



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, 2 December 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

Cr G Panayotou

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 in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 9 December 2025.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 9 December 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, 9 December 2025.

9 CONFIRMATION OF MINUTES

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 9 December 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, 9 December 2025.

13 REPORTS

13.1 Reports from Committees

Audit, Risk, and Improvement Committee Meeting held on 19 November 2025

C25/341 Strategic Internal Audit Plan

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

Paxon Group (Paxon) developed this Plan for the period 2025/2026 to 2027/2028. The Plan has been reviewed by the executive and is subject to approval by the Committee and Council. The plan will be subject to an annual review to ensure alignment with changing priorities and risks.

C25/339 Internal Audit Charter

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

The Internal Audit Charter (Charter) is a formal document that defines the Internal Audit Function's (IAF) mandate, authority and responsibilities, endorsed by the Council of the City of Melville (the City).

Policy & Legislation Committee Meeting held on 1 December 2025

CD25/55 Policy Review - CP-096 - Naming of Roads, Parks, Building and Infrastructure

This item is scheduled to be distributed as part of the Ordinary Meeting of Council agenda on Friday, 5 December 2025.

CD25/56 Adoption of New Council Policy - CP-132 Community Awards

This item is scheduled to be distributed as part of the Ordinary Meeting of Council agenda on Friday, 5 December 2025.

UP25/94 Review of Local Planning Policy 3.1 - Residential Development

This item is scheduled to be distributed as part of the Ordinary Meeting of Council agenda on Friday, 5 December 2025.

E25/81 Policy Review - CP-029 Trees on City Managed Land Policy

This item is scheduled to be distributed as part of the Ordinary Meeting of Council agenda on Friday, 5 Decmeber 2025.

13.2 Reports of the Chief Executive Officer

Management Services

M25/61 Proposed 2026 Council Meeting Schedule

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

<p>SUMMARY</p> <ul style="list-style-type: none"> • The Council is required to determine and advertise the meeting dates for Ordinary Meetings of the Council each year. • The Council holds Elected Member Engagement Sessions, Agenda Briefing Forums and Ordinary Meetings of Council in a set cycle each month. This report recommends the continuation of this cycle commencing February 2026. • This report also considers indicative 2026 meeting dates for the Governance Committee, the Audit, Risk and Improvement Committee and the Policy and Legislation Committee. • A draft Schedule of Committee meeting dates for 2026 is also attached for the information of the Council.

M25/62 Common Seal November 2025

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

<p>SUMMARY</p> <p>This report details the documents to which the City of Melville Common Seal has been applied for the period from 13 October 2025 up to and including 18 November 2025 for the Council’s noting. This is a standing report to the Council.</p>
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Corporate Services**C25/345 Corporate and Community Climate Action Plans Annual Report 2024-2025****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The City of Melville adopted the Corporate Climate Action Plan in June 2023 and the Community Climate Action Plan in October 2024, following on from its declaration of a climate emergency in June 2021.
- The Corporate Climate Action Plan details how the City will be carbon neutral by 2030, and the Community Climate Action Plan details how the City will facilitate community progress to net zero emissions by 2050.
- This is the second annual report since the Corporate Climate Action Plan's adoption and the first annual report since the Community Climate Action Plan's adoption, detailing updates to the actions and emissions.
- This report combines updates from both Climate Action Plans for seamless reporting to the community, Executive and Council.
- The summary report highlights the significant achievements and progress updates over a 12-month period (Corporate CAP) and an 8-month period, from the time of endorsement in October 2024 (Community CAP) respectively.

C25/346 Investment Statements for October 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 October 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.

C25/347 Schedule of Accounts Paid for October 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 October 2025 and recommends that the Schedule of Accounts Paid be noted.

C25/348 Statements of Financial Activity for October 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 October 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 different from those presented in this report.
- The draft financial statements for 2024-2025 reports a surplus of \$304,261. The Annual Audit for 2024–2025 and the end-of-financial-year processes are currently underway. The final draft annual financial report was presented to the KPMG/OAG auditors on 26 September before the statutory deadline of 30 September, in accordance with the Local Government Regulations.
- KPMG/OAG has scheduled the final audit fieldwork for three weeks commenced 9 October. The draft audit findings are expected to be presented to the Audit, Risk and Improvement Committee (ARIC) on 19 November, and the final audit report and opinion will be presented to Council and submitted to the Minister for Local Government by 31 December.
- The preliminary variances for the month ending 31 October are presented for noting by the Council.
- Presents the budget amendments required for the month of October 2025 and recommend adopted by the Council by Absolute Majority decision.

