



City of
Melville

AGENDA

ORDINARY MEETING OF COUNCIL

NOTICE OF MEETING

I respectfully bring to the attention of Elected Members that an Ordinary Meeting of the Council will be held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 17 June 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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The nature of the Council's decision making role in the matter:

Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
Executive	<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>
Legislative	<i>Includes adopting local laws, town planning schemes & policies.</i>
Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
Quasi-Judicial	<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

Cr C Ross

Applecross - Mount Pleasant 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

Nil.

7 AWARDS AND PRESENTATIONS

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

9 CONFIRMATION OF MINUTES

9.1 Ordinary Meeting Of The Council – 20 May 2025

That the minutes of the Ordinary Council Meeting held on 20 May 2025 be confirmed as a true and accurate record.

9.2 Ordinary Meeting Of The Policy and Legislation Committee – 26 May 2025

That the minutes of the Ordinary Policy and Legislation Committee Meeting held on 26 May 2025 be noted.

9.3 Notes Of Agenda Briefing Forum – 10 June 2025

That the Notes of the Agenda Briefing Forum held on 10 June 2025 be confirmed as a true and accurate record.

10 NEW BUSINESS OF AN URGENT NATURE

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

12 PETITIONS

12.1 Receipt of Petition - Kearns Crescent Car Bays

A petition signed by 810 residents of the City of Melville and 350 non-residents was submitted by Mr Q Lau of Kardinya on Tuesday, 20 May 2025 and reads as follows:

We, the undersigned, all being electors of the City of Melville, respectfully request that the Council acknowledge and act on feedback from residents, businesses, and property owners and visitors of Kearns Cres and the surrounding community, and oppose the reduction in public carbays on Kearns Cres as part of the Kearns Cres Streetscape Upgrade.

We support the streetscape improvements of Kearns Cres but strongly oppose the reduction of public carbays.

Currently there is a deficiency in parking amenities and the loss of carbays will adversely impact businesses and individuals visiting the area, especially for those who are reliant on vehicles. (i.e. seniors, young families, and individuals with mobility needs).

The provision of public parking on Wilcock Street is not practical and will not negate the loss of carbays on Kearns Cres.

This petition is now presented to the Council for acknowledgement and consideration of actions to be taken.

OFFICER RECOMMENDATION

That the Council acknowledge the petition and request that a report be prepared by the August 2025 Ordinary Meeting of Council.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, there were no questions or requests for further information in relation to this item.

13 ADOPTION OF RECOMMENDATIONS EN BLOC

14 REPORTS

14.1 Reports from Committees

Policy and Legislation Committee Meeting held on 26 May 2025
C25/280 New Council Policy - External Committee Members

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil.
Attachments:	1. DRAFT Council Policy CP-130 External Committee Members ↓

COUNCIL’S ROLE

Legislative: Includes adopting local laws, town planning schemes & policies.

<p>SUMMARY</p> <ul style="list-style-type: none"> • The <i>Local Government Amendment Bill 2024</i> makes provision that each local government must establish an Audit, Risk and Improvement Committee, and that this Committee is to be Chaired by an independent member. • These provisions have not yet come into effect, however, the Council as part of its review of its Committee Structure has established an Audit, Risk and Improvement Committee in anticipation of the change to legislation and appointed two external members to take the roles of Presiding Member and Deputy Presiding Member. • The <i>Local Government Act 1995</i> provides local governments with the ability to pay external committee members and meeting attendance fee and to reimburse expenses associated with their role on the Committee. • In order to provide clarity and guidance on this matter, a proposed new Council Policy – External Committee Members is recommended for endorsement by the Council.

COMMITTEE RECOMMENDATION

That the Council endorse the new Council Policy CP-130 External Committee Members (Attachment 1).

PURPOSE

To present to the Council a proposed new Council Policy – External Committee Members to provide clarity and guidance on the external members to Committees established in accordance with s5.8 of the *Local Government Act 1995*.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.4	Strengthen active citizen engagement, participation, and access to information.

BACKGROUND

At the November 2024 and December 2024 Ordinary Meetings of Council, the Council resolved to refresh its Committee Structure to better align the responsibilities of each Committee with the legislative roles of the Council and the Council’s decision-making process, and to consider the legislative changes being made under the *Local Government Amendment Bill 2024*.

At the 18 March 2025 Ordinary Meeting of Council, the Council resolved to appoint external members to the Audit, Risk and Improvement Committee.

CONSIDERATION

Local Government Reform will require local governments to have an Audit, Risk and Improvement Committee, and for these Committees meetings to be Chaired by an independent presiding member. The intention behind this change is to ensure a level of neutrality and impartiality in the Chairing of these meetings.

For clarity, an independent member, also known as an external member, cannot be a council member of the local government or an employee of the local government.

In anticipation of the legislation, the City of Melville has established its Audit, Risk and Improvement Committee (ARIC) and at the meeting of the ARIC held 12 May 2025, the Committee appointed the two external members as the Presiding Member and Deputy Presiding Member.

The Salary and Allowances Tribunal’s makes an annual determination to report on the remuneration for, amongst others, Local Government CEO’s and Elected Members. To support the change in legislation to require independent committee members, the Salary and Allowance Tribunal determination for local government now includes the determination of fees payable to independent committee members. In accordance with section 5.100(4), (5) and (6) of the *Local Government Act 1995* (the Act). The current determination provides for each local government to set an amount between \$0 and \$432 per meeting, with this increasing to \$450 as from 1 July 2025. In addition to this, the Council can set any reimbursements that may be made to external members for costs incurred in their role.

A new policy is proposed, CP-130 External Committee Members copy attached. The new policy covers:

- Appointment of external members
- Meeting fees
- Reimbursable expenses
- Travel
- Reimbursement claims
- Payments
- Code of Conduct.

It is proposed that, as a Band 1 local government, the City pay the maximum meeting fee amount of \$432.00 to external committee members for committees established under 5.8 of the Act. It should be noted that this amount will increase to \$450.00 per meeting from 1 July 2025.

ENGAGEMENT

There has been no external engagement associated with this matter.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this matter

LEGISLATIVE AND POLICY ALIGNMENT

The Act makes provisions for the Council to establish committees under s5.8, with the types of committees, including those with external members, defined in s5.9. More specifically, the Audit committee is also established under 7.1A of the Act.

Section 5.100 of the Act provides for fees to be set within a range and reimbursements to be made to committee members who are not council members or employees.

The *Local Government Amendment Bill 2024* makes provision that:

- the local government must establish an Audit, Risk and Improvement Committee (ARIC);
- no member of the ARIC can be an employee of the local government;
- the presiding member of the ARIC cannot be a council member of the local government or any other local government

FINANCIAL IMPLICATIONS

The costs associated with Committees are adopted each year as part of the annual budget process.

CONSEQUENCE

The Council could choose not to adopt the proposed policy which would mean officers do not have guidance on payment of fees and guidance on items that may be reimbursed to external committee members.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council Business Papers:

Question 1:

Number 3 in the policy statement states will they be paid the maximum meeting attendance fee for committee meetings and if the council requests they attend another type of meeting. Will this mean that they will be paid the meeting attendance fee for pre-briefing meetings?

Response 1:

No they would not. The meeting attendance fee is for meetings only. However, they may be reimbursed mileage if they come in on a different day or if they were required to pay parking. It is intended to cover those extra costs which may be incurred as a result of undertaking their role.

C25/281 Policy Review - CP-023 Procurement Policy

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	1. CP-023 - Procurement Policy (with track changes) Updated ↓

COUNCIL’S ROLE

Legislative: Includes adopting local laws, town planning schemes & policies.

<p>SUMMARY</p> <ul style="list-style-type: none"> This report is provided to ensure the Policy is up-to-date, efficient, and compliant with Regulations, and that it is realistic in relation to expectations and market pressures. Assist with the implementation of the Council-approved Stretch Reconciliation Action Plan and uphold the Local Government (Functions and General) Regulation 1996 intent to support Aboriginal Businesses.

COMMITTEE RECOMMENDATION

That the Council adopt the revised CP-023 - Procurement Policy.

PURPOSE

This report is presented to the Council to seek the adoption of the revised CP-023 Procurement Policy. The Policy was last reviewed in December 2021 and some areas of improvements have been identified. It is necessary for the City of Melville (the City) to keep refining and improving its policies to remain current with efficient best practices.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.2	Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams.
	5.3	Ensure efficient and effective use of assets, resources and technology.

BACKGROUND

The City is committed to delivering efficient best practices in the procurement of goods, services and works that align with the principles of transparency, probity and good governance and complies with relevant legislation. The City’s Procurement Policy prescribes how procurement activities are to be undertaken by the City. The Policy was last reviewed in December 2021.

CONSIDERATION

This report is presented to seek the adoption of the reviewed policy. Major changes to the policy include:

- **Up to \$1,000 allow verbal quotes.**

The proposed new purchase threshold of \$0 to \$1,000 previously did not exist in the policy.

Assist small businesses, sole traders and First Nation individuals who find it hard to produce written quotes. For instance, a \$100 order for an elderly individual who is speaking at an even in one of our libraries, however, doesn't have access to a computer or smartphone.

This category is also beneficial for Purchase and Bunnings card purchases, previous not included in the policy.

In practice, applying this requirement to low-value, low-risk purchases are proving to be inefficient. While we recognise the importance of adhering to policy, we want to ensure we are also enabling staff to work effectively.

The recommended changes are not about reducing diligence, but rather about streamlining processes for minor and other purchases while continuing to uphold key procurement principles.

- **Over \$1,000 and up to \$10,000.**

For purchases at this level, demonstrating value for money through multiple quotes can be impractical and resource-intensive, particularly when the cost and risk are low. This change aims to streamline the process and reduce administrative burden, while still expecting officers to act responsibly and seek competitive pricing where appropriate.

- **\$10,000 to \$50,000 instead of “obtaining 3 quotes” officers will take steps “towards obtaining 3 quotes” with one quote from a local, disability enterprise or aboriginal business we will get it, where possible.**

The current policy requires staff to obtain three quotes for purchases, with at least one quote from a Local, Disability Support Enterprise, or Aboriginal Business. In practice, this is not always feasible due to market limitations, such as the absence of suitable suppliers in certain categories, which can place staff in the difficult position of being unable to comply with policy requirements despite making reasonable efforts.

- **\$50,000 to \$250,000 – Formal Request for Quotation instead of “obtaining 3 quotes” we will use our “Taking Steps towards obtaining 3 quotes”.**

The proposed changes seeks to amend the wording of the policy to require staff to take reasonable steps to obtain three quotes, rather than mandating that three quotes must always be obtained.

This revision acknowledges real-world constraints, such as limited supplier availability, while still promoting competition and value for money. It ensures that staff remain compliant with policy expectations without being penalised for circumstances beyond their control.

These changes are shown in the attached version (attachment 1).

ENGAGEMENT

The proposed changes to the Policy have been presented to the City's Executive Leadership Team and presented to Elected Members at the Elected Members Engagement Session held on Tuesday, 4 March 2025.

SUSTAINABILITY IMPLICATIONS

The changes continue to support the City's effort in regard to sustainability.

LEGISLATIVE AND POLICY ALIGNMENT

This Policy is consistent with the current *Local Government Act 1995* and relevant Regulations.

FINANCIAL IMPLICATIONS

There are no specific financial implications for the City as a result of the proposed changes to the Policy.

CONSEQUENCE

The Council could choose to not adopt the revised Policy. This would result in procurement at the City not adopting more efficient practices potentially causing frustration, unnecessary delays and gaps when we get audited.

BRIEFING FORUM – FURTHER INFORMATION

This section may be updated following the Agenda Briefing At the Agenda Briefing Forum held on Tuesday, 10 June 2025, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council Business Papers:

Question 1:

The changes to the policy appear to be relaxing some of the procurement controls. Is this appropriate given the recent OAG report and current climate?

Response 1:

These changes are intended to bring more practicality and efficiency for staff, so that they're able to comply with the policy. Looking at the first modification in relation to purchasing \$0 to \$1,000, this didn't exist previously and was up to \$10,000 meaning that any time staff were completing a transaction of \$100, they would be in breach of the policy. In regards to the OAG, this is a separate matter and there are a few other policies which relate to this issue. Any item over \$250,000 is still managed by legislation and we are not proposing any changes to this. Overall the policy is not intended to reduce any controls.

Question 2:

There appears to be an error in the OMC document, page 18 appears to repeat the same material presented on page 17.

Response 2:

This has been noted and will be updated in the Final Ordinary Meeting of Council agenda distributed on Friday, 13 June 2025.

Question 3:

Concerns around the language used within the policy regarding the section on \$10,000 to \$50,000 and \$50,000 to \$250,000 range, where we've proposed to change it to "taking steps towards obtaining 3 quotes". This could be read as taking some steps, such as only getting one quote. Could this language be changed to something else such as "obtaining 3 quotes where possible"?

Response 3:

The policy still intends for officers to obtain 3 quotes, which will require that staff provide evidence that they have made an attempt to obtain the 3 quotes. However, the updated language provides practicality to staff in that they do not always receive responses back, so this language means that projects are not held up by the lack of 3 quotes received.

Question 4:

The policy also states "allow officers to obtain only one quote from an aboriginal business up to \$50,000". Concerned around the lack of market testing where of there is an aboriginal business we're intending to use we would still need to market test to make sure the quote is competitive?

Response 4:

It is not the intention to blindly accept a quote, there would still be a competitive process. However it is intended to provide flexibility for staff in obtaining more than one quote.

Question 5:

Can you expand on the policy that the City is working on to address the OAG concerns?

Response 5:

In regards to the OAG credit card performance audit, the City currently has procurement authorisation limits in place which control how much expenditure staff are authorised to incur. Additionally, we have credit card guidelines which spells out card holder responsibilities and security when staff are on leave, and restrictions on use. Card holders are required to sign an agreement stating they acknowledge these conditions. Currently, we're also putting more information around the types of allowable expenditure.

It is noted that many of the findings did not relate to the City of Melville, particularly in relation to oysters and champagne, and there were six other local councils involved. The majority of the City's findings were in relation to improvements as to some of the controls we currently have in place. The OAG audit found there was no case of misuse of the City of Melville's credit cards by credit card holders, and all of our card holders have used their cards appropriately and in accordance with council policies and approved usage. Additionally, the Council receives monthly information on the card usage within the standard Finance council items.

Question 6:

You've stated there were no misuse cases within Melville, does this imply there were cases with other councils?

Response 6:

No, the City is not aware of any findings of misuse rather some relaxed conditions around the use of credit cards and whether some of the expenditure was appropriate in terms of the level of expenditure or type.

Question 7:

Regarding the section within the policy on \$10,000 to \$50,000 ends with "taking steps towards obtaining 3 quotes, outlining the specified requirements" – Does this need more information?

Response 7:

This would be the specifications of the service or good which we are looking for, which will vary for each occasion. The Policy is stating that we need to clearly outline what we're wanting to acquire in relation to the service or good, as part of the process to obtain quotes.

Question 8:

It also states that where possible, one quote should be obtained from a local disability enterprise or aboriginal business. The word "at least" has been taken out here, why?

Response 8:

This section is stating that if it's possible to gain a quote. There may be some products or services where there are not any providers available which meet this criteria.

Question 9:

The policy also states that only one written quote is required for purchases through WALGA, disability enterprises, aboriginal businesses, commonwealth or state government agencies below \$50,000. If only one quote is required, doesn't this unfairly exclude other companies?

Response 9:

This is in relation to social procurement, in terms of us supporting those particular types of agencies, in particular aboriginal or disability enterprise agencies, and making sure that we afford those agencies an opportunity. This does not necessarily mean that if they are not competitive that we would consider engaging their services.

Question 10:

Why then does it include commonwealth or state government agencies? Surely these agencies don't need more opportunities to grow their business?

Response 10:

No, this is not the intent. There are exemptions for commonwealth and state government purchasing agreements with local governments, and that's just providing a bit more flexibility to staff, that if it is one of these agencies that the option only requires one quote under \$50,000.

Question 11:

If we were looking to spend, for example, \$49,000 on a good or service by one of these agencies, ratepayers would still expect more than one quote for that amount of money, and at a minimum get a second quote to test the market. If there was a desire to change this section to require more than one quote, what would be the process for that?

Response 11:

The policy states that “obtaining more than one quote is recommended where possible, and the officer needs to be satisfied that value for money is achieved.” So we are stating within the policy that they must be satisfied that that value for money is being achieved and it is not the case that getting one quote and accepting it is the intent.

Question 12:

Where are the supplies coming from? Does the supplier of the good provide evidence that those supplies are not coming from countries with slave labour etc.?

Response 12:

There is a section within the policy titled “6.2 Modern Slavery” which covers the issue raised and requires a declaration from the supplier, depending on the purchase being made. This section also outlines the City’s commitment to ensuring, as best as we can, that we are addressing these issues.

Question 13:

The policy states “the best value for money”, however often the best value for money may not always be the best product or service. What is the City’s response to that?

Response 13:

As a general rule, any substantial tender will have assessment criteria which is applied in the assessment panel, and that recommendation is also vetted through the contract and tenders assessment unit. There is a process in place to ensure that we aren’t just looking at value for money. In fact, generally, in the specifications value for money is just a consideration and not a weighted criteria.

Question 14:

If there is an interest in making changes to the policy, what is the way forward to do that?

Response 14:

The Governance team will consolidate the notes of the ABF meeting and assess the amount of work required to amend the policy. There may be an easy way to make the amendments, or it may be recommended that the policy is referred back to the Committee or Council meeting. Advice will be provided to Elected Members via distribution on Friday, 13 June 2025.

Additionally, in response to requests by Elected Members in relation the Policy, some administrative amendments have been made and are highlighted in the policy (Attachment 1).

UP25/71 Policy Review - CP-114 Compliance and Enforcement Policy

File Number:	
Responsible Officer:	Manager Strategic Urban Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	<ol style="list-style-type: none"> Draft Compliance and Enforcement Policy ↓ Comparison of Compliance and Enforcement Policies ↓ City of Melville Risk Matrix ↓

COUNCIL’S ROLE

Legislative: Includes adopting local laws, town planning schemes & policies.

<p>SUMMARY</p> <ul style="list-style-type: none"> The City of Melville (the City) continuously reviews and updates policies to ensure that best practice is enacted in relation to decision making. The Compliance and Enforcement has been reviewed following Council resolution of 20 February 2024 UP24/31. The review aims to improve the City’s compliance and enforcement outcomes following the deficiencies identified within the 2021 Weir Report. The previous Compliance and Enforcement Policy was adopted in June 2022.

COMMITTEE RECOMMENDATION

That the Council:

- Adopt the Amendments to Council Policy 114 – Compliance and Enforcement Policy for the purposes of public consultation for a period of not less than 21 calendar days; and**
- Where no submissions in objection are received in response to the consultation undertaken, that the final adoption of amended Council Policy – 114 Compliance and Enforcement Policy shall be authorised by the Chief Executive Officer.**

PURPOSE

The Purpose of this report is for Council to endorse the draft Council Policy 114 – Compliance and Enforcement Policy.

The draft Policy has been rewritten and is not a modified version of the previous Policy. The key changes are outlined in the document “Comparison of Compliance and Enforcement Policies” as attached.

The draft Policy will provide clarity to City Officers and the Community as to how the City will progress compliance and enforcement matters. The Policy will assist Officers to consider the operational tools that are available and appropriate for the identified matter.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.3	Ensure efficient and effective use of assets, resources and technology.
	5.4	Strengthen active citizen engagement, participation, and access to information.
	5.5	Provide excellent customer experiences and ease of access.

BACKGROUND

The draft compliance and Enforcement Policy has been developed following Council’s Resolution UP24/31 at its meeting of 20 February 2024 which stated that:

“That the Council:

- 1. Request the Chief Executive Officer prepare Compliance Matrices to guide the operational implementation for all compliance related services; and***
- 2. Request a review of CP-114 - Compliance and Enforcement Policy be undertaken to incorporate the Compliance Matrices; and***
- 3. Request a briefing at an Elected Member Engagement Session and that the review be completed and presented for consideration no later than the November 2024 Ordinary Meeting of Council”.***

Further to this, there was a report put to Council on 15 October 2024 (UP/24/51), requesting an alternative deadline for the Policy review where Council resolved:

“That the Council notes that CP-114 Compliance and Enforcement Policy will be presented by the June 2025 Ordinary Meeting of Council”.

The draft Compliance and Enforcement Policy has been rewritten considering the Council Resolution of 20 February 2024. It is for this reason that the new Policy does not show tracked changes where there are changes made to the current Policy. The [existing Policy](#) can be accessed via the City of Melville website.

A Compliance and Enforcement Policy review was also a matter raised within the Weir Report (2021) where it recommended that this review aim to improve the elements as recommended which include the approach on escalation of enforcement action, and improved communication with residents.

CONSIDERATION

The draft Compliance and Enforcement Policy responds to the emerging challenges being faced by both the City and the community. These challenges are resulting from significant growth in residential and commercial development and land use changes as well as a shift in the community expectations of local government which are increasing the demands of City Officers responsible for compliance and enforcement activities. This includes the City's compliance in community safety, environmental health, animal control, parking control and private use of thoroughfares.

In recent years, the City has experienced a growing compliance workload and an increased complexity of compliance cases. For example, the increased density and land use changes are resulting in more requests from the community for the City to investigate potential compliance matters. The City is required to assist in resolving these enquiries and compliance matters resulting from investigations in a professional and considerate manner.

The primary objectives of the Compliance and Enforcement Policy (the draft Policy) are as follows:

1. To ensure the City has access to adequate and reliable information necessary for the effective investigation of concerns.
2. To identify instances of non-compliance in a timely and accurate manner.
3. To facilitate the prompt resolution of non-compliance by bringing all parties into compliance within a reasonable timeframe.
4. To guarantee that procedural fairness is afforded to all affected parties throughout the enforcement process.
5. To ensure that compliance and enforcement actions are proportionate to the scope and severity of the issues being investigated.
6. To maintain transparent communication by keeping affected parties and relevant stakeholders informed throughout the enforcement process.

The draft Policy sets out the City's high-level considerations to compliance and enforcement matters, whilst considering the individual facts and circumstances of each case. It has been drafted to apply across all compliance activities of the City including Building, Planning, Rangers, Parks, Environmental Health, Engineering etc.

The draft Policy is intended to provide Officers with a high-level framework for managing the diverse range of compliance matters that arise across the City. It outlines the circumstances in which enforcement action may be appropriate and serves as a guide for consistent decision-making.

Importantly, the Policy does not override existing legislation or professional judgment. Each case must be assessed on its own merits, with careful consideration given to its unique circumstances and facts, rather than drawing conclusions based on similarities to other cases.

By promoting consistency and transparency, the Policy supports a cooperative and collaborative approach to achieving compliance. It also encourages a culture of voluntary compliance and ensures stakeholders receive timely updates on matters that affect them.

This framework applies to all compliance and enforcement activities carried out by authorised City of Melville Officers. It provides direction on when and how to escalate matters, ensuring enforcement actions are proportionate to the severity and nature of the issue. The draft Policy adopts a risk based, graduated and proportional approach to compliance and enforcement, for matters that are within the remit of the City of Melville.

The draft Policy encapsulates the principles of natural justice and procedural fairness, including initial assumption that involved parties want to comply and cooperate with the City. It also references but does not completely describe legislated processes of enforcement in conjunction with the City of Melville Risk Matrix (Attachment 3).

ENGAGEMENT

Engagement activities that have been undertaken to this point include consultation with City of Melville managers who undertake compliance activities and the City’s Governance team, whose advice has been incorporated into the draft Policy document.

Key advice from the City’s Governance team regarding the Policy included:

- Decision-makers must provide genuine consideration to each cases’ specifics and merits.
- Policy guides decisions, it cannot dictate outcomes.
- Separation of powers ensures that policies do not override statutory discretion.
- Legislative enforcement powers are discretionary; policies cannot restrict decision-makers from considering individual case merits.
- Enforcement action requires legislative support, policy is not enforceable

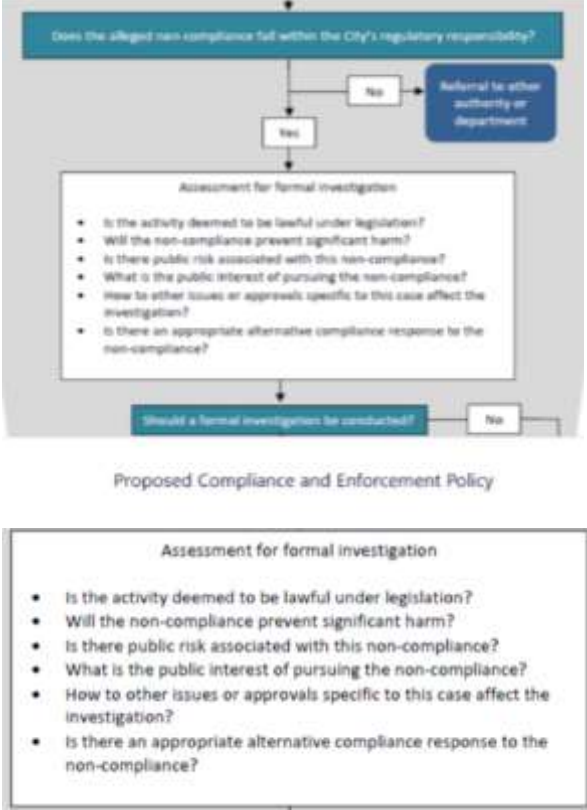
Elected members were briefed on the Policy during the Elected Members Briefing Session held on Tuesday 1 April 2025. Feedback was also sought from Elected members between 2 April and 5 May 2025 with two submissions being received.

A summary of the Feedback received, and Officer responses are listed in the table below.

