



City of
Melville

NOTES
AGENDA BRIEFING FORUM

6:30pm Tuesday, 11 July 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 Council Meeting

These minutes are hereby confirmed as true and accurate

Mayor G Gear


Date

18 / 7 / 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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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 M Sandford 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 G Barber

Cr D Macphail (*until 8:39pm*)

Cr K Mair

Cr N Robins

Cr C Ross

Cr M Sandford

Cr J Spanbroek (*electronic attendance*)

Cr M Woodall (*electronic attendance*)

Cr N Pazolli (*electronic attendance*)

Ward

Bicton - Attadale - Alfred Cove Ward

Bateman - Kardinya - Murdoch Ward

Central Ward

Bateman - Kardinya - Murdoch Ward

Applecross - Mount Pleasant 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

Mr G Ponton (*electronic attendance*)

Manager Strategic Urban Planning

Mr K Khalil

Traffic and Road Safety Coordinator

Ms T Hardmeier

Acting Head of Governance

Ms M Smith Poulton

Governance Officer

At the commencement of the meeting:

Public Gallery 14

Electronic 8

Press 0

Apologies

Cr K Wheatland

Palmyra - Melville - Willagee Ward

On Approved Leave of Absence

Cr T Fitzgerald (Deputy Mayor)

Palmyra - Melville - Willagee Ward

Cr J Edinger

Bicton - Attadale - Alfred Cove 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

- **Mr G Larsen, Ms H Salmon, and Mr B Wittber Mount Pleasant**
Item E23/12 – Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant
- **Ms R Waldron-Hartfield, Mount Pleasant on behalf Council Reference Group**
Item E23/11 – Public Open Space – The Esplanade Mt Pleasant and Moreau Mews, Applecross

Approved Written Submission

- **City of Melville Residents and Ratepayers Association**
Item C23/4 – Draft CP-112 Customer Feedback Policy and Review of CP-101 Complaint Management Policy

5 DISCLOSURE OF INTEREST

5.1 Financial or Proximity Interests

Under sections 5.60A and/or 5.60B of the *Local Government Act 1995*

- **Cr G Barber – Stay and Discuss**
Item C23/47 Request to Attend Conference – Election Caretaker Period
- **Cr M Woodall – Leave**
Item E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant

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)

- **Cr G Barber – Stay and Discuss**
Item UP23/16 Investigation of Parking at the Alfred Cove Opal Aged Care Facility, Kitchener Road, Alfred Cove

6 PUBLIC QUESTION TIME

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

6.1 Questions Received with Notice

6.2 Questions Received at the Meeting

6.2.1 City of Melville Residents and Ratepayers Association

The following questions were received without notice:

Question 1

Why, in the Item CD24/4 report to Council, has the City said Customer Science delivered its final report on its Review of Complaints Management in December 2019 when that is not true?

Response

Upon further investigation the City can confirm it was the draft report that was delivered in December 2019, with the final report delivered in January 2020. The City apologises for this administrative error and thanks the City of Melville Residents and Ratepayers Association for bringing this to our attention.

Question 2

Why has the City and the CEO not ensured that both of the 2019 and 2020 Customer Science reports were included in the meeting papers, or published on the City's website, for the community to inspect given the significance of the Customer Science reports to the CEO's Item CD23/4 recommendations and the fact that they were a direct consequence of the 2019 Authorised Inquiry report?

Response

The Customer Science reports were not included as attachments to the meeting papers as it was not considered necessary as these documents are extremely detailed and contain information not relevant to the report and recommendation. Information that is relevant to the recommendation has been summarised in the officer report. These reports have not been released publicly as they are internal, operational documents.

Question 3

Why hasn't the CEO made available his 'operational' procedures for the community to inspect so that it can properly consider the adequacy of the City's overall complaint management, investigation and resolution framework and processes?

Response

The City's complaints management, investigation and resolution procedures are informed by best-practice and are regularly reviewed by external bodies with expertise in this area. It is considered that these bodies are best placed to comment on the adequacy of the framework and processes, as they are independent and experts in this topic.

The City however does regularly review its procedures based on feedback informally collected from customers and other stakeholders who have engaged in the City's complaints management processes, as they have had first-hand experience with the processes.

