



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, 10 February 2026 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, 17 February 2026.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 17 February 2026.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Meeting of Council to be held on Tuesday, 17 February 2026.

9 CONFIRMATION OF MINUTES

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 17 February 2026.

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, 17 February 2026.

13 REPORTS**13.1 Reports from Committees**

Nil.

13.2 Reports of the Chief Executive Officer**Management Services****M26/63 Common Seal January 2026****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 19 November 2025 up to and including 23 January 2026 for the Council's noting. This is a standing report to the Council.

M26/64 City of Melville Annual Report for 2024 - 2025 - Corrections**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- At the Special Meeting of Council held 16 December 2025, the Council accepted the City of Melville 2024 – 2025 Annual Report.
- Local public notice of the City's Annual Report was given and the Annual Report was published on the City's website and hardcopies made available at various locations.
- After publication, the City became aware of errors within the Annual Report and presents this report seeking the Council's approval to make corrections to the accepted Annual Report.

M26/67 Response to the Annual General Meeting of Electors 2026 Motions Carried**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- On Monday, 2 February 2026, the City of Melville (the City) held its Annual General Meeting of Electors (AGME) for the purpose of receiving the 2024-2025 Annual Report.
- At the AGME 6 motions were received from the community and carried by the meeting.
- This report presents the motions carried at AGME, along with officer comments and recommendations for the consideration of the Council.

Corporate Services

C26/355 2025-2026 Mid Year Budget Review

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- This report presents the results of the 2025-2026 Mid-Year Budget Review for the period 1 July 2025 to 31 December 2025 and highlights the significant positive and negative variations that require budget amendments.
- This report recommends that the Council notes the results of the 2025-2026 Mid-Year Budget Review, and by Absolute Majority, approves the recommended budget amendments required to the 2025-2026 Budget as a result of the review.
- This report presents amendments to the 2025-2026 Fees and Charges Schedule and recommends that they be adopted by Absolute Majority decision of the Council.
- This report presents a deviation from the City’s Accounting Policy CP-025 and recommends that it be noted and authorised by Council.

C26/356 Investment Statements for December 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 December 2025 and recommends that it be noted by the Council.

C26/357 Schedule of Accounts Paid for December 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 December 2025 and recommends that the Schedule of Accounts Paid be noted.

C26/358 Statements of Financial Activity for December 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 December 2025; and
- Presents the variances for the month of 31 December and recommends that they be noted by the Council;

C26/359 RFT252622 Supply of Tree Maintenance**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 RFT252622 Supply of Tree Maintenance.

C26/360 Investment Statements for November 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 November 2025 and recommends that it be noted by the Council.

C26/361 Schedule of Accounts Paid for November 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 November 2025 and recommends that the Schedule of Accounts Paid be noted.

Community Development

Nil.

Environment and Infrastructure**E26/87 Adoption of New Council Policy - CP-129 Personal Memorials in Public Open Space****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The City has for a long period of time allowed personal memorials mainly in the form of bench seats to be installed as a means of assisting the local community with grieving for loved ones, however, there has never been a formal position on this matter.
- Locations along the foreshore are very popular for those requesting a personal memorial bench which has resulted in these areas reaching a saturation point.
- In 2024, the City temporarily paused accepting requests for personal memorials until a Policy could be developed as there were challenges in placing bench seats in areas with high demand.
- The cost of a memorial bench and plaque in 2024 was approximately \$3,800 funded by the applicant, which has led to inequities associated with limiting bench installation to only those that can afford the cost.
- A desktop review of other Local Governments in Perth was undertaken to determine what their respective Councils have put in place for memorial requests has assisted in shaping the Officer's position and recommendation going forward.
- In November and December of 2023, the City undertook community engagement to understand the level of support for memorials in public places.
- The Officer recommendation is to discontinue the practice of allowing the installation of Personal Memorials within Public Open Space and to create four inclusive Reflection/ *Remember Me spaces* across the City to allow for contemplation and reflection for loved ones that have passed.
- Based on the issues identified in this report, a new Council Policy on Personal Memorials in Public Open Space has been prepared for consideration by the Council.
- The policy has been presented to previous Elected Member Information Sessions and Policy and Legislation Committee meetings, most recently at the December 2025 meeting.

E26/88 RFT252611 Supply of Plumbing Services

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- This report is presented to the Council to recommend the acceptance of a request submitted for RFT252611 Supply of Plumbing Services.

E26/89 RFT252617 Supply of Electrical Maintenance Services

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- This report is presented to the Council to recommend the acceptance of a request submitted for RFT252617 Supply of Electrical Maintenance Services.