	Feedback Summary	Officer Response
1	The objectives are all outward facing and that there is nothing in the policy objectives that addresses or seeks to identify, investigate and address internal non-compliance.	<p>It is not the aim of the Policy to react to internal non-compliance matters. There are other avenues that are available to pursue these sorts of issues and they include escalation of matters to:</p> <ul style="list-style-type: none"> • Supervisory staff, managers or the Executive team; • Elected Members to raise concerns with the CEO; • The Office of the Ombudsman; and/or State or Federal Elected Representatives or Ministers. <p>Further to this, there are internal processes in place that City staff are required to abide by. These include internal Customer Service Standards and the City’s Code of Practice.</p>

	Feedback Summary	Officer Response
2	<p>Concerns that nothing will change (internal business as usual) while the concerns raised in the WEIR Report and DLGSC concerns have not been adequately addressed.</p> <p>Concern that this policy will be used as the reason for even more processes and delays for the community when dealing with the City.</p> <p>This is a one size fits all Policy however there are differences in compliance issues ranging from Planning, Building, Parking, Dogs, Trees etc.</p>	<p>This Policy is designed to provide clarification to Officers and enable them to understand the tools that they have to undertake compliance work whilst considering the facts and circumstances of each case.</p> <p>We believe that this Policy will not result in “business as usual” as the Policy is a <u>new</u> policy, drafted in accordance with Council’s request and incorporates best practice compliance methodology, with a focus on education, communication and reasonableness. Further to this, there has been significant staff turnover, with new staff employed by the City. This means that there is greater need to ensure alignment in approach and alignment with City Values and consequently, ensuring that the City Officers are held to account for the manner in which we undertake compliance activities.</p> <p>It is the aim of the Compliance and Enforcement Policy to bring identified non-compliances onto an appropriate compliance pathway as soon as reasonably possible.</p> <p>That is not to say that that people will be subject to enforcement action in the first instance – they may be, but the eventual pathway will depend on the individual circumstances and facts of the case.</p> <p>A compliance pathway may include voluntary compliance (as a party may not have known that they have done the wrong thing in some circumstances), guided towards an application and approval process or other methods as outlined in the draft Policy.</p> <p>The statement is correct in that the Policy has been written as a “one size fits all Policy”. The Policy has been written to cover all compliance activities that are under the remit of the City of Melville.</p> <p>The statement is also correct in that there are often differences in the compliance issues within the City’s remit which require different approaches to obtain a compliance outcome. The City’s Policy brings attention to the high-level compliance activities. The differences in these activities within departments will be addressed by those departments via other means and may include the development of more specific</p>

	Feedback Summary	Officer Response
		<p>departmental procedures, guidelines or standard operating procedures that take into account specific legislative processes and the characteristics of the compliance and enforcement activities that they undertake.</p> <p>These procedures and guidelines will be prepared using the adopted Policy and will be operational in nature.</p>
3	<p>You note that the community expects the City to act fairly and respect the rights of the Community. They also expect that the City will act responsibly and will be accountable for any negligence or transgression of the principles of natural justice. There is nothing in the Policy that is anything more than lip service to these principles. As outlined below, the decision diagram itself shows that determination of non-compliance may be made without any contact with the respondent or opportunity to address the alleged non-compliance. Definitely not Customer First.</p>	<p>It is not the purpose of the draft Compliance and Enforcement Policy to address these matters. As stated in the response to Point 1., these matters of City and Officer accountability are addressed within other City documents and supervisory responsibilities.</p> <p>Concerns regarding the determination of a non-compliance can be made without any contact with the respondent or opportunity to address the alleged non-compliance will be correct in some circumstances. An example of this may be a parking infraction. The alleged vehicle owner/driver is not generally contacted prior to receiving an infringement notice.</p> <p>This not the case for a matter of higher complexity, seriousness or impact – such as the construction of an unapproved structure or a food poisoning incident. As stated earlier, this is a Policy that has been drafted to cater for all compliance activities, and the processes undertaken for the compliance work by the various will vary, based on their nature and activities.</p>
4	<p>You noted that you were comfortable with including procedural information within the policy document.</p>	<p>We note that excessive procedural information within a Council Policy may result in administrative issues due to more frequent policy updates to update our procedures as we improve our processes over time (such as implementing systems improvements).</p>
5	<p>You note that both the balance between process adherence and compliance decision making are equally important and closely interrelated. The community must follow the due process in conducting their activities and compliance decision making must also follow a due process. It is illegal to use illegal methods to catch illegal or non-compliant activity. The City in fact needs to maintain a higher standard, because it is entrusted with the use of community funds and there is no excuse for the City to not strictly comply with</p>	<p>Agreed. There are various corporate documents that outline the responsibilities and legislative requirements that must be met by the City and its Officers. There are also other independent bodies that provide oversight of the City’s activities, including the Office of the Ombudsman, Elected Members of the City or Members of Parliament.</p>

	Feedback Summary	Officer Response
	its duty of care and responsibilities towards both the community and employees.	
6	<p>Additional Comments regarding the following draft Policy extract:</p>  <p>Proposed Compliance and Enforcement Policy</p> <p>Assessment for formal investigation</p> <ul style="list-style-type: none"> • Is the activity deemed to be lawful under legislation? • Will the non-compliance prevent significant harm? • Is there public risk associated with this non-compliance? • What is the public interest of pursuing the non-compliance? • How to other issues or approvals specific to this case affect the investigation? • Is there an appropriate alternative compliance response to the non-compliance? <p>Should a formal investigation be conducted?</p> <p>Assessment for formal investigation</p> <ul style="list-style-type: none"> • Is the activity deemed to be lawful under legislation? • Will the non-compliance prevent significant harm? • Is there public risk associated with this non-compliance? • What is the public interest of pursuing the non-compliance? • How to other issues or approvals specific to this case affect the investigation? • Is there an appropriate alternative compliance response to the non-compliance? <p>“Dot point 1. A complaint of non-compliance must require consideration of the alleged activity and then whether the activity itself is the alleged non-compliance or the activity is being conducted in a non-compliant manner.</p> <p>Building is an activity that falls within the authority of the City, Trespass or Assault is not.</p> <p>Building is lawful under the legislation provided that a Building Permit has been obtained and the conditions are being complied with.</p> <p>Consequently, the assessment diagram must first identify the activity and the conditions under which the activity would be compliant and whether the alleged non-compliance are activities that would make that compliant activity non-compliant.”</p>	<p>Sentence 1 response: Agreed, however this is not a process that would be incorporated into a Policy document, but something that should be considered as a standard operating procedure. This is an element of the Officer’s investigation process.</p> <p>Sentence 2 response: Agreed. City Officers must always comply with investigative and legislative requirements. It is the aim of the Policy for City Officers to work cooperatively with stakeholders where appropriate / appropriate.</p> <p>Sentence 3 response: Agreed.</p> <p>Sentence 4 response: Agreed, on page 9 of the draft Policy it identifies Regulatory Assistance and states:</p> <p><i>“Where a breach relates to use or works or activity undertaken without approval, the City may guide and assist the party to submit an application where such a development or activity is capable of approval, subject to a merits-based assessment.</i></p> <p><i>The City may allow the minor offence to continue (subject to ongoing cooperation) until the appropriate application is determined, dependent on the scale and impact.”</i></p> <p>This statement highlights the need for assisted compliance in some cases, where the City is able to work with the stakeholder to achieve compliance without the need for punitive enforcement action.</p>
7	<p>Dot point 2 “Will the non-compliance prevent significant harm?” Is that suggesting that a compliant activity if conducted compliantly would be likely to cause significant harm and that the activity must be conducted non-compliantly to prevent significant harm?</p>	<p>The draft Policy is stating that if a non-compliant activity was likely to cause harm, this information is important to understand the seriousness of the non-compliance, and that this will go some way to inform the City’s compliance and enforcement response. There</p>

	Feedback Summary	Officer Response
	<p>Surely the compliant activity should not have been approved in the first place if it would have placed anyone at risk of significant harm? Also, how does the assessment procedure which has gone directly from a complaint of non-compliance to an assessment of whether to conduct a formal investigation make a decision on how the alleged non-compliance prevents significant harm?</p>	<p>is no inference to seek activity to be conducted in manner which does not comply.</p> <p>The final sentence states:</p> <p><i>“Also, how does the assessment procedure which has gone directly from a complaint of non-compliance to an assessment of whether to conduct a formal investigation make a decision on how the alleged non-compliance prevents significant harm?”</i></p> <p>The diagram provided within the draft Policy is a guide as to the sorts of questions that investigative Officers ask themselves to determine the appropriate initial compliance path forward. It is not an exhaustive list and provides the reader with some insight and a high-level understanding of how an investigation might be considered to determine its individual circumstances and facts. It is also important to note that a compliance pathway may change as new information becomes evident.</p>
8	<p>Dot point 3 “Is there public risk ...”</p> <p>Essentially there is no or very limited public risk in building a properly constructed shed in your own backyard, but it is non-compliant if it has been built without a building permit, so I am unsure of the relevance of this criteria. The assessment needs to address relevant criteria.</p>	<p>There is an element of public risk in building without the necessary building approvals. A building built without an approval may result in the structure being structurally unsound or located partially on neighbouring land. Furthermore, if there was an incident with the building or its construction, in absence of having the necessary building approval, there may be insurance challenges or challenges in the sale of the property in the future.</p> <p>As outlined above, the assessment is not an exhaustive list and is a guide as to the sorts of questions that investigative Officers ask themselves to determine the most appropriate compliance path forward.</p>
9	<p>Dot point 4. “What is the public interest...”</p> <p>The City has pursued and prosecuted non-compliance with the R Codes requirement for 50% visibility in front fences when there has been widespread community support for the front fence and no public interest in having these walls being made “compliant”. At the same time there is widespread global and local community interest in protecting the foreshore and wildlife and yet a small number of dog owners allow their pets to roam freely without leashes on waterfront</p>	<p>As outlined above, the assessment is not an exhaustive list and is a guide as to the sorts of questions that investigative Officers ask themselves to determine a compliance path forward. The investigation Officer and supervisors will make a determination regarding public interest.</p>

	Feedback Summary	Officer Response
	<p>areas and the City refuses to take action other than to place small signs which are poorly located and easily ignored. Who makes the decision as to what is the public interest? Either an activity is being conducted compliantly, or it is not. A decision to prosecute may require consideration of the public interest, but not a decision to assess whether the activity is being carried out and if the activity is compliant.</p>	
10	<p>This should be the first step of review in relation to complaints of non-compliance. In the past the City has made accusations of building without a building licence and the home owner has produced the building licence. Clearly, the City failed to check its own records before jumping to conclusions. An initial verification process involving examination of the City's records is vital to ensuring that the City does not waste resources or jump to conclusions and make false accusations.</p>	<p>The statement refers to a prior matter and asserts that the City, in the past, has made accusations about matters and failed to check records.</p> <p>This is a matter of appropriate record keeping and operational procedures having more robust record review processes. Whilst we cannot comment on individual matters without more context, we can restate that the City has internal standards of Officer conduct that must be adhered to.</p> <p>Where Officer errors or failings are identified, they are managed internally in accordance with the City's performance requirements, where affected parties will be appropriately informed as to the outcome of the investigation and informed of any internal process changes made as a result of their Officer complaint.</p> <p>The City welcomes feedback from the community and other stakeholders that can assist with improving the City's performance and processes.</p> <p>It is important to note that identified failings within the City's records systems are being addressed with upgrades to ensure appropriate support and access. The City looks forward to having more robust and reliable records management systems in place that will enable for improved customer service outcomes.</p>
11	<p>Dot point 6. "Is there an alternative.."</p> <p>This requires the decision maker to have already decided that there is non-compliance. This is premature and does not follow the principles of natural justice which require that before a decision is made, the respondent is entitled to be advised of the accusation and has been given the opportunity to respond.</p>	<p>As outlined above, the assessment is not an exhaustive list and is a guide as to the sorts of questions that investigative Officers ask themselves to determine a compliance path forward.</p>

	Feedback Summary	Officer Response
12	<p>Separation of powers - the existing policy makes clear that Elected Members are not exercising functions in relation to prosecutions, which is appropriate. The new policy is less clear on this point, and the summary of changes indicate that Elected Members are now bound by the policy. For clarity it should be explained that Elected Members have no function in relation to the direct application of compliance and enforcement matters.</p>	<p>Agreed. Within the Policy statement a change has been made to reflect this feedback.</p> <p>Changes made now include the following:</p> <p>“The City recognises the importance of the separation of powers between:</p> <ul style="list-style-type: none"> • the adoption of Local Laws and Policy by Council, acknowledging that Elected Members have no direct role in the application of compliance or enforcement matters; and • the investigation function and the application of compliance and enforcement actions which are the responsibility of Authorised Officers acting under delegated authority, in accordance with applicable legislation and policies.”
13	<p>The clear statement in the original policy at point 2 is now absent. This seems a significant omission; the point it makes that compliance is mandatory is and should be the starting point for compliance matters. Where compliance can be secured without enforcement action, including by education, this is usually to be preferred. But the starting point is that compliance is not optional. A similar statement should be reintroduced.</p>	<p>Agreed, an Objective has been included in the draft Policy at point number 1 which states that:</p> <p>“The primary purpose of the City of Melville’s compliance and enforcement functions are to achieve regulatory compliance and prevent offences through education and incentives, including formal action where necessary.”</p> <p>The Section stated in the existing Policy that is referenced in the feedback states that:</p> <p>“Compliance with the law is not an option: it is an obligation. The primary purpose of the City of Melville’s compliance and enforcement function is to achieve regulatory compliance and prevent offences through education and incentives, including formal action where necessary”</p> <p>The purpose of the minor edit from the current policy is to moderate the language, and that explicitly stating that compliance with the law is a requirement is redundant. Legal compliance is obligatory irrespective of whether it is stated in the Policy.</p>
14	<p>Unclear why we have a statement indicating that we will not proceed with prosecutions in absentia (that is where the offender cannot be found). In some circumstances that will be appropriate.</p>	<p>The statement within the draft Policy is introduced (policy page 13) with the following:</p> <p>“A prosecution may be discontinued where...”</p> <p>The statement is worded in this manner to outline circumstances where a prosecution may be discontinued. It is not an exhaustive</p>

	Feedback Summary	Officer Response
		<p>or absolute statement and is intended to provide the reader with an understanding of the sorts of reasons why a prosecution may be discontinued by the City. Any decision to not proceed with a prosecution is made under delegation.</p>
15	<p>The statement that we will discontinue prosecutions on legal advice is slightly problematic. Where we outsource prosecution to a 3rd party (eg. by briefing an external lawyer) this would occur as a matter of course. Where we undertake the prosecution, it would be inappropriate for the policy to outsource part of our prosecutorial discretion to third party advice. That is, this should be a matter that goes with the determination to outsource a prosecution; either we retain the exercise of discretion or we do not.</p>	<p>Agreed. It is not the intention of the draft Policy statement to outsource decision making but explain that external advice may contribute to the City’s decision making, It is not an exhaustive or absolute statement, and its intent is to outline the sorts of reasons that the City may decide to not proceed with a prosecution, based on all information available to the City at that time.</p> <p>The clause had been changed and now reads: “Where external guidance indicates that the discontinuation of a prosecution would be an appropriate pathway forward and in the interests of the City, based on information available.”</p>
16	<p>The older policy makes clear that escalating a matter to prosecution will be appropriate where there is a financial advantage to non-compliance. That is, we do not want to encourage a situation where non-compliance becomes routine where it is financially advantageous to pay the penalty and continue with the con-compliance. The policy should be clear that escalation to prosecution is expected in those circumstances (10. i in the old policy).</p>	<p>The City agrees that encouraging financially advantageous non-compliance is undesirable and not an outcome that is consistent with the Policy’s objectives.</p> <p>The draft Policy incorporates a pictorial on page 4 of the policy, which describes where a “Deliberate or serious non-compliance” occurs where “A small number of people decided not to comply” the pictorial describes, in this case, that the City’s response would be to “Apply strong enforcement provisions of the legislation”.</p>
17	<p>It is not clear to me why the assumption "that involved parties want to comply and cooperate with the City." is being incorporated. This is doubtless the case in many instances. However it is also going to not be the case in others. Starting with such an assumption in a blanket sense risks blunting effective enforcement responses in the cases where the presumption does not hold. Alongside the removal of the statement that compliance is mandatory, and taken together with the increased focus on 'proportionate' and 'cost-effective' action, the risk is that lower level enforcement actions will be preferred where they are not appropriate. I note the broader remarks made in relation to ASIC which arose out of</p>	<p>This statement was included to provide the reader with an understanding that the City will commence an investigation in a cooperative and informing way. This statement informs the reader that the City assumes, in the first instance, that a party applicable to an investigation, has not made a decision to not comply with a legislative requirement.</p> <p>Often a party is not familiar with the legislative requirements of all matters that they become involved with, and as a result may make errors in judgement.</p> <p>This is a relatively common occurrence, particularly with matters that members of the</p>

	Feedback Summary	Officer Response
	<p>the royal commission into banking - that a set of prosecution policies which focused on working with the industry being regulated led to weak compliance action. Especially as regards large commercial developers, a similar risk exists for the city.</p>	<p>community are not regularly involved with.</p> <p>The City agrees that this will not always be the case, especially with compliance matters that the community are expected to be more familiar with due to their frequency or topical nature.</p> <p>If Council is of the view that this clarifying statement is not required within the Policy, the sentence can be restated from the existing:</p> <p>“The Policy encapsulates the principles of natural justice and procedural fairness including initial assumption that involved parties want to comply and cooperate with the City.”</p> <p>to:</p> <p>“The Policy encapsulates the principles of natural justice and procedural fairness”.</p>

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications presented as part of this report.

LEGISLATIVE AND POLICY ALIGNMENT

- CP-114 Compliance and Enforcement Policy
- CP125 Neighbour Dispute Mediation Policy
- OP42 Managing Unreasonable Behaviour Policy
- City of Melville Codes of Conduct
- City of Melville Customer Service Charter
- City of Melville Risk Matrix
- Local Government Act 1995
- Local Government (Miscellaneous Provisions) Act 1960
- Building Act 2011
- Bush Fires Act 1954
- Caravan and Camping Grounds Act 1995
- Cat Act 2011
- Control of Vehicles (Off Road Areas) Act 1978
- Criminal Procedure Act 2004
- Dog Act 1976
- Environmental Protection Act 1986
- Fines, Penalties and Infringement Notices Enforcement Act 1994

- Food Act 2008
- Graffiti Vandalism Act 2016
- Health Miscellaneous Provisions Act) 1911
- Litter Act 1979
- Planning and Development Act 2005
- Public Health Act 2016
- All subsidiary legislation applicable to the Acts as listed above
- All City of Melville Local Laws

FINANCIAL IMPLICATIONS

There are no additional financial implications to the adoption of this recommendation. The recommendation, if adopted, will utilise existing budgeted resources to undertake compliance tasks based on existing levels of service.

CONSEQUENCE

If the recommendation is not adopted by Council, the draft Compliance and Enforcement Policy will not be adopted and the existing Policy will remain in place. Therefore, if Council does not support the draft Policy but does not wish to retain the existing Policy, then an alternate recommendation is required for further review, ideally with specific direction of the review.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council Business Papers:

Question 1:

What is the City's view on having a community reference group to review the policy?

Response 1:

It is the City's view that compliance actions is an administrative function and is undertaken in accordance with legislative requirements. Therefore, community involvement with that may not be beneficial in progressing those sorts of issues. However, the Council has established a Policy & Legislation Committee to facilitate those robust discussions. The policy is also being proposed in the recommendation to go out for community feedback, which provides an opportunity for members of the community to provide submissions and the policy will only be authorised should there be no objection received in response to the consultation.

Question 2:

If there was potentially a community reference group set up would that then fall under the same payment and meeting attendance fees as previous groups?

Response 2:

Yes, if the Committee was established under the Local Government Act, they would be entitled to those payments.

14.2 Reports of the Chief Executive Officer

Management Services

M25/52 City of Melville Corporate Business Plan 2025-2029 - Annual Review

File Number:	
Responsible Officer:	Chief Executive Officer
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	<ol style="list-style-type: none"> 2024-25 Corporate Business Plan - End of Year Projections Report (Summary) ↓ Updated City of Melville Corporate Business Plan 2025-2029 ↓

COUNCIL’S ROLE

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<p>SUMMARY</p> <ul style="list-style-type: none"> This report presents the Annual Review of the City of Melville Corporate Business Plan in accordance with Regulation 19DA(4) of <i>the Local Government (Administration) Regulations 1996</i>. Annual review activities have informed the development of the City of Melville’s updated Corporate Business Plan 2025-2029, which guides the 2025-26 Annual Budget and associated service and project plans, ensuring a clear alignment with the outcomes and objectives of the Strategic Community Plan. Note: The City of Melville’s Strategic Community Plan (Part A) and Corporate Business Plan (Part B) are consolidated into one document: the City of Melville Council Plan for the Future 2024-2034.
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OFFICER RECOMMENDATION

That the Council by absolute majority decision:

- Approves the Annual Review of City of Melville Corporate Business Plan 2024-2028, inclusive of the 2024-25 End-of-Year Report (Attachments 1); and**
- Adopts the updated City of Melville Corporate Business Plan 2025-2029 (Attachment 2).**

PURPOSE

The purpose of this report is to seek Council’s approval of the Annual Review of the City of Melville’s Corporate Business Plan 2024-2028 and to adopt the updated Corporate Business Plan 2025-2029.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.2	Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams.
	5.3	Ensure efficient and effective use of assets, resources and technology.
	5.4	Strengthen active citizen engagement, participation, and access to information.
	5.5	Provide excellent customer experiences and ease of access.
	5.6	Provide an inclusive, safe, healthy, equitable and engaging workplace.

BACKGROUND

Integrated Planning and Reporting Framework

In accordance with Section 5.56 of the *Local Government Act 1995*, all local governments are required to plan for the future of their district.

Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996* details how local governments must plan for the future, through the making of a Strategic Community Plan and Corporate Business Plan.

The Strategic Community Plan sets out the vision, aspirations and objectives of the community over a 10-year horizon (long-term) and the Corporate Business Plan translates the Strategic Community Plan into services, projects and programs delivered to the community over a four-year horizon (short-medium term).

Year 1 of the Corporate Business Plan informs the development of the annual budget, service plans, and capital and operating project programs.



Figure 1. Elements of the Integrated Planning Framework

The Integrated Planning and Reporting Framework (IPRF) provides a structured approach to help local governments plan, resource (through finances, workforce and assets), deliver, and review their Strategic Community Plan and Corporate Business Plan, supporting continuous improvement in service and project delivery to the community.

Review Requirements

In accordance with Regulations 19C(4) and 19DA(4) *Local Government (Administration) Regulations 1996* and the IPR Framework, local governments are required to review their Strategic Community Plan at least once every four years (including community engagement) and the Corporate Business Plan annually (internal only).

This report applies to the Annual Review of the City of Melville’s Corporate Business Plan 2024-2028.

Note: The City of Melville’s Council Plan for the Future 2024-2034, adopted by Council at the Ordinary Meeting of Council held 20 August 2024, incorporates both the Strategic Community Plan (Part A) and Corporate Business Plan (Part B) into one document, in-line with current legislative requirements and future anticipated Local Government Reforms.

CONSIDERATION

During the period of February to June 2025, a review of the City of Melville’s Corporate Business Plan 2024-2028 was undertaken in-line with the City’s annual integrated business planning and budget process.

The review process included significant input and consultation with Elected Members, the Executive Leadership Team and Management Leadership Team, capturing and incorporating decisions made regarding service changes, project prioritisation and budget allocations.

The projected status of projects in the Corporate Business Plan 2024-2028, were also incorporated into the Annual review, as detailed in the 2024-25 End-of-Year Report (Attachments 1).

The outcome of all these activities is development of the City of Melville Corporate Business Plan 2025-2029 (Attachment 1), which updates Part B of the Council Plan for the Future 2024-2034.

Corporate Business Plan 2024-2028

- 2024-25 End-of-Year Report Summary

Out of the 91 projects and programs in the Corporate Business Plan 2024-28 for 2024-25:

As at 30 June 2025:

- 76 (or 84%) are projected as either ‘Complete’, ‘On-Track’ or ‘Monitor’
- 15 (or 16%) are projected as ‘Off-Track’.

The projected end of year projects status has informed carried forward budgeting estimations and project milestones in the updated City of Melville Corporate Business Plan 2025-2029 (Attachment 2).

The full end of year report for the 2024-2025 financial year will also be provided in the first quarter of the new financial year to the Governance Committee.

Corporate Business Plan 2025-2029

- Updated

The updated City of Melville Corporate Business Plan 2025-2029 outlines how the City will allocate and manage its resources over the next four years in alignment with the direction set by the Long-Term Financial Plan (LTFFP).

The LTFFP informs the development of the 2025-26 Annual Budget, service plans, and capital and operating project programs, and provides a clear line of sight from these services, projects and programs to the outcomes identified in the Strategic Community Plan.

The Corporate Business Plan meets all regulatory requirements and is underpinned by a continually evolving integrated business planning and budgeting process that defines baseline service levels, enhances transparency and accountability, and strengthens reporting capabilities – collectively supporting ongoing improvements in service delivery and project performance, and contributing to the achievement of the City’s community vision: Vibrant, Sustainable, Inclusive Melville.

ENGAGEMENT

The Annual Review and development of the Corporate Business Plan 2025-2029 has been in consultation with Elected Members and the Executive and Management Leadership Teams at a number of workshops and via email from February 2025 to June 2025.

Workshops and briefings with Elected Members were held on the following dates:

5 February 2025	Kick Off and Elected Member Priorities.
17 March 2025	Asset Management and Capital Program Overview.
1 April 2025	Draft Capital (Capital Plans and Capital Works Program).
6 May 2025	Draft Operational (Service Plans and Operational Projects) and Capital (Capital Plans and Capital Works Program) and Rates (Part 1).
12 May 2025	Draft Operational (Service Plans and Operational Projects) and Capital (Capital Plans and Capital Works Program) and Rates (Part 2).
27 May 2025	Draft Budget and Long-Term Financial Plan.
3 June 2025	Draft Budget (including Carry Forward Estimates).

SUSTAINABILITY IMPLICATIONS

The Annual Review, inclusive of the development of the updated Corporate Business Plan 2025-2029, has been guided by the Integrated Planning and Reporting Framework, which supports all dimensions of sustainability – social, environmental, economic, and governance – as reflected in the modern adaptation of the Quadruple Bottom Line used in local government and public sector contexts. As such, it embeds long-term thinking, community engagement, and resource alignment into the City's planning and decision-making processes.

