



City of
Melville

NOTES
AGENDA BRIEFING FORUM

6:30pm, Tuesday, 9 July 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

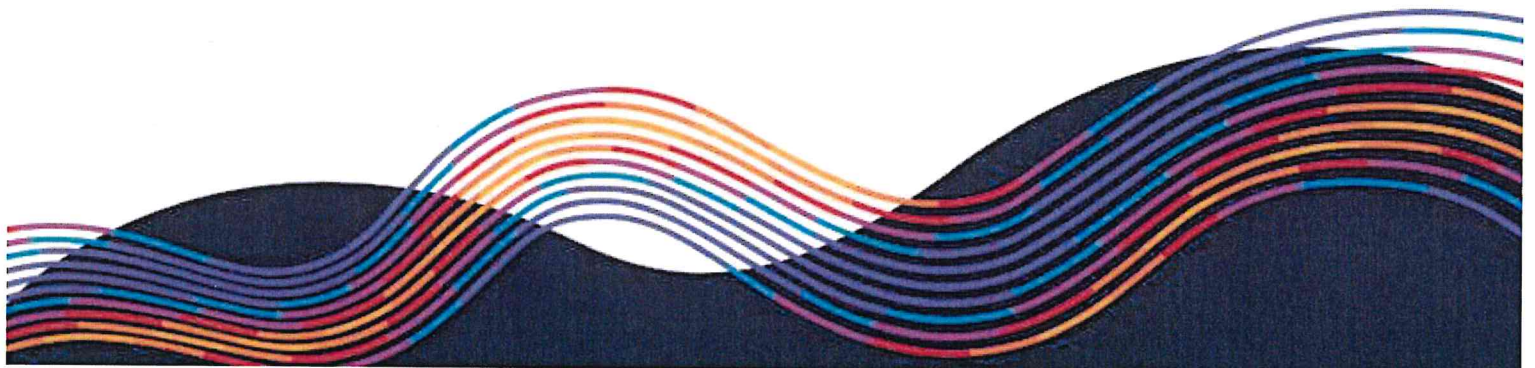
These minutes are hereby confirmed as true and accurate

Mayor K Mair

A handwritten signature in blue ink, appearing to be 'K Mair', written over a horizontal line.

Date

16/7/2024



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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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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CONFIRMED

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 Green 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 T Fitzgerald (*from 6:33pm*)

Cr G Barber

Cr N Robins

Cr C Ross

Cr J Spanbroek

Cr K Wheatland

Cr M Woodall

Cr S Hong

Cr S Green

Cr T Lee

Ward

Palmyra - Melville - Willagee Ward

Bicton - Attadale - Alfred Cove Ward

Bateman - Kardinya - Murdoch Ward

Applecross - Mount Pleasant Ward

Bull Creek - Leeming Ward (*electronic attendance*)

Palmyra - Melville - Willagee Ward

Bull Creek - Leeming 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 I Aiyathurai

Manager Financial Services

Mr D Hughes (*until 6:40pm*)

Manager Sustainability & Climate Action

Ms J Ahola

Open Space Design Coordinator

Ms E Hewitt (*until 6:40pm*)

Strategic Initiatives Lead

Ms C Newman

Head of Governance

Ms M Smith Poulton

Governance Officer

At the commencement of the meeting:

Public Gallery	0
Electronic	2
Press	0

Apologies

Nil.

On Approved Leave of Absence

Cr J Edinger	Bicton - Attadale - Alfred Cove Ward
Cr D Lim	Applecross - Mount Pleasant Ward

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

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 6:32pm 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 will be detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 16 July 2024.

At 6:33pm 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, 16 July 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, 16 July 2024.

9 NEW BUSINESS OF AN URGENT NATURE

Nil.

10 CONFIRMATION OF MINUTES

Nil.

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil.

12 PETITIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 16 July 2024.

At 6:33pm, Cr T Fitzgerald entered the meeting.

13 REPORTS

13.1 Reports from Committees

Nil.

13.2 Reports of the Chief Executive Officer

Management Services

Nil.

