



City of
Melville

NOTES
AGENDA BRIEFING FORUM

6:30pm Tuesday, 10 October 2023

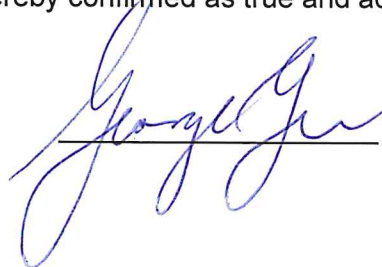
Held in the Council Chambers, Melville Civic Centre,
10 Almondbury Road, Booragoon

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 Meeting of Council

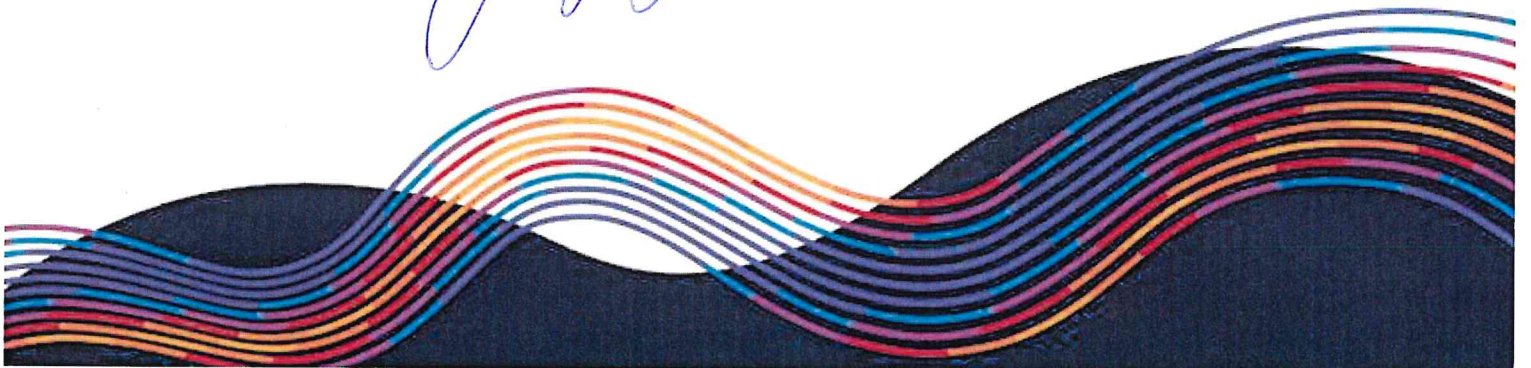
These minutes are hereby confirmed as true and accurate

Mayor G Gear



Date

17 / 10 / 23



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 Meeting of Council.

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	Nil.	
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	Nil	
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CONFIRMED

1**OFFICIAL OPENING**

The Presiding Member welcomed those in attendance to the meeting, officially declared the meeting open at 6:30 PM and invited Cr D Macphail 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**

Honourable G Gear JP

Mayor

Councillors

Cr T Fitzgerald (Deputy Mayor)

Cr G Barber

Cr J Edinger

Cr D Macphail

Cr K Mair

Cr N Robins

Cr M Sandford

Cr J Spanbroek

Cr M Woodall

Cr N Pazolli

WardPalmyra - Melville - Willagee Ward (*Electronic Attendance*)

Bicton - Attadale - Alfred Cove Ward

Bicton - Attadale - Alfred Cove Ward

Bateman - Kardinya - Murdoch Ward

Central Ward

Bateman - Kardinya - Murdoch Ward

Central Ward

Bull Creek - Leeming Ward

Bull Creek - Leeming Ward

Applecross - Mount Pleasant Ward

Officers

Mr M Tieleman

Chief Executive Officer

Ms G Bowman

Director Community Development

Mr M McCarthy

Director Environment & Infrastructure

Mr P Varelis

Director Planning

Ms C Newman

Head of Governance

Ms M Smith Poulton

Governance Officer

Ms N Wu

Business Support (Administration) Officer

At the commencement of the meeting:

Public Gallery 3

Electronic 6

Press 0

Apologies

Cr C Ross	Applecross - Mount Pleasant Ward
Cr K Wheatland	Palmyra - Melville - Willagee Ward
Ms D Whyte	A/Director Corporate Services

On Approved Leave of Absence

Nil.

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**

Cr M Sandford, Cr Edinger and Cr Robins advised that they had not read the late report C23/78 CEO Contract - Key Performance Indicators, distributed late in the afternoon.

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**

- **Ms S Wilson Savill and Mr I Ainger representing the Southside BMX Club**
Item CD23/9 Community Sport and Recreation Facilities Fund (CSRFF) Application Assessment

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 6:34pm 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

Nil.