LEGISLATIVE AND POLICY ALIGNMENT

The following legislation and guidelines are relevant to this report:

- Section 5.56 of the *Local Government Act 1995 – Planning for the future*
- Section 19C and 19DA of the *Local Government (Administration) Regulations 1996 – Strategic Community Plan, requirements for and Corporate Business Plan, requirements for*
- Integrated Planning and Reporting Framework and Guidelines – September 2016

FINANCIAL IMPLICATIONS

The City of Melville updated Corporate Business Plan 2025-26 outlines the financial implications of delivering services and projects over the next four years, aligned with the Long-Term Financial Plan and informing the development of the 2025-26 Annual Budget.

CONSEQUENCE

If Council does not approve the Annual Review, including the updated Corporate Business Plan 2025-2029, the City of Melville will not meet its legislative obligations or its commitment to deliver strategically aligned and contemporary services and projects to the community.

Corporate Services

C25/282 2025 Annual Review of Delegations, Authorisations and Appointments

File Number:	
Responsible Officer:	Head of Governance
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	1. City of Melville Statutory Delegations and Authorisations Manual 2025-2026 Marked Up ↓

COUNCIL’S ROLE

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<p>SUMMARY</p> <ul style="list-style-type: none"> Delegations made under the <i>Local Government Act 1995</i> and various other legislation must, by law, be reviewed by the delegator at least once every financial year and listed in a register kept by the CEO. A review of all delegations, authorisations and appointments has been completed and it is recommended that the outcome of this review be adopted by the Council. Following the Council’s resolution, the updated Delegations Manual will be uploaded to the website and provided to Elected Members for information.
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OFFICER RECOMMENDATION

That the Council resolves by Absolute Majority Decision to:

- Endorse the 2025 review of statutory delegations, authorisations and appointments; and**
- Confirm the changes and edits to the instruments of delegation, authorisation and appointment, as contained in Attachment 1 - City of Melville Statutory Delegation and Authorisation Manual 2025-2026 MARKED UP.**

PURPOSE

To present the annual review of the Council and CEO’s delegations, authorisations and appointments to Council.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.

BACKGROUND

The functions and powers allocated to local governments by legislation are so many and so diverse that it would be unrealistic to expect the Council to make every discretionary decision itself. The business of local government could not be carried out in a timely manner if that were the case.

Delegation of local government powers, duties and functions to the CEO and appropriate officers is an effective way to reduce red tape and expedite operational decision-making processes. Efficient use of the power of delegation assists local governments to effectively deal with a wide range of procedural matters that require the exercise of some discretion but are inherently administrative rather than strategic in nature.

Delegation is only permitted when an Act or regulations specify that the local government has this power, and the delegated powers may only be exercised in relation to the statutory powers, duties or functions conferred or imposed on the local government by that legislation unless otherwise specified. A delegator may specify limitations or conditions, such as a financial limit, on the exercise of a delegation. Sub-delegation is generally only permitted where specifically provided for in the relevant legislation.

Delegates are not obliged to exercise a delegation granted to them, even if it is primarily procedural. Where a matter is highly contentious, decisions relating to it may be referred, at the discretion of the CEO or the request of the Council, to the Council to make the decision by resolution despite the presence of a relevant delegation.

Delegations made under the *Local Government Act 1995*, *Cat Act 2011*, *Dog Act 1976* and the deemed provisions of Local Planning Schemes identified in the *Planning and Development (Local Planning Scheme) Regulations 2015*, must be reviewed by the delegator at least once every financial year, and the CEO must maintain a register of current delegations made under this legislation.

Delegations under other legislation, as well as authorisations or appointments, do not need to be reviewed each year however the City of Melville, like most local governments, does review these on an annual basis, as it is considered good practice to do so.

This report deals only with the Council delegations and appointments/authorisations. The CEO is responsible for reviewing delegation or sub-delegation of powers and duties held by the CEO either directly under statute or under delegation from the Council.

CONSIDERATION

A review of all delegations, authorisations and appointments has been completed, and the following changes have been made:

Amendments

Title	Amendment
All	<ul style="list-style-type: none"> Minor typographical and format corrections made.
All	<ul style="list-style-type: none"> Review date for each delegation to be updated.
All	<ul style="list-style-type: none"> Updates to position titles to reflect current organisational structure
All	<ul style="list-style-type: none"> The revision history for each delegation has been moved to a standalone section at the end of the document. This is to keep the instrument itself as short as possible.
2.1.2	<ul style="list-style-type: none"> Point 1(a) amended to reflect changes to the <i>Local Government Act 1995</i>
DA-007	<ul style="list-style-type: none"> An additional point has been added to clarify that financial and lease term limits extend to lease renewals and extensions. Sub-delegation to CEO amended to clarify conditions of delegation/sub-delegation apply to renewals and lease extensions.
DA-016	<ul style="list-style-type: none"> Amended sub-delegation for the Street Numbering, Health, Fencing and Thoroughfares local law in accordance with operational responsibilities in the Planning directorate. Amended sub-delegation for the Parking Local Law so Manager Healthy Melville and Healthy Melville Coordinator (Recreation Development) can exercise the powers of the local government under clauses 5.4 and 5.8(b).
DA-028	<ul style="list-style-type: none"> Addition of Executive Manager and Chiefs and Heads reporting to a director to list of sub-delegates.
DA-031	<ul style="list-style-type: none"> Addition of Executive Manager and Chiefs and Heads reporting to a director, and addition of all Directors, to list of sub-delegates.
DA-032	<ul style="list-style-type: none"> Addition of Manager Health Melville to list of sub-delegates. Addition of Revenue Coordinator to list of sub-delegates.
DA-050	<ul style="list-style-type: none"> The title has been updated to better reflect its purpose. Amended sub-delegation to extend to Manager Health and Compliance, Coordinator Compliance Services and Coordinator Environmental Health. Update to delegation title, description and statutory powers / duty delegated.
DA-053	<ul style="list-style-type: none"> The title and description have been updated to better reflect its purpose. Addition of Service Lead – Community Safety Investigations to sub-delegates.
DA-054	<ul style="list-style-type: none"> The title has been updated to better reflect its purpose. Further, the power to arrange to humanely destroy an impounded animal has been moved to its own separate delegation (see 'DA-130' commentary below). Extended sub-delegation to extend to Manager Health and Compliance, Coordinator Compliance Services and Coordinator Environmental Health.

Title	Amendment
DA-062	<ul style="list-style-type: none"> The title has been updated to better reflect its purpose. Amended sub-delegation to extend to Manager Development Approvals, Principal Building Surveyor and Senior Building Surveyor, who issue Materials of Verges permits under these regulations. Added Manager Health and Compliance, Coordinator Compliance Services and Senior Development Compliance Officer to enable compliance activities.
DA-088	<ul style="list-style-type: none"> The title has been updated to better reflect its purpose and align with supporting policy.
DA-115	<ul style="list-style-type: none"> Sub-delegates updated to revoke Manager Customer and Community Participation and replace with Manager Healthy Melville.
DA-103	<ul style="list-style-type: none"> Amended sub-delegation to extend to Coordinator Compliance Services and Senior Development Compliance Officer, and Principal Building Surveyor in accordance with operational responsibilities. Added Manager Development Approvals.
DA-105	<ul style="list-style-type: none"> Sub-delegation to Director Corporate Services revoked. Extended sub-delegation to Manager Development Approvals.
DA-126	<ul style="list-style-type: none"> Sub-delegation to Manager Environmental Health and Compliance revoked as position is not involved in the issuing of building and demolition permits. Manager Development Approvals added as manager responsible for the team issuing building and demolition permits.
DA-127	<ul style="list-style-type: none"> Sub-delegation to Manager Environmental Health and Compliance revoked as position is not involved in the issuing of occupancy and building approval certificates
DA-125	<ul style="list-style-type: none"> Addition of Service Lead – Community Safety Investigations to sub-delegates
DA-122	<ul style="list-style-type: none"> Addition of Service Lead – Community Safety Investigations to sub-delegates
DA-073	<ul style="list-style-type: none"> Statutory power to sub delegate updated to note that no sub-delegation power is provided for in the <i>Food Act 2008</i>.
DA-020	<ul style="list-style-type: none"> New WAPC delegation (WAPC2025/04) in effect from 1 May 2025 added, therefore conditions on delegations updated to revoke point 4 (Call up by Council) as no longer able to be implemented. This new instrument of delegation has been added to the manual – “5.2.4 Powers of Local Governments – Metropolitan Region Scheme” Compliance links also updated to reflect these changes and removed some delegations resolved by the WAPC to be revoked. Sub-delegation matrix updated.
DA-061	<ul style="list-style-type: none"> The title has been updated to better reflect its purpose. Revoked sub-delegation to Senior Statutory Planner. Granted sub-delegation Coordinator Compliance Services, Senior Development Compliance Officer and Principal Statutory Planner.

Title	Amendment
DA-007C	<ul style="list-style-type: none"> Amended to include Regulations 29A and 29B and new delegate, Head of Governance.
DA-008C	<ul style="list-style-type: none"> Revoked sub-delegation to Manager Development Approvals. Added delegation to Service Lead – Community Safety Investigations
DA-009C	<ul style="list-style-type: none"> Revoked sub-delegation to Head of Community Safety and Service Lead – Community Safety Investigations.
CSA-Local-01	<ul style="list-style-type: none"> An additional point has been added to limit the CEO and Directors' powers to enter into goods and services contracts which are exempt from tender requirements. The CEO may now only enter into contracts with a value less than \$550,000 per contract, per financial year, and Directors may only enter into contracts with a value less than \$250,000 per contract, per financial year. Consolidated authorised officers into one bullet point for Directors. Updates to compliance references.
External Delegations	<ul style="list-style-type: none"> Three new external delegations added to part 5. '5.2.4 Powers of Local Governments – Metropolitan Region Scheme' '5.4.1 – Approval under Regulation 327(4) for Certain Local Government Vehicles as Special Use Vehicles' and '5.4.2 – Approval under Regulation 289(1)(a)(ii) to Display Flashing Warning Lights on Ranger Vehicles'

New Delegations

Title	Comment
DA-130	<ul style="list-style-type: none"> This power is currently part of 'DA-054', but it is considered to be more appropriate for it to be a separate delegation given the subject matter. Initial sub-delegates are the Director Community Development, Head of Community Safety and Service Lead – Community Safety Investigations.

Revoked Delegations

Title	Officer Comment
DA-046	<ul style="list-style-type: none"> Notice to Owner or Occupier Requiring Certain Actions to be Undertaken' – section 3.24 of the <i>Local Government Act 1995</i> requires that this be an authorisation, not a delegation. A new delegation, 'DA-131 – Appoint Officers to Exercise Powers of Entry under Sections 3.25-3.27 of the Local Government Act 1995' has been created so that the CEO may appoint persons (see 'DA-131' commentary).
DA-049	<ul style="list-style-type: none"> Power to Carry Out Works on Private Land' – for the same reason as given above for DA-046.

Title	Officer Comment
DA-131	<ul style="list-style-type: none"> This delegation is proposed to allow the CEO to appoint persons to exercise the powers of entry under sections 3.25 to 3.27. If this delegation is not approved, then a Council report will be required each time the City needs to appoint a new officer to exercise these powers. This is not efficient or a good use of the Council's time.
DA-010C	<ul style="list-style-type: none"> New delegation in relation to receiving, determining and processing electoral eligibility and maintaining owner / occupier register. Initial delegation to Head of Governance and Chief Financial Officer

As part of the CEO’s review of their own delegations to other employees, some instruments of delegation by the Council have been amended at the sub-delegation level to reflect changes to organisational structure and functional responsibilities, as well as changes to titles. Sub-delegations by the CEO of delegated powers are provided for under section 5.44(3) of the *Local Government Act 1995* and are not the subject of this report.

These changes are shown marked-up in Attachment 1 - City of Melville Statutory Delegation and Authorisation Manual 2025-2026 MARKED UP.

ENGAGEMENT

Directors and managers were consulted regarding the delegations, appointments and authorisations relevant to their operations.

Public consultation was not undertaken as delegations, authorisations and appointments are an internal matter related to the operational management and administration of the local government’s statutory powers, duties and functions.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications presented as part of this report.

LEGISLATIVE AND POLICY ALIGNMENT

The City of Melville must comply with section 5.46 of the *Local Government Act 1995* which requires the Council to review, at least once every financial year, its delegations made under that Act and the deemed provisions in the *Planning and Development (Local Planning Schemes) Regulations*. The City must also comply with section 47(2) of the *Cat Act 2011* and section 10AB(2) of the *Dog Act 1976*, which impose similar annual review requirements for delegations made under those Acts.

Of the 51 current delegations made by the Council, 35 have been made under the [Local Government Act 1995](#). The following provisions in the *Local Government Act 1995* relate to the delegation of local government powers and duties by the Council under that Act.

- Delegations (to Committees and the Chief Executive Officer) must be made by an absolute majority decision [s.5.16(1) and s.5.42(1)].
- Delegations (whether to Committees or the Chief Executive Officer) must be in writing, and may be general or as otherwise provided in the instrument of delegation [s.5.16(2), s.5.42(2)].

- All delegations will have effect for the period of time specified in the delegation, or if not specified, indefinitely [s.5.16(3)(a), s.5.45(1)(a)].
- Any decision to amend or revoke a delegation must be by absolute majority [s.5.16 (3)(b), s.5.45(1)(b)].
- Section 5.17 limits the delegation of powers and duties to certain committees.
- Section 5.45(2)(a) permits a local government to perform any of its functions by acting through a person other than the CEO (but it may not delegate its functions other than to the CEO).
- An employee to whom a power or duty has been delegated under Part 5 Division 4 is a designated employee (s.5.74) who must lodge primary and annual returns (s. 5.75, s.5.76).

Section 5.43 prohibits the local government from delegating to the CEO any of the following powers or duties:

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; and
- (i) such other powers or duties as may be prescribed.

Regulation 18G of the *Local Government (Administration) Regulations 1996* prescribe that the following powers and duties of a local government cannot be delegated to the CEO:

- (a) Section 7.12A(2), (3)(a) or (4) (duties related to audit reports); and
- (b) Regulations 18C (approve process for selection and appointment of CEO) and 18D (consider a review on the performance of the CEO carried out under s.5.38).

In addition to the above, the following provisions are also relevant to Council delegations:

- Section 127 of the [Building Act 2011](#)
- Regulation 70 of the [Building Regulations 2012](#)
- Sections 48 and 59 of the [Bush Fires Act 1954](#)
- Sections 44, 45, 46 and 47 of the [Cat Act 2011](#)
- Sections 10AA and 10AB of the [Dog Act 1976](#)
- Section 118 of the [Food Act 2008](#)
- Section 16 and 17 of the [Graffiti Vandalism Act 2016](#)
- Section 26 and 344 of the [Health \(Miscellaneous Provisions\) Act 1911](#)
- Regulation 15D of the [Health \(Asbestos\) Regulations 1992](#)
- Sections 50, 53, 58 and 59 of the [Interpretation Act 1984](#)
- Section 21 of the [Public Health Act 2016](#)
- Schedule 2 clauses 82, 83 and 84 of the [Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

New delegations, amendment and revocation of delegations under the *Local Government Act 1995*, *Cat Act 2011*, *Dog Act 1976*, *Graffiti Vandalism Act 2016* and the *Planning and Development (Local Planning Schemes) Regulations 2015* must be made by absolute majority decision of Council.

Delegations under other legislation, and appointments and authorisations, do not require an absolute majority.

From time to time, between reviews, a new delegation may be required or an existing delegation requires amendment. This will be presented to the Council as a separate report and the City of Melville Statutory Delegation and Authorisation Manual 2025-2026 will be updated to reflect the approved changes.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the recommendations of this report.

CONSEQUENCE

If the Council do not review its delegations under the *Local Government Act 1995*, *Cat Act 2011*, *Dog Act 1976*, and the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations*, it will be in breach of that relevant legislation. This may lead to intervention by the Department of Local Government, Sports and Cultural Industries and would reflect poorly on the City and the Council.

BRIEFING FORUM – FURTHER INFORMATION

This section may be updated following the Agenda Briefing At the Agenda Briefing Forum held on Tuesday, 10 June 2025, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council Business Papers:

Question 1:

Why have most of the delegations have the “substantive amendments” section removed?

Response 1:

There is now a dedicated section with all of the substantive amendments listed at the end of the manual.

Question 2:

Can you elaborate on DA-007, and provide more detail on the sub delegation to apply to renewals and lease extensions?

Response 2:

There hasn't been any significant change with this delegation, but it provides the CEO the ability to negotiate leases and license agreements within certain parameters. Under section 3.58 of the *Local Government Act 1995*, there are requirements to advertise disposal of property to commercial entities but there are exemptions for not for profit entities, such as sporting clubs, community groups and arts and culture groups. So the delegation just allows for renewals and extensions to be negotiated with those types of organisations.

Question3:

Would that be for preliminary negotiations and then it would come before Council?

Response 3:

This is for terms up to 10 years, so anything over that will be presented to the Council for approval.

Question 4:

Regarding DA-131 Appoint Officers to Exercise Powers of Entry Under Sections 3.25-3.27 of the Local Government Act 1995, how many times has this been exercised and could you provide some examples of when it would be exercised?

Response 4:

DA-131 is a new delegation, which combines and tidies up previous delegations. The City may use this delegation to access properties for example where a property is not being maintained in the manner it should be or where works are required to be undertaken following a prosecution. This is only used in extenuating circumstances and is usually a very low number each year.

C25/283 Common Seal June 2025

File Number:	
Responsible Officer:	Head of Governance
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	Nil

COUNCIL’S ROLE

Information: For the Council / Committee to note.

<p>SUMMARY</p> <p>This standing Council report details the documents to which the City of Melville Common Seal has been applied for the period from Wednesday, 19 March 2025 up to and including Monday, 19 May 2025 for the Council’s noting.</p>

OFFICER RECOMMENDATION

That the Council notes the actions of the Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from Wednesday, 19 March 2025 up to and including Monday, 19 May 2025 for the Council’s noting.

PURPOSE

Section 2.5 of the *Local Government Act 1995* states that a Local Government is a Body Corporate with perpetual succession and a common seal. A document is validly executed by a Body Corporate when the common seal of the Local Government is affixed to it and the Mayor and the Chief Executive Officer (CEO) attest the affixing of the seal.

The following documents were affixed with common seal during the period Wednesday, 19 March 2025 up to and including Monday, 19 May 2025:

Register Reference	Parties	Description	ECM Reference
CS2248	City of Melville and Centre Custodian Pty Limited and Dexus Wholesale Property Limited	Variation Deed – Westfield Booragoon – Melville City Centre – Agreement for Exchange of Land	8485646
CS2251	City of Melville and Landgate	Notification of 70A for 682 Canning Highway, Applecross (lot situated in vicinity of transport corridor)	8524407

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.

LEGISLATIVE AND POLICY ALIGNMENT

The use of the Common Seal is provided for the information of the Council.

CONSEQUENCE

This is a standard report for the Elected Members that details the documents to which the City of Melville Common Seal has been applied for the period from Wednesday, 19 March 2025 up to and including Monday, 19 May 2025 for the Council’s noting.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, there were no questions or requests for further information in relation to this item.

C25/287 Consideration and Adoption of the 2025-2026 Budget

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	<i>Elected Members and officers are property owners / ratepayers in the City of Melville; however, this is an exempt interest in accordance with Section 5.63 (1) (a) & (b) of the Local Government Act 1995.</i>
Attachments:	<ol style="list-style-type: none"> 1. Ratepayer Profile 2025-2026 ↓ 2. Submissions Report – Differential Rates 2025-2026 ↓ 3. Municipal Fund Budget 2025-2026 ↓ 4. Capital Works Program 2025-2026 ↓ 5. Long Term Financial Model ↓ 6. Alternative Motion with Notice - Cr C Ross ↓

COUNCIL’S ROLE

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<p>SUMMARY</p> <ul style="list-style-type: none"> • The 2025-2026 Budget document (including the Schedule of Fees and Charges) is presented for consideration and adoption by the Council. • There is an increase of 4.0% to the Rate in the Dollar and Minimum rate for all rating categories when compared to 2024-2025. • The Budget contains increases in operating costs for employment of \$6.1 million (9.3%), for materials and contracts of \$5.7 million (14.2%), increases in operating revenues from rates of \$7.1 million (6.7%), and fees and charges of \$2.9 million (18%) when compared to the previous year’s budget. The budget also includes significant increases in service charges income and other expenditure associated with Willagee/Myaree/Melville underground power project. • The Budget provides for a \$60.4 million investment in the City’s assets, including an estimated carry forward of \$11.2 million from 2024-2025. The majority of this investment is funded from the City’s reserves and capital grants, subsidies and contributions. • The City’s financial principles have been addressed via the desktop revision of the Long Term Financial Plan. • A series of Corporate Planning/Longterm Financial Planning/Budget workshops were held in 2025 with Elected Members. These workshops have informed the 2025-2026 Annual Budget as well as the update of the Corporate Business Plan and Long-Term Financial Model.

OFFICER RECOMMENDATION**That the Council notes:**

1. The 2025-2026 Ratepayer Profile as detailed in Attachment 1 Ratepayer Profile 2025-2026.
2. The submissions received in respect of the differential rates in relation to the proposed rate and minimum payment as detailed in the Submissions Report – Differential Rates 2025-2026 (Attachment 2).
3. The desktop revision of the Long Term Financial Model in Attachment 5 Long Term Financial Model, as discussed and presented during the annual business planning elected member workshops held from February to June 2025.

That the Council adopts by Absolute Majority Decision:

- 4.1 Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995*, Part 3 of the *Local Government (Financial Management) Regulations 1996*, and in accordance with the provisions of Australian Accounting Standards, the Council adopt the 2025-2026 Municipal Fund Budget as detailed in Attachment 3 Municipal Budget 2025-2026.
- 4.2 The 2025-2026 Capital Works Program which includes only the cash requirement of the program for the 2025-2026 year. The estimated future cash requirement to which the Council is committed as a result of adopting the capital works program is detailed in the Attachment 4 Capital Works Program 2025-2026.
- 4.3 Pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* Council impose the following differential general rates and minimum payments on Gross Rental Values for 2025-26 financial year:
 - a. All Improved and Unimproved Residential Land
7.618139 cents in the dollar of gross rental value applicable to each property, residence, unit, strata, location or other residential property subject to a minimum rate of \$1,491.80 per assessment; noting that Residential Land includes general residential, duplex, multi-unit, residential strata properties and Department of Housing properties.
 - b. All Commercial Land including Strata Storage Units
9.385581 cents in the dollar of gross rental value applicable to each assessment, lot, location, strata, or other piece of land subject to a minimum rate of \$1,209.50 per assessment; noting that Commercial/Industrial land includes general industrial, commercial including retail, professional and office uses, service station, hotel / tavern, strata storage units and hospitals.
- 4.4 The network service charge of \$2,141 per property included in the Willagee/Myaree/Melville Underground Power Scheme to recover the cost of the underground power network installation work to be undertaken by Western Power. Where applicable, a connection fee will be charged in addition to the network service charge in the future.

4.5 Pursuant to Section 6.47 of the Local Government Act 1995, Council adopts to grant rate concessions for the 2025-2026 financial year:

- a. **Strata storage units - Appropriately zoned and used strata titled storage units of 18m² or smaller, granted a concession of \$604.75 each, it being noted that the total value of this concession is approximately \$34,471.**
- b. **Melville Glades Golf Club - 100% concession from general rates, it being noted that the value of this concession amounts to approximately \$15,276.**

4.6 The Swimming Pool Inspection Fee of \$63.00 for the 2025-2026 year.

Note: - The Swimming Pool Inspection Fee is charged in each year of the four yearly inspection cycle. Should the total revenue raised exceed the actual total costs of conducting all pool inspections in any one year the surplus is transferred to a restricted reserve account and used to offset the costs of inspections in the following year's budget.

4.7 The Property Surveillance and Security Charge of \$67.00 for the 2025-2026 year.

5. The following rates incentives to be offered to those ratepayers who pay their rates according to the terms outlined below.

Three prizes of \$1,000 in cash donated from Westpac Banking Corporation and a 12-month LeisureFit membership for anyone who pays in full or the 1st instalment by the due date using any payment method.

6. The 2025-2026 Loan Fund Budget which includes self-supporting loans raised on behalf of other organisations that are responsible for meeting the loan repayment costs, and for which the Council is effectively the guarantor, as detailed in Attachment 3 Municipal Fund Budget 2025-2026.

7. The 2025-2026 Reserve Accounts (Fund) Budget as detailed in Attachment 3 Municipal Fund Budget 2025-2026, and approves the creation of a new reserve –

Willagee/Myaree/Melville Underground Power & Streetscape Enhancement Reserve.

Purpose

To be used for underground power projects and streetscape enhancements in the Willagee/Myaree/Melville Underground Power project area.

8. The 2025-2026 Schedule of Fees and Charges, included in Attachment 3 Municipal Fund Budget 2025-2026, and approves the fees to be applicable from 1 July 2025 (in accordance with Section 6.16 of the Local Government Act 1995).

9. The following due dates for payment of rates and the instalment due dates (in accordance with Section 6.45 of the Local Government Act 1995 and applicable Regulations).
- | | |
|--|-----------------|
| Full payment and 1st instalment due date | 29 August 2025 |
| 2nd Instalment due date | 28 October 2025 |
| 3rd Instalment due date | 2 January 2026 |
| 4th and final instalment due date | 6 March 2026 |
10. That the Council Approves by Absolute Majority Decision the one-off transfer of \$1,000,000 from the Infrastructure Asset Management Reserve to the Public Open Space and Urban Forest reserve as detailed in Attachment 3 Municipal Fund Budget 2025-2026.
11. The transfer of any net closing surplus for the completed 2024-2025 financial year to the Rates Equalisation Reserve, noting that the final actual net closing surplus/deficit will be determined following receipt of the 2024-2025 audited financial statements.
12. The following Administration and Interest Charge for Rates and Services Charges
- where a property owner has elected to, and is adhering to, paying rates and service charges through an instalment program, no instalment administration charges and an instalment interest charge of 2% per annum, as provided for in Section 6.45 of the *Local Government Act 1995*.
 - an interest charge of 3.5% on all rates and service charges including the refuse charge, swimming pool inspection fee, property surveillance and security service charge, underground power and streetscape service charges or specified area rates that are not paid by the due date, as provided for in Section 6.51 of the *Local Government Act 1995*.
 - a credit card surcharge of 0.6% to apply in 2025-2026.
13. The following Interest Charge on Money Owing to Local Government
- in accordance with Section 6.13 of the *Local Government Act 1995*, the maximum interest charge permitted under the *Local Government (Financial Management) Regulations 1996* on all outstanding accounts in respect to commercial activities with such interest commencing thirty-five days after the date which is stated on the account for payment.
 - in accordance with Section 6.13 of the *Local Government Act 1995*, 50% of the maximum interest charge permitted under the *Local Government (Financial Management) Regulations 1996* on all outstanding accounts in respect to community clubs and organisations sixty days after the date which is stated on the account for payment.
 - the interest charges outlined in recommendations 1 and 2 will not apply where the account outstanding is \$50.00 or less.
 - the Chief Executive Officer be granted delegated authority to determine which category a particular debt falls within.