C25/349 Strategic Property Update: 788-794 Canning Highway, Applecross

This report has been withdrawn from the agenda as the Request for Proposal is still under assessment and is not ready to be presented to the Council. The report will be presented when available to a future Council meeting.

Community Development**CD25/53 Implementing Menstrual Equity Initiatives in the City of Melville****Deputations**

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- This report responds to the Notice of Motion resolved at the Ordinary Meeting of Council (OMC) held on 15 July 2025 relating to the City of Melville (the City) investigating the implementation of menstrual equity initiatives.
- There are various options to proceed, and the report recommends several low-cost options that align with the Council Plan for the Future 2024-2034 and health, wellbeing and sustainability objectives.
- The report recommends that the City register its participation in Share the Dignity Limited's *Council Cares* program and increase the annual operating budget by \$3,000 (ex GST) as part of the 2026–2027 Annual Budget to support expansion of the rebate scheme, promote menstrual equity and implementation of the community donation model program.

CD25/54 Community Security Brentwood Petition Response**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- A petition signed by 40 electors of the City of Melville was received on 19 August 2025 requesting the installation of three community CCTV cameras, additional street lighting, and regular overnight patrols in Spinaway Crescent and Moonlight Cove, Brentwood. The request was made in response to perceived increases in theft and suspicious activity affecting residents' sense of safety.
- WA Police data indicate a very low level of reported crime within the subject streets. One theft from a vehicle was recorded in Spinaway Crescent during the most recent six-month reporting period, and no offences were recorded for Moonlight Cove. The broader suburb of Brentwood shows similarly low offence rates compared with other suburbs within the City.
- In direct response to the petition, additional MelSafe patrols have been scheduled in the Brentwood area to enhance visibility and community reassurance. The City continues to liaise with WA Police and advocate for increased police presence where operationally feasible, with patrol observations shared to assist police in effectively targeting resources.
- The MelSafe team is reviewing opportunities to enhance public lighting as part of the Safer Melville Plan review. While priority is being given to public access ways, areas adjoining natural bushland (such as the subject streets) will be considered on a case by case basis. Current site assessments indicate that existing lighting levels are adequate, with no immediate deficiencies identified.
- There is currently no budget allocation for fixed cameras or lighting upgrades in the subject area. The recommended approach balances community expectations with evidence-based decision-making, ensuring resources are directed to higher-priority locations identified through the City's proposed Community Safety Technology Roll-out Plan.
- If Council were to direct the installation of fixed CCTV cameras in the subject area, an estimated budget allocation of approximately \$100,000 would be required to cover capital and installation costs. Internal project management and coordination are expected to add a further \$18,000, based on the site's current assessment. Additional ongoing maintenance, operational, and lifecycle costs are outlined within this report.

Environment and Infrastructure**E25/83 Response to Notice of Motion - Applecross Ferry Terminal****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, 19 August 2025 Council resolved to request the CEO initiate discussions and prepare reports on the viability and potential for both East and West bound Transperth busses to have access and egress from and to Canning Highway via Canning Beach Road to the proposed Applecross Ferry Terminal and obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027.
- Due to the design of the intersection, vehicles cannot access Canning Beach Road directly from Canning Highway and cannot turn right from Canning Beach Road onto Canning Highway.
- It is not recommended to adjust the intersection to allow direct access due to road safety implications. Direct access from Canning Hwy to Canning Beach Road was blocked by a median in 2019 as part of an Australian Government Black Spot project to reduce the high number of crashes occurring at the intersection.
- Public Transport Authority would not support a deviation to the bus service but note there are services on Kintail Road and a high frequency service on Canning Highway.
- The City will continue to liaise with PTA as the site develops regarding any bus infrastructure planning.
- It is requested that the report on the viability and potential for both the East and West bound Transperth uses have access and egress from and to Canning Highway via Canning Beach Road be noted.
- It is requested that the report on obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027, be deferred until the March 2026 Ordinary Meeting of Council.

