



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, 13 May 2025 commencing at 6:30 PM.

Gail Bowman
Chief Executive Officer

The City of Melville acknowledges the Bibbulmun people as the Traditional Owners and custodians of the lands on which the City stands today and pays its respect to the Whadjuk people, and Elders both past, present and emerging.

Use this link to access the [City of Melville Council Meetings YouTube channel](#) to watch the live stream or access the recordings of public Council meetings.



Vision

Vibrant, Sustainable, Inclusive Melville

Mission

To provide good governance and quality services for the City of Melville community.

Values

In everything we do, we seek to adhere to our values that guide our behaviour.

- **Excellence** - Striving for the best possible outcomes.
- **Participation** – Involving, collaborating and partnering.
- **Integrity** - Acting with honesty, openness and with good intent.
- **Caring** – Demonstrating empathy, kindness and genuine concern.

Our Approach

To put our customer at the centre of everything we do.



Social / Community	Environment	Built Environment	Economic	Governance
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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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 in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 20 May 2025.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 20 May 2025.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 20 May 2025.

9 CONFIRMATION OF MINUTES

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 20 May 2025.

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

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 20 May 2025.

13 REPORTS**13.1 Reports from Committees**

Nil.

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

Nil.

Corporate Services**C25/266 Investment Statements for March 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 31 March 2025 and recommends that it be noted by the Council.

C25/267 Schedule of Accounts Paid for March 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 March 2025 and recommends that the Schedule of Accounts Paid be noted.

C25/268 Statements of Financial Activity for March 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 31 March 2025 and recommends that they be noted by the Council; and
- Presents the variances for the month of March 2025 and recommends that they be noted by the Council.
- The Interim Audit fieldwork will commence on 5 May and run for one week. The Auditor General and KPMG will present their Audit Plan to ARIC on 12 May. This plan will outline their audit focus areas and set the foundation for the final audit in October. The final preparation for the financial statements will continue through to October, with final audit fieldwork scheduled to begin on 6 October 2025.
- The Budget amendments required for the month of March 2025 and recommends that they be adopted by Absolute Majority decision of the Council.

C25/269 410 Canning Highway, Attadale - Commercial Optimisation Investigation**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- Pursuant to a Notice of Motion at the May 2023 Ordinary Council Meeting, the City engaged a property consultant to undertake a Commercial Optimisation Investigation for City-owned freehold land at 410 Canning Highway, Attadale.
- The Investigation discusses various opportunities and constraints associated with the site, as well as a range of high-level options that are available to Council.
- It is recommended that the Council support the initiation of a market campaign (Request for Proposal) seeking proposals for the site.

C25/270 788 - 794 Canning Highway, Applecross - Commercial Optimisation Investigation**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- Pursuant to a Notice of Motion at the May 2023 Ordinary Council Meeting, the City engaged a property consultant to undertake a Commercial Optimisation Investigation for City-owned freehold land at 788-794 Canning Highway, Applecross (the former Melville Bridge Club site).
- The Investigation discusses various opportunities and constraints associated with the site, as well as a range of high-level options that are available to Council.
- Following resolution of several matters relating to vehicle access and existing vegetation on the site, it is recommended that the Council support the initiation of a market campaign (Request for Proposal) seeking proposals for the site.

C25/271 2025-2026 Rating Strategy**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- Corporate Business Planning/Budget workshops were recently held with Elected Members.
- These workshops have informed the update of the Corporate Business Plan, Long Term Financial Model and 2025-2026 Annual Budget.
- The Draft 2025-2026 Annual Budget proposes a rate increase of 4.5% for the financial year.
- In accordance with the *Local Government Act 1995*, this report seeks endorsement to advertise a rate increase of 4.5% for the 2025-2026 financial year and impose rates on differential basis.