That the Council resolves:

- 14. That all Elected Members and staff of the City of Melville be ineligible to be chosen as a winner of the rate payment incentive prizes either as a sole or part owner of any property.
- 15. The level to be used in statements of financial activity in the year 2024-2025 for reporting material variances, be 10% or \$100,000, whichever is the greater, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

PURPOSE

In accordance with the principles expressed in Council Policy CP-008 Financial Sustainability Forward Financial Planning and Funding Allocation and other relevant Council Policies, the Budget has been drafted with the long-term view of the needs of the City and its residents in mind.

In accordance with Section 6.2 of the *Local Government Act 1995*, the Budget is recommended to the Council for adoption by Absolute Majority Decision.

The following matters require a decision by Absolute Majority as per the requirements of the *Local Government Act 1995* regarding the Budget process:

- Adoption of the Annual Budget.
- Granting of discount or other incentives for early payment.
- Granting of any concessions on rates.
- Setting the penalty interest rates on outstanding debts.
- Imposing any fees or charges for goods or services other than a service for which a service charge is imposed.
- Imposing the General Rate and Differential Rates on rateable land in the district.
- Imposing a service charge e.g. Property Surveillance and Security Services and Underground Power network and connection charges.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.2	Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams.

BACKGROUND

The City of Melville is required to prepare an Annual Budget in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. The purpose of an Annual Budget, in simplistic terms, is to outline the various revenue and expenditure streams and the required rating levels to achieve a balanced and sustainable financial position.

Council at its Ordinary meeting held on 20 May 2025 resolved to advertise a Rate in the Dollar (RID) and Minimum Rates for the purpose of the 2025-2026 financial year rate setting that equates to an increase of 4.5% compared to 2024-2025.

The 2025-2026 Annual Budget (Budget) has been prepared based on relevant council policies and with a long-term view of the ongoing and potential needs of the City and its residents in mind.

A desktop revision of the Long-Term Financial Model (LTFM) has been undertaken and presented to Council for noting and will be used to guide future budgets until a major review is completed. A Financial Activity Statement for the LTFM is in attachment 5.

CONSIDERATION

The *Local Government Act 1995* (the Act) enables service charges to be imposed equally across assessments including non-rateable properties for the purpose of property surveillance, security service and underground electricity.

The Act also outlines procedures by which a local government can impose differential rates.

Section 6.36 of the Act requires that all local governments, which impose differential rates or a differential minimum, must give prior notice of its intention and invite submissions from electors and ratepayers. The Council is required to consider the submissions received before imposing the proposed rate or minimum payment. The Act requires that information regarding differential rates be included with the Rate Notice detailing all rates imposed, together with a summary of the Objects and Reasons for those rates.

The following Attachments are included with this report:

- Ratepayer Profile 2025-2026 (Attachment 1)
- Submissions Report (Attachment 2)
- Municipal Fund Budget 2025-2026 (Attachment 3) which outlines key information including:
 - The Budget Certification
 - A Budget Overview
 - The Budget set out in the “Statutory” format as per legislation and regulations including:
 - Statement of Comprehensive Income
 - Statement of Cash Flows
 - Statement of Financial Activity
 - Extensive notes to and forming part of the Budget including details of cash backed specific purpose reserve accounts, detailed rating information and information on other charges such as the Property Surveillance and Security Service levy and Willagee/Myaree/Melville Underground Power Service Charge.
 - The Schedule of Fees and Charges for 2025-2026.
- Capital Works Program 2025-2026 (Attachment 4) which details the capital works program and lists the overall project costs and incomes, and the estimated future cash flows associated with the Capital Works program 2025-2026 to which the council is required to make a commitment.
- The desktop revision of the Long Term Financial Model (Attachment 5).

1. Ratepayer Profile.
The Ratepayer Profile shows rating outcomes for different property types and details are included in the Ratepayer Profile 2025-2026 (Attachment 1).
2. Submissions Report – Differential Rates 2025-2026
Analysis of submissions report identifying key themes and concerns raised by community members. The analysis reveals a predominantly negative sentiment toward the proposed rate increase, with several recurring issues consistently highlighted across responses.
3. Desktop Revision of the Long-Term Financial Model underpinning the Long Term Financial Plan
Key features of the desktop revision of the long-term financial model have been presented and discussed with elected members, the key focus being to ensure that the City remains financially sustainable over the 10 year period of the plan based on current assumptions.
4. Adoption of 2025-2026 Budget and Setting of 2025-2026 Rates and Charges.
The 2025-2026 Municipal Fund Budget and the 2025-2026 Rates and Charges are included in the Municipal Fund Budget 2025-2026 (Attachment 3).
5. Rates Incentives
The details of the rates incentives for 2025-2026 are included in the Municipal Fund Budget 2025- 2026 (Attachment 3).
6. Loan Fund Budget
This budget includes self-supporting loans raised by the City on behalf of other organisations that are responsible for meeting the loan repayment costs. The Council is effectively the guarantor of these loans. Details are included in the Municipal Fund Budget 2025-2026 (Attachment 3).
7. Reserve Account Budgets
Reserve accounts form part of the Municipal Fund and equity of the City. Specific purpose cash backed reserve accounts have been created for various reasons such as meeting legislative requirements, replacement of assets and ensuring availability of funds for known and unknown events in order to help reduce the variability of General Rates.
A new reserve account titled Willagee/Myaree/Melville Underground Power & Streetscape Enhancement Reserve has been created for the purpose of retaining services charges collected for this underground power project and to be used for the cost of the cash calls to Western Power for the same project.
8. Imposition of Fees and Charges
Section 6.16 of the *Local Government Act 1995* allows a Local Government to impose, by absolute majority decision, a fee or charge for any goods or services it provides or proposes to provide other than a service for which a service charge has been imposed.

The fees are to be imposed when adopting the annual budget but may, subject to giving local public notice, be imposed, or amended from time to time during the financial year. Details are included in the Municipal Fund Budget 2025-2026 (Attachment 3).

9. Payment and Instalment Due Dates

Details of the payment and instalment due dates are included in the Municipal Fund Budget 2025- 2026 (Attachment 3).

10. One off funds transfers from the Infrastructure Assets Reserve.

In 2025-2026 the City will use money in the Infrastructure Assets reserve for purposes different to that which it has been established, being for one off transfers of \$1 million to the Public Open Space and Urban Forest reserve. This transfer is to address a funding shortfall in the Public Open Space and Urban Forest reserve which funds the capital works program of the city.

11. 2024-2025 Surplus Funds

The 2025-2026 Budget has been formulated on the basis that there will be no surplus funds to be carried forward from the 2024-2025 financial year to the 2025-2026 financial year.

The actual surplus/deficit will be determined following receipt of the 2024-2025 audited financial statements. Should, following receipt of the 2024-2025 audited financial statements, any budget surplus be identified, this will be reported to the Council with a recommendation that the funds be transferred into the Rates Equalisation Reserve. Should the 2024-2025 audited financial statements reveal a budget deficit amount, direction will be sought from the Council as to which projects or programs it wishes to be curtailed or to transfer funds from the Rates Equalisation Reserve.

12. Administration and Interest Charge for Rates and Services Charges

In 2025-2026 no instalment administration fee will be charged where a person pays their rates by the four-instalment option.

The instalment interest charge is recommended to be 2% to ensure an undue burden is not placed on ratepayers choosing to pay by instalments.

An interest rate of 3.5% will be imposed on all rates and service charges, including the refuse charge, swimming pool inspection fee, property surveillance and security service charge, underground power and streetscape service charges or specified area rate debts that are not paid by the due date.

A 0.6% credit card surcharge fee will be charged in 2025-2026.

Details of the administration and interest charge for Rates and Service Charges are included in the Municipal Fund Budget 2025-2026 (Attachment 3).

13. Elected Members Allowances and Sitting Fees

Section 5.98 of the Act states as follows: Fees etc. for council members

(1A). In this section — determined means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

Subsection (5) states: The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —

- (a) the annual local government allowance determined for mayors or presidents; or*
- (b) where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.*

Section 5.99 of the Act states as follows:

5.99. Annual fee for council members in lieu of fees for attending meetings A local government may decide that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —*

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or*
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.*

* Absolute majority required.

Further information on these payments can be found in note 10 of the Budget.

Sufficient funds have been provided as detailed in Attachment 3 Municipal Fund Budget 2025-2026 for this to occur.

14. Interest Charge on Money Owing to Local Government

An interest charge provides an added incentive for people to meet their obligations to the City of Melville.

Details of the interest charge to be imposed and the delegated authority are included in the Municipal Fund Budget 2025-2026 (Attachment 3).

15. Eligibility for Rates Prize

In previous years, the Council has determined that Elected Members and Staff are ineligible to be chosen as a winner of any of the rates payment incentive prizes. This practice is to be continued in 2025-2026.

16. Adoption of Percentage for Reporting of Material Variances

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with Australian Accounting Standards (AASB), to be used in statements of financial activity for reporting material variances. The AASB 1031 Materiality refers to the publication Framework for the Preparation and Presentation of Financial Statements in which it is stated that information is material if its omission or misstatement could influence the economic decisions of users of the financial statements.

It is proposed that a level of 10.0% or \$100,000 whichever is the greater be adopted for the reporting of material variances for 2025-2026.

The City of Melville commenced its formal Budget preparation in February 2025. Inputs into the budget formulation process included:

- Budget responsible officers and the Management and Executive Leadership Teams;
- Feedback and direction received from the Council arising out of Corporate Business Planning/ Long Term Financial Planning/Budget Workshops held in up to June 2025; and
- Specific requests arising from resolutions of the Council during the 2024-2025 financial year or prior.

Key aspects of the Budget are as follows: -

- The 2025-2026 Annual Budget has been prepared with consideration given to both the short and long-term financial requirements and aspirations of the City. Key features of the 2025-2026 Budget include:
 - Strong alignment with Community and Council priorities;
 - Management of inflationary impacts;
 - No significant changes to the majority of fees and charges;
 - Ongoing provision of services and facilities;
 - Fully funded asset renewal for all asset classes;
 - Constriction of funding for new/upgraded capital works;
 - No reliance on an opening surplus to ensure that current year expenditure is only reliant on current year funding; and
 - Funding for the City's transformational programs including the Digital Strategy.
- As per the Council's resolution at its Ordinary Meeting of Council on 20 May 2025, a notice of intention to impose Differential Rates was featured on the City of Melville's website on Wednesday 21 May 2025 at a 4.5% increase in overall revenue. The public comment period (minimum of 21 days) ended on Thursday 12 June.
- In recognition of the public submissions received, the proposed budget for 2025-2026 has been balanced on a 4.0% increase in overall rates revenue increase. This aligns with the Long-Term Financial Plan adopted by Council in 2024. In accordance with legislative provisions, Council retains the ability to adopt a differential rate that may vary from the rate initially advertised, subject to consideration of community feedback and final Council resolution.
- The CPI measures the rate of price changes in the economy, but not the price level.
- Reserve Bank of Australia (RBA) in its May 2025 Statement on Monetary Policy, the RBA projects CPI inflation: 3.1% by December 2025, moderating to 2.9% by June 2026, and further to 2.6% by December 2026.
- The monthly CPI indicator was 2.4% (Perth 2.8%) (ABS) in March quarter 2025, it is forecast to reach 2.8% for 2025/26 Financial Year.
- Forecast inflation rates provide a useful guide for economic planning, but they should always be treated with caution. They are based on assumptions about global conditions, policy settings, and consumer behaviour all of which can change quickly.

- While CPI is one important measure, the setting of rates must also consider a broader range of factors, including the cost of delivering services, construction & maintenance of ageing infrastructure, and supporting the strategic priorities outlined in Council’s Plan (Strategic Community Plan) and Long Term Financial Plan
- To maintain the City’s financial sustainability in accordance with its LTFFP, the 2025-2026 Budget requires a rate increase of 4.0% (on the 2024-2025 Rate in the Dollar and Minimums). This is 1.2% higher than the Perth Consumer Price Index for the year ended March 2025. This increase follows either no increase in recent years or an increase that didn’t allow the City to adequately allocate funding according to its financial principles and policies.

The following table outlines recent historic rate increases:

Year	Rate increase	CPI
2020-2021	0% (plus \$200 concession for Covid response)	2.1%
2021-2022	0%	1.0%
2022-2023	3.5%	7.6%
2023-2024	Average: 4.87% residential and 7.86% commercial	5.8%
2024-2025	4.5%	3.4%

The City is mindful of balancing the community’s capacity to pay and cost of living pressures with ensuring the City’s long term financial sustainability. The proposed Rate in the Dollar and Minimum Rates are outlined below:

Rating Category	Proposed Rate In the Dollar 2025-2026	Rate In the Dollar 2024-2025	Proposed Minimum Rate 2025-2026	Minimum Rate 2024-2025
Residential Improved/Unimproved	7.618139	7.325134	\$1,491.80	\$1,434.42
Commercial Improved/Unimproved	9.385581	9.024597	\$1,209.50	\$1,162.98

The Residential Minimum rate increases by \$57.38 per annum or \$1.10 per week.

An average residential property in 2024-2025 paid \$1,980, and this will increase to \$2,067 in 2025-2026. This equates to an additional \$87 per year or \$1.67 per week.

The Commercial Minimum rate increases by \$46.52 per annum or \$0.89 per week.

An average commercial property in 2024-2025 paid \$12,308, and this will increase to \$12,948 in 2025-2026. This equates to an additional \$640 per year or \$12.31 per week.

Gross Rental Valuations are reviewed every three years, 2025-2026 is not a revaluation year. Therefore, properties will receive an increase of 4.0% unless an interim valuation has been received during the year to reflect a change to the property’s rateable valuation.

The total rates income budget is \$114.8 million, an increase of \$7.1 million when compared to the previous year's budget due to the application of a 4.0% increase to the rate in the dollar and minimum rates for all rating categories. The composition of the rate yield remains consistent to previous years, with approximately 78% relating to Residential properties and 22% relating to Commercial and Industrial properties.

- The budget for operating revenue, excluding rates income, is \$40.3 million, an increase of \$4.9 million when compared to the previous year.

Contributors towards the higher operating income include;

- Higher income from Leisurefit Booragoon due to the completion of major pool renovations and anticipated increase in patronage attributed to an increase in fitness programs available.
- Tied grant funding for various cultural development programs such as the Boxing Program, Art Club Willagee, Write Club Caralee and Melville.
- Higher income from community building room and hall hire at Blue Gum Community Centre due to completion of renovations, and Atwell House due to anticipated increase in user numbers as a result of revised fee structure.
- Higher development application fee income due to higher cost of construction and likelihood of a higher volume of lodgements that attract larger fees.
- Higher income from swimming pool inspections due to increase in fees and the introduction of the initial swimming pool inspection fee.
- Higher income from parking fees due to the implementation of the parking technology program aimed at enhancing the service delivery and compliance, combined with income from new parking locations such as Canning Highway, Sabina and Aurora.
- Higher income from infringements and penalties and parking fees due to the implementation of the parking technology program and new parking technology at Fiona Stanley Hospital aimed at enhancing service delivery and compliance.
- Higher income from commercial property includes the impact of the new lease negotiated during 2024-2025 for the lease of the Leeming Recreation Centre with the tenant Striker Indoor Sports.
- Higher income from service charges due to the increase in the Property Surveillance and Security Charge and the imposition of service charges related to the underground power project at Willagee/Myaree/Melville.

The significant increase in operating income is partially offset by a reduction in interest revenue in line with expected trends for future interest rates and funding available for investment.

- The budget for operating expenditure excluding non-cash amounts is \$126.6 million, an increase of \$13.5 million compared to the previous year.
- An increase of \$6.1 million in employment costs is proposed for 2025/26 to ensure the City remains competitive in attracting and retaining skilled staff essential to delivering on the strategic objectives set out in the Council Plan. This increase reflects necessary investments in wages, superannuation, workers compensation insurance, and staff training and development. It also incorporates the impact of a government-mandated rise in occupational superannuation. These adjustments are considered important to maintaining service levels, supporting workforce capability, and ensuring the organisation is well-positioned to meet both current and future community needs.

- The increase in materials and contracts costs is \$5.7 million and is driven by the general impact of inflation experienced by the organisation. For example, the city is bound by multi-year contracts with escalation clauses exceeding that of CPI, mainly due to the construction industry and supply chain shortages experience in recent years.

Significant increases in contracts and contractor costs include costs associated with;

- the local government election in October 2025.
- the maintenance of the City's Art collection.
- The Point Walter concert due to the cessation of the partnership arrangement between the City and BigHart.
- The maintenance of the City's Museums Collection combined with installation and implementation costs of a new Museums Collection Management System.
- The maintenance of the City's natural areas and parks.
- The running costs of Atwell House, subsequent to finalisation of arrangements post the site being vacated by Melville Community Arts group.
- Undertaking curatorial custodianship of the Main Hall.
- the leasing costs of equipment and accessories required for information system maintenance and support.
- the City's Digital Strategy Program including the Customer Service Reimagined project, CiAnywhere Upgrade, Information Management System (Athena) and the Website Redevelopment project.

Significant increases in professional consulting include costs associated with;

- Workplace safety, environment and health monitoring.
- John Connell Reserve - Sports Field Extension and Offset Revegetation Planning.
- Active Reserve Infrastructure Strategy Review and Preliminary Design Projects.
- Needs Analysis and Pre-Feasibility Studies for Leeming Recreation Centre and Melville Bowling Club Redevelopment.
- Changeroom Upgrade pre planning projects for Alan Edwards Reserve, Gairloch Reserve.
- Morris Buzzacott Site Development Plan.
- Morris Buzzacott Reserve – Tennis Court (Kardinya) Planning and Design Investigations.
- Strategic urban planning projects including the Public Open Space Strategy Review, CPS5/LPS6 Review, Canning Bridge, Riseley Activity Centre Review, Trees on private land, Booragoon (MCC) Activity Centre, Murdoch Parking Management.

Significant increases in Marketing and Advertising costs relate to;

- Communications and Economic Development Strategy projects.
- CPS5/LPS6 Review and Canning Bridge strategic urban planning projects.

Significant increases in Communications and Licensing is mostly associated with the continuation of the City's Digital Strategy program and also due to cost escalations included in several supplier contracts.

Waste disposal costs are higher due to the increase in gate fees and overhead costs.

The higher utilities costs are mainly related to the anticipated increase in tariffs for electricity.

The increase in other expenditure is mainly due to the cost of the 2025-2026 cash calls to Western Power for Willagee/Myaree/Melville Underground Power Project.

- The budget for capital income from investing activities is \$12.1 million. Of this, \$ 9.8 million represents grant funding secured from the government for most categories of the capital works program as a result of the City's ongoing drive for grants advocacy.
- The budget for capital expenditure from investing activities is \$60.4 million inclusive of an estimated carry forward of \$11.2 million for the unexpended capital works program of 2024-2025. The capital expenditure budget represents the cash out flow requirement for the 2025-2026 capital works program, with significant spend on buildings (\$17.3 million), roads (\$12.3 million), streetscapes and precincts (\$5.2 million), parks/foreshores (\$5.9 million), drainage (\$2.1 million), paths (2.2 million), irrigation (\$1.2 million), jetties, boardwalks and riverwalls (\$2.0 million), playgrounds (\$0.9 million), environmental (\$1.5 million), lighting (\$0.9 million) and furniture, plant and equipment (\$8.9 million).
- The capital works program budget contains projects that span multiple financial years including future years, with several projects with significant values. Only the estimated cash requirement for 2025-2026 of the Capital Works Program has been included to the 2025-2026 budget. This means that by adopting the proposed budget for the 2025-2026 capital works program, a commitment is being made by the Council to fund the future cash requirements of those projects that span into the future years.
- The capital works program is contained in the Capital works Program 2025-2026 (Attachment 4) and lists the overall project cost and associated incomes and the estimated future cash requirement to which the Council's commitment is required.
- The proposed budget is underpinned by numerous factors with some beyond the control of the City such as the inflationary pressures, multi-year contracts with price escalations that exceed CPI, Enterprise Bargaining Agreement outcomes, mandatory increase for occupational superannuation, increase in energy tariffs and waste disposal costs.
- Despite the above, the City undertook an extensive cost management process across all its operations as part of the budget process and rolled out significant cost challenges, to ensure that all opportunities to manage costs were considered and incorporated to the proposed budget.
- A desktop revision of the Long-Term Financial Model that underpins the Long-Term Financial Plan was also conducted as part of the integrated planning and budgeting process, to ensure that the City remains financially sustainable over the 10-year period of the plan, based on current assumptions. It is expected that the City's reserves will continue to provide financial flexibility to address competing priorities over time. While the revised plan facilitates the City to be more transparent and proactive in terms of future budgeting, a major review of the Long-Term Financial Plan will be conducted following a review of assets liability and utilisation/service levels.

ENGAGEMENT

The following Elected Member Engagement Sessions (EMES) were held to inform the 2025/26 Budget process

- Workshop 1 - 5 February 2025 – Kick Off and Elected Member Priorities.
- Workshop 2 - 17 March 2025 – Asset Management and Capital Program Overview.
- Workshop 3 - 1 April 2025 – Draft Capital (Capital Plans and Capital Works Program).
- Workshop 4 - 6 May 2025 – Draft Operational (Service Plans and Operational Projects) and Capital (Capital Plans and Capital Works Program) and Rates (Part 1).
- Workshop 5 - 12 May 2025 – Draft Operational (Service Plans and Operational Projects) and Capital (Capital Plans and Capital Works Program) and Rates (Part 2).
- Workshop 6 - 27 May 2025 – Draft Budget and Long-Term Financial Plan.
- Workshop 7 - 3 June 2025 – Draft Budget (including Carry Forward Estimates).

As per the Council's resolution at its Ordinary Meeting of Council on 20 May 2025, a notice of intention to impose Differential Rates was featured on the City of Melville's website on Wednesday 21 May 2025 and in newspapers as follows;

- Perth Now Melville on Thursday 22 May 2025
- Melville Herald on Saturday 24 May 2025

The notice was also advertised on e-news on Wednesday, 21 May 2025 and hardcopies were available for inspection at the City's Libraries, Leisurefit Centres and Civic Centre from Wednesday 21 May 2025.

The public comment period (minimum of 21 days) ended on Thursday 12 June 2025. There were 449 valid and tabled submissions received at the time of finalising this report, with the overall responses aligning with an objection towards an increase in proposed rates.

The Council is required to consider any submissions received before imposing the proposed rate or minimum payment.

Based on the submissions received, the proposed budget for 2025-2026 has been balanced on a lower increase than advertised of 4.0% in overall rates revenue increase. This aligns with the Long-Term Financial Plan adopted by Council in 2024.

In accordance with legislative provisions, Council retains the ability to adopt a differential rate that may vary from the rate initially advertised, subject to consideration of community feedback and final Council resolution.

The City understands resident sentiment, which favours keeping rate increases to a minimum, particularly due to the cost of living pressures that residents are facing, and has sought to address this sentiment through the cost management programs incorporated in the budget. The City has however, not passed on inflationary cost increases to residents over the recent past whilst itself encountering inflationary pressures on in its own programs creating a long-term funding shortfall which needs to be addressed to ensure financial sustainability in the future.

The Budget contains some additional measures to support ratepayers and the community such as the continued removal of instalment administration fee, reduced interest rates for instalments and late payments and the continuation of one-hour free parking across the City. The City also offers a financial hardship policy designed to assist individuals experiencing hardship, with regard to rate payments on their primary residence.

Whilst no other specific public consultation has taken place regarding the Budget, community consultation has occurred for a number of the major projects identified within the budget document.

External / community consultation was carried out as below:

- Department of Fire and Emergency Services with respect to the Emergency Services Levy;
- Landgate (The Valuer General) in relation to the Gross Rental Valuations used as a basis for calculation of Municipal General Rates;
- Resource Recovery Group (RRG) in relation to the recycling, composting, green waste and residual waste disposal operations run by them on behalf of the City and two other local authorities.

SUSTAINABILITY IMPLICATIONS

- Insufficient budget funding achieved to carry out works and services and maintain the City's assets.
 - The proposed risk mitigation strategy is to ensure sound financial policy positions are adopted by the Council and that the consequences of insufficiently funding the City's operations, as well as the sustainability of its Long Term asset positions are well understood.
- Funding is directed towards areas of expenditure that are not a priority of the Community and the Council or required to address a Technical or Statutory requirement. This poses a medium level risk with minor consequences which might occur at some stage.
 - The proposed risk mitigation strategy is to ensure the budget development process is sound and subject to independent review by all Managers, Finance and the Council to ensure funding requests are directed at meeting the Council Plan and Corporate Plan objectives.
- Significant variations to budget due to the subjectivity of the underlying budget assumptions as a result of the highly dynamic domestic and global economic environment – This poses a high-level risk with major consequences which are almost certain.
 - The proposed risk mitigation strategy is to ensure sound financial policy positions are adopted by the Council and that the consequences of insufficiently funding the City's operations are well understood.

LEGISLATIVE AND POLICY ALIGNMENT

Local Government Act 1995

1.3. Content and intent

Section 1.3 (3) In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*

6.36 Local Government to give notice of certain rates.

- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*
- (4) *The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*

Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and the raising of rates and charges and fees and charges.

