



City of
Melville

NOTES

AGENDA BRIEFING FORUM

6:30 PM Tuesday, 7 October 2025

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

Presiding Member

A handwritten signature in black ink, appearing to be 'M. H. S.', written over a horizontal line.

Date 14/10/2025



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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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-Visual Recording and Live Streaming

In accordance with the Council Policy CP-088 Live Streaming and Audio-Visual Recordings of Public Meetings of the Council, this meeting is electronically recorded and broadcast to the [City of Melville Council Meetings YouTube Channel](#). 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. Learn more about [live streaming and audio-visual recordings of meetings](#) on the City of Melville website.

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

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.

2 ATTENDANCE AND APOLOGIES

In Attendance

K Mair

Mayor

Councillors

Cr G Barber

Cr J Edinger

Cr N Robins

Cr C Ross

Cr J Spanbroek

Cr K Wheatland

Cr M Woodall

Cr D Lim

Cr S Hong

Cr S Green

Cr T Lee

Ward

Bicton - Attadale - Alfred Cove Ward

Bicton - Attadale - Alfred Cove Ward

Bateman - Kardinya - Murdoch Ward

Applecross - Mount Pleasant Ward

Bull Creek - Leeming Ward

Palmyra - Melville - Willagee Ward

Bull Creek - Leeming Ward (*electronic attendance*)

Applecross - Mount Pleasant Ward

Bateman - Kardinya - Murdoch Ward

Central Ward

Central Ward

Officers

Ms G Bowman

Chief Executive Officer

Mr J Coten

Director Environment & Infrastructure

Ms M Pickering

Director Community Development

Ms A Ferreira

Acting Director Corporate Services

Mr T Free

Acting Director Planning

Ms C Newman

Head of Governance

Ms M Smith Poulton

Lead Governance

Ms T Wright

Governance Officer

At the commencement of the meeting:

Public Gallery 4

Apologies

Nil.

On Approved Leave of Absence

Nil.

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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

Nil.

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 6:33pm the Presiding Member opened Public Question Time.

6.1 Questions Received with Notice

Nil.

6.2 Questions Received at the Meeting

6.2.1 Mr D Morley, Willagee

Question 1:

Why has the petition signed by 244 residents seeking to prevent the removal of old growth banksia and grass trees at John Connell Reserve in Bull Creek-Leeming that provide a habitat for black cockatoos and also contribute to the tree canopy in Melville in order to add an additional cricket pitch for the local cricket club's use, not been included in the agenda for tonight's agenda briefing forum?

Response 1:

The petition was only received by the Governance Team on Tuesday, 7 October 2025 it will be distributed as a late item in the Ordinary Meeting of Council agenda, to be distributed on Friday, 10 October 2025.

Question 2:

Considering the environmental impact of this issue, and the removal of those trees, how does the Council justify removing the mature trees at John Connell Reserve for an additional cricket pitch, when alternative sites are available? In addition to that, how does Council plan to ensure that development projects in Melville promote growth while still preserving the urban tree canopy of the area?

Question 3:

How can residents of Melville trust the Council's decisions to protect the urban tree canopy, especially considering the 244 signatures on the petition to prevent the removal of mature trees at John Connell Reserve amidst urban development pressures?

Response to Question 2 and 3:

In accordance with section 6.10 of the *City of Melville Local Government (Meeting Procedures) Local Law 2022* and the City's Council Policy CP-014 Public Question Time, questions submitted to the Agenda Briefing Forum must relate to matters on the agenda. In accordance with the response to Question 1, the petition is not yet on the agenda for the meeting and will be distributed on Friday, 10 October 2025.

The questioner was advised during the meeting that the question would not be accepted, however could be submitted to the Ordinary Meeting of Council to be held on Tuesday, 14 October 2025.

6.3 Questions Taken on Notice at Previous Meeting

This item is detailed in the agenda for the Ordinary Meeting of the Council to be held on Tuesday, 14 October 2025.

At 6:37pm the Presiding Member closed Public Question Time.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 14 October 2025.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 14 October 2025.

