



City of
Melville

NOTES

AGENDA BRIEFING FORUM

6:30 PM Tuesday, 9 May 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 Surname _____

Date _____



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

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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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	Nil.	
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	Nil.	
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	Nil.	
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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 Robins 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 J Edinger

Cr G Barber

Cr K Mair

Cr N Robins

Cr M Sandford

Cr J Spanbroek

Cr M Woodall (Electronic attendance)

Cr N Pazolli (Electronic attendance)

Ward

Palmyra - Melville - Willagee Ward

Bicton - Attadale - Alfred Cove Ward

Bicton – Attadale – Alfred Cove 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

Ms G Bowman

Mr M McCarthy

Mr P Varelis

Ms K Brosztl

Ms C Newman

Ms R Davis

Chief Executive Officer

Director Community Development

Director Environment & Infrastructure

Director Urban Planning

Manager Engineering Design

Head of Governance

Governance Officer

At the commencement of the meeting:

Public Gallery 1

Electronic 2

Press 0

Apologies

Nil

On Approved Leave of Absence

Cr D Macphail

Bateman - Kardinya - Murdoch Ward

Cr C Ross

Applecross - Mount Pleasant Ward

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 Barber has declared that due to personal reasons has not read all of the Business Papers.

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 M FitzGibbon, Melville**
Item E123/4032 Roadside Kerb Design

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*

- Cr J Edinger
Item E23/4031 - Piney Lakes Sensory Play Park - Amphitheatre Upgrade

5.2 Disclosure of Interest That May Cause a Conflict

Under 22 *Local Government (Model Code of Conduct) Regulations 2021* or a City of Melville (Code of Conduct)

Nil.

6 PUBLIC QUESTION TIME

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

6.1 Questions Received with Notice

Nil.

6.2 Questions Received at the Meeting

Nil.

6.3 Questions Taken on Notice at Previous Meeting

This item will be dealt with at the Ordinary Council Meeting

AT 6:33PM THE PRESIDING MEMBER CLOSED PUBLIC QUESTION TIME.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Council Meeting

8 NEW BUSINESS OF AN URGENT NATURE

Nil.

9 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil.

10 PETITIONS

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

11 REPORTS

11.1 Reports from Committees

Nil.

11.2 Reports of the Chief Executive Officer

At 6:35pm the Mayor brought forward Item E23/4032 Roadside Kerb Design for the convenience of those giving a deputation.

Item Brought Forward

E23/4032 Roadside Kerb Design

Deputations	At 6:35pm Mr M FitzGibbon of Melville gave a deputation which concluded at 6:44pm. At 6:56pm Mr FitzGibbon returned to the Public Gallery.
Officer Presentation	At 6:56pm Mr M McCarthy and Ms K Brosztl were available to respond to questions on the matter which concluded at 7:10pm.
Disclosure of Interest	Nil.
Notes from Forum	General Discussion was held on this matter.

SUMMARY

- At the 21 February 2023 Council Meeting the Council considered an Officer report on a motion that was supported at the General Meeting of Electors for the Council to discontinue the installation of “semi-mountable kerb” and revert back to “barrier kerb”.
- At that meeting it was advised that the City is organising an information session for Elected Members with relevant agencies and the mover of the motion being invited.
- The Council resolved to defer consideration of the motion from the General Meeting of Electors until after the briefing session had been held.
- The Council further resolved that this matter be reconsidered at the 16 May 2023 Ordinary Meeting of Council.
- It would create undesirable design constraints and be inconsistent with industry practice to completely stop installing a particular kerb type which is recommended for use in many situations. It could also reduce the safety level of some designs.
- There is no data to suggest the City’s current approach to kerb installation is unsafe.
- The information session was held on Tuesday 21 March 2023.
- The expert panel from external agencies supported the City’s approach to kerb type choice.
- The City’s approach to kerb type choice is similar to other Local Governments in the Metropolitan area.
- It is recommended that the City continue it’s approach to choosing kerb type on a case by case basis.

OFFICER RECOMMENDATION

That Council note Motion 1 carried at the Annual Electors Meeting held 6 February 2023, relating to the City discontinuing the installation of “semi-mountable kerb” and reverting back to “barrier kerb”, and the mover of the motion be acknowledged for his continuing interest in road safety issues and that he be advised that the City will continue to choose kerb type on a case by case basis as outlined in the report.