Although the City's complaints management procedures are not publicly available, the City has a number of other documents about its complaints management processes available on [its website](#), including its complaints management policy, customer feedback policy and customer first charter and standards.

6.3 Questions Taken on Notice at Previous Meeting

Responses to questions taken on notice at the previous meeting can be found in the Agenda for the Ordinary Meeting of Council to be held 18 July 2023.

At 6:35pm, 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

10 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

That the meeting may close to the members of the public, if required, to allow for items and attachments deemed confidential in accordance with Section 5.23(c) of the *Local Government Act 1995* to be discussed behind closed doors:

- 17.1 Notice of Motion - Compensation Claim (Confidential Item)

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 6:37pm, the Mayor brought forward item E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant for the convenience of those providing a deputation.

At 6:49pm, having declared an interest in relation to the item, Cr M Woodall left the meeting.

At 7:00pm, Mr P Varelis left the meeting.

At 7:02pm, Mr P Varelis returned to the meeting.

E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant

Deputations At 6:37pm, Mr G Larsen, Mr B Wittber, and Ms H Salmon gave a deputation which concluded at 6:43pm. At 6:51pm, Mr G Larsen, Mr B Wittber, and Ms H Salmon returned to the Public Gallery.

Officer Presentation At 6:51pm, Mr M McCarthy, Director Environment and Infrastructure responded to questions which concluded at 7:03pm.

Disclosure of Interest Cr M Woodall – Leave

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:

- Road safety project expenditure

SUMMARY

The Council resolved at its Ordinary Meeting of 18 and 19 April 2023 that traffic treatments on Bombard Street be investigated. A petition was also received at the Ordinary Council Meeting of 20 June 2023 regarding speed concerns on Mitchell Street Mount Pleasant, which runs parallel to Bombard Street. These two issues are considered in this report.

Bombard Street has the following traffic treatments already in place which have significantly reduced crashes and improved road safety:

- Speed plateaus west of Tain Street (installed pre-2002)
- Roundabout at Bombard Street/Reynolds Road (installed 2013)
- Roundabout at Bombard Street/Ardross Street (installed 2017)
- Children's Crossing on Bombard Street near Tain Street (installed 2022)

In February 2018, the City installed traffic island with pedestrian crossing facility on Mitchell Street at the intersection with Coogee Road to slow the speed of traffic turning from Coogee Road onto Mitchell Street thus improving the safety at the intersection.

Mitchell Street has not had any additional traffic control measures installed as these have not been warranted to date.

The City receives many requests from residents for traffic treatments for a variety of reasons. Prior to any change to the road network and road conditions, the City undertakes a thorough investigation to assess the road condition and the factors that influence traffic flow and speed. This traffic assessment includes the following:

- Site inspections
- Recorded traffic count data comprising of speed, classification of vehicles and traffic volumes
- Crash history
- Road design
- Topography of the land
- Vulnerable road users
- Activity generators.

Crash history obtained from Main Roads WA for a five-year period between January 2018 to December 2022, shows that crashes in this area are within expected levels. Earlier traffic interventions installed by the City have significantly reduced crashes and improved road safety on Bombard Street.

The traffic survey results indicate that the volumes of traffic on Bombard Street and Mitchell Street are within the capacity for local access roads, as defined in the Metropolitan Road Hierarchy.

The Traffic Management Warrant System analysis for Bombard Street and Mitchell Street indicated that traffic treatments were not needed at this stage and the site should be monitored with traffic surveyed again in two years (2025).

It has been suggested that Bombard Street has a similar issue to Macrae Road before the closure at Glenelg Street was put into place. However, the traffic data does not suggest this is the case with peak traffic on Macrae Road before the closure over double the peak traffic volume of Bombard Street. It also had a high incidence of bike crashes.

In terms of pedestrian safety, there is a path installed on Mitchell Street between Simpson Street and Ardross Street however, there is no path east of Ardross Street. This segment is listed for consideration on the future capital works program but due to the priority score related to this path section, it is unlikely to be installed within the next five years due to other higher priorities.

The investigation has concluded that at this stage traffic treatments are not warranted on Bombard Street or Mitchell Street.