The Budget as presented meets these statutory obligations.

The Budget has been developed on the principles outlined in the Council's Policies:

- CP-008 Financial Sustainability – Forward Financial Planning and Funding Allocation Policy;
- CP-024 Borrowings and Asset Financing Policy;
- CP-031 Asset Management Policy;
- CP-091 Elected Members Allowances and Expenses;
- CP-092 Elected Members Professional Development;
- CP-025 Accounting Policy.

FINANCIAL IMPLICATIONS

Specific financial implications are as detailed in Attachment 3 Municipal Fund Budget 2025-2026. The Budget has been achieved without resorting to external loan borrowings to fund any operating or capital programs.

Implications for City of Melville ratepayers will include the following: -

- Introduction of several new fees and conservative increases to several existing fees and charges as detailed in the 2025-2026 Fees and Charges Schedule.
- Increase of 4.0% to the rate in the dollar and minimum rates for all rating categories when compared to the previous year.
- The Property Surveillance and Security Service Charge increased by \$5.00 to \$67.00.
- The Swimming Pool Inspection Fee increased by \$12 to \$63.00.
- No administration charge for payment by instalments.
- Instalment interest charge remains at 2%.
- Late payment penalty interest remains at 3.5%.
- Credit Card Surcharge Fee of 0.6%.

CONSEQUENCE

The Council may choose to adopt a rate increase of greater or less than the recommended amounts. During the budget workshops with the Elected Members, various capital and operating works projects were considered for deferral to reduce the municipal budget requirements. The proposed 2025-2026 budget detailed in this report is the outcome of those discussions.

Reductions in the level of rate increase, whilst possible using short term measures such as deferment of asset maintenance or renewal, are not recommended as this simply creates a greater financial burden for future generations.

In order to ensure that the best possible options that support the long term and ongoing needs of the City are included in the Budget, numerous rate increase options ranging from 3.5% to 4.5% and their implications to Council Policies and sustainability in the future, have been examined and discussed in detail with Elected Members resulting in a rate increase of 4.5% being advertised and a rate increase of 4.0% being recommended.

C25/284 Investment Statements for April 2025

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	Nil

COUNCIL’S ROLE

Information: For the Council / Committee to note.

<p>SUMMARY</p> <ul style="list-style-type: none"> This report presents the investment statements for the period ending 30 April 2025 and recommends that it be noted by the Council.
--

OFFICER RECOMMENDATION

That the Council notes the Investment Report for the period ending 30 April 2025.

PURPOSE

To report on the performance of the City’s investment portfolio for the month of April 2025.

The City’s investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 4.49% to 4.96% which exceeds the benchmark three month bank bill swap (BBSW) reference rate of 4.02%.

27% of the City’s investment portfolio is invested in authorised deposit taking institutions that do not lend to industries engaged in the exploration for, or production of, fossil fuels. This compared to 23% in March 2024.

Future investment earnings will be determined by the cash flows of the City and movements in interest rates on term deposits.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.2	Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams.
	5.3	Ensure efficient and effective use of assets, resources and technology.

BACKGROUND

The City of Melville (the City) has cash holdings as a result of timing differences between the collection of revenue and its expenditure. Whilst these funds are held by the City they are invested in appropriately rated and liquid investments.

The investment of cash holdings is undertaken in accordance with Council Policy CP-009 - Investment of Funds, with the objective of maximising returns whilst maintaining low levels of credit risk exposure.

CONSIDERATION

The following statement details the investments held by the City of Melville as at 30 April 2025.

CITY OF MELVILLE STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 30 APRIL 2025		
SUMMARY BY FUND		
Municipal		\$27,164,643
Reserve		\$146,651,724
Citizen Relief		\$248,191
TOTAL		\$174,064,558
SUMMARY BY INVESTMENT TYPE		
11AM		\$15,223,904
60Days at Call		\$2,000,000
90Days at Call		\$16,600,000
Term Deposit		\$140,240,653
TOTAL		\$174,064,558
SUMMARY BY CREDIT RATING		
AAA Category	AAA	
AA Category (AA+ to AA-)	AA-	\$129,964,558
	A+	
A Category (A+ to A-)	A	
	A-	\$44,100,000
BBB+ Category	BBB+	
TOTAL		\$174,064,558

The City’s total investments amount to \$174.06 million, mainly held in Municipal Funds (\$27.16M) and Reserve Funds (\$146.65M) which are restricted to the defined purpose for which the reserve account was established.

Key Points

- Most of the funds (\$140.24M) are in Term Deposits, ensuring secure and stable returns.
- Short-term investments include 11AM accounts (\$15.22M) this account is a money market deposit that allows the City to access funds for daily financial needs if notice is given before 11AM, and call deposits totalling (\$18.60M). These funds allow the City to meet financial obligations, including suppliers' payment and other debt repayments, without disruptions to its services.
- The portfolio is low-risk, with 75% of funds in AA Category rated institutions and 25% in A Category rated institutions.
- There are no investments in AAA-rated and BBB+ institutions and effort are undertaken to invest in accordance with Council Investment Policy CP-009.

Overall, the City's investments remain secure, well-distributed, and aligned with financial stability goals.

Investment with financial institutions						
Institution	Credit Rating	Credit Rating Category	Funds held at period end	Actual %	Limit Per Policy	
Bank of Queensland	A-	A Category	\$ 28,100,000	16.14%	30.00%	✔
Bendigo & Adelaide	A-	A Category	\$ 16,000,000	9.19%	30.00%	✔
Suncorp	AA-	A Category	\$ 31,000,000	17.81%	50.00%	✔
NAB	AA-	AA Category	\$ 29,422,998	16.90%	50.00%	✔
Westpac	AA-	AA Category	\$ 69,541,560	39.95%	50.00%	✔
TOTAL			\$ 174,064,558	100%		

**Standard & Poor's ratings. Source: Policy No. CP-009: Investment of Funds*

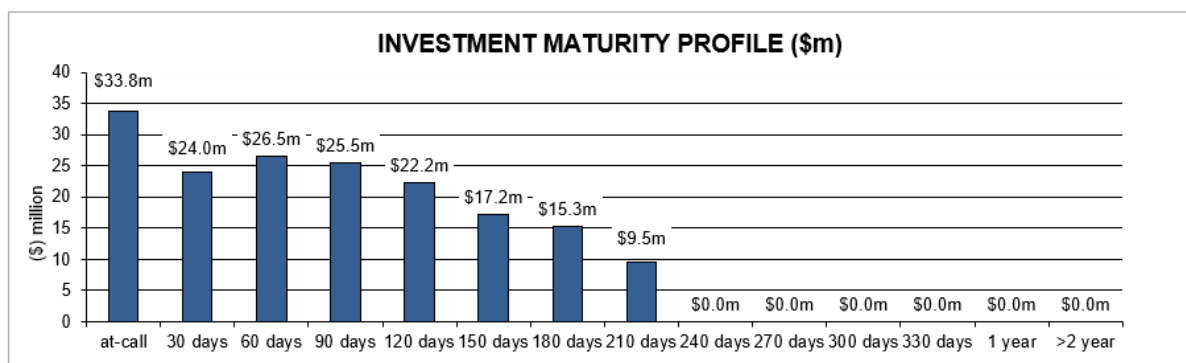
The City's investments were invested within the limits allowed within each category rating for April 2025.

Maximum Percentage of Average Investment Portfolio Balance				
Long Term Rating	Funds held at period end \$	Actual %	Limit Per Policy	
AAA Category	\$ -	0%	100%	✔
AA Category (AA+ to AA-)	\$ 129,964,558	75%	80%	✔
A Category (A+ to A-)	\$ 44,100,000	25%	50%	✔
BBB+ Category	\$ -	0%	25%	✔
TOTAL	\$ 174,064,558	100%		

**Standard & Poor's ratings. Source: Policy No. CP-009: Investment of Funds*

The City's investments meet the requirements of the portfolio credit framework, as per the Investment Policy, and shown in the table above.

The below graph summarises the maturity profile of the City's investments at market value as at 30 April 2025. The immediacy of the demand for funds depends on the particular fund or reserve Account(s) of the City. The maturity profile provided in the table above meets the liquidity requirements of the Council policy.



The above Investment Maturity Profile graph for April 2025 provides an overview of the City's investment portfolio, categorising term deposits based on their maturity periods. The maturity profile of the City's investments is aligned with Council's investment policy, cash flow requirements, and prevailing market conditions. Interest rate fluctuations will continue to influence the term of the reinvestment decisions to ensure optimal financial outcomes.

The City's current investment approach prioritises short-term liquidity to meet operational needs and unforeseen expenses rather than focusing on long-term yield opportunities.

A significant portion of funds (\$33.8M) is available for immediate use, ensuring sufficient liquidity for day-to-day operations. This allows the City to meet financial obligations, including suppliers' payment and other debt repayments, without disruptions to its services.

Investments are well-distributed across various short- to medium-term maturities, with notable allocations in 90 days (\$25.5M), 120 days (\$22.2M), 150 days (\$17.2M), and 180 days (\$15.3M). This structured approach ensures financial stability while balancing liquidity needs and optimising returns. The estimated average cash outflow requirement of the City is between \$13M to \$16M per month.

There is no portfolio allocation beyond 210 days due to uncompetitive interest rates offered for term deposit resulting from the RBA interest rate cuts on 18 February 2025 and 20 May 2025. There are no long-term investments exceeding one year, as the City's investment strategy aligns with its annual revenue cycle, primarily driven by rate collections.

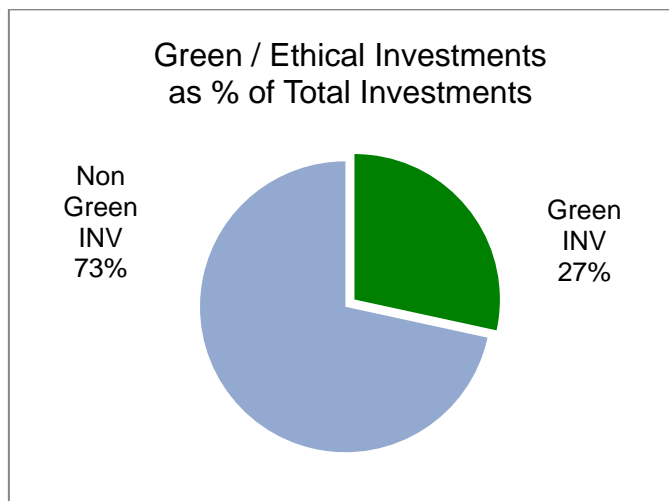
Additionally, the City maintains a balanced risk exposure, diversifying investments within shorter timeframes to mitigate financial and interest rate risks.

The City exercises a deliberative preference in favour of green/ethical investments. This preference will however only be exercised after the foremost investment considerations of credit rating, comparable rate and risk diversification are fully satisfied.

"Green investments" are authorised investment products made in authorised institutions that respect the environment by not investing in fossil fuel industries.

Environmental, Social & Governance Term Deposit (ESGTD) is a similar product to Green investments. ESGTD's provide the opportunity to invest in products that seek to mitigate environmental and social risks.

The total investment in authorised institutions as at 30 April 2025 was \$47,000,000 or 27% of total investment holdings being in non-fossil fuels institutions, compared to \$42,000,000 (23%) in March 2025. The total investments holding for April and March were \$174,064,558 and \$184,164,558 respectively.



Green / Ethical Investment with financial institutions

Institution	Credit Rating	Credit Rating Category	Funds held at period end
Bendigo & Adelaide	A-	A Category	\$ 16,000,000
Suncorp	AA-	AA Category	\$ 31,000,000
TOTAL			\$ 47,000,000

The Green investments are allocated across the two banks mentioned above, in alignment with the Council’s credit rating policy.

The City continues to engage in active discussions with financial institutions regarding the availability of ESG Tailored Deposit (ESGTD) products. Westpac has offered AUD Green Tailored Deposits and AUD Social Tailored Deposits; however, total investments with Westpac have nearly reached the maximum limit permitted under the City’s Investment Policy.

While the City maintains a preference for green and ethical investments, this is only exercised after ensuring that all requirements related to credit rating, competitive interest rates, and risk diversification are fully met.

In addition, the City has held formal discussions with CBA, NAB and Bank of Queensland to explore potential ESGTD and Green Term Deposit options. At this stage, these banks are in the exploratory and development phases of these products. Currently, there are no suitable ESGTD products available in the market that meet the City’s Investment Policy requirements.

ENGAGEMENT

This report is available to members of the public on the City's website. A wide range of suitably credit rated Authorised Deposit-taking Institutions (ADI's) were engaged with during the month in respect to the placement and renewal of investments.

SUSTAINABILITY IMPLICATIONS

Strategic

The interest earned on invested funds assists in addressing the following key priority area identified in The City of Melville Corporate Business Plan 2024-34.

Priority Number One – "Restricted current revenue base and increasing/changing service demands impacts on rates".

Risk

The Council's Investment of Funds Policy CP-009 was drafted to minimise credit risk through investing in highly rated securities and diversification. The Policy also incorporates mechanisms that protect the City's investments from undue volatility risk as well as the risk to reputation because of investments that may be perceived as unsuitable by the Community.

Environmental

When investing the City's funds, a deliberative preference will be made in favour of authorised institutions that respect the environment by not investing in fossil fuel industries. This preference will, however, only be exercised after the foremost investment considerations of credit rating, risk diversification and interest rate return are fully satisfied.

LEGISLATIVE AND POLICY ALIGNMENT

The following legislation is relevant to this report:

- *Local Government (Financial Management) Regulations 1996 Regulation 19 – Management of Investments*
- *Trustee Act 1962 (Part 3)*

Authorised Deposit-taking Institutions are authorised under the *Banking Act 1959* and are subject to Prudential Standards oversight by the Australian Prudential Regulation Authority (APRA).

The *Local Government (Financial Management) Regulations 1996* (regulation 19C) allows local governments to deposit funds for a fixed term of three years or less. Deposits of greater than one year may, depending on the shape of the yield curve, enable the City to achieve better investment returns.

Council Policy CP-009 – Investment of Funds provides guidelines with respect to the investment of City of Melville (the City) funds by defining levels of risk considered prudent for public monies. Liquidity requirements are determined to ensure the funds are available as and when required and take account of appropriate benchmarks for rates of return commensurate with the low levels of risk and liquidity requirements. The types of investments that the City has the power to invest in is

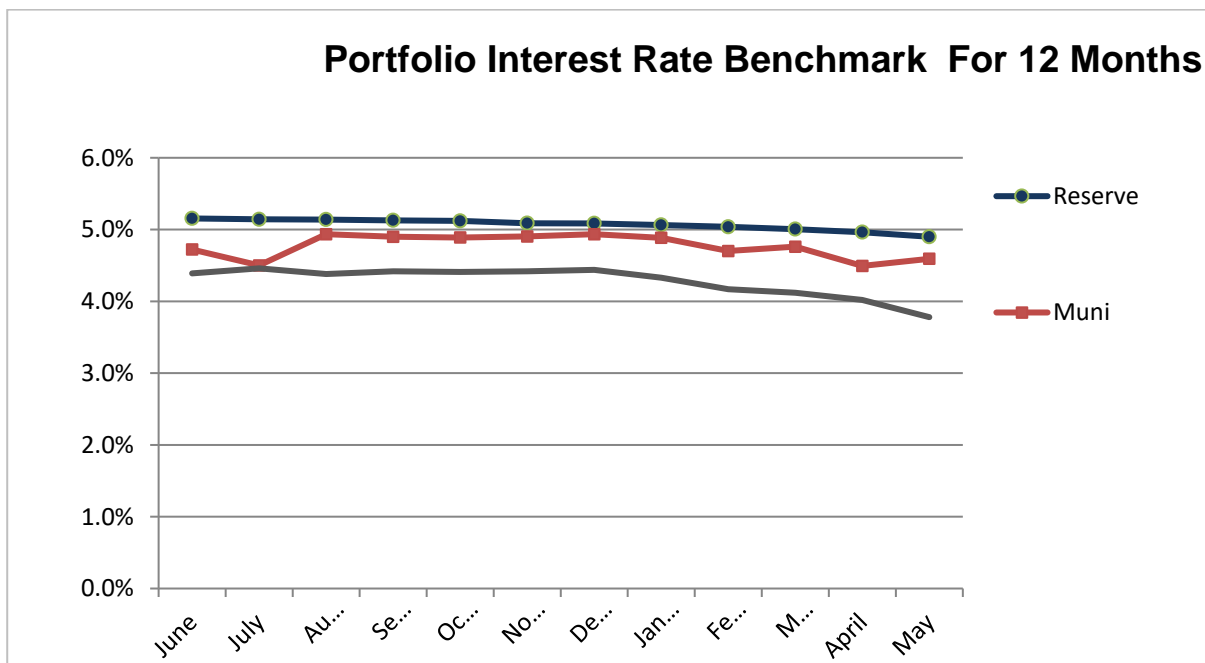
limited by prescriptive legislative provisions governed by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Part III of the *Trustees Act 1962*.

FINANCIAL IMPLICATIONS

For the period ending 30 April 2025:

Year-to-date Investment earnings on term deposits held in reserve accounts, money at call accounts and the municipal account in aggregate, was \$6,031,342 against a year-to-date budget of \$6,905,000 representing a negative variance of \$873,658 This negative variance is mainly due to timing differences, reflecting the impact of a reduced interest income forecast for remaining period until 30 June incorporated into the Mid-Year Budget Review.

The weighted average interest rate for Municipal and Trust Fund investments as at 30 April 2025 was 4.73% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 4.02%.



CONSEQUENCE

There are no consequences or alternative options presented as part of this report.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, there were no questions or requests for further information in relation to this item.

C25/285 Schedule of Accounts Paid for April 2025

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	<ol style="list-style-type: none"> Payment Details April 2025 ↓ Card Payment Details April 2025 ↓

COUNCIL’S ROLE

Information: For the Council / Committee to note.

<p>SUMMARY</p> <ul style="list-style-type: none"> This report presents the details of payments made under delegated authority (DA-035) to suppliers for the period of April 2025 and recommends that the Schedule of Accounts Paid be noted.
--

OFFICER RECOMMENDATION

That the Council notes the Schedule of Accounts paid for the period April 2025 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in the attachments to this report; Payment Details April 2025 (Attachment 1) and Card Payment Details April 2025 (Attachment 2).

PURPOSE

The Schedule of all Payments for the month totals \$27,303,530.87. The report and the attached Payment details and Card Payment Details are presented for the Council’s information.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.2	Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams.
	5.3	Ensure efficient and effective use of assets, resources and technology.

BACKGROUND

Delegated Authority DA-035 has been granted to the Chief Executive Officer to make payments from the Municipal and Trust Funds. This authority has then been on-delegated to the Director Corporate Services. In accordance with Regulation 13.2 and 13.3 of the *Local Government (Financial Management) Regulations 1996*, where this power has been delegated, a list of payments for each month is to be compiled and presented to the Council.

A total of \$10,840,066.34 direct creditor payments were paid during the month, of which, 12% of payments were paid to suppliers located within the City of Melville and 19% to suppliers within the South West Metropolitan Region, compared to 13% and 19% of total of \$8,975,231.54 direct creditor payments made over April 2025 respectively.

The biggest payment of \$1,610,779.56 made during the month was the Regulatory fees and government charges - Emergency Services Levy Fee payment to the Department of Fire and Emergency Services. Approximately 95% of supplier invoices are paid within 30 days of receipt of the invoices.

The list is to show each payment, payee name, amount and date of payment and sufficient information to identify the transaction.

CONSIDERATION

The Schedule of Accounts Paid for April 2025 including Payment Register numbers, Cheques: 876-876, Electronic Funds Transfers batches: 954-959, Trust Payments, Card Payments and Payroll will be distributed to the Elected Members of the Council in June 2025.

The below table details the Summary of Payments Made for the period:

SCHEDULE OF PAYMENTS MADE		
APRIL 2025		
<i>Payments made under Delegated Authority DA-035</i>		
MUNICIPAL FUNDS - DIRECT CREDITOR PAYMENTS		
Cheques	Chq Payment Register No. 876	\$87.00
	Chq Payment on Restricted Funds Register No.	
	Less Cancelled Chqs	
Electronic Funds Transfers	EFT Payment Register No. 954, 955, 957 and 959	\$10,572,111.69
	EFT Payment on Restricted Funds Register No. 956, 958 and 155	\$122,357.17
	Less Cancelled EFTs	(\$10,966.63)
		\$10,683,589.23
Direct Debits	Bank Fees	\$12,515.17
	Ampol Fuel	\$100,863.04
Direct Payments		\$43,098.90
	Total Direct Creditor Payments	\$10,840,066.34
Payroll	Total Pay 21 and 22	\$4,763,310.38
	Total Payroll	\$4,763,310.38
Cards	Westpac Purchase Cards	\$100,154.15
	Total Card Payments	\$100,154.15
Total Direct Creditor Payments from Municipal Account		\$15,703,530.87

Schedule of Payments Made continued.

INTERFUND & INVESTMENT TRANSACTIONS			
Interfund Transfers			
Loan			\$0.00
Citizen Relief Trust			\$0.00
Citizen Relief Operating			\$0.00
Municipal			(\$18,493,879.72)
Reserve			\$18,493,879.72
Trust			\$0.00
Total Interfund Transfers			\$0.00
New Municipal Investments			
Westpac Bank	02/04/2025		\$4,000,000.00
Suncorp	14/04/2025		\$1,500,000.00
Suncorp	15/04/2025		\$1,500,000.00
Suncorp	15/04/2025		\$2,000,000.00
Westpac Bank	16/04/2025		\$2,600,000.00
Total New Investments			\$11,600,000.00
Grand Total			\$27,303,530.87

Details of the payments are shown in Attachment 1.

Any payment over and above \$25,000 has been highlighted under the Payment Amount column in Attachment 1.

A new Regulation (13A. of the Local Government (Financial Management) Regulations 1996 - Payments by Employees via Purchasing Cards) effective from 1 September 2023 requires that if a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month and is to be presented to the Council at the next Ordinary Meeting of the Council and is to be recorded in the minutes of that meeting.

The list of payments made using purchase cards during March 2025 and settled in April 2025 is provided as an attachment to this report.

ENGAGEMENT

There are no applicable engagement considerations presented as part of this report.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications presented as part of this report.

LEGISLATIVE AND POLICY ALIGNMENT

This report meets the requirements of the *Local Government (Financial Management) Regulations 1996 Part 2: General financial management (s.6.10) regulations 11, 12 ,13 and 13A.*

Procurement of Products and Services is conducted in accordance with Council Policy CP-023 and Systems Procedure 019 Purchasing and Procurement.

The *Local Government (Financial Management) Regulations 1996* Regulation 13A was recently introduced to prescribe reporting for payments made by employees via purchasing cards. As with other payments, the local government must report payee name, amount date and sufficient information to identify the payment. The attached payment listings meet this requirement.

FINANCIAL IMPLICATIONS

Expenditures were provided for in the adopted Budget as amended by any subsequent Budget reviews and amendments.

CONSEQUENCE

There are no consequences or alternative options presented as part of this report.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, there were no questions or request for information in relation to this item.

C25/286 Statements of Financial Activity for April 2025

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	<ol style="list-style-type: none"> 1. Statement of Financial Activity April 2025 ↓ 2. Statement of Comprehensive Income April 2025 ↓ 3. Net Working Capital April 2025 ↓ 4. Reconciliation Net Working Capital April 2025 ↓ 5. Notes to Statement of Financial Activity April 2025 ↓ 6. Statement of Financial Position as of 30 April 2025 ↓ 7. Summary Rate Debtors April 2025 ↓ 8. Rates Collection Graph April 2025 ↓ 9. General Debtors Aged 90 Days April 2025 ↓ 10. Budget Amendments April 2025 ↓

COUNCIL’S ROLE

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<p>SUMMARY</p> <ul style="list-style-type: none"> • This report presents the Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 30 April 2025; and • Presents the variances for the month of April 2025 and recommends that they be noted by the Council; and • Presents the budget amendments required for the month of April 2025 and recommends that they be adopted by the Council by Absolute Majority decision. • The KPMG/OAG audit plan was presented to the Audit, Risk and Improvement Committee (ARIC) on 12 May. Both the interim and final audits of the annual financial statements are scheduled, with the final audit to be conducted in October. The final audit report will be presented to Council and the Minister for Local Government by 31 December. • The Budget amendments required for the month of April 2025 and recommends that they be adopted by Absolute Majority decision of the Council.

OFFICER RECOMMENDATION

That the Council:

1. **Notes the Rate Setting Statement and Statements of Financial Activity for the month ending April 2025 as detailed in the following attachments:**
 - **Statement of Financial Activity April 2025 (Attachment 1); and**
 - **Statement of Comprehensive Income April 2025 (Attachment 2); and**
 - **Net Working Capital April 2025 (Attachment 3); and**
 - **Reconciliation Net Working Capital April 2025 (Attachment 4); and**
 - **Notes to Statement of Financial Activity April 2025 (Attachment 5); and**
 - **Statement of Financial Position as of 30 April 2025 (Attachment 6); and**
 - **Summary Rate Debtors April 2025 (Attachment 7); and**
 - **Rates Collections Graph April 2025 (Attachment 8); and**
 - **General Debtors Aged 90 Days April 2025 (Attachment 9).**
 - **Budget Amendments April 2025 (Attachment 10); and**
2. **By Absolute Majority Decision adopts the budget amendments, as detailed in the Budget Amendments April 2025 (Attachment 10).**

PURPOSE

The attached financial reports reflect a positive financial position of the City of Melville as at 30 April 2025.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.2	Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams.
	5.3	Ensure efficient and effective use of assets, resources and technology.

BACKGROUND

The Statements of Financial Activity for the period ending 30 April 2025 have been prepared and tabled in accordance with the *Local Government (Financial Management) Regulations 1996*.

Overall Summary of the City’s Financial Position

- The City’s total investments holding for April 2025 were \$ 174.06m of which the Municipal cash balance at the end of the month was \$27.16m and \$146.65m was held in reserve accounts, which are restricted to the defined purpose for which the reserve account was established.

