



# **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, 12 August 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
<b>Healthy, Safe and Inclusive</b>	<b>Clean and Green</b>	<b>Sustainable and Connected Development</b>	<b>Vibrant and Prosperous</b>	<b>Good Governance and Leadership</b>
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.

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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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**1 OFFICIAL OPENING**

**2 ATTENDANCE AND APOLOGIES**

**In Attendance**

Councillors

Ward

**Officers**

**Apologies**

**On Approved Leave of Absence**

Cr K Wheatland

Palmyra - Melville - Willagee 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 in the Agenda for the Ordinary Meeting of Council to be held on Tuesday, 19 August 2025.

**7 AWARDS AND PRESENTATIONS**

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 19 August 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, 19 August 2025.

**9 CONFIRMATION OF MINUTES**

This item is detailed in the Agenda for the Ordinary Meeting of Council to be held on Tuesday, 19 August 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, 19 August 2025.

## 13 REPORTS

### 13.1 Reports from Committees

#### Policy and Legislation Committee Meeting held on 21 July 2025

#### **UP25/77 New Council Policy - State Administrative Tribunal**

##### Deputations

**Officer Presentation** Questions only.

##### Disclosure of Interest

**Notes from Forum** To be advised.

#### **SUMMARY**

- The State Administrative Tribunal (SAT) was established in Western Australia in 2005 as an independent body that makes and reviews a range of administrative decisions. The SAT was established by the *State Administrative Tribunal Act 2004* (SAT Act) and the *State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004* (Conferral Act). The Conferral Act refers to more than 130 existing Acts of Parliament, known as enabling Acts. The enabling Acts give the SAT the jurisdiction to make decisions on specific matters.
- Individuals, businesses, public officials and vocational boards can bring before the SAT many different types of applications related to civil, commercial and personal matters. These range from reviews of multi-million dollar tax judgements and dog destruction orders to disciplinary proceedings, guardianship questions and town planning and compensation issues.
- Currently, there is no Council Policy that outlines the approach by which elected members and the City's administration deal with such applications in acting as a respondent or third party in applications for review to the SAT.
- To provide clarity and guidance on what should take place when an application is made to SAT for review on a specific matter that the City has been involved in, a proposed new Council Policy – State Administrative Tribunal Policy is recommended for endorsement by the Council.

### 13.2 Reports of the Chief Executive Officer

#### Management Services

Nil.

**Corporate Services****C25/301 WALGA Annual General Meeting - Nomination of City of Melville Voting Delegates****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The Western Australian Local Government Association (WALGA) will hold its Annual General Meeting on Tuesday, 23 September 2025, at 2:15pm.
- As the City of Melville is a member council, it may nominate two voting delegates and two proxy delegates to represent the City of Melville and attend and vote at the WALGA Annual General Meeting. Each voting delegate is entitled to one vote.

**C25/302 Investment Statements for June 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 30 June 2025 and recommends that the Council note the contents. 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.

**C25/303 Schedule of Accounts Paid for June 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 June 2025 and recommends that the Schedule of Accounts Paid be noted.

**C25/304      Statements of Financial Activity for June 2025****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- The preliminary Statement of Financial Activity, Statement of Comprehensive Income, and Statement of Financial Position for the period ending 30 June 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 interim audit was completed by KPMG/OAG in May 2025.
- The preliminary variances for the month ending 30 June 2025 are presented for noting by the Council.
- Budget amendments required for the month of June 2025 are presented for adoption by *Absolute Majority* decision of the Council.

**Community Development****CD25/49 Morris Buzacott Reserve Change Room and Storeroom Refurbishment CSRFF Application****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The Community Sporting and Recreation Facilities Fund (CSRFF) provides financial support from the Western Australian Government to assist Local Governments and community organisations in developing essential sport and recreation infrastructure.
- The program's objective is to increase participation in sport and recreation with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed, and well utilised facilities.
- A single application for the 2026/2027 CSRFF Forward Planning Grant is proposed to fund up to 1/3rd (up to \$602,126) of the Morris Buzacott Reserve Change room and Storeroom Refurbishment, servicing the Kardinya Red Sox Ball Club, Fremantle CBC Amateur Football Club and Kardinya Tennis Club.
- The current cost estimate for this project is valued at \$1,806,380 which is proposed to be included in the 2026/2027 Annual Budget, with \$602,126 forecast as grant income.
- Council endorsement of the prioritised and assessed 2026/2027 CSRFF Forward Planning Grant for the Morris Buzacott Reserve Changeroom and Storeroom Refurbishment is required.