OFFICER RECOMMENDATION

That the Council:

1. **Notes that no further traffic treatments are warranted on Bombard Street and Mitchell Street at this stage; and**
2. **Notes that the City will conduct further traffic monitoring in this area in 2025; and**
3. **Direct the CEO to inform the lead petitioner on the outcome of the traffic investigation on Mitchell Street.**

At 7:04pm, the Mayor brought forward item E23/11 Public Open Space – The Esplanade Mt Pleasant and Moreau Mews, Applecross for the convenience of those providing a deputation.

At 7:05pm, Cr M Woodall returned to the meeting.

At 7:33pm, Cr G Barber left the meeting.

At 7:36pm, Cr G Barber returned to the meeting.

E23/11 Public Open Space - The Esplanade Mt Pleasant and Moreau Mews Applecross

Deputations	At 7:04pm, Ms R Waldron-Hatfield gave a deputation which concluded at 7:14pm. At 7:15pm, Ms R Waldron-Hatfield returned to the Public Gallery.
Officer Presentation	At 7:15pm, Mr M McCarthy, Director Environment and Infrastructure responded to questions which concluded at 7:46pm.
Disclosure of Interest	Nil
Notes from Forum	General Discussion took place regarding the item and officer recommendation.

SUMMARY

- At the April 2023 Ordinary Meeting of Council, Council resolved to forthwith progress conversion of 100% of the sites at:
 - 13 The Esplanade and 64 Kishorn Road, Mt Pleasant to public open space.
 - 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross to public open space.
- The City’s proposed date to commence construction of the site at 13 The Esplanade and 64 Kishorn Road in Mt Pleasant is the 2024-2025 financial year at the conclusion of community engagement and the design process in 2023-2024.
- The construction costs associated with The Esplanade project is estimated to be \$1,000,000 to \$1,500,000 based on initial concept designs.
- The City’s proposed date to commence construction of the site at 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews in Applecross is the 2028-2029 financial year at the conclusion of existing lease arrangements, community engagement, master planning and the design process.

- The construction costs associated with Moreau Mews project is estimated to be a multi-million-dollar project noting that a conceptual design has yet to be prepared for the site. It is estimated that a budget of \$4,000,000 will be the required for inclusion in the Long Term Financial Plan for park construction.
- Community consultation, master planning and concept design for the Moreau Mews project is planned to be undertaken in 2025-2026 and 2026-2027 with final design, tender specification and procurement in 2027-2028.
- The Officer recommendation is to employ a temporary full-time employee (\$120,000 per annum) to manage the City's construction projects in the Canning Bridge Precinct.

OFFICER RECOMMENDATION

That the Council:

1. **Adopt the proposed development timeline for the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant for community consultation and design in 2023-2024 and provide funding for construction to commence in the 2024-2025 financial year.**
2. **Adopt the proposed development timeline for the site at 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross for community consultation and master planning initiation in 2025-2026 and funding for construction to commence in the 2028-2029 financial year.**
3. **Supports funding to employ a temporary full-time employee to manage City's construction projects in the Canning Bridge Precinct starting in the 2024-2025 financial year.**

Management Services**M23/9 Council Policy CP-005 Land and Property Retention, Disposal and Acquisition Policy Review**

Deputations	Nil
Officer Presentation	At 7:47pm, Mr M Tieleman, Chief Executive Officer responded to questions on the matter which concluded at 8:00pm.
Disclosure of Interest	Nil
Notes from Forum	General Discussion took place regarding the item and officer recommendation.

SUMMARY

- At the 16 May 2023 Ordinary Meeting of Council, a notice of motion resolved to review the Council Policy CP-005 Land and Property Retention, Disposal and Acquisition Policy. This included an Elected Members workshop held on Tuesday 27 June 2023 to discuss strategic objectives of the policy.
- CP-005 was last reviewed in 2017 and officers recommend that the Policy as revised, be updated and renamed to reflect the current strategic objectives of the Council for the City's land and property assets.

OFFICER RECOMMENDATION

That the Council adopt the revised, updated and renamed Council Policy CP-005 Strategic Land Management Policy

Items Brought Forward

At 7:48pm, the Presiding Member brought forward item UP23/18 Kardinya District Centre Activity Centre Plan and Associated Scheme Amendment No 15 for the convenience of those in the gallery.

