 13 August 2023.
- Following the consultation period and advice from the DLGSC, the City made a number of minor changes to the proposed Parking Local Law, which is presented for final adoption by the Council in order to make the proposed Parking Local Law.

**OFFICER RECOMMENDATION**

**That the Council by absolute majority decision:**

- 1. Gives notice that the purpose of the proposed *City of Melville Parking Local Law 2023* is to provide for the regulation, control and management of parking, vehicles and parking facilities within the local government;**
- 2. Gives notice that the effect of the proposed *City of Melville Parking Local Law 2023* is to ensure that a person stopping or parking a vehicle within the City of Melville is to comply with these provisions; and**
- 3. Makes the proposed *City of Melville Parking Local Law 2023* at Attachment 1, in accordance with section 3.12(4) of the *Local Government Act 1995* subject to the Chief Executive Officer:**
  - Publishing the proposed *City of Melville Parking Local Law 2023* in the *Government Gazette* in accordance with section 3.12(4) of the *Local Government Act 1995* and providing a copy to the Minister for Local Government; and**
  - Following Gazettal, providing local public notice in accordance with section 3.12(6) of the *Local Government Act 1995*, and providing a copy of the law and Explanatory Memorandum signed by the Mayor and Chief Executive Officer to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.**

CONFIRMED

**C23/94 Investment Statements for October 2023**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	At 6:35pm Mr M Duncan, Acting Director Corporate Services was available to answer questions on the matter.
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	No Discussion took place regarding the item and officer recommendation.

**SUMMARY**

- This report presents the investment statements for the period ending 31 October 2023 for the Council's information and noting.

**OFFICER RECOMMENDATION**

**That the Council notes the Investment Report for the period ending 31 October 2023.**

**C23/95 Schedule of Accounts Paid for October 2023**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	At 6:35pm Mr M Duncan, Acting Director Corporate Services was available to answer questions on the matter.
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	No Discussion took place regarding the item and officer recommendation.

**SUMMARY**

- This report presents the details of payments made under delegated authority to suppliers and purchase and credit card transactions for the period of October 2023 and recommends that the Schedule of Accounts Paid and card transactions be noted.

**OFFICER RECOMMENDATION**

**That the Council notes the Schedule of Accounts paid and card transactions for the period October 2023 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 2023 (Attachment 1) and Card Payment Details October 2023 (Attachment 2).**

**C23/96      Statements of Financial Activity October 2023**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	At 6:35pm Ms G Bowman, Chief of Executive Officer responded to questions which concluded at 6:36pm.
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	<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"><li>• Whether the outstanding balance for each debt can be reported each month in relation to Attachment 10 – General Debtors Aged 90 Days Octobers 2023 (Page 215)</li></ul>

**SUMMARY**

This report presents:

- The Statements of Financial Activity by Nature or Type and Rate Setting Statement by Program and Nature or Type, for the period ending 31 October 2023 and recommends that they be noted by the Council.
- The variances for the month of 31 October 2023 and recommends that they be noted by the Council.
- The Amendments to the Fees and Charges schedule and recommends that they be adopted by Absolute Majority decision of the Council.
- The Budget amendments required for the month of 31 October 2023 and recommends that they be adopted by Absolute Majority decision of the Council.

Year-end processes are still underway and therefore the final figures may be different from what is presented in this report.

**OFFICER RECOMMENDATION**

1. That the Council notes the Rate Setting Statement and Statements of Financial Activity for the month ending 31 October 2023 as detailed in the following attachments:
  - Statement Nature Type October 2023
  - Rate Setting Program October 2023
  - Rate Setting Nature Type October 2023
  - Net Working Capital October 2023
  - Reconciliation Net Working Capital October 2023
  - Notes Rate Setting Statement October 2023
  - Budget Amendments October 2023
  - Summary Rate Debtors October 2023
  - Rates Collections Graph October 2023
  - General Debtors Aged 90 Days October 2023
  - Amendments to Waste Fees and Charges 2023-2024
2. That the Council by Absolute Majority Decision adopts the budget amendments, as detailed in Attachment 7 - Budget Amendment Reports for October 2023.
3. That the Council by Absolute Majority Decision adopts the changes to waste fees and charges, as detailed in Attachment 11 – Amendments to Waste Fees and Charges 2023-2024.

CONFIRMED

**C23/97 Council Meeting Schedule 2024**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	At 6:36pm Ms C Newman, Head of Governance was available to answer questions on the matter.
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	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 2024.
- This report as recommends that quarterly meeting dates for the Governance Committee and the Financial Management, Audit, Risk and Compliance Committee be set for 2024.

**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 2024, with the exception of December 2024, 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 2024, with the exception of December 2024, where the meeting will be held on the first Tuesday of that month and be chaired by the Mayor or his delegate.
3. Directs that it will go into recess during January 2024 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 2024.
6. Notes that the quarterly meeting dates have been set for Governance Committee and Financial Management, Audit, Risk and Compliance Committee meetings in 2024.