9 CONFIRMATION OF MINUTES

This item is detailed in the agenda for the Ordinary Meeting of the Council to be held on Tuesday, 14 October 2025.

10 NEW BUSINESS OF AN URGENT NATURE

Nil.

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil.

12 PETITIONS

At 6:38pm, the Presiding Member advised that a petition has been received by the City of Melville from Ms S Sibbard of Applecross and will be distributed to Elected Members and included as a late item on Friday, 10 October 2025.

13 REPORTS

13.1 Reports from Committees

Nil.

13.2 Reports of the Chief Executive Officer

Management Services

Nil.

Corporate Services

C25/322 Common Seal October 2025

Deputations Nil.

Officer Presentation At 6:38pm Ms C Newman, Head of Governance 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

This report details the documents to which the City of Melville Common Seal has been applied for the period from Monday, 18 August 2025 up to and including Friday, 12 September 2025 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, 18 August 2025 up to and including Friday, 12 September 2025 for the Council's noting.

C25/323 Investment Statements for August 2025

Deputations	Nil.
Officer Presentation	At 6:38pm Ms A Ferreira, Acting Director Corporate Services responded to questions which concluded at 6:44pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation. During discussion of the item, the following questions and/or requests for information were raised by Elected Members and will form part of the Final Ordinary Meeting of Council Agenda:</p> <p><u>Question 1:</u></p> <p><i>Why is the total investment of authorised institutions in July was approximately \$30 million, but in August 2025 was \$17.5 million. Can the City advise why there was such a big change? It went from 21% to 9% of the overall investment.</i></p> <p><u>Response 1:</u></p> <p>Investments are placed according to the Council Policy CP-009 Investment of Funds. This Policy favours green investments, however, it has only favoured green investments after we considered credit ratings and the identified thresholds within the policy. That is where it states how much we are allowed to have with different institutions and are different credit ratings. During the last month, there were a few investments that had matured, and upon us looking to do placements for new investments, there were no green investments that met the investment policy for us to be able to place more investments with green. That is why you see that big movement.</p> <p><u>Question 2:</u></p> <p><i>Is the investment team monitoring where we can lock in a high interest rate?</i></p> <p><u>Response 2:</u></p> <p>Yes, we are investigating every time we do investments, we contact different banks to see what rates are on offer. As per the Investment Policy, we take the best rate on the day when we make investments. It is also true that with the changes in interest rates, it is impacting the City, and the interest rates that we are being offered is less.</p> <p><u>Question 3:</u></p> <p><i>With regard to the category of the investment, can you explain how many banks are included in the \$141 million?</i></p> <p><u>Response 3:</u></p> <p>The summary provided on page 14 of the agenda shows how the investments are placed, and on page 15 is the breakdown for the different banks.</p>

SUMMARY

- This report presents the investment statements for the period ending 31 August 2025 and recommends that it be noted by the Council. It is important to highlight that the financial figures for the 2024–2025 financial year remain provisional. Year-end accounting processes are currently underway, and as such, the final accounts may differ materially from the figures presented in this report.

OFFICER RECOMMENDATION

That the Council notes the Investment Report for the period ending 31 August 2025.

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C25/324 Schedule of Accounts Paid for August 2025

Deputations	Nil.
Officer Presentation	At 6:44pm Ms A Ferreira, Acting Director Corporate Services was available to answer questions on the matter / responded to questions which concluded at 6:45pm.
Disclosure of Interest	Nil.
Notes from Forum	<p>General discussion took place regarding the item and officer recommendation. During discussion of the item, the following questions and/or requests for information were raised by Elected Members and will form part of the Final Ordinary Meeting of Council Agenda:</p> <p><u>Question 1:</u></p> <p><i>Why are larger purchases being made through the company credit card, and not a purchase order?</i></p> <p><u>Response 1:</u></p> <p>This question was taken on notice, and a response will be provided in the Agenda for the Ordinary Meeting of Council to be held on Tuesday, 14 October 2025.</p>

SUMMARY

- This report presents the details of payments made under delegated authority (DA-035) to suppliers for the period of August 2025 and recommends that the Schedule of Accounts Paid be noted.

