



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, 11 February 2025 commencing at 6:30 PM.

**Gail Bowman**  
**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 access the [City of Melville Council Meetings YouTube channel](#) to watch the live stream or access the recordings of public Council meetings.



**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
<b>Healthy, Safe and Inclusive</b>	<b>Clean and Green</b>	<b>Sustainable and Connected Development</b>	<b>Vibrant and Prosperous</b>	<b>Good Governance and Leadership</b>
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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## **Audio-Vusal 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.

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## **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 is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 18 February 2025.

**7 AWARDS AND PRESENTATIONS**

**8 APPLICATIONS FOR NEW LEAVE OF ABSENCE**

**9 CONFIRMATION OF MINUTES**

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 18 February 2025.

**10 NEW BUSINESS OF AN URGENT NATURE**

**11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

**12 PETITIONS**

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 18 February 2025.

**13 REPORTS**

**13.1 Reports from Committees**

Nil.

**13.2 Reports of the Chief Executive Officer**

**Management Services**

Nil.

**Corporate Services****C25/241 2024-2025 Mid Year Budget Review****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- This report presents the results of the 2024-2025 Mid-Year Budget Review for the period 1 July 2024 to 31 December 2024 and highlights the significant positive and negative variations that require budget amendments.
- This report recommends that the Council notes the results of the 2024-2025 Mid-Year Budget Review, and by Absolute Majority, approves the recommended budget amendments required to the 2024-2025 Budget as a result of the review.
- This report presents amendments to the 2024-2024 Fees and Charges Schedule and recommends that they be adopted by Absolute Majority decision of the Council.
- This report presents a deviation from the City's Accounting Policy CP-025 and the need to release tenders for several capital projects prior to the adoption of the 2025-2026 annual budget and recommends that they be noted and authorised by Council.

**C25/233 Investment Statements for November 2024****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 30 November 2024 and recommends that it be noted by the Council.

**C25/234 Investment Statements for December 2024****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 December 2024 and recommends that it be noted by the Council.

**C25/235      Schedule of Accounts Paid for November 2024**

**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 (DA-035) to suppliers for the period of November 2024 and recommends that the Schedule of Accounts Paid be noted.

**C25/236      Schedule of Accounts Paid for December 2024**

**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 (DA-035) to suppliers for the period of December 2024 and recommends that the Schedule of Accounts Paid be noted.

**C25/237      Statements of Financial Activity for November 2024****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- This report presents the Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 30 November 2024 and recommends that they be noted by the Council; and
- Presents the variances for the month of November 2024 and recommends that they be noted by the Council.
- This report also notes that no budget amendments were processed for the month of November.
- The City has received an unqualified (clean) audit opinion from the Office of the Auditor General of Western Australia on the City's annual financial statements for 2023-24, which were approved at the Ordinary Meeting of Council held on 10 December 2024. At this meeting, the Council approved these statements, and they are now available on the City's website.

**C25/238      Statements of Financial Activity for December 2024****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- This report presents the Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 31 December 2024 and recommends that they be noted by the Council; and
- Presents the variances for the month of December 2024 and recommends that they be noted by the Council.
- This report also notes that no budget amendments were processed for the month of December due to the upcoming Mid-Year Budget Review.
- On 4 December 2024, the City has received an unqualified (clean) audit opinion from the Office of the Auditor General of Western Australia on the City's annual financial statements for 2023-24. These statements were approved at the Ordinary Meeting of Council held on 10 December 2024 and are now available on the City's website.
- The establishment of new Fees and Charges for Electric Vehicle Charging Station Supply and Commercial refuse charges.

**C25/239 Common Seal February 2025****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 Tuesday, 12 November 2024 up to and including Monday, 20 January 2025 for the Council's noting. This is a standing report to the Council.

**C25/240 Variation of Previous Item concerning Sale of Properties under the LGA for Unpaid Rates****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- At the 19 November 2024 Ordinary Meeting of Council, the Council resolved to take possession and sell specified properties due to unpaid rates and service charges.
- Following the decision to sell the properties for unpaid rates and service charges, Recoveries Legal WA / CS Legal were engaged and have advised that section 6.68(3A) of the Act requires a decision (and reasons for it) to exempt the usual recovery proceedings for a power of sale to be recorded by Council in the minutes.
- This Item seeks Council approval to exempt the usual recovery proceedings for 2 of those 3 properties where, having made reasonable efforts to locate the owners, the City has been unable to do so.

**Community Development****CD25/39 City of Melville Hall of Fame****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.

- Summary This report responds to a notice of motion resolved by the Council at the Ordinary Meeting of Council held on 18 June 2024 requesting that the CEO prepare a report on the development of a Hall of Fame Recognition Policy.
- The City of Melville currently oversees a number of recognition processes already; therefore, this report is recommending the development of an overarching Community Award Policy to streamline any current processes and provide guidance for the development of a Hall of Fame (or similar program).

**CD25/40 Financial Advocacy Priorities for the Advocacy Strategy 2025-2029 (Late Covering Report)**

This report is scheduled to be distributed to elected members and published on the City's website on Friday, 14 February 2025.

**Environment and Infrastructure****E25/60 Purchase of Electricity for City of Melville Contestable Sites (Late Covering Report)**

This report is scheduled to be distributed to elected members and published on the City's website on Friday, 14 February 2025.

**Planning**

**UP25/59 Local Planning Scheme 6 Review Petition Responses**

**Deputations**

**Officer Presentation** Questions only.

**Disclosure of Interest**

**Notes from Forum** To be advised.

**SUMMARY**

- As part of the review of the City of Melville’s Local Planning Scheme No. 6 (LPS6), the City of Melville (City) sought feedback from the community on several preliminary residential density changes, this consultation took place between July and September 2024.
- Between August and October 2024, the City also received five petitions, each corresponding to a different area that was identified for a potential density increase. The petitions either objected to the changes outright or suggested an alternative density as a compromise.
- This report acknowledges the petitions and the need to consider the concerns raised.
- Many of the concerns raised in the petitions relate to the capacity of roads or other such infrastructure to accommodate density increases. To understand the impact of these and other concerns, the City is in the process of sourcing further information, including technical investigations and input from relevant State Government agencies. This work is ongoing and will form part of the review process to inform the next phase of the project.
- The draft changes to LPS6 will be the subject of a series of Councillor briefings over the coming months, which will ensure Councillors are able to consider the proposed density changes, in detail, prior to being presented for formal endorsement for formal statutory advertising. In the interim, the City will continue to develop the content, including reviewing the residential densities proposed, having regard to the community feedback received and any technical information or State Government agency feedback that’s received.
- The City recommends that Council note the petitions received and the concerns raised therein. It is also recommended that Council note the issues raised in the petitions will be the subject of ongoing investigations associated with the review of LPS6 and that the findings of these further investigations will be presented to Council by December 2025 to enable Council decisions on the proposed content.

**14 MOTIONS WITH PREVIOUS NOTICE**

**14.1 Notice of Motion - Paper Cheques**

**Deputations**

**Officer Presentation** Questions only.

**Disclosure of Interest**

**Notes from Forum** To be advised.

**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**