- The investment in green/ethical term deposits as at 30 April 2025 was \$47m or 27% of total investment holdings, compared to \$42m (23%) in March 2025. Green/Ethical investments are invested, in accordance with the CP-009 Investment of Funds Policy.
- Rates raised as at April were \$109.56m compared to a year-to-date budget of \$108.59m.
- Total debtor collections for April 2025 equalled \$2.04m. Rates collection progress for the month of April is equal to target at 94.7%, compared to 94.5% for the same period in 2023-2024. The total outstanding debtors (including all rates and sundry debtors) is \$7.94m as of 30 April 2025.
- The KPMG/OAG audit plan was presented to the Audit, Risk and Improvement Committee (ARIC) on 12 May. Both the interim and final audits of the annual financial statements are scheduled, with the final audit to be conducted in October. The final audit report will be presented to Council and the Minister for Local Government by 31 December

CONSIDERATION

The attached reports have been prepared in compliance with the requirements of the legislation and Council policy. The three-monthly reports that are presented are the:

1. Statement of Financial Activity
Provides details on the various categories of income and expenditure.
2. Statement of Comprehensive Income
Provides details on the Nature classifications.
3. Statement of Financial Position
Provides details on the Financial Position.

Variances

A detailed summary of variances and comments based on the Statement of Financial Activity for April 2025 by Nature or Type is provided in attachments:

- Statement of Financial Activity April 2025 (Attachment 1); and
- Statement of Financial Position as of 30 April 2025 (Attachment 6): Statement of Variances in Excess of \$100,000.

Revenue

Rates raised as at April were \$109,560,096, compared to a year-to-date budget of \$108,594,065.

Rates Collection

SUMMARY OF RATE DEBTOR MOVEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	% Diff Current Mth to Previous Mth	Actuals This Month Last Year YTD	% Diff Current Mth to Current Mth Last Yr
Opening Balance - 1 July	5,425,866	5,425,866	0%	4,487,816	21%
Debtors Raised	134,563,135	134,149,038	0%	126,334,303	7%
Payments Received	(132,512,720)	(130,885,919)	1%	(123,388,732)	7%
Closing Balance	7,476,281	8,688,985	-14%	7,433,388	1%

Total rate debtor collections for the month equalled \$1,626,801.

Sundry Debtor Movement

SUMMARY OF SUNDRY DEBTOR MOVEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	% Diff Current Mth to Previous Mth	Actuals This Month Last Year YTD	% Diff Current Mth to Current Mth Last Yr
Opening Balance - 1 July	565,184	565,184	0%	901,439	-37%
Invoices Raised	3,515,281	3,121,148	13%	5,128,231	-31%
Receipts	(3,600,022)	(3,185,913)	13%	(5,095,370)	-29%
Prepayments	(16,181)	(14,978)	8%	(9,868)	64%
Closing Balance	464,261	485,441	-4%	924,433	-50%

Sundry debtor balances decreased by \$21,180 over the course of April from \$485,441 to \$464,261 of which total 90-day sundry debtors for the month is \$372,549, representing 80% of total sundry debtors.

Corporate Climate Action Plan

A summary of the expenditure associated with the City’s climate action plan initiatives, compared to a year-to-date budget, is provided below. These costs encompass various activities aimed at reducing our carbon footprint and promoting sustainable practices across the City.

Description	YTD Actuals 2024-2025	YTD Revised Budget 2024-2025	Total Revised Budget 2024- 2025	Actual 2023-2024
Sustainability & Climate Action Salaries	426,717	393,123	478,304	465,621
Electric Vehicles	175,540	162,602	162,602	36,192
Corporate Emissions Monitoring & Management	59,139	60,000	70,000	0
Micro Grid Project	12,000	12,000	40,000	26,795
Sustainability Initiatives	102,201	107,000	300,000	121,125
Piney Lakes Environmental Education Centre Refurb (new)	59,139	50,000	1,280,009	0
Total	830,096	784,725	2,330,915	649,733

Money Expended in an Emergency and Unbudgeted Expenditure

There was no money expended in an emergency or unbudgeted expenditure for the month of April 2025.

Budget Amendments

Details of Budget Amendments requested for the month of April 2025 that reflect effective changes to budgets are shown in attachment Budget Amendments April 2025.

Budget amendments that are purely administrative and detail movements between budget responsible officers are not included in the attachment. This reporting is aligned with legislative requirements.

Granting of concession or writing off debts owed to the City

Delegation DA-032 empowers the Chief Executive Officer (CEO) to grant concessions and write off monies owing to the City to a limit of \$10,000 for any one item. The CEO has partially on-delegated this to the Directors to write off debts or grant concessions to a value of \$5,000 and the Manager Financial Services to a value of \$1,000.

Sundry Debtors

There were no debts written off for the month of April 2025.

Rate Debtors

There were no rate debts written off for the month of April 2025.

ENGAGEMENT

There are no applicable engagement considerations presented as part of this report.

SUSTAINABILITY IMPLICATIONS

The City of Melville (the City) has well developed business continuity plans in place and an Incident Response Team (IRT) to coordinate and plan the City's response to the significant situations.

LEGISLATIVE AND POLICY ALIGNMENT

Local Government Act 1995 Division 3 – Reporting on Activities and Finance Section 6.4 – Financial Report.

Local Government (Financial Management) Regulation 1996 Part 4 – Financial Reports Regulation 34 requires that:

34. Financial activity statement report — s. 6.4

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) budget estimates to the end of the month to which the statement relates;*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.*

- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

The variance adopted by the Council is 10% or \$100,000 whichever is greater.

Local Government Act 1995 Division 4 – General Financial Provisions Section 6.12; Power to defer, grant discounts, waive or write off debts.

The format of the Statements of Financial Activity as presented to the Council and the reporting of significant variances is undertaken in accordance with the Council's Accounting Policy CP-025.

FINANCIAL IMPLICATIONS

Variances

Variances are detailed and explained in the attachment Notes to Statement of Financial Activity April 2025 (Attachment 5): Notes on Statement of Variances in excess of \$100,000.

CONSEQUENCE

There are no consequences or alternative options presented as part of this report.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, there were no questions or request for information in relation to this item.

C25/288 RFT242512 - Restricted Tender Supply & Implementation of a Customer Experience, Relationship & Request Management Platform

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	Nil
Attachments:	1. Minutes - 20 May 2025 - CTAU (confidential)

COUNCIL’S ROLE

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<p>SUMMARY</p> <ul style="list-style-type: none"> This report is presented to Council to recommend the acceptance of a request submitted for Supply & Implementation of a Customer Experience, Relationship & Request Management Platform.
--

CTAU RECOMMENDATION

That the Council by Absolute Majority Decision:

- Accepts the recommendations as contained in the confidential attachment to this report, RFT242512 Contract and Tender Advisory Unit Minutes; and**
- Upon resolution of the recommendation, directs that the successful respondents’ names be inserted below this point 2, awarded;**
- Noting award of this Contract is subject to reaching an agreement on the final Contract Terms.**

PURPOSE

The Contract and Tender Advisory Unit (CTAU) is satisfied that the recommended supplier meets the City’s qualitative requirements and represents value for money. The City of Melville went to market seeking Expressions of Interest (EOI) for the Supply & Implementation of a Customer Experience, Relationship & Request Management Platform. The outcome of the EOI evaluation process identified a shortlist of Vendors, who were invited to make a formal submission via Restricted Tender.

The CTAU’s recommendation for the Restricted Tender is now being presented to Council for their approval.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.4	Strengthen active citizen engagement, participation, and access to information.
	5.5	Provide excellent customer experiences and ease of access.

BACKGROUND

The City is seeking to procure the supply, configure and implement a Customer Experience, Relationship and Request Management (CXR) platform. Following an Expression of Interest (EOI) process in 2024, the City invited three of the nine Vendors to provide a formal submission via Restricted Tender. The CTAU Meeting Minutes included as a confidential attachment to this report is additionally available to Elected Members on the Elected Members Portal.

CONSIDERATION

Restricted Tender was requested and received from the following organisations:

- 8Squad Pty Ltd
- Ennovative Pty Ltd
- HCL Australia Services Pty Ltd

All Respondents addressed the Compliance and Disclosure Requirements appropriately and were processed through to Qualitative Assessment.

The City set the following qualitative criteria and weightings:

Demonstrated Experience	15%
Capacity to Deliver	25%
Methodology	30%
Suitability of Products – Functional Requirements	30%
Total	100%
Suitability of Products – Technical Requirements	Risk Based Non-weighted
Price	Non-weighted

The recommended Respondent achieved a qualitative score of 69% against the following criteria:

I. Demonstrated Experience

The Respondent provided the required information against this criterion. Examples provided were relevant to the services that will be delivered under this Contract. The Respondent also had the strongest Local Government experience out of all Vendors.

II. Capacity to Deliver

The Respondent provided the required information against this criterion.

The key personnel have relevant qualifications and a good level of experience in similar projects.

III. Methodology

The Respondent provided the required information against this criterion.

The methodology meets the City's expectations, with the ability to accelerate the implementation process.

IV. Suitability of Products – Functional Requirements

The Respondent provided the required information against this criterion.

The solution proposed by the Respondent clearly meets the City's requirements.

V. Suitability of Products – Technical Requirements

This criterion is risk based, please refer to attached CTAU Attachment for full details.

The Evaluation Panel reviewed all Respondents' offers and prepared an Evaluation Report, identifying the recommended Respondent.

The recommendation was supported by the CTAU and is put forward as part of the recommendation to the Council.

The Evaluation Report and associated confidential attachments were distributed to Elected Members under confidential cover.

ENGAGEMENT

No community or external engagement has been required or undertaken as part of this request.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications presented as part of this report.

LEGISLATIVE AND POLICY ALIGNMENT

This request has been considered with regards to the following policies and legislative requirements:

- CP-023 Procurement of Products and Services
- *Local Government (Functions and General) Regulations 1996 Section 3.57 11 (1)*

"A Local Government is required to invite tenders before it enters into a contract for another person to supply goods or services".

FINANCIAL IMPLICATIONS

Any relevant financial implications are detailed in the confidential attachment to this report.

In addition to the contract costs, there will be additional budget required in the next Financial Year for external resources to assist with the project implementation. Please refer to page 17 of the confidential attachment "Project Financial Summary".

It is important to note that the City has reduced the financial risk associated with this project by developing a contract which provides the City an option to not continue with either the vendor or the platform if the not fully satisfied with the performance of each during the 'Proof of Concept' phase. It is envisioned that the 'Proof of Concept' phase will be undertaken over a three-month period starting in July 2025. City Officers will provide Elected Members with an update via an Elected Member Engagement Session regarding the status of the ongoing contract following this phase.

CONSEQUENCE

No alternative options or consequences are presented as part of this report

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council Business Papers:

Question 1:

Can we get further information or a breakdown of the staff costs / resourcing regarding the contract?

Response 1:

This question was taken on notice, and a response will be provided on the Elected Members Portal on Friday, 13 June 2025.

Community Development

CD25/45 Leeming Recreation Centre - Needs Analysis

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	1. Draft Needs Analysis - Leeming Recreation Centre ↓

COUNCIL’S ROLE

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<p>SUMMARY</p> <ul style="list-style-type: none"> The Council have sought to understand the future role the Leeming Recreation Centre plays in the community, via resolution, at the December 2024 Ordinary Meeting of Council. This resolution requested that in June 2025, a Needs Analysis of the sites existing community facility provision (e.g. change rooms, toilets and storage facilities) and commercial opportunities that will support activation of the area (including but not limited to a café or restaurant) be presented to Council for consideration and further direction. This Report therefore provides Council with the Draft Needs Analysis which includes options for the future development of the site which can be further explored through a Pre-Feasibility Study. The Report also seeks Councils approval to proceed with the Pre-Feasibility Study. Should Council endorse the Officers recommendation, the findings of the Pre-Feasibility Study will be presented to Council in December 2025.

OFFICER RECOMMENDATION

That the Council:

- Notes the Draft Needs Analysis prepared for the Leeming Recreation Centre (Attachment 1), and**
- Requests the Chief Executive Officer to undertake a Pre-Feasibility Study of future options for the Leeming Recreation Centre contained within this Report.**

PURPOSE

The purpose of this report is to provide the Draft Needs Analysis (Attachment 1) to Council (as per the December 2024 resolution) and seek the Council’s endorsement to proceed with the Pre-Feasibility Study.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	3	Sustainable, connected development and transport infrastructure across our City.
Objective	1	Healthy, Safe and Inclusive
	1.5	Support sustainable sporting and community groups and volunteering.
	1.4	Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
	3	Sustainable and Connected Development
	3.2	Deliver sustainable and well-planned infrastructure and public places and spaces.

BACKGROUND

At the 10 December 2024 Ordinary Meeting of Council (OMC), the Council resolved the following:

1. ***Requests the Chief Executive Officer to undertake investigations on the needs and options that considers a proposed redevelopment of the Leeming Recreation Centre and/or a new community facility located at 55 Farrington Rd, Leeming (Site of Peter Ellis Reserve, Leeming Recreation Centre and Robert Weir Park), to be situated either separately or adjacent to the existing Leeming Recreation Centre.***
2. ***Requests that the investigations include, but not be limited to:***
 - a. ***Community needs analysis to assess demand and alignment with community priorities; this analysis should consider the site(s) existing provision (e.g. change rooms, toilets and storage facilities)***
 - b. ***Commercial needs analysis to assess demand and alignment with community priorities; this analysis should consider commercial opportunities that will support activation of the area including but not limited to a café or restaurant.***
 - c. ***The pre-feasibility of various options including (but not limited to):***
 - i. ***Upgrade of the existing facility that considers 2a and 2b.***
 - ii. ***Replace the existing facility that considers 2a and 2b.***
 - iii. ***The building of a new separate facility (isolated or adjacent) that considers 2a and 2b.***
 - d. ***The pre-feasibility of each option should also include, but not be limited to:***
 - i. ***Preliminary traffic and environmental considerations.***
 - ii. ***Indicative capital and lifecycle costs.***
 - iii. ***Funding opportunities, including grants, partnerships or other revenue opportunities.***
 - iv. ***Strategic land and property considerations including land administration requirements.***
 - v. ***An outline of various regulatory approval requirements.***
 - vi. ***An outline of further community engagement requirements.***
3. ***Requests the Chief Executive Officer to present the investigation (of) 2a and 2b to an Ordinary Meeting of Council by June 2025 for consideration and further direction.***

4. Requests the Chief Executive Officer to present the investigation (of) 2c and 2d to an Elected Member Engagement Session by December 2025 for consideration and further direction.

This report is prepared in response to this resolution.

The Leeming Recreation Centre, located at 55 Farrington Road, Leeming, was developed in 1988 at a cost of \$3.5 million, with a contribution from the Department of Education (DoE) of \$300,000. It is understood this contribution was to support the Leeming Senior High School’s programming needs in a shared facility. The original development comprised of ‘dry’ facilities only, including indoor courts, squash courts, gymnasium, group fitness, creche, change rooms, performing arts, administration and supporting facilities.

The aquatic facility was developed in 1992 and remained operational until 2008. Since late 2009 the City has leased the Leeming Recreation Centre to Cute Holdings Pty Ltd (trading as Striker Indoor Sports Centre). The Leeming Recreation Centre is bordered by:

- Leeming Senior High School (SHS) in the north;
- Robert Weir Park in the south and west; and
- Peter Ellis Park in east.

Immediately to the south of the Leeming Recreation Centre and Peter Ellis Park is the Leeming Skate Park, the Leeming Family Centre (trading as the French School of Perth) and the Leeming Activity Centre (Leeming Forum Shopping Centre). The below image provides a high-level overview of the Leeming Recreation Centre and its relationship to neighbouring amenity.



Figure 1: Leeming Recreation Centre and surrounds

Currently, the Leeming Recreation Centre comprises of:

- Ground floor:
 - Two multi-marked indoor courts (under shared use agreement with DoE, for priority access by Leeming SHS between 7:30am to 4pm).
 - Three indoor cricket nets (also used for other indoor sports and activities)
 - Seven squash courts
 - Gymnasium
 - Creche
 - Group fitness areas
 - Offices and supporting amenities
 - Changerooms
 - Pre-kindy (sub lessee)
- First floor:
 - Indoor cricket facilities for specialised coaching and athlete development (sub lessee)

In addition, included as part of the overall footprint:

- Shared use change rooms used by Leeming SHS in school hours (7:30am to 4pm) and available for use outside of school hours for sporting groups accessing Peter Ellis Park.
- Office area for Leeming SHS Health and Physical Education staff (leased to the DoE).
- Performing arts area for the Leeming SHS (leased to the DoE).

The facility is showing signs of age through its current condition whereby a major roof replacement has been deferred at least until this body of work is completed to ensure no misspent works are undertaken and/or a return on investment is achieved. Furthermore, given the age of the facility, compliance with various standards and guidelines such as disability and electrical compliance is questionable.

Cute Holdings Pty Ltd recently exercised their last five-year option and currently hold the lease to the facility until 30 November 2029.

The existing Management Licence for the shared use of Leeming Recreation Centre, for Leeming SHS, with DoE has been in a holding over pattern since 1 January 2020. The Licence Agreement for Shared Use of Peter Ellis Park has also been in a holding over pattern since 1 January 2020. New draft agreements have been produced, and the ongoing shared use is proposed to continue at this time. Under the shared use agreement, DoE pays a fee to Striker Indoor Sports and Fitness for Leeming SHS use of the multi-marked indoor courts.

CONSIDERATION

To implement Council's resolution at the December 2024, Ordinary Meeting of Council, the City appointed Paatsch Group to support the development of a Needs Analysis and Pre-Feasibility Study. This report provides a summary of the Draft Needs Analysis and detail can be found in Attachment 1. Notably, the Needs Analysis is currently in draft form - the final version will be presented to Council with the Pre-Feasibility Study findings.

In alignment with the December 2024 Council resolution, the overall scope of work has been divided into two key activities.

Part A - the Needs Analysis process entailed the following (including but not limited to):

- Situational analysis (including but not limited to, review of relevant strategies and plans, demographic and catchment analysis, functional and technical facility review, benchmarking and gap analysis).
- Stakeholder consultation.
- Community facility demand assessment.
- Complementary commercial opportunities assessment.

This report provides the results of this analysis which will guide the development of indicative development options (components of the facility), forming the basis of the second key activity in the scope of work, Part B - Pre-Feasibility Study. Progression with Part B is subject to Council's adoption of the Officers Recommendation in this Report.

Part B – Pre-Feasibility Study will be comprised of the following:

A thorough review of each of the following options to develop the site:

- A. Undertaking compliance upgrades and rectifying items requiring immediate attention.
- B. Demolishing and disposing of the facility.
- C. Upgrading and/or enhancing the facility retaining only the existing facility components (i.e.: no additional/new facility components).
- D. Demolishing the existing facility and replacing it with a new facility including options for new facility components.

For each of the options outlined a) to d) above, the review will include, as a minimum, the following:

- Indicative capital and life cycle costs.
- External funding opportunities.
- Preliminary town planning considerations – traffic, environment, land-use etc.
- Management options (internal management versus external – e.g. Striker or other)
- Key risks.
- Recommendations for the next steps.
- Any other activities to support the City's objectives.

The findings of the Pre-Feasibility Study will be presented to Council in December, along with an Officers recommendation for the future of the site. It is anticipated that engagement with the broader community will occur following this resolution.

Needs Analysis Findings Summary

The detailed Draft Needs Analysis completed by Paatsch Group can be found in Attachment 1. The following is a summary of the key themes:

Demographic Analysis

- Steady moderate growth in population both within the City of Melville and within the 5km catchment.
- Strong presence of families in the City which will continue to drive demand for sport and recreation facilities.
- An increased percentage of the population of older adults in the suburb of Leeming and 5km catchment providing an opportunity for alternative programming.

Community Sporting Demand Analysis

- There is a strong demand for Basketball and indoor recreation sports such as Badminton and Volleyball.
- Overall demand for Indoor Cricket is moderate, however due to the lack of these facilities across metropolitan Perth the provision currently satisfies demand.
- Likewise demand for squash is moderate noting the City of Melville provides two Squash facilities (Leeming and Brentwood) and there are no Squash courts south of Leeming in metropolitan Perth. The lack of Squash facilities means that the provision is satisfying demand.
- Functionally, the existing courts meet Basketball facility guidelines, however there are minor issues in size, dimensions and run-offs with sports such as Badminton, Indoor Netball and Indoor Cricket. Volleyball is not suitable at the existing facility due to court run-offs.
- There is a demand for a multi-purpose social space and kiosk for sports using Peter Ellis Park which includes Junior Football, Netball and Junior and Senior cricket.
- The existing changerooms servicing Peter Ellis Park currently do not meet the standards outlined in the community facility guidelines for AFL. As it is only the Junior team that plays at Peter Ellis Park (the Seniors only train at this location, not play matches) the guidelines note that it is desirable for the facility to provide a dedicated change space with access to lockable toilet(s) and shower(s) for players and another dedicated change space for umpires.
- Peter Ellis Park is a satellite facility for Senior and Junior Cricket, with Leeming Spartans Cricket Club's home ground being located at John Connell Reserve, Leeming. Cricket Australia's required standard of provision for this level of facility is accessible toilets and a storage room. It is optional that a dedicated change space for umpires and, similarly to AFL, it is desirable for the facility to provide a dedicated change space with access to lockable toilet(s) and shower(s) for players.
- The proposed refurbishment of the change rooms and storage space scheduled for late 2025 will bring the changerooms and storage space in-line with Cricket Australia's and the AFL's guidelines for player facility provision but will not meet the AFL's desirable requirement for a dedicated change space for umpires.
- Leeming Netball Club currently train at West Leeming Primary School. As part of the Netball Needs Assessment, the Club indicated that it would relocate to Peter Ellis Park once the proposed refurbishment of the change rooms and storage as well as along with improved external lighting and the resurfacing of the Netball courts was completed. The Netball courts are proposed to be resurfaced in 2025-26 and additional lights were added to the recent lighting upgrade in 2024 to illuminate the path network. Improved security lighting on the changerooms is also part of the scope of the changeroom refurbishment.
- It is, however, acknowledged that the changeroom site positioning is not ideal due to distance from the activities that occur on the reserve and Netball courts.

Commercial Demand Analysis

There are a number of 'complimentary' commercial activities that have been identified that are proposed to be further investigated as part of the Pre-Feasibility Study that could support the on-going viability, vibrancy, health and social outcomes of the Leeming Recreation Centre. This includes:

- A Health Club that includes indicative floor spaces of:
 - Gym - 500m²
 - Group Fitness - 200m²
 - Studio (Pilates/Yoga) - 80m²
- A Learn to Swim pool of approximately 400m²
- Child Care – noting there is Play2Learn Kindy currently onsite who offers Long Day Care for ages 2 – 5 years.
- Competitive Socialising offering – social sports offerings such as ten pin bowling, 'Flight Club' (darts), Top Golf (indoor virtual reality golf).
- A licensed Food and Beverage offering. Analysis suggests within a one-to-five-minute drive time catchment there are limited café offerings and only one mainstream tavern. In addition, any licensed venue would likely need to be supported by broader precinct users (e.g. sporting clubs), a competitive socialising offering and an improved position on the site which is closer to the main arterial road from a financial viability perspective.

Functional and Technical Analysis (Disability Access and Building Condition)

As part of the overall Needs Analysis, an onsite Access Audit and a Building Condition Report were commissioned.

Details can be found in the appendices of Attachment 1. The following provides a key summary:

- Due to the age and the current condition of the building, many of the external footpaths, internal ramps and walkways are non-compliant from a disability access perspective.
- The age of the building and subsequent modifications to the building means that many of the legislated requirements for disability access are not being met, including but not limited to the following:
 - Some internal doorways have less than the required 850mm clear open widths, as well circulation spaces for sufficient manoeuvrability
 - Non-compliant handrail profiles and terminations for the internal stairways and ramps.
 - Non-provision of sanitary compartments suitable for people with ambulant disabilities.
 - Non-compliant fittings and fixtures in the existing unisex accessible toilet and adult change facility.
 - Non-compliant signages with incorrect information and placement for all sanitary facilities.
- The Building Condition Report notes that to address one issue, other issues will then need to be fixed, thus the facility will require significant refurbishment and modification to achieve compliance with the current legislative requirements for access.

- The Building Condition Report identifies that the overall asset has a remaining useful life of 5-10years, noting that many major assets have a more limited useful life (less than 5years), including:
 - Major electrical switchboards.
 - Hydraulic plant/hot water units, various.
 - Roof.
 - Mechanical plant.
 - Large portions of lighting in various areas.
 - Ceilings – change rooms, performing arts, physical education office.
 - Floor coverings – carpet (throughout), vinyl (various).
 - Change rooms (indoor cricket and courts)

The estimated cost of renewing these assets will be assessed and presented in the Pre-Feasibility Study.

Indicative Development Options

Following the Needs Analysis, a number of facility components have been identified. A summary of the identified provision needs is categorised below as 'essential' and 'optional'. Furthermore, these infrastructure elements have been divided into community, complementary commercial and school infrastructure.

The following terminology has been used in the Analysis:

Essential means that there is a strongly identified need for this infrastructure, and this will be a core consideration of the future facilities composition in the relevant options to be investigated in the Pre-Feasibility Study stage.

Optional refers to infrastructure identified requiring further consideration in the Pre-Feasibility Study stage to validate the viability of providing this infrastructure from a town planning, financial feasibility (capital and on-going) and any other relevant factors (e.g. site location requirements being able to be met, site footprint availability, existing operators ability to survive a redevelopment should there be loss of income etc).

Essential community infrastructure requirements identified include:

- A minimum of 3-4 indoor multi-use courts are required, coupled with supportive facilities (administration, change rooms, toilets, etc) to support the inclusion of Basketball, Badminton, Volleyball where there is a key need which can also support Futsal and Pickleball.
- A shared use satellite club pavilion (to service Leeming Netball Club, Leeming Spartan Junior and Senior Cricket Clubs and Bull Creek Leeming Junior and Senior Football Clubs) is well justified to support use of the adjacent Peter Ellis Park and opportunity exists to build on current shared use with Leeming Senior High School. This facility could be standalone or form part of a redeveloped Leeming Recreation Centre depending on which option is preferred following the Pre-Feasibility Study.
- Further discussion and agreement with the Department of Education and Leeming Senior High School is required to determine optimal shared use indoor court provision and supporting amenities (e.g. toilets, changerooms), ultimately guiding the total number of courts required.