**Community Development****CD23/7 Better Together Melville Access and Inclusion Plan 2023 - 2028 and Social Justice (Access and Inclusion) Policy****Deputations** Nil**Officer Presentation** At 6:37pm Ms K Ellis, Community Development Coordinator & Ms L Reid, Acting Director Community Development provided an officer [presentation](#) which concluded at 6:39pm.

At 6:39pm Ms K Ellis, Community Development Coordinator, Ms G Bowman, Chief Executive Officer and Mr P Varelis, Director Planning responded to questions which concluded at 6:45pm.

**Disclosure of Interest** Nil**Notes from Forum** General Discussion took place regarding the item and officer recommendation.**SUMMARY**

- In accordance with the WA Disability Services Act (1993) (Amended 2004) the Better Together Melville Access and Inclusion Plan (AIP) 2023 – 2028 is attached (**Attachment 1**) for adoption by Council. The Act requires all local government authorities to develop and implement a plan that outlines the ways in which the authority will ensure that people with disabilities have equal access to its facilities and services.
- The Better Together Melville AIP 2023 – 2028 goes further than the previous Disability Access and Inclusion Plan (DAIP) 2017 – 2022 by including all people who experience barriers to participation in community life. These include and are not limited to people with a disability and their family/carers, First Nations People, community members from diverse cultural backgrounds, those experiencing housing insecurity or homelessness and people who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual and other sexually or gender diverse (LGBTQIA +)
- The AIP 2023 – 2028 is underpinned by the Social Justice (Access and Inclusion) Policy (**Attachment 2**) that replaces the previous Disability Access and Inclusion Policy CP-084.

**OFFICER RECOMMENDATION****That the Council:**

1. **Adopt the Better Together Melville Access and Inclusion Plan 2023 – 2028; and**
2. **Endorse the Social Justice (Access and Inclusion) Policy which replaces the Disability Access and Inclusion Policy CP-084.**

**CD23/10 Stakeholder Engagement External Audit Report**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	At 6:46pm Ms L Hartill, Manager Customer & Community Participation and Ms L Reid, Acting Director Community Development were available to answer questions on the matter.
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	No Discussion took place regarding the item and officer recommendation.

**SUMMARY**

- At the April 2020 Ordinary Meeting of Council, Council resolved to direct the CEO to continue to enhance community engagement processes, have those processes independently audited on a triennial basis and to report back to the Council on improvements made during the course each year.
- This report presents the external audit findings for the 2020-2023 period, and the improvements made during this period for the Council's information and noting.

**OFFICER RECOMMENDATION**

**That the Council notes the external Stakeholder Engagement Triennial Audit Report and documented process improvements.**

**CD23/11 Improving Community Safety and Security Notice of Motion 15.2**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	At 6:46pm Mr G Pajorski, Acting Manager Community Safety and Ms L Reid, Acting Director Community Development were available to answer questions on the matter.
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	No Discussion took place regarding the item and officer recommendation.

**SUMMARY**

- This report is in response to the council resolution from ordinary council meeting 15 August 2023
- This item outlines the current activities and actions underway that relate to the council resolution, including the hire of multiple mobile CCTV units, the investigation into the ability of CSS to assist with Ranger tasks and the planned review of the City's lighting policies and processes.
- The item suggests an Elected Members Engagement Session in March 2024 where Officers can further outline the planning and timeframes suitable for the review of activities outlined in the resolution in line with the Safer Melville Plan.

**OFFICER RECOMMENDATION****That the Council notes:**

1. **The operational activities undertaken to date and ongoing related to the implementation of the 2023-2027 Safer Melville Plan; and**
2. **That a presentation will be provided to an Elected Member Engagement Session in March 2024 to update Elected Members on further progress related to the 2023-2027 Safer Melville Plan.**

*At 6:46pm, Ms L Hartill left the meeting and did not return.*

*At 6:46pm, Mr G Pajorski left the meeting and did not return.*

*At 6:46pm, Ms K Ellis left the meeting and did not return.*

*At 6:47pm, Cr T Fitzgerald joined the meeting electronically.*

**Environment and Infrastructure****E23/27 Tender - Foreshore Revetment of Melville Beach Road and Heathcote West**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	<p>At 6:47pm Mr P Molony, Acting Director Environment &amp; Infrastructure provided an officer <a href="#">presentation</a> which concluded at 6:49pm.</p> <p>At 6:49pm Mr P Molony responded to questions which concluded at 6:51pm.</p>
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	<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"><li>• What is the potential damage to the foreshore caused by ferries?</li></ul>

**SUMMARY**

- This report is presented to Council to recommend the acceptance of a submission for Foreshore Revetment of Melville Beach Road and Heathcote West

**CTAU RECOMMENDATION**

1. That the Council accepts the recommendations as contained in the confidential attachment to this report, Foreshore Revetment of Melville Beach Road and Heathcote West 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;

## Urban Planning

At 6:51pm, the Presiding Member advised the Council that a [written submission](#) in relation to item UP23/28 Neighbour Dispute Mediation Policy was received and was distributed to Elected Members prior to the meeting.