C25/279 Policy & Legislation Committee - Nomination Request**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- At the Ordinary Meeting of Council held on Tuesday, 10 December 2024, the Council resolved to appoint Mayor K Mair, and Councillors T Fitzgerald, K Wheatland, S Green and M Woodall as members of the Policy and Legislation (P&L) Committee from December 2024 to October 2025.
- Additionally, the Council resolved to appoint Councillors J Spanbroek and D Lim as deputies to the P&L Committee.
- A request was received on Wednesday, 16 April 2025 from Cr J Spanbroek to join the P&L Committee as a full member. This report is presented to seek the Council's approval for this request.

Community Development

Nil.

Environment and Infrastructure**E25/67 Request for Removal of Street Tree - 21 Ferguson Street, Alfred Cove****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- Request for removal of a street tree on the verge of 21 Ferguson Street, Alfred Cove.
- The tree species is a *Lophostemen confertus* or commonly known as the Queensland Box tree.
- City Officers have determined the tree to be in good health and fair condition with a full canopy of foliage.
- The applicant would like to install a crossover which would result in the loss of the tree in order for the crossover to meet the City's Crossover Guidelines and Specifications.
- The Mayor and Ward Councillors agreed for the tree in question to be brought before the Council for a decision on retention or removal.
- The Officers recommendation is for the *Lophostemon confertus* (Queensland Box) tree at 21 Ferguson Street, Alfred Cove be retained.

E25/68 Response to Petition - Burke Drive - Traffic Calming Strategy**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- On Thursday, 6 February 2025, the City of Melville (the City) received a petition signed by 64 residents of the City of Melville requesting the City take some action such as traffic calming strategies with respect to speeding/noisy cars and motor bikes travelling along Burke Drive in Attadale.
- A new traffic survey was undertaken following the receipt of the petition which measured 85th percentile speeds higher than 50 km/h along the road.
- Large groups of bike riders that ride 50km circuits around the river tend to use the Burke Drive as a major cycle route. These groups tend to ride early in the morning, mix easily with traffic and maintain relatively high speeds. Commuters and other individuals also ride on Burke Drive all through the day.
- A total of 18 crashes have been recorded along the entire length of Burke Drive which extends for approximately 2.7 kilometres long. Nine of the total crashes recorded (50%) are casualty crashes requiring medical attention or hospitalisation.
- The traffic warrant assessment conducted on sections of Burke Drive indicated engineering intervention was recommended.
- Given the crash analysis and findings from the Traffic Warrant Assessment, it would be beneficial to conduct a detailed traffic study to identify the most suitable traffic calming measures for Burke Drive. Consultation should also be undertaken as part of the traffic study.

Planning**UP25/66 Review of Local Planning Policy 1.9 - Height of Buildings and Local Planning Policy 3.1 - Residential Development****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The City continuously reviews and updates the local planning policies regularly to ensure that best practice is enacted in relation to planning decision making.
- Local Planning Policy 1.9 – Height of Buildings (LPP1.9) currently provides guidance regarding the interpretation and application of building height controls throughout the City, in order to ensure that the height of buildings is consistent with the desired character of the locality.
- Local Planning Policy 3.1 – Residential Development (LPP3.1) currently provides an alternative set of deemed-to-comply (DTC) criteria for certain design elements of the Residential Design Codes of Western Australia (R-Codes) Volume 1.
- It has been identified that a review of LPP 1.9 and LPP 3.1 presents an opportunity to:
 - Amalgamate LPP 1.9 and LPP 3.1 into one comprehensive Local Planning Policy (LPP), governing the City’s assessment of low and medium density residential developments. This will mean that LPP1.9 is proposed to be rescinded and the appropriate building height provisions incorporated into LPP3.1.
 - Simplify the City of Melville’s planning framework and ensure no ambiguity in terms of consistency with recent decisions made by the State Administrative Tribunal (SAT) and Supreme Court in relation to local frameworks being inconsistent with the R-Codes.
 - Remove and modify existing provisions contained within LPP 3.1 to enhance contribution to high quality residential development or the residential amenity of the City of Melville.
 - Rationalise the deemed to comply residential building heights within the City of Melville to bring it into closer alignment with the R-Codes.
- It is recommended that the draft amended LPP 3.1 is advertised for a period not less than 21 days, and a further report be presented to the Council to consider the outcomes of advertising.

