



City of  
**Melville**

## **AGENDA**

### **ANNUAL MEETING OF ELECTORS**

#### **NOTICE OF MEETING**

I respectfully bring to the attention of Elected Members that an Annual Meeting of Electors will be held in the Kamarang (Conference) Room, Melville Civic Centre, 10 Almondbury Road, Booragoon on Monday, 2 February 2026 commencing at 6:00pm.

**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.

## Public Question Time

You can ask a question at the Annual Meeting of Electors during Public Question Time. Information on how to ask a question can be found on the City's website. [Public Question Time – Electors Meeting](#).

## Disclaimer

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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.

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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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The nature of the Council's decision making role in the matter:

<b>Advocacy</b>	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<b>Executive</b>	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<b>Legislative</b>	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<b>Review</b>	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<b>Quasi-Judicial</b>	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>

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**1 OFFICIAL OPENING**

**2 ATTENDANCE AND APOLOGIES**

**In Attendance**

Councillors

Ward

**Officers**

**Apologies**

**On Approved Leave of Absence**

### **3 INTRODUCTION OF ELECTED MEMBERS AND OFFICERS**

### **4 DISCLOSURE OF INTEREST**

#### **4.1 Financial or Proximity Interests**

Under sections 5.60A and/or 5.60B of the *Local Government Act 1995*

#### **4.2 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)

### **5 CONDUCT OF MEETING**

#### **5.1 Notice of Annual General Meeting of Electors**

The Annual General Meeting of Electors was advertised:

- On the City of Melville website page [Local and Statewide Public Notice](#) and website banner (from Wednesday, 14 January to Monday, 2 February); and
- On public notice boards at the City of Melville Civic Centre, and City of Melville libraries and LeisureFit centres (from Wednesday, 14 January to Monday, 2 February); and
- Via the Melville Matters eNews (Wednesday, 14 January 2026); and
- Via the City's social media platforms; and
- Via the Herald (Saturday, 17 January 2026).

The public notice reads as follows:

***“Annual General Meeting of Electors (AGM)***

*We invite City of Melville residents to the City of Melville Annual General Meeting of Electors (AGM) to receive the Community Annual Report 2024-2025.*

***Date:*** Monday, 2 February 2025

***Time:*** 6.00pm

***Venue:*** Conference Room, City of Melville Civic Centre, 10 Almondbury Road, Booragoon.  
*You can also watch via YouTube.*

*In line with the City of Melville’s sustainability policy, limited printed copies of the report will be available at the meeting. Copies will be available to view from the City of Melville Civic Centre and libraries, or read it online at [melvillecity.com.au/annualreport](https://melvillecity.com.au/annualreport)*

*We welcome your questions on the Community Annual Report 2024-2025. Questions must be submitted by **12noon Wednesday, 28 January.***

*For more information and to register your attendance or submit a question, visit [melvillecity.com.au/AGM](https://melvillecity.com.au/AGM)”*

## 5.2 Manner of Conduct

Welcome to the City of Melville Annual General Meeting of Electors. The purpose of the meeting is to discuss the City of Melville Annual Report and any other general business pertaining to the business of the City of Melville. In accordance with the *Local Government (Administration) Regulations 1996*, the Mayor is to preside at a general meeting or special meeting of electors and is to determine the procedure to be followed, and will give regard to the City of Melville *Local Government (Meeting Procedures) Local Law 2022*.

Members of the public attending the meeting are to be mindful of the following rules of conduct:

1. In the event of an emergency, everyone should take direction from officers who will guide you to the exit points of the building.
2. Toilets are located immediately before the entry to the Council Chambers.
3. All physically present are required to sign the attendance register prior to entering the meeting.
4. Each person who participates in a vote or speaks must be an elector of the City of Melville (the City).
5. The proceedings are being livestreamed and recorded for the production of the Minutes all speakers are requested to use the microphone each time they speak. The Minutes will include a summary of any questions asked and a summary of the responses provided.
6. Speakers are asked to clearly give their name and suburb each time they speak and are required to address the Mayor as chair of the meeting.
7. Only electors of the City may move or second a motion. Motions are to be submitted in writing prior to the commencement of the meeting.
8. All addresses are limited to a maximum of five (5) minutes. Extensions of time are only permissible with the agreement of a simple majority vote of Electors present (*Local Government (Administration) Regulations 1996 Regulation 17*).
9. The community are welcome to participate in the meeting. To ensure the efficient conduct of the meeting, please participate in a concise and respectful manner.
10. All Elected Members and officers attend this meeting to observe the proceedings and hear comments from electors. All questions and comments should be directed to the Mayor who may invite a response from the Chief Executive Officer, Presiding Members of Committees, or Elected Members.

**6 BUSINESS****6.1 Presentation of the City of Melville Annual Report 2024-2025**

A copy of the Annual Report for 2024-2025 is available to members of the public on the City's website page [Annual Reports](#). Limited hardcopies are also available at the City of Melville Civic Centre and Libraries.

**6.2 Public Question Time****6.2.1 Questions with Notice on the City of Melville Annual Report****6.2.2 General Questions with Notice****6.2.3 Questions without Notice****6.3 Motions****6.3.1 Motions with Notice****7 CLOSURE**