At 7:07pm Mr Varelis left the meeting and returned at 7:08pm.

At 7:08 pm Cr G Barber left the meeting.

At 7:09 pm Cr G Barber returned to the meeting.

Management Services

Nil.

Corporate Services**C23/6000 Investment Statements for March 2023**

Deputations Nil

Officer Presentation Mr Tieleman was available to take questions on the item at 7:11pm.

Disclosure of Interest Nil

Notes from Forum No discussion was held on this matter.

SUMMARY

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

OFFICER RECOMMENDATION

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

C23/6001 Schedule of Accounts Paid for March 2023

Deputations	Nil
Officer Presentation	At 7:11pm Mr Tieleman took questions on the item which concluded at 7:13pm.
Disclosure of Interest	Nil
Notes from Forum	General Discussion was held on this matter.

SUMMARY

This report presents the details of payments made under delegated authority to suppliers for the period of March 2023 and recommends that the Schedule of Accounts Paid be noted.

OFFICER RECOMMENDATION

That Council notes the Schedule of Accounts paid for the period March 2023 as approved by the relevant senior officers in accordance with delegated authority DA-035 and detailed in attachment 6001 Payments Made March 2023.

At 7:11 pm Cr M Sandford left the meeting.

At 7:12pm Mr McCarthy left the meeting.

At 7:12pm Ms Brosztl left the meeting and did not return.

C23/6002 Statements of Financial Activity for March 2023

Deputations	Nil
Officer Presentation	Mr Tieleman was available to take questions on the item at 7:11pm.
Disclosure of Interest	Nil
Notes from Forum	No discussion was held on this matter.

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 March 2023 and recommends that they be noted by the Council.
- The variances for the month of 31 March 2023 and recommends that they be noted by the Council.
- The Budget amendments required for the month of 31 March 2023 and recommends that they be adopted by Absolute Majority decision of the Council.

OFFICER RECOMMENDATION

1. That Council notes the Rate Setting Statement and Statements of Financial Activity for the month ending 31 March 2023 as detailed in the following attachments:

Statement Nature Type March 2023

Rate Setting Program March 2023

Rate Setting Nature Type March 2023

Net Working Capital March 2023

Reconciliation Net Working Capital March 2023

Notes Rate Setting Statement March 2023

Budget Amendments March 2023

Summary Rate Debtors March 2023

Rates Collection Graph March 2023

General Debtors Aged 90 Days March 2023

2. By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for March 2023.

C23/5000 Common Seal Register May 2023

Deputations Nil

Officer Presentation Ms Newman was available to take questions on the item at 7:13pm.

Disclosure of Interest Nil.

Notes from Forum No Discussion was held on this matter.

SUMMARY

This report details the documents to which the City of Melville Common Seal has been applied for the period from 28 February 2023 up to and including 18 April 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 28 February 2023 up to and including 18 April 2023 for the Council's noting.

Community Development**CD238159 Review of Dog Exercise Areas****Deputations** Nil.**Officer Presentation** At 7:13pm Ms Bowman answered questions on this item which concluded at 7:18 pm.**Disclosure of Interest** Nil.**Notes from Forum** General discussion was held on this matter.

At 7:15 pm Cr M Sandford returned to the meeting.

SUMMARY

- At the 20 July 2021 Meeting the Council considered public submissions in relation to the review of dog exercise areas in the City.
- During the public comment period members of the public were encouraged not to restrict their comments only to the officer's recommendations.
- 78 public submissions were received relating to 24 parks and foreshore areas, expressing a diversity of views.
- The Council resolved to reconfirm the dog access status of various reserves, specified four additional areas as dog exercise areas and cancelled the dog exercise status of five areas.
- The report also noted that a comprehensive review of all dog exercise areas against standard criteria be undertaken and reported back to Council in the future
- This report is recommending in the 2025/2026 financial year to again review the suitability of all parks for dogs to be either prohibited, on-leash or dog exercise areas (unleashed).

OFFICER RECOMMENDATION

That Council notes this report and the intent to complete a review of dog exercise areas within the City of Melville in the 2025/2026 Financial Year.

Environment and Infrastructure**E23/4032 Roadside Kerb Design****Item Brought Forward.**

See Page 9.

E23/4031 Piney Lakes Sensory Play Park - Amphitheatre Upgrade

At 7:19 pm having declared an interest, Cr J Edinger left the meeting.

At 7:19pm Mr McCarthy returned to the meeting.