UP23/18 Kardinya District Centre Activity Centre Plan and Associated Scheme Amendment No 15.

Deputations	Nil
Officer Presentation	At 7:48pm, Mr P Varelis, Director Planning and Mr G Ponton, Manager Strategic Urban Planning responded to questions which concluded at 7:55pm.
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:

- Provide a copy of the legal advice received in relation to the matter
- Removal of Restrictive Covenant in relation to National Competition Policy

SUMMARY

1. Further to receipt of a proposed Activity Centre Plan (ACP) for the Kardinya District Centre on 15 May 2020, the City of Melville (City) was required to provide a recommendation to the Western Australian Planning Commission (WAPC) as to whether it:
 - (a) Supports the proposed ACP submitted for the Kardinya District Centre.
 - (b) Supports a modified version of the proposed ACP.
 - (c) Does not support the ACP.
2. The City is also required to consider the initiation of an amendment to LPS 6 to support implementation of the proposed ACP.
3. The ACP has been prepared by a private landowner and under the Planning and Development (Local Planning Scheme) Regulations 2015 (Regulations), the City is required to assess and advertise it for community comment prior to referring it for determination to the WAPC.
4. The ACP is assessed under State Planning Policy 4.2 – Activity Centres (SPP4.2) which requires an ACP to be prepared for all District Centres and sets out a range of matters that must be addressed in an ACP.
5. There are a number of matters for consideration within the ACP as submitted with the main issues related to the proposed ACP boundary, densities and maximum heights.
6. Initial advertising of the submitted ACP (July – August 2020) resulted in a substantial response with the majority of submissions /comment received objecting to the proposed ACP as advertised.
7. The main concerns related to proposed densities and heights and possible traffic issues arising from them.
8. The ACP as originally submitted was not supported.
9. Modifications can be made to the ACP that will address the issues identified and are considered to achieve an acceptable balance between the requirements of the State Planning Framework, community concerns and the City's requirements to assess the ACP.
10. Balanced modifications that meet policy requirements while responding to the issues identified and raised by the community are considered the most effective means of securing the best outcome for the City and various stakeholders.
11. Council considered the proposed ACP as submitted at its meeting of 17 November 2020 and resolved to advertise proposed modifications for community comment.
12. Council further considered the proposed ACP subsequent to advertising of the proposed modifications at its meeting of 16 March 2021 and resolved to recommend to the WAPC that the proposed ACP only be approved subject to the modifications identified.
13. The Statutory Planning Committee (SPC) under delegation from the WAPC considered the City's recommendation at its meeting of 21 September 2021 and resolved to make further modifications to the City's recommended modified ACP and that this further modified ACP be advertised and that a Scheme Amendment to implement the proposed ACP be initiated and advertised.
14. These modifications included changes to the boundary of the ACP area and increases to maximum heights permissible in the core precinct of the ACP.
15. At its meeting of 13 December 2022, Council resolved to initiate Scheme Amendment No.15 and advertise the SPC proposed modifications concurrently.
16. Advertising has now been completed and submissions received on both the SPC modified ACP and proposed Scheme Amendment No.15.

17. The content of submissions received did not result in anything being raised that would warrant a change in the Council's original position with many submissions requesting this position be maintained.
18. The Council is now required to provide a recommendation to the WAPC in relation to the ACP and to the Minister for Planning in relation to proposed Scheme Amendment No.15.
19. It is recommended that the Council maintains its support for the modified version of the ACP that it previously supported and similarly that Amendment No. 15 be only approved if modified to reflect the version of the ACP previously supported by Council.