Optional community infrastructure identified includes:

- Although general demand for squash has reduced, the closure of nearby facilities has led to sufficient use of existing courts, as such squash facilities are considered optional at this stage, subject to further investigation.
- Demand for indoor cricket facilities has also generally reduced and similar to squash, the closure of facilities has followed suit. Due to a lack of indoor cricket facilities across the metropolitan area, the current offering fills a gap in the market, noting that the existing indoor cricket facilities provide multi-use opportunities for other sports/activities, current examples include netball, futsal, dodgeball and 'inflatable world'.
- Indoor cricket coaching and training facilities are considered optional at this stage, subject to further investigation. Note: these facilities could also be considered complementary commercial facilities as they are operated as a private business.
- If squash, indoor cricket and indoor cricket coaching and training facilities are identified to continue in a redeveloped and/or replacement Leeming Recreation Centre then consideration in Pre-Feasibility Study must be given to ensuring these facilities are able to operate until replacement facilities are commissioned.

Essential complementary commercial facilities identified in the Needs Analysis include:

- A Health Club where indicative floor spaces have been identified earlier in the report, however these are expected to be further refined in the Pre-Feasibility Stage based on financial modelling. In addition, strong consideration around providing a suitable environment that would support older adults to age actively given the demographics of the catchment.
- Opportunity exists to retain and expand upon a childcare facility to meet community needs and generate revenue.
- A café/kiosk that services the centre, adjacent Peter Ellis Park and immediate catchment would provide further opportunity to generate revenue for the centre and service community needs. The scale of this offering will be determined by the composition of facilities identified through the Pre-Feasibility Study.

Optional Complementary Commercial facilities include:

- An approximate 400m² learn-to-swim aquatic facility was supported by the initial commercial demand assessment, however, requires further assessment in the Pre-Feasibility Study.
- A licenced restaurant opportunity may exist that caters to facility users, precinct users and the community.

Under a continued shared use model of the Leeming Recreation Centre (noting that the future operating model still requires investigation) with the DoE the following facilities are essential infrastructure to service school requirements:

- Physical education facilities including, court/s, change rooms and storage.
- Performing Arts and Music Centre.

The Leeming Senior High School have indicated that they would not be able to operate without either of the above during any redevelopment works that may occur. Consideration must therefore be given as to how facilities for the school are maintained during any redevelopment works.

Further detailed Schedules of Accommodation will be developed for each option as they are considered as part of the Pre-Feasibility Study.

ENGAGEMENT

Over the course of March and April 2025, Paatsch Group has met with the organisations identified in the below table either in-person or via telephone. An expanded report of consultation is contained within Attachment 1, Appendix F.

Stakeholders		Consultation Method	
Organisation	Role	Face-to-Face/Telephone	Email Input
Striker Indoor Sports and Fitness	Directors	✓	✓
Leeming Senior High School	Principal and Manager Corporate Services	✓	
Department of Education	Infrastructure, Strategy and Planning Team	✓	✓
Leeming Spartans Junior Cricket Club	President	✓	
Leeming Spartans Cricket Club	President	✓	
Bull Creek Leeming Junior Football Club	President	✓	
Bull Creek Leeming Football Club	President	✓	
Leeming Netball Club	President and Vice President	✓	
Play2Learn Kindy	Owners	✓	
Southern Cricket	Owner	✓	

A summary of key themes from Striker Indoor Sports and Fitness, Leeming Senior High School and the Department of Education included:

- The existing multipurpose courts are well used by both Striker Indoor Sports and Fitness and Leeming Senior High School. That is, they are at capacity on weekdays during school terms from 7.30am through to 11pm.
- The layout of the existing facility is not ideal for shared use between the recreation centre and Leeming Senior High School. Security access to the courts which are essentially a school area from 7.30am to 3.30pm is not consistent with the access requirements for the remainder of the school which is potentially a risk. In any new proposed facility, how the interface between shared use (if adopted) works needs to be considered. This includes shared use of any community facilities included for Clubs that utilise Peter Ellis Park.
- The roof is a consistent issue for all parties who are reluctant to spend money on replacing elements such as floors as they will get water damaged.
- For Striker Indoor Sports and Fitness, the combination of each of the elements of the facility works well from a business perspective.

A summary of key themes from Clubs that utilise Leeming Recreation Centre shared change rooms and the adjoining Peter Ellis Park included:

- Each of the Cricket and Football Clubs utilise Peter Ellis Park as a satellite or secondary venue. The Junior components of both Clubs use the Park for training and match days, with the football Clubs using the park five days a week for training during winter. To improve the facility, access to basic provisions such as gender-neutral change rooms, storage, patron toilets and a kiosk is important.
- The turf at Peter Ellis Park is in good condition.
- The Leeming Netball Club is looking to relocate to Peter Ellis Park, however the lack of access to basic amenities is preventing them from doing so currently.
- Each of the Clubs is seeking the provision of basic amenities – change rooms, toilets, and storage. All clubs are happy to co-locate with the other sports.
- The planned change room and storage upgrade will support all club's core needs, with the exception of a kiosk, for the next 5-10 years while the future of the Leeming Recreation Centre is considered. It will also facilitate the Leeming Netball Club to move to Peter Ellis Park for the 2026 season.
- Short term needs, such as access to a kiosk, will be considered in the Pre-Feasibility Study.

A summary of key themes from Sub Lease holders Play2Learn and Southern Cricket Academy included:

- The location of the facility works well for both businesses.
- It is difficult for both businesses to invest into the facility whilst there is uncertainty around the long-term future of the facility and the possible requirement to close if, for example, the roof works were completed.

Key stakeholder engagement will continue through the Pre-Feasibility Study, subject to Council endorsement to continue to this phase of work.

SUSTAINABILITY IMPLICATIONS

The Leeming Recreation Centre is nearly 40 years old and many elements of the building no longer meet industry standards or are deemed fit for purpose. By exploring the future requirements and opportunities for the Leeming Recreation Centre, the City can ensure the most sustainable outcome is achieved in considering social, economic and environmental needs for the site and precinct.

LEGISLATIVE AND POLICY ALIGNMENT

The following City of Melville Policies are related to the work undertaken, their relevance is summarised in the attached Draft Needs Analysis:

- CP-037 – Community Hub Policy
- CP-028 – Physical Activity Policy
- CP-120 – Climate Action Policy
- CP-119 – Active Reserve Parking Policy
- CP-102 – Urban Forest and Green Space Policy
- CP-084 – Disability Access and Inclusion Policy
- CP-002 – Stakeholder Engagement Policy
- CP-109 – Cultural Awareness Policy
- CP-103 – Improving Public Spaces Policy
- CP-057 – Sustainability Policy
- CP-008 – Forward Financial Planning and Funding Allocation

FINANCIAL IMPLICATIONS

The Leeming Recreation Centre Needs Analysis and Pre-Feasibility Study are funded through existing operational budgets for 2024/2025. A further \$21,000 is contained in the draft 2025/2026 operational budget to partially fund the Pre-Feasibility Study.

The Pre-Feasibility Study will provide the indicative financial implications (capital, operational and life cycle) associated with each of the options for the future of Leeming Recreation Centre.

CONSEQUENCE

If Council chooses not to continue with the Pre-Feasibility Study, then the information required for Council to make an informed decision on the future of Leeming Recreation Centre will not be available. Subsequent decisions on investment into the Centre and the precinct more broadly may not be in the best financial interests of the City's ratepayers, nor meet the needs of the community.

Should this next phase not be supported by Council, as a minimum City Officers will need to proceed with costing the items identified in the Building Condition Report that are required to satisfy building compliance requirements. Funds to undertake these major works will be sought through the annual Budget process. As noted previously in this Report, in addressing one compliance issue, other issues will need to be fixed, resulting in the facility requiring significant refurbishment and modification.

As such there is not a 'Do Nothing' option for Council regarding this asset.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council Business Papers:

Question 1:

Will the Leeming High School be involved from the get go as a major stakeholder in the centre?

Response 1:

The school will be involved and have already been engaged with the work to date. They are also aware that the study is occurring and are waiting to see what the Council would like to do and have already gone ahead with some work in terms of the schedule of their requirements and thinking about what their options are depending on the Council's decision.

Question 2:

How do we achieve cost neutral while supporting a dying sport, such as squash?

Response 2:

Yes, both squash and indoor cricket were identified by the consultants as being a declining sport, but the point was made that because there is a lack of facilities for these sports, there is an opportunity to at least break even by continuing to provide a facility for those sports when there are no others within the immediate location. However, the next part of the project after the pre-feasibility study, and depending on the option that the Council would like to proceed with, are more thorough investigation of those sports will be included in terms of demand and marketing analysis.

Question 3:

In relation to each of the option and the pre-feasibility study, will it look at the potential revenue from each of those options in terms of covering the costs of any redevelopment?

Response 3:

The pre-feasibility stage will provide a very high level overview of those four different options, and then the very granular detail about the commercial return for each aspect of the centre will be done as part of the next stage once council has decided on which option they would like to proceed with.

Question 4:

If and when there is a plan for which of those options is preferred, will there presumably be an opportunity to seek state and federal grants?

Response 4:

As per the response provided in Response 3, the next stage after the Council has selected there preferred option, there will be an opportunity to explore external funding opportunities.

Question 5:

The presenters at the recent EMES made mention of the area being quite unique in the sense that the school is integrated with the rec centre. The presenter stated that's actually something being pushed for by the state government, are we capturing this and preparing to use it as leverage for support?

Response 5:

The City is in a really great opportunity with that co-location with the high school, and it was quite an innovative and creative development when created, and is still really popular. This is something that the Department of Education would like to pursue more of and so this could be a great role model for the department and state government going forward.

Question 6:

What is the cost of the study?

Response 6:

The study will cost \$21,000.

Question 7:

How will the development look from a community perspective with the school use, and still allowing use for the community?

Response 7:

At the moment there are definitely some improvements that if you were to upgrade the facility or even rebuild, that you would design differently in terms of the schools access and use. Particularly around the parts of the facility they use most being located closer to the school, as currently it's quite a distant from the school. In terms of usage, I think that the usage in terms of the daytime works well at the moment as it is quite contained for them.

Question 8:

In the needs analysis report, there was a 400 square metre learn to swim aquatic facility. If the existing building were to be upgraded, not renewed, where would the pool go?

Response 8:

The four options the City is looking at, or the two relating to that, would be to upgrade and enhance with the existing facilities, but if we were to introduce new facilities such as a pool, that would fall into the fourth category which is demolishing and building

Question 9:

Isn't the pool listed as optional, and will come out in the feasibility study?

Response 9:

Yes.

CD25/46 Proposed Parking Station - Former Bridge Club Location (788, 790, 792 & 794 Canning Highway Applecross)

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	Nil

COUNCIL’S ROLE

Legislative: Includes adopting local laws, town planning schemes & policies.

<p>SUMMARY</p> <ul style="list-style-type: none"> • The subject site at 788, 790, 792, and 749 Canning Highway was formerly occupied by the Melville Bridge Club and now remains undeveloped. • The on-site car park (approximately car bays 40 bays) remains in use by commuters due to its proximity to Transperth bus services. • The site provides an opportunity to generate revenue and ensure consistency across the City’s parking infrastructure. • Recommended initial flat daily rate of \$5 per day. • Estimated implementation cost is approximately \$8,000–\$10,000 and potential annual revenue of approximately \$45,000 with an upside of \$50,000 at full occupancy. • To establish the location as a Parking Station, the City requires a Council Resolution in accordance with the City of Melville Parking Local Law 2023.

OFFICER RECOMMENDATION

That the Council:

- 1. Approves the designation of the car park located at 788, 790, 792 and 749 Canning Highway as a paid parking station under the City of Melville Parking Local Law 2023; and**
- 2. Approves the designation of metred zones on the subject sites adjacent verges of Tain Street and Simpson Street Applecross; and**
- 3. Approves an initial daily flat rate of \$5 per vehicle.**

PURPOSE

To seek Council approval to formalise and implement a paid parking station at 788, 790, 792, and 749 Canning Highway to improve local parking consistency, support public transport users, and generate operational revenue for the City.

STRATEGIC ALIGNMENT

Outcome	3	Sustainable, connected development and transport infrastructure across our City.
Objective	3	Sustainable and Connected Development
	3.5	Facilitate improved integrated public transport solutions.

BACKGROUND

The subject site, previously the location of the City of Melville Bridge Club, has remained undeveloped since the building was demolished in late 2019. The existing car park is regularly used by commuters due to its immediate proximity to a Transperth bus stop and surrounding transport infrastructure.

With approximately 40 formal bays and additional informal parking occurring, the site has become a popular and unsanctioned park-and-ride location.

A recent review of the subject site indicates that development is unlikely to occur in the immediate future, presenting an opportunity to formalise the current consistent but informal parking arrangements.

CONSIDERATION

The subject site (image below), comprising 788, 790, 792, and 749 Canning Highway, remains undeveloped following the closure and demolition of the former Melville Bridge Club in 2019. Despite the building's removal, the on-site car park (containing approximately 40 formalised bays) was retained in a usable condition and has since become an informal park-and-ride location due to an adjacent Transperth bus stop and proximity to regional transport corridors.



Image 1: Subject Site
Blue highlighted area – Parking Station
Orange highlighted areas – Metred Zones

A recent site inspection and usage assessment confirm that the car park operates at high occupancy during weekdays, predominantly by commuters who utilise the Transperth bus network. In addition to the formalised bays, there is evidence of informal verge and unmarked bay usage, indicating demand in excess of the structured supply.

When the bays within the subject site are fully occupied a number of motorists park on adjacent verges along Tain Street and Simpson Street Applecross.

The current use of the site, while beneficial to users, is unmanaged, unregulated, and unsupervised. This has created several operational concerns:

- Inconsistent use of the verge and unmarked areas
- Lack of signage or regulation makes enforcement of undesirable behaviour difficult
- Possible damage and safety risks due to the high use of the ground
- No revenue is generated from daily use, despite possible maintenance and oversight by the City

Formalising the site as a temporary paid parking station and metred zones under the City of Melville Parking Local Law 2023 until the subject site is redeveloped will:

- Enable consistent enforcement, supported by regulatory signage and clear bay markings
- Promote equitable use of City-managed parking assets across the City's parking infrastructure
- Ensure commuter parking is retained in an orderly and compliant manner until the site is redeveloped
- Improve community awareness that the location is a temporary parking area, not considered for long-term use
- Create a new source of revenue from an otherwise dormant site

Comparative Options

A review of comparative public transport parking options highlights Murdoch and Bull Creek Stations offer parking at \$2/day but are further away and near capacity during peak times.

The City of Perth charges between \$15–\$18/day in CBD areas, but require motorists to drive into the City, often at Peak times.

Aside from the options mentioned above, there are limited other options for people to park and use public transport.

Proposed Implementation

The proposed implementation plan includes:

- Applying parking restrictions between 8:00AM – 5:00PM Monday to Friday.
- Introducing a daily flat rate of \$5 per day.
- Installing pay-by-app signage and completing minor infrastructure upgrades including bay re-marking and verge signage.
- Designating the adjacent verges along Tain Street and Simpson Street as 4-hour time-limited, fee-free parking zones. Beyond this period, apply the same \$5 flat daily rate as the subject site to discourage long-term commuter parking shifting to the verges in order to avoid payment.

The implementation plan does not recommend the installation of parking meters, as this may imply that the parking station is intended for long-term use. Given the routine nature of users at this location, a pay-by-app system is considered more suitable and convenient for the sites users.

The site remains a longer-term development opportunity. However, the interim use as a managed parking station ensures the City meets its obligations in maintaining the property while delivering short-term community benefits.

ENGAGEMENT

Internal stakeholder engagement has occurred to assess operational and budgetary implications. Following Council approval, site signage and localised community advertisement will be implemented to inform regular users of the changes and timing.

Subject to Council approval at the June 2025 OMC, it is proposed that the parking charges commence in early September 2025, allowing sufficient time to notify motorists and enable those who do not wish to pay the flat rate to make alternative arrangements.

The fee proposed in this report is included in the 2025-2026 Fees and Charges (listed for adoption within the same business papers). Should Council resolve not to adopt the fees and charges, or that a different fee is appropriate, then Elected Members will need to move an alternative motion for the different fee.

SUSTAINABILITY IMPLICATIONS

The proposal supports public transport usage by retaining access to parking near existing bus services while promoting more sustainable and equitable use of parking infrastructure through demand-based pricing.

LEGISLATIVE AND POLICY ALIGNMENT

City of Melville Parking Local Law 2023 requires a council resolution to formalise the paid parking station (subject site) and metred zone (adjacent verges).

FINANCIAL IMPLICATIONS

The City's 2025/26 budget includes funds to support the initial set-up, which is estimated at \$8,000–\$10,000.

Revenue modelling demonstrates that even modest uptake at 90% occupancy could generate between \$45,000 annually, with an upper yield of \$50,000/year based on full occupancy of the formalised car park. Revenue generated from the adjacent verges would generate an additional, but negligible return.

Should Council request the installation of a parking meter, estimated costs range between \$10,000 and \$28,000 for a single unit. This variance accounts for potential power supply requirements, as solar-powered meters may not be feasible at the subject site.

CONSEQUENCE

If the proposal is not adopted:

- The City will forgo potential revenue of approximately \$50,000 annually
- Inconsistent parking management practices will persist, resulting in an inequitable situation where commuters in other areas of the City are disadvantaged by being required to pay for parking while users of this site park for free
- Informal parking behaviour may continue to negatively impact local amenity, while the City remains responsible for ongoing maintenance and care of the site without recovering any costs associated with wear and tear resulting from the current unregulated parking arrangement

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 10 June 2025, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council Business Papers:

Question 1:

Is the City anticipating people parking in the sandy areas?

Response 1:

It's likely to happen, it's currently happening now. So the signage will reflect that if they do park in the sandy areas is that the expectation is that they would have to purchase a ticket and failure to do so would be an offense.

Question 2:

Is the City going to be putting markings or infrastructure in place to show where people should be parking in the sandy areas?

Response 2:

The City's preference is for them not to park there, but if they do so, there will be signage up with the advice to purchase a ticket.

Question 3:

When will the marketing campaign occur for the sale of the land, and how long will the campaign be?

Response 3:

There is currently no date for the campaign at this stage. The process at this point is requesting proposals, 410 will be open for six weeks and 788 is proposed to be open for eight weeks. They will come back and be assessed by staff and a report presented to the Council to accept and progress any of the proposals. In terms of the timing, it will be a lengthy process which is likely to be next year.

Question 4:

If we're out for requests for proposals, it might not be prudent to wait for the result of that. So, what is the scope for us to wait until after the responses for the request for proposals come in?

Response 4:

From a financial perspective, there would be an income obtained from this. Secondly, once the City goes through this process, it may be a condition where it's still used as a temporary parking station up until the planning approval process for whatever the future land could be used for is completed, and the site handed over. Part of the rationale with the new signage to be installed will be making it clear that this is a temporary parking facility.

Question 5:

Can you comment on the practicality and logistics of having ticketed parking on the sandy areas for the sandy areas but not wanting people to park there?

Response 5:

This approach is from a customer experience perspective. However, we could consider disallowing the parking in that space, and it is noted that the City's preference is that they don't park there, but if they do, then they are required to purchase a ticket. When completing the use analysis of the space, we've seen a number of cars parked within the sandy area and the City is trying to be as pragmatic as possible with the space.

Question 6:

How many parking bays are in Bull Creek and Murdoch?

Response 6:

There are 613 bays available at the Bull Creek station, and 1,800 bays at Murdoch.

Question 7:

Can you explain the four hours free, and then after they pay, when across the road there is a three hour free zone, so why is there a differential in the payments?

Response 7:

The four hour free verge nearby is really to cater for people who live nearby, and we don't want to impact them by this proposal, who may have contractors arriving and using the verge nearby. However, if they are using the verges as overflow or for commuter use, then we're trying to make sure that they pay the same fee.

Question 8:

Will people be able to get a physical ticket?

Response 8:

The parking will utilise EasyPark, which is already used across the City. The City will put up a sign with a unique identifying number for the parking, and a QR code which people can use to download and pay for parking. The people using the parking station are regular commuters and are going to the same place each day. Therefore the intent is not to create a new parking destination for people, and are trying to target the people who may be using it already. Using this we're also not increasing our capital expense as it is not a long term parking solution.

Question 9:

What is the \$8,000 to \$10,000 for the implementation actually for?

Response 9:

This will be used for the line marking and infrastructure, as the current parking on the site has degraded so this will improve visibility of the parking bays, and will also be used for the signage within the area.

Question 10:

Is there a cheap solution to improve the condition of the sandy area?

Response 10:

The City does not currently have any indicative pricing for this subject site. However, previous experience suggest that once the City road base it, we have to look at potentially asphalt as the road base gets turned up quite quickly. Therefore, it is recommended that the Council look at what the longer term plan of the site is before starting to increase the capital requirements of the site.

Question 11:

Regarding the site's proximity to the Riseley Street Activity Centre, is the Riseley parking all day parking?

Response 11:

It is a mix of private and City parking, and we are working with the businesses in that area to try and consolidate parking. Regarding the City's parking and all-day parking, the Kearns Crescent parking is currently charged at:

- first 3 hours free and then charged \$2.20 per hour thereafter.

This fee is subject to review and amendments are being proposed in the FY 25-26 Fees and Charges. The private parking operator at the Riseley Street complex charges \$8 for all day parking.

Question 13:

Is the City going to look at other areas of the city where commuters might make the most of free parking?

Response 13:

Yes, the City is actively completing an ongoing review of the City's parking areas, especially around the Canning Bridge area. The Council will see over the next year a number of items coming to the Council in this space.

Question 14:

Is there a way to maximise return without formalising the parking, such as a coin machine or parking meter, and making it more of a temporary option?

Response 14:

The City wouldn't necessarily need a parking meter in there to maximise the potential return, as people who park there are regular users of the facility. So limiting our capital expense will maximise our return, as currently we can't confirm the duration of this solution.

Question 15:

Is the City calling the site a temporary parking area in the signage?

Response 15:

Yes, the signage will be clear that the area is a temporary parking station, and if possible may include some time frames associated with the change of land use in the future.

Question 16:

If the parking overflows to the side street, do you have a plan to stop that?

Response 16:

The City's intention is not to advertise this space as a destination parking space. However, if traffic and parking issues arose, the City would be able to explore this.

Environment and Infrastructure

E25/71 Moreau Mews Town Square Public Open Space Development

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No officer involved in this report has an interest to declare
Attachments:	<ol style="list-style-type: none"> 1. Moreau Mews Engagement Stage 2 snapshot ↓ 2. Moreau Mews Engagement Report ↓ 3. Moreau Mews Local Knowledge Holders Consultation Report (confidential) 4. Moreau Mews Community-Led Survey Report ↓ 5. Moreau Mews Recommended Final Concept ↓ 6. Moreau Mews Alternative Concept ↓ 7. Alternative Motion with Notice - Cr J Edinger (13 June 2025) ↓ 8. Officer Advice Note to Alternative Motion (13 June 2025) ↓

COUNCIL’S ROLE

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<p>SUMMARY</p> <ul style="list-style-type: none"> • At the Ordinary Meeting of Council (OMC) held on 15 October 2024, the Council resolved to support the Community Engagement Approach and noted that a further report would be presented at the December 2024 OMC seeking approval of a budget to meet implementation costs for the Community Engagement Plan, fit out costs for 50-52 Kishorn Road as a temporary City office space and the demolition works for City owned buildings related to 31 Moreau Mews. • At the OMC held on 10 December 2024, the Council resolved to fund the Community Engagement Approach and noted that the 3 concept plans prepared in response to initial feedback received would be presented to Council in March 2025. • Community consultation was completed in November and December 2024 for the Moreau Mews Town Square project through the gathering of ideas via a range of engagement activities. • Three concept designs were developed in response to feedback received and the second round of engagement was held April 2025. • This item seeks Council endorsement of the recommended concept plan (Attachment 5) for the purpose of budgeting and proceeding to the detail design phase of this project. • An alternative concept with no parking within the public open space area has also been prepared for Council consideration (Attachment 6).

OFFICER RECOMMENDATION

That the Council:

1. **Endorse the recommended concept plan for Moreau Mews Town Square Public Open Space (Attachment 5); and**
2. **Adopts, by absolute majority decision, the budget of \$150,000 in the 2025/2026 Financial Year to proceed to the detail design phase of the project; and**
3. **Endorse the progression to demolition of 50-52 Kishorn Street, as this building is no longer required for community or engagement purposes.**

PURPOSE

To provide the final concept plan for the Council’s consideration to enable the Moreau Mews Town Square Public Open Space project to proceed to detail design and construction.

STRATEGIC ALIGNMENT

Outcome	2	A clean, green and sustainable City for current and future generations.
	4	Economic prosperity and vibrant resilient communities and businesses.
	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
Objective	1	Healthy, Safe and Inclusive
	1.1	Facilitate a sense of community, wellbeing, social connection, and participation.
	1.2	Provide a range of inclusive local community services, events and cultural activities.
	1.3	Improve community safety and security.
	1.4	Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
	2	Clean and Green
	2.1	Protect and enhance our natural environment, ecosystems and biodiversity.
	2.3	Increase the urban forest tree canopy on City managed land.
	2.4	Provide and improve parks and green open spaces.
	4	Vibrant and Prosperous
	4.1	Facilitate vibrant activated local places and centres.
	4.3	Attract investment in strategic locations.

