



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, 8 April 2025 commencing at 6:30pm.

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
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-Visual 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.

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 held on Tuesday, 15 April 2025.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council held on Tuesday, 15 April 2025.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Meeting of Council held on Tuesday, 15 April 2025.

9 CONFIRMATION OF MINUTES

This item will be dealt with at the Ordinary Meeting of Council held on Tuesday, 15 April 2025.

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

Nil.

13 ADOPTION OF RECOMMENDATIONS EN BLOC

14 REPORTS

14.1 Reports from Committees

Policy and Legislation Committee Meeting held on 24 March 2025

C25/256 Review of CP-105 Election Caretaker Policy

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- This report is presented in response to reforms to the *Local Government Act 1995* which commenced on 1 July 2024 in relation to standardised caretaker periods for all local governments in Western Australia.
- The reforms prevent local governments from making significant decisions while an election is underway which would bind incoming councils to a particular course of action.
- This report recommends the adoption of a reviewed CP-105 Election Caretaker Policy.

C25/257 Annual Review of Policy Schedule

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- At the Ordinary Meeting of Council held on 10 December 2024, the Council resolved to endorse a membership list for the Policy and Legislation Committee from December 2024 to October 2025
- This report presents policies to be reviewed by the Committee at its 2025 meetings.

14.2 Reports of the Chief Executive Officer

Management Services

Nil.

Corporate Services

C25/258 Adoption of New Council Policy - CP-128 Privacy Policy

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- The WA State Government passed the Privacy and Responsible Information Sharing legislation, with the intention of it coming into effect in 2026.
- As part of the City's preparation for the roll out of the PRIS legislation a privacy policy has been developed.
- This policy endorses the City's commitment to the Information Privacy Principles

C25/259 Local Government Elections 2025

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- Local Government Elections are required to be held in accordance with the requirements set out in the *Local Government Act 1995*. This includes the requirement to, prior to formally requesting the Electoral Commissioner to conduct the City of Melville election, the Council must approve by absolute majority:
 - The Western Australian Electoral Commissioner being responsible for the elections; and
 - The election being conducted as a postal election.
- This report recommends that the Council approve the officer's recommendation in line with the above.
- The 2025 Local Government Elections are scheduled to be held on Saturday, 18 October 2025.

C25/261 Investment Statements for February 2025**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 28 February 2025 and recommends that it be noted by the Council.

C25/262 Schedule of Accounts Paid for February 2025**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 February 2025 and recommends that the Schedule of Accounts Paid be noted.

C25/263 Statements of Financial Activity for February 2025**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 28 February 2025 and recommends that they be noted by the Council; and
- Presents the variances for the month of February 2025 and recommends that they be noted by the Council; and
- Presents the budget amendments required for the month of February 2025 and recommends that they be adopted by the Council by Absolute Majority decision.
- The City has been selected by the Office of Auditor General (OAG) for a Credit & Purchasing Card Performance Audit. The audit is currently underway, and the final report will be presented to the Council upon its completion.
- The City has engaged the external audit firm to conduct the Financial Management Review in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 and a Review of Risk Management, Internal Controls, and Legislative Compliance as required under Regulation 17 of the Local Government (Audit) Regulations 1996. A combined report covering both reviews will be presented to the Council by 30 June 2025.

C25/264 Common Seal April 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, 18 February 2025 up to and including Tuesday, 18 March 2025 for the Council's noting. This is a standing report to the Council.

C25/265 Superannuation for Elected Members**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The recently passed *Local Government Amendment Act 2024* makes provisions for Superannuation payment contributions to be made on behalf of Elected Members, with this provision coming into effect on 1 February 2025.
- At the Ordinary Meeting of Council held 18 March 2025, a notice of motion was presented that resolved for the CEO to provide information on commencing superannuation contribution payments to Elected Members.
- This report provides information association with making superannuation contribution payments to Elected Members and recommends these commence from 1 May 2025.

Community Development**CD25/44 First Nations Community Engagement Process****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- In a resolution of 15 November 2022 Ordinary Meeting of Council, Council directed the CEO to continue working collaboratively with First Nations people to discuss and develop a means for engaging with the Council, and to report back on proposed methods for securing effective engagement.
- Recent changes to the *Local Government Act (WA) 1995* (the Act) impose legal obligations on local government authorities to recognise Aboriginal peoples and make allowances for their involvement in decision-making processes.
- In response to the Council resolution and these changes to the Act, the City will establish an ongoing First Nations Advisory Group that will fulfill our obligations under the Act, further develop collaborative relationships between the City and Aboriginal and Torres Strait Islander community members and streamline existing City consultation processes.
- This format aligns with the structure of other City Advisory Groups, such as the Safer Melville Advisory Group and the Access Advisory Panel
- The creation of a First Nations Advisory Group is a key component of the City of Melville 2024-2027 Stretch Reconciliation Action Plan which was adopted by Council in September 2024.
- The First Nations Advisory Group comprising the following two sub-groups:
 - Community Advisory: to provide guidance to the City on issues relating to Aboriginal and Torres Strait Islander communities and peoples.
 - Land and Heritage Advisory: to provide guidance to the City on heritage, lands and cultural matters.

CD25/43 Non-financial Advocacy Priorities for the Advocacy Strategy 2025-2029**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- This report outlines the non-financial priorities for the Advocacy Strategy 2025-2029, designed to guide the Council and administration in influencing government decisions on non-financial actions.
- The non-financial priorities are aligned with the recently endorsed Council Advocacy Policy (December 2024), ensuring a strategic and coordinated approach to advocacy.
- The non-financial priorities will form one of two parts of the Advocacy Strategy 2025-2029, with the second part, the financial priorities being endorsed by Council in February 2025.
- The Advocacy Strategy 2025-2029 will guide the City's advocacy efforts for the next 4 years.

CD24/36 Community Safety CCTV and Technology Initiatives**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- A recent review of the City's Community Safety area was undertaken. The review has shown opportunities for improvement including increasing the use of technology to improve efficiencies and effectiveness.
- The review has led to the officers recommending a phased roll-out of advanced safety technology, including fixed and mobile CCTV, AI features, and building security upgrades, to address identified gaps in the 2023-2027 Safer Melville Plan.
- This report also responds to the Notice of Motion raised by Cr Robbins at the June 2024 Ordinary Meeting of Council, which requested a report into the feasibility of a CCTV Rebate program.
- Due to the level of community interest in this matter, it is recommended that the community is consulted on the draft Community Safety Technology Roll-out Plan before final Council consideration and adoption.

Environment and Infrastructure**E25/65 RFT242521 Remediation and Reconstruction Services of Majestic Boardwalk****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- This report is presented to Council to recommend the acceptance of a request submitted for RFT242521 Remediation and Reconstruction Services for Majestic Boardwalk.
- Council to approve \$1,500,000 allocation for 2025-2026 budget by absolute majority.

E25/66 RFT242515 Refurbishment Works Bicton Baths Changerooms and Toilet**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- This report is presented to Council to recommend the acceptance of a request submitted for RFT242515 Refurbishment Works Bicton Baths Changerooms and Toilet

Planning

Nil.

15 MOTIONS WITH PREVIOUS NOTICE

15.1 Notice of Motion - Progress WAPC Structure Plan Reviews

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

16 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

17 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

18 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

199 CLOSURE