OFFICER RECOMMENDATION

1. **That the Council in reference to the proposed Kardinya District Centre Activity Centre Plan advises the Western Australian Planning Commission that:**
 - (a) **The City of Melville has advertised modifications to the Kardinya District Activity Centre Plan in accordance with the instructions from the Statutory Planning Committee of the Western Australian Planning Commission dated 21 September 2021, pursuant to Clause 22 (2) of Schedule 2, Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2105.**
 - (b) **Results of the advertising period are included in a Schedule of Submissions and associated documentation now forwarded to the Western Australian Planning Commission.**
 - (c) **The Council having regard to the results of the advertising period, the existing planning framework and the principles of orderly and proper planning, does not support the modifications proposed to the Kardinya District Centre Activity Centre Plan by the Statutory Planning Committee.**
 - (d) **In lieu of the modifications identified by the Statutory Planning Committee, the Council recommends that the proposed Kardinya District Centre Activity Centre Plan be further modified to revert to the modifications as recommended by Council on 16 March 2021.**
 - (e) **The Council notes the concerns raised by Main Roads Western Australia with respect to aspects of the Kardinya District Centre Activity Centre Plan and understands the Western Australian Planning Commission will satisfactorily respond to these issues ahead of determination of the Plan.**
 - (f) **Further to (e) above, the Council notes a Main Roads Western Australia proposal to use the Activity Centre Plan to seek widening of a portion of Gilbertson Road to increase capacity at the South Street/Gilbertson Road intersection. The Council does not support the use of the Activity Centre Plan for this purpose and requires that any land identified for enhancement of the South Street intersection to be appropriately designated as part of the Primary Regional Road Reserve.**
2. **That the Council, in reference to proposed Scheme Amendment No.15 to Local Planning Scheme 6, advises the Western Australian Planning Commission that:**
 - (a) **The City has advertised Scheme Amendment No. 15 to Local Planning Scheme No.6 inclusive of modified content to align with the modifications to the Kardinya District Activity Centre Plan in accordance with the instructions from the Statutory Planning Committee of 21 September 2021.**
 - (b) **Results of the Scheme Amendment advertising period are included in a Schedule of Submissions and associated documentation now forwarded to the Western**

Australian Planning Commission.

- (c) The Council, having regard to the results of the advertising period, the existing planning framework and the principles of orderly and proper planning, resolves not to support Scheme Amendment No.15 to Local Planning Scheme 6.
- (d) The Council advises that it may support an amendment to Local Planning Scheme No.6 that aligns with the suite of modifications to the proposed Kardinya District Centre Activity Centre Plan as recommended by Council on 16 March 2021.
- (e) Proposed Scheme Amendment No.15 to Local Planning Scheme 6 raises issues with respect to extinguishment of property rights. Whilst the intent of these provisions are supported in the interest of orderly and proper planning they are highlighted to the Western Australian Planning Commission for appropriate consideration of planning merit and timing should the Scheme Amendment be supported.

Corporate Services**C23/47 Request to Attend Conference - Election Caretaker Period**

At 8:05pm, the Mayor with the approval of the Council consented to Cr G Barber's request to stay and discuss the item, having declared a financial interest – detailed in Item 5.1

Deputations	Nil
Officer Presentation	At 8:05pm, Mr M Tieleman, Chief Executive Officer responded to questions which concluded at 8:07pm.
Disclosure of Interest	Cr G Barber – Stay and Discuss
Notes from Forum	General Discussion took place regarding the item and officer recommendation.

SUMMARY

- A request has been received from an Elected Member to attend the Climate Summit for Local Government 2023 (6 – 8 September 2023) in Melbourne.
- In accordance with CP-092 Elected Member Professional Development, Elected Members wishing to attend a conference after 30 June in the year their term of office ends and where they have insufficient training funds, must seek approval from the Council.

OFFICER RECOMMENDATION**That the Council:**

1. **Not support the attendance of Cr G Barber at the Climate Summit for Local Government 2023, to be held 6 – 8 September 2023 in Melbourne, due to the requirements of CP-092 Elected Members Professional Development and the time of the 2023 Local Government Election.**
2. **Reimburse Cr G Barber the costs associated with attendance at the Climate Summit for Local Government 2023, to be held 6 – 8 September 2023 in Melbourne, should Cr G Barber attend at her own cost and be successful in being re-elected in the October 2023 Local Government Election.**

C23/48 Delegates to the Western Australian Local Government Association Annual General Meeting 2023

Deputations	Nil
Officer Presentation	At 8:07pm, 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

- The Western Australian Local Government Association (WALGA) Annual General Meeting will be held on Monday, 18 September 2023.
- The Council may nominate two voting delegates and two proxy delegates to represent the City of Melville and attend and vote at the Western Australian Local Government Association Annual General Meeting.