E25/84 Deferral Additional FOGO Bins Report**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, 19 August 2025, the Council resolved to request the CEO to prepare a report to the December 2025 OMC, detailing the resources and implications to implement an annual program to provide one additional Food Organics Green Organics (FOGO) bin to residents who reside in any area of the City, impacted by the leaves falling from deciduous trees during the fall-winter period. The FOGO bins to be delivered by the City on request, free of charge to affected residents and to be picked up by the City at the end of the fall period.
- This report seeks to defer the Additional FOGO Bins report until the March 2026 Ordinary Meeting of Council

Planning**UP25/93 Trees on Private Land****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- Like most local governments in Perth, Melville is grappling with the issue of a declining tree canopy, driven by pressure from housing infill as well as environmental factors such as Polyphagous Shot Borer and bushfires.
- Despite the City's significant tree planting program yielding a year-on-year increase in tree canopy on public land, data collected as part of the review of the City's Urban Forest Strategy revealed the City's overall tree canopy decreased by 1.4% between 2016 and 2022.
- With 45% of the City's tree canopy on private land, the City's Urban Forest Strategy (2024) makes it clear that growing, or even simply preserving the City's Tree Canopy cannot be achieved on public land alone.
- In addition to the environmental responsibilities to be considered, a 2025 decision of the State Administrative Tribunal (SAT) has upheld recent legal advice offered to the local government's across Perth, which is that removing a tree does in fact constitute development (subject to certain considerations), and that there is an obligation on each local government to determine when removing a tree from private land requires a development approval (and when it is exempt).
- The recent decision of the SAT coincides with the culmination of nearly three years of presentations and workshops with the Elected Members, as well as engaging with our community and various other stakeholders to determine how best to respond to the growing concern around the loss of mature trees in Melville.
- Feedback from the community and Elected Members has noted the importance for improved management of trees on private property. A policy response which seeks to encourage retention of mature trees, whilst allowing tree removal through appropriate development, as well as exploring long term canopy growth through replacement trees, is seen to have merit. Progress on a draft Policy would be workshopped with Elected Members and presented to Council for consideration of advertising for further feedback.

UP25/75 LPS6 Review - Staging and Implementation Plan**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The City of Melville (City) has commenced the review of its Local Planning Scheme No 6 (LPS6) and the review is currently in the first of two stages. Stage 1 involves preliminary community engagement and preparation of the draft Scheme. Stage 2 involves the statutory steps of the Scheme Review (advertising of the draft Scheme, responding to community feedback and formal involvement of the Western Australian Planning Commission and the Minister for Planning).
- A Staging and Implementation Plan has been prepared to guide the remaining tasks of Stage 1 leading up to Council endorsing a final draft Scheme for statutory advertising. Endorsement of the Staging and Implementation Plan will provide additional certainty to Council, the community and other stakeholders on the proposed next steps and level of investigation, testing and engagement ahead of the finalisation of the draft Scheme.
- The remaining Stage 1 tasks that are detailed within the Staging and Implementation Plan include further technical studies, state agency engagement, Elected Member workshop series and further community engagement.
- The Staging and Implementation Plan maps out these final tasks, key milestones and indicative timing for each task.

UP25/92 Response to Petitions - Local Planning Scheme 6 Review**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- Five petitions were received in response to proposals published in 2024 as part of the Local Planning Scheme No. 6 Review and Council requested a response to the petitions to be prepared by December 2025.
- Technical work is ongoing to inform the refinement of the Local Planning Scheme No. 6 Review proposals, and this will continue into 2026.
- • A Detailed Engagement Report will be presented to Council in Q2 of 2026 and will include a response to the five petitions.

14 MOTIONS WITH PREVIOUS NOTICE**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:

C25/352 RFP Outcomes - 410 Canning Highway, Attadale

This matter is considered to be confidential under Section 5.23(2) - (e) 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 matter that if disclosed, would reveal –

- (i) a trade secret; or**
- (ii) information that has a commercial value; or**
- (iii) information about the business, professional, commercial or financial affairs of a person.**

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**