Planning**UP26/99 Review of the Booragoon (Melville City Centre) Structure Plan****Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- The Melville City Centre Structure Plan, now referred to as the Booragoon (Melville City Centre) Precinct Plan, is subject to a statutory ten-yearly review. The Western Australian Planning Commission (WAPC) has approved a two-year extension to allow completion of the review by 2027.
- To prepare for the review, a preliminary engagement phase has been completed, capturing feedback from the community, key stakeholders, Elected Members, and the City's Senior Leadership Team. The findings from this preliminary dialogue with stakeholders is summarised in the Engagement Outcomes Report (Attachment 1).
- The preliminary engagement phase has highlighted opportunities for the City Centre and equally has noted a number of concerns, pre-requisites and delivery challenges, should future planning contemplate additional growth and intensity.
- Issues that would need to be addressed in the future City Centre include the need for upfront public realm investment, traffic and transport management, land assembly, tree protection, quality of design and built form together with effective stakeholder communication.
- Based on the preliminary work undertaken, an evidence-led, staged approach is proposed for the Booragoon (Melville City Centre) Activity Centre Plan review:
 - The review will be evidence-led and staged, drawing on technical investigations, the preliminary community engagement and progressing through Elected Member workshops prior to any draft plans being prepared.
 - Built form outcomes will follow a performance-based approach, with height and massing guided by context, community expectation and design quality rather than blanket zoning.
 - Early engagement with the Department of Planning, Lands and Heritage, Minister for Planning and the Western Australian Planning Commission (WAPC) will test feasible density scenarios, expectations, and delivery mechanisms before options are presented to Council.
 - Engagement materials will clearly communicate the expected impacts on traffic, housing diversity, and character.
- This approach recognises that while State Government legislation identifies Booragoon as a major centre within the metropolitan hierarchy, any movement towards that role and vision will require support of stakeholders and attention to the concerns raised during the preliminary engagement.
- Accordingly, a tailored planning review program is recommended which establishes the parameters, scope, and decision framework upfront, ensuring all decisions are guided by agreed technical evidence before any draft plans or maps are prepared.
- Council is recommended to note the Engagement Outcomes Report and endorse the evidence-led, engagement aligned and staged approach to the review.

UP26/100 Recruitment and Selection Report - City of Melville Design Review Group**Deputations****Officer Presentation** Questions only.**Disclosure of Interest****Notes from Forum** To be advised.**SUMMARY**

- Following expiry of the current Design Review Panel tenure, the City sought expressions of interest to join the Melville Design Review Group (DRG), previously known as the City's Design Review Panel (DRP).
- The DRG is responsible for reviewing major development applications and providing independent design advice to applicants and the City.
- Applicants applied to be part of the DRG through an expression of interest (EOI) process conducted by the City. Each member will be appointed for a term of two years. The EOI criteria was formulated in accordance with Section 3.1 of the State Government's new Local Government Design Review Manual. The City received 23 expressions of interest to join the DRG.
- Seven core members and six sessional members are recommended by the City to be appointed to the DRG. Whilst a number of the other applicants could add some value to the panel, they are not recommended to be appointed to the DRG as they do not have a relevant design review related qualification or did not sufficiently meet the experience criteria.
- One of the seven core members is recommended to act as the DRG Chairperson, and another recommended to be appointed as the Deputy Chairperson as detailed within the confidential attachment.

UP26/101 Proposed Scheme Amendment - DA-2025-947 - Public Open Space to Residential R60 - Lot 12759 (No. 33) Worley Street, Willagee (Winnacott Reserve) Lot 50 (40-44) Worley Street, Willagee (Weeronga retirement village)

Deputations

Officer Presentation Questions only.

Disclosure of Interest

Notes from Forum To be advised.

SUMMARY

- A request has been received to re-zone a portion of land adjoining the Alchera Living (Weeronga Retirement Village) from a reserve for Public Open Space (POS) (Winnacott Reserve) Lot 12759 (No. 33) Worley Street, Willagee, to Residential R60.
- The land was originally part of Winnacott Reserve. In 2017, Council permitted the use of the land to provide temporary site access to a proposed four storey apartment building at the retirement village. The temporary access was secured via an easement.
- Alchera Living subsequently sought to purchase the accessway land. In February 2021, Council resolved to seek public comment on the proposal to dispose of the portion of Winnacott Reserve.
- At its meeting of 15 June 2021 (P21/3920) Council considered the results of the public comment period and resolved to support the transfer of the ownership of the land to Alchera Living, approve the relinquishment of the Management Order over the portion of reserve and to support the amalgamation of the land into the adjoining site. Sale of the land from Department of Planning, Lands and Heritage to Alchera Living has subsequently progressed. A condition of the sale requires the purchaser to progress an amendment to rezone the land to Residential R60.
- An application has now been received to formalise the change in the reservation of the land as Public Open Space to Residential R60. The application is largely administrative given the previous Council support for the disposal and the progress of the land transaction.
- Accordingly the scheme amendment is considered to be a “basic amendment”. Adoption of the amendment is recommended. It is further recommended that Alchera Living be requested to undertake improvements to the interface between the accessway land and the adjoining reserve with respect to fencing and drainage.

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

17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

18 CLOSURE