



City of
Melville

AGENDA

AGENDA BRIEFING FORUM

NOTICE OF MEETING

I respectfully bring to the attention of Elected Members that an Agenda Briefing Forum will be held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 10 October 2023 commencing at 6:30 PM.

Marten Tieleman
Chief Executive Officer

The City of Melville acknowledges the Bibbulmun people as the Traditional Owners and custodians of the lands on which the City stands today and pays its respect to the Whadjuk people, and Elders both past, present and emerging.

Use this link to [Register to attend the Agenda Briefing Forum Tuesday, 10 October 2023 electronically](#)



Our Vision

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

Our Mission

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

Our Values

Excellence

Striving for the best possible outcomes

Participation

Involving, collaborating and partnering

Integrity

Acting with honesty, openness and with good intent

Caring

Demonstrating empathy, kindness and genuine concern



Making A Deputation

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

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

Public Question Time

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

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

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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.

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Audio Recording/ Access to Recording

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

Purpose of Agenda Briefing Forum

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

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1 OFFICIAL OPENING

2 ATTENDANCE AND APOLOGIES

In Attendance

Councillors

Ward

Officers

Apologies

On Approved Leave of Absence

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 will be dealt with at the Ordinary Meeting of Council.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Meeting of Council.

9 CONFIRMATION OF MINUTES

10 NEW BUSINESS OF AN URGENT NATURE

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

12 PETITIONS

This item will be dealt with at the Ordinary Meeting of Council.

13 REPORTS

13.1 Reports from Committees

Nil

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

Nil

Corporate Services**C23/74 Common Seal October 2023****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 19 August 2023 up to and including 20 September 2023 for the Council's noting. This is a standing report to the Council.

C23/75 Investment Statements for August 2023**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 August 2023 for the Council's information and noting.

C23/76 Schedule of Accounts Paid for August 2023**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 to suppliers for the period of August 2023 and recommends that the Schedule of Accounts Paid be noted.

C23/77 Statements of Financial Activity 2023**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

This report presents:

- Year-end processes are still underway and therefore the final figures for August 2023 may be different from what is presented in this report.
- The Statements of Financial Activity by Nature or Type and Rate Setting Statement by Program and Nature or Type, for the period ending 31 August 2023 and recommends that they be noted by the Council.
- The variances for the month of 31 August 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 processed subsequent to the preparation of the preliminary June 2023 financial statements and those required for the month of August 2023 and subsequent months and recommends that they be adopted by Absolute Majority decision of the Council.

Community Development**CD23/9 Community Sport and Recreation Facilities Fund (CSRFF) Application Assessment****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- The purpose of the CSRFF program is to provide Western Australian Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.
- The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.
- Throughout the planning process the applicant must liaise with Department of Local Government, Sport and Cultural Industries (Sport and Recreation) officers to ensure that the application adequately addresses the assessment criteria. The emphasis of the assessment factors is on a planned approach to facility provision and considers planning, design, and management issues to substantiate the need for the proposed project.

Environment and Infrastructure

Nil

Urban Planning

Nil

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

17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

18 CLOSURE