OFFICER RECOMMENDATION

That the Council notes the Schedule of Accounts paid for the period August 2025 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in the attachments to this report; Payment Details August 2025 (Attachment 1) and Card Payment Details August 2025 (Attachment 2).

C25/325 Statements of Financial Activity for August 2025

Deputations Nil.

Officer Presentation At 6:45pm Ms A Ferreira, Acting Director Corporate Services was available to answer questions on the matter / responded to questions which concluded at 6:48pm.

Disclosure of Interest Nil.

Notes from Forum General discussion took place regarding the item and officer recommendation. During discussion of the item, the following questions and/or requests for information were raised by Elected Members and will form part of the Final Ordinary Meeting of Council Agenda:

Question 1:

On the Summary of General Debtors, there is a line relating to the Brentwood Karoonda Sporting Association, with a debt of \$41,186.00, despite receiving money in June for approximately \$6,700.00. Could you please advise if there has been any additional funding? If it is sitting on our books, could we get clarity on how it will be closed out?

Response 1:

The Sporting Association has been actively pursuing sponsorship and has been successful in securing \$10,000.00 from Summit Homes in sponsorship, which is being used to pay off the debt. The City is working with the Club to look at other ways that they can bring that debt down.

Question 2:

Two of the proposed budget amendments relate to the toilet renewal at Bicton Baths, the Community Centre redevelopment and the change room upgrade at the Leeming Recreation Centre. Do these projects have contingency amounts?

Response 2:

This question was taken on notice, and a response will be provided in the Agenda for the Ordinary Meeting of Council to be held on Tuesday, 14 October 2025.

Question 3:

What were the savings from the Troy Park Upgrade and the Leeming Recreation Centre?

Response 3:

This question was taken on notice, and a response will be provided in the Agenda for the Ordinary Meeting of Council to be held on Tuesday, 14 October 2025.

SUMMARY

- This report presents the Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 31 August are presented for noting by the Council.
- The financial statements and figures for the 2024–2025 financial year remain subject to change. Year-end accounting processes are currently underway, and the final figures may be materially different from those presented in this report.
- The Annual Audit for 2024–2025 and the end-of-financial-year processes are currently underway. The final draft annual financial report will be presented to the KPMG/OAG auditors by 30 September, in accordance with the Local Government Regulations.
- The preliminary variances for the month ending 31 August 2025 are presented for noting by the Council.
- Presents the budget amendments required for the month of August 2025 and recommend adopted by the Council by Absolute Majority decision.

OFFICER RECOMMENDATION**That the Council**

1. **Notes the Rate Setting Statement and Statements of Financial Activity for the month ending 31 August 2025 as detailed in the following attachments:**
 - **Statement of Financial Activity August 2025 (Attachment 1); and**
 - **Statement of Comprehensive Income August 2025 (Attachment 2); and**
 - **Net Working Capital August 2025 (Attachment 3); and**
 - **Reconciliation Net Working Capital as of 31 August 2025 (Attachment 4); and**
 - **Notes to Statement of Financial Activity August 2025 (Attachment 5); and**
 - **Statement of Financial Position as of 31 August 2025 (Attachment 6); and**
 - **Summary Rate Debtors August 2025 (Attachment 7); and**
 - **Rates Collections Graph August 2025 (Attachment 8); and**
 - **General Debtors Aged 90 Days August 2025 (Attachment 9).**
 - **Budget Amendment Reports for August 2025 (Attachment 10)**
2. **By Absolute Majority Decision adopts the Budget Amendments, as detailed in the attached Budget Amendment Reports for August 2025 (Attachment 10).**

Community Development

Nil.

Environment and Infrastructure

Nil.

Planning

Nil.

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

Nil.

17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

Nil.

18 CLOSURE

At 6:50pm, the Presiding Member advised the Council of the following late items to be distributed:

- UP25/87 Metropolitan Region Scheme Development Application Referral Response – Applecross Ferry Terminal; and
- Receipt of Petition Item; and
- Motions with Notice from Cr J Edinger

There being no further business to discuss, the Presiding Member confirmed Cr M Woodall was still in attendance electronically and declared the meeting closed at 6:50pm.