



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, 9 September 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 statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

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.

Any advice provided by an employee of the City on the operation of written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the City. Any advice on a matter of law, or anything sought to be relied upon as representation by the City should be sought in writing and should make clear the purpose of the request.

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

Cr M Woodall

Bull Creek - Leeming Ward

Cr G Barber

Bicton – Attadale – Alfred Cove 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

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 Tuesday, 16 September 2025.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 16 September 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, 16 September 2025.

9 CONFIRMATION OF MINUTES

This item is detailed within the agenda for the Ordinary Meeting of Council to be held on Tuesday, 16 September 2025.

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 Tuesday, 16 September 2025.

13 REPORTS**13.1 Reports from Committees**

Nil.

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

Nil.

Corporate Services**C25/307 Common Seal September 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 Monday, 16 June 2025 up to and including Friday, 15 August 2025 for the Council's noting. This is a standing report to the Council.

C25/308 Investment Statements for July 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 July 2025 and recommends that it be noted by the Council. It is important to highlight that the financial figures for the 2024–2025 financial year remain provisional. Year-end accounting processes are currently underway, and as such, the final accounts may differ materially from the figures presented in this report.

C25/309 Schedule of Accounts Paid for July 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 July 2025 and recommends that the Schedule of Accounts Paid be noted.

C25/310 Statements of Financial Activity for July 2025**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 31 July 2025 are presented for noting by the Council.
- The financial statements and figures for the 2024–2025 financial year remain subject to change. Year-end accounting processes are currently underway, and the final figures may be materially different from those presented in this report.
- The Annual Audit for 2024–2025 and the end-of-financial-year processes are currently underway. The final draft annual financial report will be presented to the KPMG/OAG auditors by 30 September, in accordance with the Local Government Regulations.
- The preliminary variances for the month ending 31 July 2025 are presented for noting by the Council.
- There were no budget amendments for the month of July 2025, and no budget amendment is attached to the Statement of Financial Activity presented to the Council for approval.

Community Development

Nil.

Environment and Infrastructure

Nil.

Planning**UP25/84 Proposed 10 Lot Subdivision at Nos. 740 & 742 (Lots 110 & 111) Canning Highway, Applecross****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The Western Australian Planning Commission (WAPC) has referred subdivision application (Reference Number 569-25) to the City of Melville for comment. The application proposes the subdivision of Lots 110 and 111 (Nos 740 and 742) Canning Highway, Applecross. Consistent with other subdivision applications, the WAPC will make the final determination on the application, taking into account the Council's recommendation and responses from other referral agencies such as Main Roads Western Australia, Western Power and the Water Corporation which the WAPC will refer this application to for comments and conditions.
- The subject site comprises two lots, each measuring 1012m², resulting in a combined total site area of 2024m².
- The subject site is zoned Residential R40 under the City of Melville Local Planning Scheme 6 (LPS6).
- The application is subject to assessment against Operation Policy 2.2 – Residential Subdivision (OP2.2), Operation Policy 2.3 – Planning for Public Open Space (OP2.3) and Residential Design Codes – Part D (R-Codes). OP2.2 and OP2.3 are Department of Planning, Lands and Heritage (DPLH) policies which apply to the consideration of subdivision.
- Both lots subject of this application are currently vacant with no existing structures.
- The subdivision proposal of ten (10) lots (with one being a common property lot) aligns with Development Application DA-2025-164, which is currently under assessment. The development proposes the construction of nine (9) grouped dwellings and one (1) common property, for a total of ten (10) new lots across the subject sites.
- The application has been referred to Council to provide the City's recommendation to the WAPC in accordance with Delegation DA-20 Planning and Related Matters within City of Melville Statutory Delegation and Authorisation Manual.
- The WAPC formally referred the subdivision application to the City on 29 May 2025, and a response was originally due on 9 July 2025. The WAPC has been informed that given the subject application is required to be determined by Council, the WAPC have granted an extension for the City to provides its response until 26 September 2025.
- It is recommended that the application be recommended to the WAPC for approval subject to appropriate conditions and advice notes.

UP25/85 Amendment to DA-2024-681/A, Home Business - Modification to Condition of Approval at Lot 2 (No. 1A) Latham Street, Alfred Cove

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- In May 2024 the City of Melville (the City) received a complaint in relation to the operation of an unauthorised Home Business at the subject site, specifically in relation to overflow parking onto Latham Street.
- Following a compliance investigation, development application DA-2024-681 was lodged for retrospective development approval for the operation of the home business which includes the provision of musicianship and music theory tuition to children.
- The application was considered and approved under delegation following the submission of an acoustic report and was subject to standard conditions which apply to all home occupation applications. The original development approval (Attachment 6) contained conditions limiting the number of clients at any one time to one (1) client and limited hours of operation to 10am to 12pm and 4pm to 7pm during the week.
- Following the determination of this application, the applicant lodged an amended development application under DA-2024-681/A in March 2025 to seek modification to the conditions imposed limiting client numbers and the hours of operation. The applicant sought no specific limit on the number of clients at any one time and operation hours to be from 7am to 7pm Monday to Saturday. This resulted in the land use proposed changing from Home Occupation to Home Business.
- The City approved this amended development application through the Development Advisory Unit (DAU) process in May 2025 (Attachment 7) with conditions, on the basis that there be no more than six (6) clients at any one time, a 12-month temporary approval apply and that a parking management plan be provided for the Home Business.
- Following the determination of this application, the applicant in July 2025 lodged a further amendment development application under DA-2024-681/B (the subject of this report) to seek modification to the condition imposed as part of DA-2024-681/A limiting no more than six (6) clients at any one time by proposing a maximum of twelve (12) clients at any one time.
- The subject application (DA-2024-681/B) being considered has been assessed in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (P&D Regs), Local Planning Scheme No. 6 (LPS6), Local Planning Policy 1.1 – Planning Process and Decision Making (LPP1.1) and Local Planning Policy 1.6 – Parking and Access (LPP1.6). Through this assessment, the amendment application as proposed by the applicant has been classified as an ‘Educational Establishment’ land use and not a ‘Home Business’ land use, as defined within LPS6.
- The amendment development application was advertised in accordance with LPP 1.1 due to the ‘Educational Establishment’ land use being with an ‘A’ permissibility in the Mixed Use zone. Under LPS6, ‘A’ land uses are required to be advertised as ‘the use is not permitted unless the local government has exercised its discretion in granting development approval and given special notice in accordance with clause 64 of the deemed provisions’. No submissions were received during this consultation process.
- The application is being presented to an Ordinary Meeting of Council for determination following a request from the applicant and elected members that the matter be considered at a Council meeting, following the two previous determinations being made at officer level.

- The subject amendment development application is recommended for refusal on the basis that there is inadequate on-site car parking to support the land use and as a result, potential to negatively impact the amenity. Refusal of this application will still permit the applicant to operate under the previous development approval which limits the scale to six clients at any given time.
- There is the discretion for the Council to determine that the application is classified as a Home Business and to approve the application as such, see Consequences section of this report.

14 MOTIONS WITH PREVIOUS NOTICE

Nil.

15 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

Nil.

16 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC**17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC****18 CLOSURE**