At 6:34pm the Presiding Member closed Public Question Time.

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 NEW BUSINESS OF AN URGENT NATURE

Nil.

10 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil.

11 PETITIONS

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

12 REPORTS

12.1 Reports from Committees

Nil.

12.2 Reports of the Chief Executive Officer

Items Brought Forward

At 6:34pm, the Presiding Member brought forward item CD23/9 Community Sport and Recreation Facilities Fund (CSRFF) Application Assessment for the convenience of those providing a deputation.

CD23/9 Community Sport and Recreation Facilities Fund (CSRFF) Application Assessment

Deputations At 6:34pm Ms S Wilson-Savill and Mr I Ainger gave a deputation which concluded at 6:39pm. At 6:45pm Ms Wilson-Savill and Mr Ainger returned to the Public Gallery.

[Deputation Information – Ms S Wilson Savill](#)

Officer Presentation At 6:46pm Ms G Bowman, Director Community Development and Mr M McCarthy, Director Environment & Infrastructure responded to questions which concluded at 6:59pm.

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:

- Further advice and confirmation of the description for project rating B (pg 37 of the agenda).
- List of project ready schedule for next year's funding
- Separate information on the Sustainability Implications for each project.

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.

OFFICER RECOMMENDATION

That the projects submitted for the community sporting and recreation facilities funding be prioritised and rated as follows:

1. **City of Melville – Len Shearer Reserve club/change room redevelopment.**
 - Project priority** 1
 - Project rating** a – well planned and needed by municipality
2. **City of Melville - Southside BMX Club – new facility**
 - project priority** 1
 - Project rating** b – well planned and needed by municipality
3. **Leeming Bowls and Recreation Club - to construct a modern tensile membrane cover over a and c greens**
 - Project priority** 0
 - Project rating** d – needed by the applicant, more planning required

Management Services

Nil

Corporate Services**C23/74 Common Seal October 2023**

Deputations Nil

Officer Presentation At 6:59pm Mr M Tieleman, Chief Executive Officer responded to questions which concluded at 7:00pm.

Disclosure of Interest Nil

Notes from Forum General 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 19 August 2023 up to and including 20 September 2023 for the Council's noting. This is a standing report to the Council.

OFFICER RECOMMENDATION

That the Council notes the actions of His Worship the Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from 19 August 2023 up to and including 20 September 2023 for the Council's noting.

C23/75 Investment Statements for August 2023

Deputations	Nil
Officer Presentation	At 7:00pm Mr M Tieleman, Chief Executive Officer responded to questions which concluded at 7:01pm.
Disclosure of Interest	Nil
Notes from Forum	<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"> • Further information on the current market for investments and if the Council should revisit its investment strategy.

SUMMARY

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

OFFICER RECOMMENDATION

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

C23/76 Schedule of Accounts Paid for August 2023

Deputations	Nil
Officer Presentation	At 7:01pm Mr M Tieleman, Chief Executive 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

- 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.

OFFICER RECOMMENDATION

That the Council notes the Schedule of Accounts paid for the period August 2023 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in attachment Payment Details August 2023.

C23/77 Statements of Financial Activity 2023

Deputations	Nil
Officer Presentation	At 7:02pm Mr M Tieleman, Chief Executive Officer and Mr M McCarthy, Director Environment and Infrastructure, responded to questions which concluded at 7:13pm.
Disclosure of Interest	Nil
Notes from Forum	<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">• Relating to the process including the public notice advertisement time frames on repurposing a reserve budget.

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.

OFFICER RECOMMENDATION**That the Council:**

1. **Notes the Rate Setting Statement and Statements of Financial Activity for the month ending 31 August 2023 as detailed in the following attachments:**
 - **Statement Nature Type August 2023**
 - **Rate Setting Program August 2023**
 - **Rate Setting Nature Type August 2023**
 - **Net Working Capital August 2023**
 - **Reconciliation Net Working Capital August 2023**
 - **Notes Rate Setting Statement August 2023**
 - **Budget Amendments August 2023**
 - **Summary Rate Debtors August 2023**
 - **Rates Collections Graph August 2023**
 - **General Debtors Aged 90days August 2023**
 - **Amendments to Fees and Charges 2023-2024**
2. **By Absolute Majority Decision adopts the budget amendments, as detailed in the Budget Amendments section of the item and attached Budget Amendment Reports for August 2023.**

Community Development

CD23/9 Community Sport and Recreation Facilities Fund (CSRFF) Application Assessment

Item brought forward – See Page 9.

Environment and Infrastructure

Nil

Urban Planning

Nil

13 MOTIONS WITH PREVIOUS NOTICE

Nil.

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 T Fitzgerald was still in attendance electronically and declared the meeting closed at 7:14pm.

CONFIRMED