



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, 10 September 2024 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 [Register to attend the Agenda Briefing Forum Tuesday, 10 September 2024 electronically](#)



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 |
|--|---|--|---|--|
| Healthy, Safe and Inclusive | Clean and Green | Sustainable and Connected Development | Vibrant and Prosperous | Good Governance and Leadership |
| 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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Any person or entity who has an application before the City must obtain, and should only rely on, written notice of the City's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

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Audio Recording/ Access to Recording

In accordance with the Council Policy CP- 088 Creation, Access and Retention of Audio Recordings of the Public Meetings this meeting is electronically recorded. All recordings are retained as part of the City's records in accordance with the State Records Act 2000 and the General Disposal Authority for Local Government Records. The Audio recording may be accessed at www.melvillecity.com.au/agendas.

Purpose of Agenda Briefing Forum

The purpose of this Forum is to provide an opportunity for Elected Members to ask questions and obtain additional information in respect to reports and items on the attached Council Agenda. It is not a decision making forum, nor is it open for debate on matters. Members of the public are able to present deputations in respect to matters on the Council Agenda at this Forum, prior to matters being formally deliberated upon at the next Ordinary Council Meeting.

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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 within the agenda for the Ordinary Meeting of Council to be held on 17 September 2024.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on 17 September 2024.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Meeting of Council to be held on 17 September 2024.

9 CONFIRMATION OF MINUTES

This item is detailed within the agenda for the Ordinary Meeting of Council to be held on 17 September 2024.

10 NEW BUSINESS OF AN URGENT NATURE**11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED****12 PETITIONS**

This item is detailed within the agenda for the Ordinary Meeting of Council to be held on 17 September 2024.

13 REPORTS**13.1 Reports from Committees**

Nil.

13.2 Reports of the Chief Executive Officer**Management Services**

Nil.

Corporate Services**C24/195 Review of Committee Structure****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- As part of the adoption of the Governance Framework in March 2024, it was identified that the City of Melville Committee Structure required review, in particular to review the associated Terms of Reference/charters.
- A review of the Committee Charters has been undertaken with a refreshed template for Committee Terms of Reference. This report presents renewed Terms of Reference for the Governance Committee, the revised Audit, Risk and Improvement Committee, and a proposed new Policy and Legislation Committee.
- The report seeks consideration of a reduction in the quorum for the Conduct Committee, with a more comprehensive review to be undertaken.
- Under this project, terms of reference are also proposed for the Elected Member Engagement Session meetings, to provide clarity and consistency in the function of those meetings.
- A further report to the Council will be presented to seek nominations to the revised Committees, with the new Committee Structure to come into effect after that date.

C24/190 Review of Council Policy - CP-088 Live Streaming & Audio-Visual Recordings of Public Meetings of the Council**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- This report is prepared in response to new legislation requiring Class 1 and Class 2 local governments to live stream Council meetings (open proceedings) from 1 January 2025. An [explanatory paper on the legislation changes](#) is available on the Department of Local Government, Sport and Cultural Industries (DLGSC) website.
- Additionally, the report responds to a resolution of the Council at the [Ordinary Meeting of Council held on 18 October 2022](#), which requested a report to be prepared on the viability, cost and timeframe to implement livestreaming.
- This report is recommending that the Council approves Council Policy CP-088 Live Streaming & Audio-Visual Recordings of Public Meetings of the Council, as amended (see Attachments 1 & 2) to reflect the City's position on live streaming.

C24/191 Investment Statements for July 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 July 2024 and recommends that it be noted by the Council.

C24/192 Schedule of Accounts Paid for July 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 July 2024 and recommends that the Schedule of Accounts Paid be noted.

C24/193 Statements of Financial Activity for July 2024**Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- This report presents the Preliminary Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position the period ending 31 July 2024 and recommends that they be noted by the Council; and
- Presents the statements and figures for 2023-2024 which are still subject to change and recommends that they be noted by the Council. Year-end accounting processes are still underway and therefore the final accounts for 2023-2024 may be materially different to what is presented in this report; and
- Presents the preliminary variances for the month of July 2024 and recommends that they be noted by the Council; and
- Presents the Budget amendments required for the month of July 2024 and recommends that they be adopted by Absolute Majority decision of the Council.

C24/194 Common Seal September 2024**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, 16 July 2024 up to and including Monday, 19 August 2024 for the Council's noting. This is a standing report to the Council.

C24/197 Long Term Financial Plan 2024-2034**Deputations****Officer Presentation** An officer presentation will be provided, followed by an opportunity for Elected Members to raise questions.**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

The report is requesting Council's consideration to adopt the City of Melville Long-Term Financial Plan (LTFP) for the period from 2024-25 to 2033-34. The plan outlines the City's financial strategy and projections for the next 10 years.

Community Development**CD24/27 Lease Variation - Tompkins Park Community and Recreational Association Inc.****Deputations****Officer Presentation** An officer presentation will be provided, followed by an opportunity for Elected Members to raise questions.**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- In May 2024, the City of Melville Chief Executive Officer (CEO) received a formal written request from the Tompkins Park Sporting and Recreation Association Inc. for a variation to the ten (10) year lease for the Tompkins Park Clubrooms located at 632 Canning Highway Alfred Cove.
- Working with the Club the City's officers have negotiated a variation on the current lease that has a small impact on the City's budget.
- As such the Council's consideration of the lease variation is required.

Environment and Infrastructure**E24/48 Deferral of Consideration - Community Climate Action Plan****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- At the Ordinary Meeting of Council (OMC) held on Tuesday, 16 July 2024 the Council resolved that the final Community Climate Action Plan be presented to 17 September 2024 OMC.
- This report is requesting that the Council note the deferral of this report to allow for adequate time to consolidate a report on the community feedback and brief Elected Members at an Elected Member Engagement Session on Tuesday, 24 September 2024, prior to presenting to the final Community Climate Action Plan to the OMC on Tuesday, 17 October 2024.

Planning**UP24/48 Scheme Amendment 16 - 338 Marmion Street, Melville****Deputations****Officer Presentation** An officer presentation will be provided, followed by an opportunity for Elected Members to raise questions.**Disclosure of Interest****Notes from Forum** To be Advised.**SUMMARY**

- An application has been received proposing to amend Local Planning Scheme No. 6 to apply 'Medical Centre' as an Additional Use to the property at 338 Marmion Street, Melville
- The Council is requested to consider whether a scheme amendment process should be initiated.
- The proposed scheme amendment is considered suitable for initiation for the purpose of advertising as the site is adjacent to an existing medical centre and near an activity centre, and the use is not expected to cause amenity impacts.
- It's recommended that the Council endorse the scheme amendment for the purpose of advertising. The application will be presented to Council for further consideration following completion of the advertising period.

UP24/50 Local Planning Policy 1.1 - Planning Processes and Decision Making (Late Covering Report)

This report will be distributed to elected members and published on the City's website on Friday, 13 September 2024.

14 MOTIONS WITH PREVIOUS NOTICE**14.1 Notice of Motion - Reclassifying Land Located at 4-6 Almondbury Road****Deputations****Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.**14.2 Notice of Motion - Bull Creek & Murdoch Bus & Train Stations****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****RECOMMENDATION**

That the Council considers the confidential report(s) listed below behind closed doors in accordance with Section 5.23(2) of the Local Government Act 1995:

E24/47 Extension of Withdrawal from Resource Recovery Group

This matter is considered to be confidential under Section 5.23(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Deputations**Officer Presentation** Questions only**Disclosure of Interest****Notes from Forum** To be Advised.

17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

18 CLOSURE