### UP23/28 Neighbour Dispute Mediation Policy

**Deputations** Nil

**Officer Presentation** At 6:51pm Mr P Varelis, Director Planning provided an officer [presentation](#) which concluded at 6:55pm. At 6:55pm Mr P Varelis responded to questions which concluded at 7:05pm.

**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:

- What is the City's procedure for any unspent budget in relation to Neighbour Dispute Mediation and would it be refunded back to ratepayers?

#### SUMMARY

- On the 15 August 2023, Council passed a Notice of Motion requesting a report be prepared and presented back to the December 2023 OMC, on the benefits and implications of establishing a Neighbour Dispute Mediation Policy.
- The Notice of Motion sought for the investigation to include the following:
  - a. Policy purpose/statement.
  - b. Details of matters for consideration.
  - c. Governance considerations including an implementation framework, decisions, outcomes and reporting.
  - d. Include research on other established policies within a local government context.
- The purpose of a mediation policy is to outline the circumstances where it may be appropriate for Council to invite neighbours to attend mediation to help facilitate an amicable outcome to a dispute, with the help of a qualified professional mediator. The City does not currently have a mediation policy.
- In addition to the investigation of a policy response, the City has recently updated its 'Tips on Being a Friendly Neighbour' webpage, to become '[Getting to Know Your Neighbour and Managing Disputes](#)'. The updated page includes information on resolving civil matters and references mediation services such as the Citizens Advice Bureau and the University of Western Australia (UWA).
- The purpose of this report is to provide Council with information regarding a Neighbour Dispute Mediation Policy. The report includes an analysis of how other Councils assist in neighbour disputes, the options available for the City Melville (City) moving forward, and recommendations on the content of a Council policy.

#### OFFICER RECOMMENDATION

**That Council requests the Chief Executive Officer prepare a Neighbour Mediation Council Policy in accordance with the recommendations outlined in this report.**

**UP23/29 Modifications to Local Planning Policy 1.1 Planning Process and Decision Making**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	At 7:05pm Mr P Varelis, Director Planning provided an officer <a href="#">presentation</a> which concluded at 7:08pm. At 7:08pm Mr P Varelis responded to questions which concluded at 7:12pm.
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	<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"><li>• A version of the policy with track changes.</li></ul>

**SUMMARY**

- The City of Melville continuously reviews and updates the local planning policy framework.
- In 2020, Local Planning Policy 1.1 – Planning Process and Decision Making (LPP1.1) was updated to include mandatory consultation where discretion is sought on certain elements of the Residential Design Codes through the development application process.
- In 2023, the City of Subiaco adopted modifications to Local Planning Policy similar to the City's LPP1.1 which includes a pre-lodgement public consultation concession on application fees.
- It is considered that a similar approach could have benefits to the City and the wider City of Melville community.
- LPP1.1 is recommended to be amended as follows:
  - Revised phrasing and updating clauses to improve readability; and
  - A new section with associated clauses and supporting documents to reduce or partially refund standard Development Application (DA) fees where the proponent has pro-actively consulted on their plans with the relevant adjoining properties prior to lodgement.
- The changes are designed to work with the statutory requirement for public consultation and presents benefits to the community and the City.
- It's recommended that the draft amended LPP 1.1 is advertised for a period not less than 21 days, and a further report be presented to Council to consider the outcomes of advertising.

**OFFICER RECOMMENDATION****That the Council:**

1. Pursuant to Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* adopt the amended Local Planning Policy 1.1 Planning Process and Decision Making as outlined in Attachment 1 for the purposes of public consultation for a period of not less than 21 calendar days;
2. Where no submissions in objection are received in response to the consultation undertaken, that the final adoption of amended Local Planning Policy 1.1 Planning Process and Decision Making shall be authorised by the Chief Executive Officer; and
3. Note that following adoption, the Chief Executive Officer will undertake a Local Planning Policy review and report relevant information to Council through the Elected Member Bulletin every 6 months from adoption for 24 months.

*At 7:09pm, Cr M Woodall left the meeting.*

*At 7:09pm, Cr M Woodall returned to the meeting.*

CONFIRMED

**13 MOTIONS WITH PREVIOUS NOTICE****15.1 Notice of Motion - Rates Levy Review**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	At 7:12pm Mr M Duncan, Acting Director Corporate Services was available to answer questions on the matter.
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	No Discussion took place regarding the item and officer recommendation.

**15.2 Notice of Motion – Trim and Prune Tree**

<b>Deputations</b>	Nil
<b>Officer Presentation</b>	At 7:12pm, Mr P Molony, Acting Director Environment & Infrastructure and Ms G Bowman, Chief Executive Officer responded to questions which concluded at 7:16pm.
<b>Disclosure of Interest</b>	Nil
<b>Notes from Forum</b>	<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"><li>• If an arborist report is available and if it can be provided.</li><li>• Has this request gone through the same process that a removal would?</li><li>• Officer's Advice Note to be provided.</li></ul>

**14 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)**

Nil.

**15 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC**

Nil.

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

Nil.

**17 CLOSURE**

There being no further business to discuss, the Presiding Member confirmed Cr M Woodall and Cr T Fitzgerald were still in attendance electronically and declared the meeting closed at 7:16pm.