OFFICER RECOMMENDATION**That the Council:****1. Nominate the following Elected Members as the City of Melville delegates:**

1. Cr
2. Cr

And the following Elected Members to be proxy voting delegates:

1. Cr

to the Western Australian Local Government Association Annual General Meeting to be held on Monday, 18 September 2023.

2. **Confirms that Councillor is to be the Proxy Member one and Councillor is to be the Proxy Member two.**
3. **Requests the Chief Executive Officer to forward advice of the City of Melville nominees for the Western Australian Local Government Association Annual General Meeting to the Western Australian Local Government Association by the deadline of 8 September 2023.**

C23/49 Common Seal Register July 2023

Deputations	Nil
Officer Presentation	At 8:08pm, 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 details the documents to which the City of Melville Common Seal has been applied for the period from 19 April 2023 up to and including 21 June 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 April 2023 up to and including 21 June 2023 for the Council's noting.

C23/50 Statements of Financial Activity for May 2023

Deputations	Nil
Officer Presentation	At 8:08pm, 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 Statements of Financial Activity by Nature or Type and Rate Setting Statement by Program and Nature or Type, for the period ending 31 May 2023 and recommends that they be noted by the Council.
- The variances for the month of 31 May 2023 and recommends that they be noted by the Council.
- The Budget amendments required for the month of 31 May 2023 and July 2023 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 2023 as detailed in the following attachments:**
 - **Statement Nature Type May 2023**
 - **Rate Setting Nature Type May 2023**
 - **Rate Setting Program May 2023**
 - **Net Working Capital May 2023**
 - **Reconciliation Net Working Capital May 2023**
 - **Notes Rate Setting Program May 2023**
 - **Budget Amendments May 2023**
 - **Summary Rate Debtors May 2023**
 - **General Debtors Aged 90 Days May 2023**
 - **Rates Collection Graph May 2023**
2. **By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for May 2023 and July 2023.**

C23/51 Investment Statements for May 2023

Deputations	Nil
Officer Presentation	At 8:08pm, 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 investment statements for the period ending 31 May 2023 for the Council's information and noting.

OFFICER RECOMMENDATION

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

C23/52 Schedule of Accounts Paid for May 2023

Deputations	Nil
Officer Presentation	At 8:08pm, 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 May 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 May 2023 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in the attachment, Payment Details May 2023.

Community Development**CD23/4 Draft CP-112 Customer Feedback Policy and Review of CP-101 Complaint Management Policy**

Deputations	At 8:08pm, the Mayor advised that a Written Submission in relation to this item has been received. Written Submission – City of Melville Residents and Ratepayers Association .
Officer Presentation	At 8:08pm, Ms G Bowman, Director Community Development responded to questions which concluded at 8:10pm.
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:

- Officer Advice Note in relation to the Written Submission

SUMMARY

- This Item proposes to withdraw the draft Customer Feedback Policy CP-112 initially put forward as a proposed new Council Policy in August 2020 and seeks Council endorsement of the updated Customer Complaints Management Policy CP-101.
- Several Operational Policies have been updated to provide direction in documenting and managing customer feedback, compliments, and complaints.
- In addition, a report is provided annually to the Governance Committee to inform Council on customer service data, trends, issues, and improvements.

OFFICER RECOMMENDATION**That the Council:**

1. **Notes there are a number of operational documents and policies that guide the City's Customer Service Approach.**
2. **Approves the updated Complaints Management Policy CP-101.**
3. **Approves the withdrawal of proposed draft CP-112 Customer Feedback Policy.**
4. **Notes that an annual report is provided to the Governance Committee on customer service data, trends, issues, and improvements to the next meeting after 31 August each year.**

CD23/5 City of Melville Tennis Strategy

Deputations	Nil
Officer Presentation	At 8:11pm, Ms G Bowman, Director Community Development responded to questions which concluded at 8:15pm.
Disclosure of Interest	Nil
Notes from Forum	General Discussion took place regarding the item and officer recommendation.