**Environment and Infrastructure****E25/74      Kearns Crescent Renewal****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- Kearns Crescent is the major commercial activity area within the Riseley Activity Centre and is identified as a key commercial precinct within the City of Melville's local planning Scheme.
- The City has undertaken extensive community and stakeholder consultation over a number of years regarding a proposed streetscape upgrade of Kearns Crescent, as identified in the Riseley Activity Centre Structure Plan and Riseley Centre Streetscape Master Plan.
- The Kearns Crescent road surface requires resurfacing, which has been placed on hold awaiting the outcome of a decision regarding the proposed streetscape upgrade and the stakeholder and community engagement associated with the proposed streetscape upgrade.
- Accessibility for pedestrians and businesses along the outer ring of Kearns Crescent is poor and poses access and safety risks, with crossing points and parking having limitations that have been identified as concerns within the Activity Centre.
- Community engagement has been held over several rounds since 2015, with the latest being undertaken with the business owners on 29 April 2025.
- A series of concept plans were prepared for the streetscape upgrade of Kearns Crescent based on the structure plan and master plan objectives, and amended following feedback from the community and stakeholders, including businesses in the precinct.
- The business sector particularly opposed any concept that resulted in a reduction of parking, noting the City manages only (40%) of the parking in the Activity Centre with most parking bays (60%) under private ownership.
- Based on feedback received from the business community and the high capital cost to undertake the streetscape upgrade following a more detailed cost, the City is recommending not progressing with the proposed streetscape upgrade and undertaking road resurfacing and ongoing maintenance only.
- The City will continue to carry out basic renewal of assets in the precinct when they have reached the end of their useful life expectancy.

**E25/76      Deferral - Policy Review - CP-029 Tree Policy****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- At the Ordinary Meeting of Council held 15 April 2025, the revision of Council Policy CP-029 Tree Policy was referred to the Policy and Legislation Committee, with a report to be presented to the 19 August 2025 Ordinary Meeting of Council.
- The Policy and Legislation Committee have reviewed CP-029 and recommended changes to the Policy, with the matter scheduled to be considered at the August 2025 Ordinary Meeting of Council.
- Advice has been received in relation to CP-029 that requires further research and consideration, and a deferral of this matter is sought until early 2026.

**E25/79      RFQ242514 - Refurbishment of Changerooms at Karoonda Reserve****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 RFQ242514 (WALGA) Refurbishment of Changerooms at Karoonda Reserve.

**Planning****UP25/78      Review of Local Planning Policy 1.21 - Short Term Accommodation****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- At the March 2025 Ordinary Meeting of Council, the Council resolved to advertise proposed changes to Local Planning Policy 1.21 – Short Term Accommodation (LPP 1.21).
- Advertising was undertaken for a period of 21 pursuant to Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- Ten submissions were received during the public consultation period, some which supported the changes to LPP 1.21, and others which provided more general comment in relation to planning controls being placed upon Unhosted Short Term Rental Accommodation (STRA) operation. The summarised submissions and officer comments to those submissions are contained within Attachment 2 of this report.
- No significant changes have been made in response to the submissions received during consultation. A minor administrative change has been made to the site characteristics section to clarify the intent of the policy application with respect to the operation of STRA within the residential zone.
- LPP 1.21 (Attachment 1) is now being presented to the Council with recommendation for final adoption.
- LPP 1.13 – Bed and Breakfast Accommodation (LPP 1.13) is recommended to be revoked on the basis that it relates to land uses which have been deleted from the City of Melville Local Planning Scheme No.6 (LPS6) and are now addressed by LPP 1.21.
- A notice to advise of the changes to the policy will be published on the City website and along with all submitters receiving notification of the final adoption.