CONFIRMED

Corporate Services**C24/166 Update of Financial Policies****Deputations** Nil.**Officer Presentation** At 6:32pm, Mr I Aiyathurai, Manager Financial Services provided an [officer presentation](#) which concluded at 6:39pm.

At 6:39pm, Mr I Aiyathurai responded to questions which concluded at 6:47pm.

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

- CP-009 Investment of Funds Policy – update the maximum percentage allowable to any one banking institution to reflect requirements.
- CP-010 Self Supporting Loans Policy – no major changes required.
- CP-024 Borrowings and Asset Financing Policy – no major changes required.
- CP-025 Accounting Policy – changes to reflect changes to Section 6.4 of the Local Government Act and Reg 34 and 35 of the Local Government (Financial Management) Regulations
- CP-104 Related Party Disclosures Policy – no major changes required

OFFICER RECOMMENDATION

That the Council adopts the five updated policies reviewed by the Manager Financial Services as contained in the attachments:

- **CP-009 Investment of Funds Policy;**
- **CP-010 Self Supporting Loans Policy;**
- **CP-024 Borrowings and Asset Financing Policy;**
- **CP-025 Accounting Policy; and**
- **CP-104 Related Party Disclosures Policy.**

C24/167 Common Seal July 2024

Deputations	Nil.
Officer Presentation	At 6:48pm, Ms C Newman, Head of Governance was available to answer questions.
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 Tuesday, 21 May 2024 up to and including Monday, 17 June 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 Tuesday, 21 May 2024 up to and including Monday, 17 June 2024 for the Council's noting.

C24/168 Investment Statements for May 2024

Deputations	Nil.
Officer Presentation	At 6:48pm, Mr I Aiyathurai, Manager Financial Services was available to answer questions.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

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

OFFICER RECOMMENDATION

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

C24/169 Schedule of Accounts Paid for May 2024

Deputations	Nil.
Officer Presentation	At 6:48pm, Mr I Aiyathurai, Manager Financial Services was available to answer questions.
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 May 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 May 2024 as approved by the Manager Financial Services in accordance with delegated authority DA-035, and detailed in the attachments to this report; Payment Details May 2024 (Attachment 1) and Card Payment Details May 2024 (Attachment 2).

C24/170 Statements of Financial Activity for May 2024

Deputations	Nil.
Officer Presentation	At 6:48pm, Mr I Aiyathurai, Manager Financial Services was available to answer questions.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- This report presents the Statements of Financial Activity by Nature and Statements of Financial Activity by Program and Nature for the period ending 31 May 2024 and recommends that they be noted by the Council; and
- Presents the variances for the month of May 2024 and recommends that they be noted by the Council; and
- Presents the Budget amendments required for the month of May 2024 and recommends that they be adopted by Absolute Majority decision of the Council.

OFFICER RECOMMENDATION**That the Council:**

1. **Notes the Rate Setting Statement and Statements of Financial Activity for the month ending 31 May 2024 as detailed in the following attachments:**
 - **Statement of Financial Activity by Nature May 2024 (Attachment 1);**
 - **Statement of Financial Activity by Program May 2024 (Attachment 2);**
 - **Statement of Comprehensive Income May 2024 (Attachment 3);**
 - **Net Working Capital May 2024 (Attachment 4);**
 - **Reconciliation Net Working Capital May 2024 (Attachment 5);**
 - **Notes to Statement of Financial Activity May 2024 (Attachment 6);**
 - **Summary Rate Debtors May 2024 (Attachment 7);**
 - **Rates Collections Graph May 2024 (Attachment 8); and**
 - **General Debtors Aged 90 Days May 2024 (Attachment 9).**
2. **By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for May 2024 (Attachment 10).**

Community Development**CD24/24 Managing Unreasonable Customer Behaviour Policy (Withdrawn)**

At 6:48pm, the Presiding Member advised the Council that item CD24/24 Managing Unreasonable Customer Behaviour Policy was withdrawn from the agenda with the approval of the Chief Executive Officer on Friday, 5 July 2024.

The item was withdrawn to enable Elected Member discussion and feedback into the draft policy at a future Elected Members Engagement Session.

CD24/18 Reconciliation Action Plan

Deputations Nil.