SUMMARY

- At the August 2022 Ordinary Meeting of Council, Council resolved to defer the City of Melville Tennis Strategy to the November 15 Ordinary Meeting of Council to allow for additional consultation with clubs to take place and to workshop the strategy with Elected Members
- Additional engagement and meetings with clubs took place in late 2022
- Two Elected Member workshops also took place in late 2022 (one with Tennis Clubs and Tennis West, and one with City officers)
- A number of Council decisions have been made in 2023 relating to tennis infrastructure and facilities.
- The updated City of Melville Tennis Strategy includes amendments that reflect:
 - The additional engagement and feedback received from tennis stakeholders
 - A stronger alignment to strategic City of Melville priorities and strategies
 - Council decisions made in early 2023

OFFICER RECOMMENDATION

1. **That the Council Endorse the City of Melville Tennis Strategy as the guiding document for the sport of tennis within the City of Melville; and**
2. **Note that any future funding requirement to deliver on the priorities and recommendations in the City of Melville Tennis Strategy will be subject to Council approval via the Annual Budget process.**

CD23/6 Local Emergency Management Arrangements 2023

Deputations	Nil
Officer Presentation	At 8:13pm, Ms G Bowman, Director Community Development responded to questions which concluded at 8:15pm.
Disclosure of Interest	Nil
Notes from Forum	General Discussion took place regarding the item and officer recommendation.

SUMMARY

- Section 41 of the *Emergency Management Act 2005* requires that a Local Government is to ensure that Local Emergency Management Arrangements (LEMAs) are prepared.
- Local Emergency Management Arrangements are to be consistent with the State Emergency Management Policies and State Emergency Plans.
- Local Emergency Management Arrangements are to include a Local Recovery Plan (LRP) and the nomination of a Local Recovery Coordinator (LRC).
- The Local Emergency Management Committee reviewed and endorsed the Local Emergency Management Arrangements 2023 on the 28 June 2023 for submission to Council for endorsement.
- Copies of the Local Government's Emergency Management Arrangements are to be delivered to the State Emergency Management Committee (SEMC) as soon as practicable after they are prepared and endorsed.

OFFICER RECOMMENDATION

That the Council endorse the Local Emergency Management Arrangements 2023 for submission to the State Emergency Management Committee.

Environment and Infrastructure**E23/11 Public Open Space - The Esplanade Mt Pleasant and Moreau Mews Applecross**

This item has been brought forward in the agenda for the convenience of those providing a deputation – please see page 13.

E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant

This item has been brought forward in the agenda for the convenience of those providing a deputation – please see page 11.

E23/13 Corporate Climate Action Plan

Deputations	Nil
Officer Presentation	At 8:16pm, Mr M McCarthy, Director Environment and Infrastructure responded to questions which concluded at 8:25pm.
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:

- Costs to date associated with the Climate Emergency Declaration and Climate Action Plan

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 draft Corporate Climate Action Plan for the City as an organisation to be carbon neutral by 2030 has been prepared for Council consideration
- A detailed climate action implementation schedule will be prepared each year based on short term and medium-term actions, with a review of the Corporate Climate Action Plan every two years (2025, 2027 and 2029)
- It is 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
- The officers recommend adopting the Corporate Climate Action Plan, noting there is adequate funding in the 2023-2024 budget to progress high priority, short term actions

OFFICER RECOMMENDATION

That the Council endorse the Corporate Climate Action Plan.

Urban Planning**UP23/16 Investigation of Parking at the Alfred Cove Opal Aged Care Facility, Kitchener Road, Alfred Cove**

At 8:25pm, the Mayor with the approval of the Council consented to Cr G Barber's request to stay and discuss the item, having declared a impartiality interest – detailed in Item 5.2

At 8:37pm, Cr J Spanbroek left the meeting.

At 8:38pm, Cr J Spanbroek returned to the meeting.

Deputations Nil

Officer Presentation At 8:25pm, Mr P Varelis, Director Planning and Mr M McCarthy, Director Environment and Infrastructure responded to questions which concluded at 8:38pm.