**UP25/79      Bull Creek and Murdoch Train Station Precinct Plans****Deputations****Officer Presentation**      Questions only.**Disclosure of Interest****Notes from Forum**      To be advised.**SUMMARY**

- At the Ordinary Meeting of Council on 18 March 2025, the Council resolved for investigations to be undertaken with respect to resource implications, timing and feasibility associated with Precinct Planning for land in the vicinity of the Murdoch and Bull Creek Rail stations. The resolution sought reporting on the investigations at the August 2025 Council meeting.
- As a result of delays in securing a consultant to prepare the required investigations, reporting results to Council at the August 2025 meeting are not possible.
- A consultant has now been appointed to complete the required investigations and results will be reported to Council in late 2025/early 2026.

**UP25/80 Canning Bridge Activity Centre Plan Review - Further Information Request - Department of Planning Lands and Heritage****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The review of the Canning Bridge Activity Centre Plan (CBACP) culminated in the Council resolving to support a series of modifications at its Ordinary Meeting of Council in April 2023.
- The proposed modifications are currently being assessed by the Department of Planning, Lands and Heritage (DPLH) and upon completion of this assessment, the CBACP will be forwarded to the Western Australian Planning Commission (WAPC) for determination.
- In February 2024, the Council responded to a request for further information from the DPLH.
- A further request for information was then received from the DPLH seeking additional justification for the proposed methodology to calculate community benefit contributions when considering bonus floorspace and proposing the DPLH and City jointly fund completion of this work.
- The Council considered the DPLH request and proposed approach at the OMC of 13 August 2024, and resolved to undertake the work independently from the DPLH.
- Subsequently, a consultant was appointed to liaise with affected stakeholders, in particular the DPLH and the Community Reference Group to inform preparation of a scope of work for completion of the actual FIR request.
- Following this consultation a scope of work was approved by the Council at the OMC of 10 December 2024 and consultants subsequently appointed.
- The appointed consultants have now completed the required works, and the report is presented for Councils consideration.

**UP25/81      Lot 1 & 2 (No. 55 and 55A) Kishorn Road, Mount Pleasant - Seven Storey Multiple Dwelling Development**

**Deputations**

**Officer Presentation**      Questions only.

**Disclosure of Interest**

**Notes from Forum**      To be advised.

**SUMMARY**

- The landowner of the property is Ragence Investments Pty Ltd with two directors, one being Councillor Lee and the other being a closely associated person as defined under the Local Government Act of Councillor Lee. To avoid any perceived conflicts of interest the assessment was contracted out to a consultant.
- Development approval is sought for a seven-storey multiple dwelling development at Lots 1 & 2 (No. 55) Kishorn Road, Mount Pleasant.
- The proposed development was presented to the City's Design Review Panel (DRP) three times during 2023 and 2024 and the present design referred to the DRP Chair a fourth time in January 2025.
- The proposed development has been assessed against Local Planning Scheme No. 6, the Canning Bridge Activity Centre Plan (ACP) and the relevant local planning policies.
- The application was advertised in accordance with the provisions of the Planning and Development (Local Planning Scheme) Regulations 2015 and Local Planning Policy 1.1 Planning Process and Decision Making (LPP 1.1).
- 17 submissions were received – 12 submitters objected, one (1) supported and four (4) provided general comments.
- The proposed development requires a performance assessment against the desired outcomes of the ACP, as detailed in this report.
- It is considered that the development is acceptable when assessed against the desired outcomes of the ACP.

**14      MOTIONS WITH PREVIOUS NOTICE**

**14.1      Notice of Motion - Dual Naming of Cemetery**

**Deputations**

**Officer Presentation**      Questions only.

**Disclosure of Interest**

**Notes from Forum**      To be advised.

**14.2      Notice of Motion - Additional Green Waste Bins**

**Deputations**

**Officer Presentation**      Questions only.

**Disclosure of Interest**

**Notes from Forum**      To be advised.

**14.3 Notice of Motion - CBACP & Precinct Plans in the LPS6 Review**

**Deputations**

**Officer Presentation** Questions only.

**Disclosure of Interest**

**Notes from Forum** To be advised.

**14.4 Notice of Motion - Applecross Ferry Terminal**

**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**

**E25/77 Withdrawal from Resource Recovery Group - Outcome of Request for Proposals for Regional Resource Recovery Centre Operations and Assets in Canning Vale (Late Covering Report)**

This report is scheduled to be distributed to elected members and published on the City's website on Friday, 15 August 2025.

**17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC**

**18 CLOSURE**