At 7:20 pm Cr J Edinger returned to the meeting.

At 7:20 pm Cr K Wheatland left the meeting.

Item Deferred

See Page 15.

Urban Planning**UP23/4034 Two Storey Single Dwelling at Lot 1 (No 16A Electra Street, Bateman WA 6150)**

Deputations Nil.

Officer Presentation At 7:21pm Mr Varelis took questions on the matter which concluded at 7:26pm.

Disclosure of Interest Nil

Notes from Forum General Discussion was held on this matter.

- Investigate origins of the item and determine the actions going forward.

SUMMARY

- Development approval is sought for a two storey single dwelling at Lot 1 (No 16A) Electra Street, Bateman.
- The proposed development was presented to the Development Advisory Unit meeting held 4 April 2023 and a report was published on the City's website. The development application has been called up to Council for determination by Cr Barber on the basis that concerns have been expressed by neighbours.
- The details of the proposed development have been assessed against Local Planning Scheme No. 6 (LPS6), State Planning Policy 7.3 (SPP 7.3) - Residential Design Codes Volume 1 (R-Codes) and relevant local planning policies including Local Planning Policy 3.1 – Residential Development.
- The application was advertised in accordance with the provisions of the R-Codes, Planning and Development (Local Planning Scheme) Regulations 2015 and Local Planning Policy 1.1 Planning Process and Decision Making (LPP1.1).
- In response, two (2) submissions were received from the same neighbour objecting to the proposal.
- The proposed development requires a performance assessment in relation to lot boundary setbacks and visual privacy. An appraisal of these issues in relation to the concerns expressed by the neighbouring resident was provided in the DAU report that was published on the City's website and circulated to all Elected Members.
- Notwithstanding the objections received, it is considered that the development is acceptable when assessed against the relevant design principles of State Planning Policy 7.3 (SPP 7.3) - Residential Design Codes Volume 1 (R-Codes).
- It is recommended that approval be granted subject to conditions.

OFFICER RECOMMENDATION

That the application for a two storey single dwelling at Lot 1 (No. 16A) Electra Street, Bateman be approved subject to the following conditions:

1. The development the subject of this approval must comply with the approved plans at all times unless otherwise approved in writing by the City.
2. All stormwater generated on site is to be retained on site.
3. Temporary structures, such as prefabricated or demountable offices, portable toilets and skip bins necessary to facilitate storage, sales, administration and construction activities are permitted to be installed within the property boundaries of the subject site(s) for the duration of the construction period. These structures are to be located so not to obstruct vehicle sight lines of the subject site, the adjacent road network or of adjoining properties to the satisfaction of the City and are to be removed prior to initial occupation of the development.
4. Any street walls and fences (including the height of any retaining walls) constructed within the primary street setback area shall meet the requirements contained under clause 3 of Local Planning Policy *LPP3.1 Residential Development* to the satisfaction of the City.
5. Where a driveway meets the street, walls or fencing within sight line areas are to meet the requirements contained under clause 5 of Local Planning Policy *LPP3.1 Residential Development*, to the satisfaction of the City.
6. Prior to the initial occupation of the development, all unused crossover(s) shall be removed and the kerbing and road verge reinstated at the owners cost to the satisfaction of the City.
7. Prior to commencement of construction a crossover application shall be submitted to and approved in writing by the City's Technical Services department. The crossover shall be designed in accordance with the approved plans.

The crossover is to be constructed prior to the initial occupation of the development in accordance with the City's specifications, to the satisfaction of the City.

At 7:26 pm Cr K Wheatland returned to the meeting.

At 7:26pm having declared an interest Cr Edinger left the meeting.

E23/4031 Piney Lakes Sensory Play Park - Amphitheatre Upgrade

Deputations Nil.

Officer Presentation At 7:26pm Mr McCarthy was available to take questions on the matter.

Disclosure of Interest Cr Edinger – Financial Interest.

Notes from Forum No discussion was held on this matter.

SUMMARY

- To recommend the acceptance of a quotation submitted for the Piney Lakes Sensory Play Park – Amphitheatre Upgrade.

OFFICER RECOMMENDATION

That the Council

- 1. Accept the recommendation as contained in the Confidential Attachment –RFT222351 Contract and Tender Advisory Unit Minutes, and**
- 2. Upon resolution the recommendation, directs that the successful respondents' names and anticipated contract value be inserted below this point 2, awarded;**

At 7:26pm Cr Edinger returned to the meeting.