Disclosure of Interest Cr G Barber – Stay and Discuss

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:

- Confirm the width of Cotterill Street, Myaree

SUMMARY

1. In March 2023, Council considered a Notice of Motion and resolved to direct the Chief Executive Officer to prepare a report investigating parking concerns and potential solutions at and around the Alfred Cove Opal Aged Care facility on the corner of Kitchener Road and Cotterill Street, Myaree.
2. The concerns relate to insufficient parking at the facility, resulting in parking congestion in surrounding streets and insufficient parking spaces for visitors.
3. Investigations have established that the on-site parking is provided in accordance with the relevant planning approval.
4. The ability to provide additional street parking adjacent to the site has been explored but is not able to be implemented for safety reasons. It's noted that opportunities for additional staff parking are available in surrounding streets and at the nearby Harry Clemens Reserve and Marmion Reserve.
5. Solutions are identified to encourage the aged care centre to manage staff parking more effectively and to introduce designated bays reserved for visitor use.

OFFICER RECOMMENDATION**That Council:**

1. **Note the findings into the investigation of parking concerns and potential solutions at the Opal Aged Care Centre, Kitchener Road, Alfred Cove as outlined in this report; and**
2. **Endorse proposed parking management improvements outlined in this report, namely further negotiations with the Centre Operator seeking:**
 - a) **Improvements to management of on-site bays including review of TravelSmart initiatives, alternative travel options for staff and utilising nearby off-site parking in peak periods.**
 - b) **The identification and reserving of specific on-site bays for use only by visitors to the facility during visiting hours.**

UP23/17 Contact with Developers - Policy and Register

Deputations	Nil
Officer Presentation	At 8:38pm, Mr P Varelis, Director Planning 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

1. At the 18 October 2022 Ordinary Meeting of Council (OMC), it was resolved that investigations be undertaken regarding the need for a policy and/or registration system to manage and record elected member and staff contact with property developers.
2. Results of investigations established that existing governance processes and record keeping protocols suitably address staff and elected member contact with developers. Accordingly, establishment of an additional policy and developer contact register is not considered necessary.
3. Draft Council policies providing additional guidance regarding staff and elected member contact with developers have been prepared to assist Council in making a determination on this matter.

OFFICER RECOMMENDATION**That Council:**

1. **Note the findings of the investigations into the need for specific Council policies dealing with staff and Elected Member contact with developers as outlined in this report.**
2. **Not proceed with a Council policy and associated contact register with regard to staff and Elected Member contact with developers given that such contact is suitably managed through existing governance controls, the planning framework and record keeping protocols.**

UP23/18 Kardinya District Centre Activity Centre Plan and Associated Scheme Amendment No 15.

This item has been brought forward in the agenda for the convenience of those providing a deputation – please see page 15.

UP23/19 Three Storey Single House at Lot 218 (No. 80) Moreing Road, Attadale

This Council Call-Up request has been withdrawn by Cr G Barber as issues related to the proposed development have been resolved between the applicant and submitters.

13 MOTIONS WITH PREVIOUS NOTICE

13.1 Notice of Motion - Duck and Dive Report

At 8:39pm, Cr D Macphail left the meeting and did not return.

Deputations	Nil
Officer Presentation	At 8:39pm, Mr M McCarthy, Director Environment and Infrastructure responded to questions which concluded at 8:39pm.
Disclosure of Interest	Nil
Notes from Forum	General Discussion took place regarding the motion.

MOTION

That the Council resolves to direct the CEO to:

- A. Immediately publicise the Report received from consultants Hatch Roberts Day on the Main Roads proposal for the construction of a Duck and Dive section of road-way in Canning Highway between Canning Bridge and Riseley Street and invite public comments; and**
- B. Form a reference group comprised of elected members and City officers to consider and prepare an alternative proposal to the Duck and Dive proposal; and**
- C. Council authorises the reference group to lobby the relevant Minister or Ministers to cease consideration of the Duck and Dive proposal and to consider any alternatives presented by the reference group as approved by Council.**

14 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

15 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC**17.1 Notice of Motion – Compensation Claim**

Deputations	Nil
Officer Presentation	At 8:39pm, 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 motion.

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 J Spanbroek, Cr M Woodall, and Cr N Pazolli were still in attendance electronically and declared the meeting closed at 8:40pm.