Officer Presentation At 6:49pm, Ms M Pickering, Director Community Development was available to answer questions.

Disclosure of Interest Nil.

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

SUMMARY

- This report presents the City of Melville's draft Stretch Reconciliation Action Plan.
- As a key step in the City's work towards reconciliation, the Reconciliation Action Plan outlines meaningful actions for reconciliation internally and within the City's sphere of influence.

OFFICER RECOMMENDATION**That the Council:**

1. **Endorse the draft Reconciliation Action Plan; and**
2. **Approve City Officers to engage with Reconciliation Australia to seek their endorsement of the draft Reconciliation Action Plan.**

Environment and Infrastructure

E24/40 Environment and Infrastructure Policy review

Deputations	Nil.
Officer Presentation	At 6:49pm, Mr M McCarthy, Director Environment & Infrastructure was available to answer questions.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- The Council policies within the responsibility of the Environment and Infrastructure Services directorate have been reviewed and brought forward with amendments for consideration and adoption.
- Policies that are defined as Council Policy require the approval of the Council, whereas an Operational Policy can be approved by the CEO.
- It is recommended these nine policies be approved as amended.

OFFICER RECOMMENDATION

That the Council approves the nine Environment and Infrastructure Services policies as amended and contained in the following attachments:

- **CP-029 Tree Policy;**
- **CP-086 Verge Treatment Policy;**
- **CP-102 Urban Forest and Green Spaces Policy;**
- **CP-033 Path Policy;**
- **CP-110 Crossover Policy;**
- **CP-119 Active Reserve Parking Policy;**
- **CP-035 School Parking Policy;**
- **CP-034 Road Safety Audit Policy; and**
- **CP-031 Asset Management Policy.**

E24/41 Draft Community Climate Action Plan

Deputations	Nil.
Officer Presentation	At 6:49pm, Mr D Hughes, Manager Sustainability and Climate Action provided an officer presentation which concluded at 6:52pm. At 6:53pm, Mr D Hughes and Mr M McCarthy were available to answer questions.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

SUMMARY

- The City of Melville Council resolved to prepare a Climate Action Plan to be presented to Council in two years from the 21 June 2021 as part of its declaration of a climate emergency.
- A Corporate Climate Action Plan for the City to reach carbon neutral by 2030 was endorsed by Council in July of 2023.
- It was proposed to prepare a Community Climate Action Plan for net zero by 2050 in 2023-2024 through a consultative process with the Climate Action Reference Group (CARG) and the broader community.
- Significant public consultation has been undertaken to develop the draft Community Climate Action Plan.
- The officers recommend the draft Community Climate Action Plan is released for public comment.

OFFICER RECOMMENDATION

That the Council endorses the draft Community Climate Action Plan for public consultation and that the final Community Climate Action Plan be presented to 17 September 2024 Ordinary Meeting of Council.

At 6:40pm, Mr D Hughes left the meeting and did not return.

At 6:40pm, Ms E Hewitt left the meeting and did not return.

Urban Planning

Nil.

14 MOTIONS WITH PREVIOUS NOTICE**14.1 Notice of Motion - Council Owned Land (67-69 Canning Beach Road & 2 Kintail Road, Applecross)**

Deputations	Nil.
Officer Presentation	At 6:53pm, Cr G Barber was available to answer questions.
Disclosure of Interest	Nil.
Notes from Forum	No discussion took place regarding the item and officer recommendation.

MOTION**That the Council:**

- 1. Requests the Chief Executive Officer to prepare a report on the resources, budget, and requirements to undertake a scope of works that investigates the feasibility and potential development options for the Council owned land at 67-69 Canning Beach Road and 2 Kintail Road, Applecross.**
- 2. Request that the scope of works include the exploration of opportunities for revenue streams associated with the potential development, sale, or long-term lease of the land and incorporate options that include but are not limited to; multi-storey car parking, office, tourism related uses, tourism accommodation and residential.**
- 3. Request that the report be presented at an Elected Member Engagement Session and then Council by December 2024.**

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**18 CLOSURE**

There being no further business to discuss, the Presiding Member confirmed Cr J Spanbroek was still in attendance electronically and declared the meeting closed at 6:54pm.