UP25/67 Review of Local Planning Policy 1.4 - Provision of Public Art in Development Proposals**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- At the December 2024 Ordinary Meeting of Council (OMC), Council resolved to advertise proposed changes to Local Planning Policy 1.4 – Provision of Public Art in Development Proposals (LPP1.4).
- Advertising was undertaken 29 January 2025 to 19 February 2025 via the City’s website, social media channels, locally circulating newspaper and direct emails to industry professionals. Five submissions were received during the consultation period (Attachment 2)
- Minor administrative changes have been made in response to the submissions received. These changes are reflected in Attachment 1 of this report.
- It is recommended that the amended LPP1.4 is adopted and a notice to advise the public of the changes to LPP1.4 will be published on the City’s website and in the local newspaper.

UP25/68 Review of Local Planning Policy 1.6 - Parking and Access**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- At the June 2024 Ordinary Meeting of Council (Attachment 1), a report was presented to Council recommending several changes to Local Planning Policy 1.6 – Parking and Access, in particular, to clearly articulate the City’s expectations to applicants, the community and decision makers in relation to pedestrian sight lines and vehicle ramp gradients.
- At that meeting, Council resolved to advertise proposed changes to LPP1.6 for a period of 21 days pursuant to Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- Eight submissions were received during the public consultation period with all submissions making suggested changes to the advertised version of LPP1.6. The summarised submissions and officer comments to those submissions are contained within Attachment 2 of this report.
- After public consultation concluded, the City engaged with officers from the Department of Planning, Lands and Heritage (DPLH) for their initial comment and referral of the amended LPP1.6 to the Western Australian Planning Commission (WAPC) in relation to the aspects of the policy which require WAPC approval (i.e. sightlines and vehicle access gradients).
- LPP 1.6 was presented to the Statutory Planning Committee (SPC) of the WAPC on 26 February 2025 which approved certain elements of the policy and provided recommendations for other elements (Attachment 3).
- Minor administrative changes have been made in response to the submissions received during consultation and SPC approval of certain elements. These changes are reflected in Attachment 4 of this report.
- The policy was then presented to an Elected Member Engagement Session (EMES) on 22 April 2025 with no further changes required. LPP 1.6 (Attachment 4) is now being presented to Council for final adoption.
- A notice to advise of the changes to the policy will be published on the City website and in the local newspaper along with all submitters receiving notification of the final adoption.

UP25/69 Local Planning Policy 1.1 - Planning Processes and Decision Making (Minor Administrative Changes)**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- Following most recent review of Local Planning Policy 1.1 – Planning Processes and Decision Making in November 2024, the State Government has made further legislative changes which have necessitated administrative review of this policy.
- The legislative changes are the introduction of the *Local Government (Development Assessment Panels) Regulations 2025* which came into effect on the 01 May 2025 and introduce a compulsory delegation for the CEO (or sub-delegate) to report to the Development Assessment Panel.
- This means that the Responsible Authority Report can no longer be ‘called-up’ by elected members to confirm or alter the recommendation prior to being submitted to the Development Assessment Panel for determination.
- The relevant section of Local Planning Policy 1.1 – Planning Processes and Decision Making has been updated to remove reference to call up procedures for Responsible Authority Reports.
- This change is administrative in nature as it is to ensure correct procedure in accordance with legislative requirements and therefore advertising is not required as per Schedule 2 Clause 5 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- The recommendation is to adopt the changes to Local Planning Policy 1.1 – Planning Processes and Decision Making and publish in accordance with Schedule 2 Clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

14 MOTIONS WITH PREVIOUS NOTICE

Nil.

15 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

16 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

C25/272 Confidential Employee Matter

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