UP23/4030 Opportunities for Further Protection of Trees on Private Property

Deputations	Nil.
Officer Presentation	Questions only
Disclosure of Interest	At 7:26pm Mr Varelis was available to answer questions on the matter which concluded at 7:47pm.
Notes from Forum	General discussion was held on the matter. The CEO undertook to provide the presentation to Elected Members on Tree Canopy Aerial Data via the Elected Members Portal.

At 7:41 pm Cr T Fitzgerald left the meeting.

At 7:44 pm Cr T Fitzgerald returned to the meeting.

SUMMARY

Despite an increase in the number of trees larger than 3m in the public realm in the City, the City has suffered a decrease of 1.4% in its urban canopy from 2016 to 2022.

This report is in response to the Notice of Motion adopted in December 2022, requiring the CEO to report on:

- Opportunities for further protection of mature trees in light of the Town of Nedlands and City of South Perth's proposed amendments to their Local Planning Strategy requiring development approval for removal of mature trees;
- A realistic target for tree canopy coverage across the City, with specific targets for City controlled and private land; and
- Any other appropriate strategies or measures to ensure preservation of tree canopy coverage across the City of Melville.
- Taking the above into account, this report contains an Options Paper that outlines possible actions that are available to the City to protect existing trees on private land, including matters that can be considered to augment the local planning framework.

OFFICER RECOMMENDATION**That Council:**

1. **Notes the report on available options to provide additional protection of trees on private property**
2. **Commits to progressing further consideration of the actions outlined in section 4 of the Options Paper to increase its urban tree canopy.**
3. **The available options to provide protection of trees on private property be the subject of a workshop at a future Elected Member Engagement Session.**

UP23/4035 Naming of Section of Road Between Forbes Road and Carron Road, Applecross

Deputations	Nil
Officer Presentation	At 7:47pm Mr Varelis was available to answer questions which concluded at 7:48pm.
Disclosure of Interest	Nil.
Notes from Forum	General discussion was held on the matter.

SUMMARY

- The recent approval of a multi-storey development at 32A Kintail Road, Applecross has triggered the need to consider the clarification of naming of an unnamed portion of road located between Kintail Road and Tweeddale Road, Applecross.
- It was identified that, 32A Kintail Road and several other properties face this section of unnamed road, but their addresses are either Kintail Road or Tweeddale Road. This is inconsistent with the provisions of Council Policy No. CP- 068 'Street Numbering' and AS/NZS Standard 4819:2003: Geographic information – Rural and urban addressing which requires buildings to be given a street number from the street to which they have frontage.
- It is recommended that those properties with a frontage to the portion of street be provided with new addresses as part of this street naming process. This will improve way finding and to be in accordance with the provisions of the City's Street numbering policy and the Australian Standard.
- Landgate has provided preliminary support for the proposed road naming and renumbering of properties.
- Council endorsement is sought for the proposed road naming in accordance with Council Policy 096 – "Naming of Roads, Parks, Buildings and Infrastructure" and Landgate's Geographic Names Committee Policies and Standards

OFFICER RECOMMENDATION**That the Council**

1. **Endorses the naming of the portion of road between Forbes Road and Carron, between Kintail Road and Tweeddale Road and directs the Chief Executive Officer to commence community engagement on the following proposed road name:**
 - (a) **Carron Road as the preferred option.**
 - (b) **Allocate new street numbers to the properties in the proposed extension effected by this road naming.**
2. **Notes that on completion of the 30-day public engagement period, a report on any submissions received will be presented to Council for consideration and forwarding of recommendations to the Geographic Names Committee.**

Late Item**C23/5978 Review of Draft Policy CP-118 Code of Conduct****Deputations** Nil.**Officer Presentation** At 7:48pm Ms Newman was available to answer questions on the matter.**Disclosure of Interest** Nil.**Notes from Forum** No discussion was held on this matter.**COMMITTEE RECOMMENDATION****That Council endorse CP-118 Code of Conduct Policy as amended by the Conduct Committee.**

12 MOTIONS WITH PREVIOUS NOTICE

Nil.

13 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

Nil.

14 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

Nil.

15 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

Nil.

16 CLOSURE

There being no further business to discuss, the Presiding Member confirmed Cr Woodall and Cr Pazolli was still in attendance electronically and declared the meeting closed at 7:49pm.