BACKGROUND

The following resolutions are directly relevant to the Moreau Mews Town Square Public Open Space project. At the Ordinary Meeting of Council (OMC) held on 18 and 19 April 2023, the Council resolved:

5. ***With regard to the City owned land at 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross, resolves to forthwith progress conversion of 100% of the site to public open space, to include extensive tree planting, a children's playground, and seating.***

At Ordinary Meeting of Council held on 18 July 2023, the Council resolved:

3. ***Adopt the following consultation, development and completion timeline for the site at 50-52 Kishorn Road and 23,29 and 31 Moreau Mews, Applecross. Public consultation, concept plans, report and recommendation to be presented to Council at the October 2024 Ordinary Meeting of Council and to provide funding for construction to commence immediately on approval with a proposed completion date by 30 June 2026.***

At the Ordinary Meeting of Council held on 15 October 2024, the Council resolved:

- A. ***Note that the timeframe adopted at the Council Resolution of July 2023 was not able to be achieved due to delays and lack of budget in the 2024-2025 financial year to progress public consultation and concept plans for the proposed Moreau Mews Town Square Public Open Space (POS) site on the land at 50-52 Kishorn Road and 23,29 and 31 Moreau Mews, Applecross.***
- B. ***Support the Community Engagement Approach to guide community consultation related to the Moreau Mews Town Square POS site in Applecross.***
- C. ***Note that vacant possessions of City owned properties 50-52 Kishorn Road and 31 Moreau Mews associated with the Moreau Mews Town Square POS site has been achieved.***
- D. ***Support the retention of the building at 50-52 Kishorn Road for the purposes of establishing a temporary office space for the City to undertake community engagement activities related to Moreau Mews Town Square POS site development, Ogilvie Road Streetscape Upgrade project, Tivoli carpark redevelopment options investigation and other Town Team/Business support services.***
- E. ***Note that a further report will be presented at the December 2024 Ordinary Meeting of Council seeking approval of a budget to meet the implementation costs for the Community Engagement Plan, undertake building fit out costs for 50-52 Kishorn Road building as a temporary City office space and to undertake demolition of city owned buildings.***

At Ordinary Meeting of Council held on 10 December 2024, the Council resolved:

1. ***Approve a budget amendment of \$315,000 in the 2024-2025 financial year to undertake the required works to progress the Moreau Mews Town Square Public Open Space development project related to the implementation costs for the Community Engagement Plan, demolition of the City owned building at 31 Moreau Mews and costs for fit out of temporary office space at 50-52 Kishorn Road, Applecross.***
2. ***Approve the funding to be transferred from the Community Facilities Reserve (\$175,000) and the Public Open Space and Urban Forest Reserve (\$140,000).***

At the Ordinary Meeting of Council held on 18 March 2025, the Council resolved:

- 1. Endorse Concept Plans 1, 2 and 3 for the Moreau Mews Town Square Public Open Space development for the purpose of undertaking further community consultation.**
- 2. Supports commencement of further community consultation to inform the final concept design and costings.**
- 3. Present a report to the June 2025 Ordinary Meeting of Council.**

The City has undertaken the second stage of community engagement, reviewed the feedback and developed a final concept design in line with the adopted community engagement approach and feedback received.

CONSIDERATION

The City undertook the engagement on the draft concept plans from 1 to 29 April 2025, focused on collaborating with the Community to refine the draft concept plans into one final concept. Feedback received was generally positive, with the community looking forward to the creation of this new public open space.

The key findings identified in this second stage of the City's engagement were:

- Concept 1 was the preferred concept, with preference based on affordability, simplicity and green space.
- Concept 3, as an aspirational future development opportunity, was the 2nd preference.
- 12% indicated they did not like any concept, some indicating a preference for hybrid of concepts 1 and 2 and increased green space rather than infrastructure such as car parking.
- If a water play was to be installed, an interactive installation or small stream/ fountain were preferred. However overall water feature was not deemed a high priority by the community for inclusion in the final plan – sighting the closeness of the river and maintenance.
- Preferred design elements were a play space, accessible toilet, turf, shade and a BBQ.
- The lowest priority design elements for inclusion were the basketball court and retail structure.
- Other key design elements suggested through the engagement included:
 - Fitness and recreation infrastructure
 - Shade and shelter with seating and gathering areas
 - Lighting and passive surveillance for safety
 - Biodiversity and habitat features
 - Community and cultural art/interpretation installations
 - Dog friendly facilities
- Parking was a polarising issue with an almost 50/50 split on support and opposition. Supporters focused on accessibility, and convenience, noting the Canning Bridge Activity Centre is in transition and, until other carparking is available, this car parking in the town square is needed. Opposition to parking raised concerns about heat and visual impact, reduction of green space to accommodate this use and felt adjacent car park spaces were sufficient.

This round of engagement also invited suggestions on potential themes or iconic images for this area. There were a lot of suggestions with natural, cultural and imaginative focus’ but the preference was to keep it simple and timeless without a novelty theme.

This report includes the outcomes of the most recent and previous consultation activities including the Moreau Mews Engagement Stage 2 snapshot (Attachment 1), Moreau Mews Engagement Report (Attachment 2), Moreau Mews Local Knowledge Holders Consultation Report (Confidential – Attachment 3) and Moreau Mews Community-Led Survey Report (Attachment 4)

Based on feedback from this latest round of engagement a final recommended concept plan has been prepared by the City. This plan includes on-site parking, reduces the amount of Café/Community Space and prioritises green space over event space. (Attachment 5)

The recommended concept plan was presented to ELT where an alternative final concept plan was requested without an on-site carpark in response to the evenness of the survey results. (Attachment 6).

It should be noted that both the recommended and alternative concept plans have maximised car parking within the road reserve adjacent to the town square open space area. The below table indicates the number of existing car parking bays and the number of bays that would remain as per the two concept plans.

	Existing	Recommended Concept	Alternative Concept
Street Parking	48	57	57
Internal Parking	36	35	0
Total	84	92	57

Existing Buildings

With the imminent availability of two additional sites within Canning Bridge Activity Centre - Forbes Community Space and the recently vacated staff area of the Canning Bridge Library – the building at 50-52 Kishorn Road is no longer required as a space for the community to gather and participate in consultation. Based on these alternate sites being available, a budget amendment (\$60,000) was approved in May 2025 to undertake the demolition of 50-52 Kishorn Road in conjunction with the adjacent building at 31 Moreau Mews. This work will be undertaken by the end of September.

23-27 Moreau Mews is still housing tenants on a 60-day periodic lease up to December 2026.

ENGAGEMENT

There have been various community consultation activities undertaken in the past regarding the Moreau Mews Town Square Public Open Space site which is identified as the “Canning Bridge Precinct New Village Heart” in Canning Bridge Activity Centre Plan (CBACP) Review Report.

The At Canning Bridge Community Development and Place Activation Plan (2020) and Canning Bridge Precinct and Place Report (2022) also refer to the Moreau Mews Town Square site as an important, strategic location in the Canning Bridge precinct.

The first Moreau Mews Town Square Public Open Space specific community engagement activity was held in November to December 2024. This initial phase of the engagement sought to collaborate with the community to refine the project scope through visioning and design principles, ensuring the final design for the town square public open space meets both environmental sustainability goals and community expectations. The feedback received through this process is available through the dedicated MelvilleTalks page and previous minutes.

The latest round of engagement focused on the refinement of the three draft concept plans of the Moreau Mews Town Square Public Open Space site was held 1 April - 4 May 2025 (refer to Attachment 1 and 2).

This round of engagement asked for feedback on the three draft concepts and specific elements that should be included or not included in the final concept design. This second round of engagement consisted of:

- 5 on-site pop-up events attended by 38 people
- Email (11,498 residents) and letters (2,069 residents)
- Print – Melville City Herald, Perth Now
- Signage – on-site, train station and bus shelter advertisement.
- Online engagement through
 - Dedicated project webpage on Melville Talks (9,104 visits during engagement)
 - Social media posts - Facebook, Instagram, Meta
 - Online survey

The project was presented to the Melville Access Advisory Panel, and received general support, noting that they would like to review the detailed plan as it is developed.

A second conversation with the Whadjuk Knowledge Holders regarding the Moreau Mews Town Square project, was also held as part of Stage 2 engagement, Attachment 3. They were very supportive of the concepts, had no major concerns with any elements identified and recommended that local stories be included in the design process with the potential to include audible elements.

In addition to the City of Melville's survey, as part of Stage two of the Moreau Mews Town Square Public Open Space project, a separate survey was developed and circulated by the Canning Bridge Activity Centre Plan Review Council Reference Group (CRG) – an independent, self-appointed group.

A total of 96 responses were received through the CRG-led survey, with 20 respondents also participating in the City's official survey. While the CRG-led survey results have not been included in the formal engagement analysis, a summary of responses is tabled below. The summary includes a separate submission provided by the CRG prior to the start of the City's consultation period and in response to the March 2025 Ordinary Meeting of Council resolution.

The CRG-led survey presented the following options:

1. CRG Modified Concept 1 – Green open space, no car parking or retail, budget under \$4 million. (Not included in the City’s official survey.)
2. Concept 1 – Green open space, estimated budget \$4–5 million.
3. Concept 2 – Focus on events and activation, budget \$5–6 million.
4. Concept 3 – Long-term vision with rooftop space and parking, budget \$10–30 million.

A copy of Attachment 4 with the full responses including the respondent names) was provided on the Elected Members Portal and in Elected Members distribution on Friday, 30 May.

SUSTAINABILITY IMPLICATIONS

- This project will have a positive impact on several aspects of sustainability within the City including:
- Increasing the tree canopy and greening of Canning Bridge Activity Centre, by creating additional planting space both within the public open space and the adjacent streetscape in the local area.
- Increasing aquifer recharge through water sensitive urban design, whilst also minimising the stormwater runoff and the risk of local flooding by reducing the areas of non-permeable hard surfaces.
- Reducing urban heat island effect by increasing the available planting space both within the public open space and the adjacent streetscape.
- Potentially reduce power requirements with smart technologies and environmentally sustainable energy sources.
- Increases the health and wellbeing of residents, workers and visitors to the Canning Bridge Activity Centre through the provision of green spaces and place activation.
- Potential economic benefits through place activation and the introduction of café/kiosk and other community orientated spaces.

LEGISLATIVE AND POLICY ALIGNMENT

There are several existing Council Plans and Policies that have a bearing on this decision, including:

- At Canning Bridge - Community Development and Place Activation Plan (2020)
- At Canning Bridge – Precinct and Place Report (2022)
- Canning Bridge Activity Centre Plan
- Local Planning Scheme 6
- Improving Public Spaces Policy
- Urban Forest Strategic Plan

FINANCIAL IMPLICATIONS

The high-level construction estimate for the recommended park concept is \$5.5 million, noting this is a budget estimate and will require further refinement as the design is detailed. A preliminary budget estimate of \$4.42 million had been added to the Long-Term Financial Plan for the 2027-2028 financial year and can be adjusted based on the approved design and cost estimate.

Given the shorter timeframe associated with the Council resolutions, it is now planned to initiate construction in the 2026-2027 financial year, therefore funds will need to be brought forward to commence construction at that time.

This budget includes the lot boundary and immediate verge area and not the remainder of the street or the opposite verge, these works would need to be undertaken in future years.

Future annual operational and asset management budgets are yet to be determined and will need to be considered once the project is completed.

CONSEQUENCE

The consequence of not progressing to the detail design phase, based on the final concept will not enable the implementation of the Council's resolutions regarding the Moreau Mews Town Square Public Open Space, leading to further delays and community concerns.

This could lead to negative and ongoing adverse community sentiment and reputational risk to the City.

BRIEFING FORUM – FURTHER INFORMATION

This section may be updated following the Agenda Briefing At the Agenda Briefing Forum held on Tuesday, 10 June 2025, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council Business Papers:

Question 1:

If the parking was completely removed, what would be the cost savings?

Response 1:

Currently the City has estimated the parking with lighting to cost roughly \$350,000. If that were to be public open space, we anticipate that would be \$250,000 to \$300,000. Therefore there would be savings of approximately \$50,000 to \$100,000.

Question 2:

If the parking was kept, what potential income could be earned from the parking?

Response 2:

The City has looked at the existing parking on the Moreau Mews site and took a daily average from the month of April 2025, which was \$175. If that data was extrapolated over the course of a year, it would come to approximately \$45,000 per year. Taking into account Saturdays and Sundays, where there is no charge for parking, and where restrictions are in place, the first hour is free and then a \$1.70 per hour.

Question 3:

Is it an option to retain some of the bays that are there currently to save some money?

Response 3:

There is, however the bays are in the middle of the park. So you would have public open space in the first two blocks, and then the car park, and another park on the other side so it doesn't function well. There are villas there at the moment which include the parking, however these will become part of the park.

Question 4:

Is it true there is a plan to widen the footpath opposite the potential park, if so why, and will this affect street parking?

Response 4:

Yes, the City would look to change the parking to become parallel to fit both the parking and a footpath the outside of the existing alfresco area. Currently, people need to walk through the middle of the shelter, which is causing conflict at the moment.

Question 5:

If the City did parallel, how many parking bays would we lose and what's the conflict?

Response 5:

Kinky Lizard has an awning over the top of their store, and the footpath currently goes through this awning. However, as there is the alfresco seating there, this causes conflict as pedestrians need to walk through this space to use the footpath. Changing the parking to parallel will mean we lose half the bays in that area, however we would gain those parking bays on the other side and could create a footpath and parking area inside the park.

Question 6:

Why are we giving Kinky Lizard extra area to possibly spill out further, and at the same time disadvantage other businesses, like the post office?

Response 6:

It is a bit of a compromise, however it is possibly the safest and easiest way to gain a pedestrian footpath. The other option would be that the City go back to Kinky Lizard and reduce the alfresco zones so that you can have a clear space through there.

Question 7:

Were the footpath costs included in the cost of the plans?

Response 7:

No, the footpath widening is a separate street works project.

Question 8:

As the plans have removed the basketball court, what is available at the park for teenagers and young adults?

Response 8:

Yes, the basketball court has been removed based on community feedback. What the City believes we will be able to put back in is seating areas, the activities from food trucks and events. There is still interested in having some kind of skateable elements in there, however are not exactly sure how that would fit at this stage and what that would mean.

Question 9:

If that's the case, then would taking out the parking altogether allow room for that? Also, how many more additional trees could you put there?

Response 9:

Yes, there would be more space for facilities like a basketball court if the City removed the car bay, however the response we got from the feedback isn't about the space, it was about the noise and potential disruption which could be caused by having a basketball court. Regarding the space for trees, it could accommodate approximately 15-16 trees.

Question 10:

With the original resolution of Council in 2023, there was a percentage of just public open space including trees?

Response 10:

The original motion resolved to forthwith progress conversion with 100% of the site to public open space, to include extensive tree planting, a children's playground and seating.

Question 11:

Can we get an indicative rates value for either apartments in Forbes or the Raffles?

Response 11:

Please find below a table outlining the total rates (\$) for properties within the Raffles and Forbes buildings:

	Average Rates	Total Rates	# of Units
10 Forbes Road	3,030.43	187,886.44	62
70 Canning Beach Road	2,781.61	322,666.29	116

Unfortunately, it was not possible to provide an average rates figure per apartment by size (e.g. 2-bedroom, 3-bedroom, etc.).

Question 12:

Would the City consider lobbying the state government and maybe using some of the stranded assets, some of the houses that live next door to the 20 meter high podiums, and use them as parking instead of the Moreau Mews site?

Response 12:

There has been some discussions previously about potential to look at land assembly in the area, and that's something that the planning team are still considering and will be a further piece of work that's done later. However, the City has met with the state government previously and they have clearly said that it's the City of Melville's responsibility to consider parking within the area and was pleased with the City's commitment to the Esplanade park and Moreau Mews site. The City is also currently working on a public open space strategy for the entirety of the Melville area, which is going to explore what public open space we have in every suburb and in the Canning Bridge Activity Centre area specifically.

Question 13:

What POS classification would this park be?

Response 13:

This park is quite a unique space, so our most accurate assumption at the moment would be a special classification. It is going to have the same assets as a neighbourhood park, but to a higher standard. The park will have a higher level of fit out and materials than our standard neighbourhood parks.

Question 14:

There is a lot more parking to square meter ratio compared to some of the parks we have in Melville. Normally for local parks you wouldn't see any parking on site?

Response 14:

This park is going to be a unique space which we have not designed before, so it will not function in the same way as a traditional park, and there will be a lot more activation. This will mean that we see a greater influx of people to the area so trying to compare it to another site is very difficult to do, and parking will be useful for these potential events and site activation.

Question 15:

How is it given the resolution of 100% public open space, that we ended up putting to the community a park which included significant parking?

Response 15:

Local individuals and businesses commented that they wanted to see adequate parking as part of any site redevelopment. In response, parking had been added to all three concept designs and went back to Council for consideration. This parking offers a number of benefits and improves accessibility for visitors from outside the area as well as the local community, and support for local businesses and events.

Question 16:

Regarding the basketball court – is there an opportunity to revisit this decision?

Response 16:

The removal of the basketball court was based on feedback the City received through the engagement process. We can add anything into the design if there is enough feedback or interest. The City has had examples from an environmental health perspective for existing basketball courts where there have been noise complaints. Unfortunately, it is an unstructured activity and due to the close proximity to the potential development of high rises near the park, it is a risk of noise complaints which will come to the City.

Question 17:

Where is the difference between the higher quality fit out of the play space and a regular play space?

Response 17:

This play space is very unique, and has a higher quality of finish and the City would look at more bespoke materials. We'd also look at bringing more of the Canning Bridge branding into the furniture so that the space begins to tie the whole precinct together.

Question 18:

Was any further consideration given to creative use of the road reserve?

Response 18:

The City has looked at this, however the timing of creating the park prohibits that from happening at the same time, however we will be looking at it and how it integrates in the future.

Question 19:

If this is considered, could the space become additional parking or additional landscaping in the future?

Response 19:

Yes, that would depend on what we actually ended up being able to do.

Question 20:

Instead of parking couldn't we have some kind of visionary attraction etc.?

Response 20:

This is currently being considered by the City, however there are no finalised plans in place.

Question 21:

Mr Rowe's deputation highlighted a key point as safety and the issue of having car parks on public open space. How would the City respond to those issues?

Response 21:

There are a lot of parks within the City which incorporate parking into the facility and next to change rooms and club rooms. There is always a risk with car parks and people using public open space. There are lots of ways that the City can address issues if these arise, such as putting fences up around the space etc.

Question 22:

Would it be fair to say the car park alignment could be used for a stage setup or that sort of thing with minimal impact to the green space?

Response 22:

Yes.

Question 23:

Which survey presented to the community is more accurate; the City's or the CRG?

Response 23:

The City's officers need to rely on the responses received through our own surveys, so it's not possible to say which is more accurate. It is noted that the playground in the City of Melville survey was highly popular and aligned with the original resolution of council, which was inclusive of a play space. However, the City didn't ask questions regarding specifically the safety elements brought up by the CRG, which is responded to in Response 22. Additionally, if there is an issue regarding safety of children, the design of the actual playground is not adjacent to the car parking in the concept design.

Question 24:

Is there any future consideration of potentially a wheeled sport element, and making it friendly for bikes or skateboard and learn to ride?

Response 24:

At a bare minimum, the footpath will be able to be used as a learn to ride, however the City is hopeful we can get more than that in the future.

Question 25:

What is the City's view on the meaning of 100% POS?

Response 25:

It is acknowledged there are different understandings of the definition of public open space amongst the community, the council and the City, however, from a land planning perspective, there is a common requirement to have car parking, public toilets and other facilities. Additionally, it's acknowledged that if the community and the Council would like to see public events and place activation at the Moreau Mews site, they will need to provide parking management plans to support these.

Question 26:

Can the car park space be used as a multi-purpose area?

Response 26:

Yes, it can.

Planning

Nil.

15 MOTIONS WITH PREVIOUS NOTICE

15.1 Notice of Rescission Motion - Removal of Street Tree - 21 Ferguson Street, Alfred Cove

File Number:	
Elected Member:	Cr Jane Edinger
Item No:	Item E25/67 Request for Removal of Street Tree – 21 Ferguson Street, Alfred Cove
Proposed Motion Name:	Nil.
Attachments	1. City of Melville Statement of Impact (confidential)



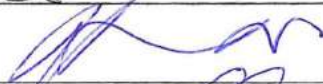

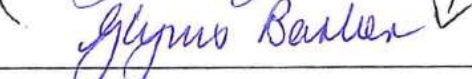
MOTION:

That the Council rescind the recommendation for item E25/67 Request for Removal of Street Tree – 21 Ferguson Street, Alfred Cove and that it be re-presented to Council.

REASONS:

I have been advised that, if the matter was taken to the State Administrative Tribunal (SAT), then the request to remove the tree would be granted. It will cost the City time and money to attend SAT. Hyper-local community consultation was undertaken in relation to removal of this tree, with 12 responses being received, 11 of which support the removal of the tree. As a Council we need to listen to our community. The proponents advised Council that they are prepared to plant 2 advanced indigenous tree saplings to replace the tree being removed.

Note: A rescission motion requires a signature by 1/3rd of the number of offices of members of the Council Local Government (Administration) Regulations 1996.

SUPPORTING ELECTED MEMBERS	
Cr J Edinger	
Cr C Ross	
Cr J Spanbroek	
Cr G Barber	
Cr T Lee	

16 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

17 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

18 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

19 CLOSURE



External Committee Members

Policy Type: Council Policy Policy Owner: Chief Executive Officer	Policy No. CP- 0XX Last Review Date: XX Month 2025
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Policy Objectives

To provide transparency regarding payment of fees and reimbursement of expenses to independent committee members, in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and determinations of the Salaries and Allowances Tribunal.

Policy Scope

This Policy applies to independent members of committees established under section 5.8 of the Act.

Definitions / Abbreviations Used In Policy

independent committee member means a person appointed to a committee established under s5.8 of the Act but who is neither a council member nor an employee;

determined means determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7BAA;

LG Regulations means *Local Government (Administration) Regulations 1996*.

Policy Statement

Appointment

1. Where an independent committee member vacancy arises, a merit-based process will be undertaken to select a suitably qualified and experienced candidate. This process will be line with the processes for selecting members of State Government boards and committees and will include public advertising of the vacancy and evaluation against selection criteria.
2. Appointments will be made by the Council in accordance with Section 5.10 if the Local Government Act 1995 and in alignment with the Terms of Reference related to the committee.

Meeting Fees

3. Independent committee members will be paid the maximum meeting attendance fee, as determined by the Salaries and Allowances Tribunal, for their attendance at:
 - a. Meetings of the committee on which they are an appointed member.
 - b. Meetings of a committee of Council on which they are not a member, but their attendance has been requested by Council

Reimbursable expenses

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4. Independent committee members are entitled to be reimbursed for expenses incurred in performing an authorised function.
5. An authorised function refers to the independent committee member's attendance at the following:
 - a. Meetings of committees of Council on which they are not a member, but their attendance has been requested by the Council.
 - b. Meetings of the Council, where Council has requested their attendance.
 - c. Meetings as required by the CEO, including meeting with City's Employees, or the Office of the Auditor General.
 - d. Training organised by the City for the committee on which they are an appointed independent committee member.

Travel

6. Travel expenses refer to the costs of reasonable travel to and from the location at which independent committee members are required to perform an authorised function. This may include reasonable bus, train, taxi or parking costs, and does not include the cost of any infringements or fines related to travel.
7. Travel costs incurred while driving a privately owned or leased vehicle are to be calculated at the rate determined by the Salaries and Allowances Tribunal, using the shortest or most practical route.
8. The extent to which travel expenses may be reimbursed is to be in accordance with the extent determined by the Salaries and Allowances Tribunal.

Reimbursement claims

9. An independent committee member making a claim for reimbursement is to submit the following information to the Chief Executive Officer within 60 days of the expense being incurred:
 - a. a completed City of Melville reimbursement of expenses form;
 - b. a copy of the receipt(s) for the expense;
 - c. evidence of the nature, amount, date and time of the expense incurred and paid by the independent committee member, and who the independent committee member made payment to, where this information is not provided on the expense receipt.
10. A reimbursement will be authorised by the Chief Executive Officer where:
 - a. The claim for reimbursement contains all required information and documents and has been submitted within 60 days of the expense being incurred.
 - b. The expense is of a kind that the independent committee member is entitled to be reimbursed under this Policy.
 - c. The Chief Executive Officer is satisfied that the sole purpose of the expenditure was for the performance of an authorised function. Governance of fees, allowances and entitlements.

Payments

11. Payment of attendance fees will be included the next available payment run after the meeting, by direct deposit to a nominated bank account.



12. Payment of reimbursable expenses will be included in the next available payment run after the meeting, by direct deposit to a nominated bank account.
13. If an independent committee member is aware of having received a payment in excess of this Policy, the independent committee member must notify the City immediately and return any monies owed to the City.
14. Making a false or fraudulent claim for reimbursement or any other entitlement may be a criminal offence and reported to the Western Australian Police Force and/or the Corruption and Crime Commission.

Code of Conduct

15. Independent committee members are bound by the requirements of the City of Melville Code of Conduct for Elected Members, Committee Members and Candidates.

References that may be applicable to this Policy

Legislative Requirements: *Local Government Act 1995,*
Local Government (Administration) Regulations 1996,

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy: City of Melville Code of Conduct for Elected Members, Committee Members and Candidates

Delegated Authority No:

ORIGIN/AUTHORITY

Ordinary Meeting of Council

XX/XX/XX

Item No.

X24/XXX

Reviews

Ordinary Meeting of Council

XX/XX/XX

X24/XXX



Procurement Policy

<p>Policy Type: Council Policy Policy Owner: Director Corporate Services</p>	<p>Policy No. CP- 023 Last Review Date: 06 November 2024</p>
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Policy Objectives

The objectives of this Policy are to ensure that procurement activities undertaken by the City of Melville (City):

- demonstrate best value for money.
- are compliant with relevant legislation.
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures.
- mitigate probity risk by establishing consistent and demonstrated processes that promote openness, transparency, fairness and equity to all potential suppliers.
- ~~promote~~ ensure that the consideration benefits of achieving environmental sustainability, environmental and, social outcomes and ~~encouraging~~ local economic activity, ~~are considered~~ in the overall value for money assessment.
- ~~ensure preference to promote the use of~~ carbon neutral and low carbon options aimed at reducing the City's carbon footprint.
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

Policy Scope

This Policy applies to all procurement activity undertaken by the City.

Definitions / Abbreviations Used in Policy

~~ELT~~: means the Executive Leadership Team which includes the CEO, the Directors, and the Executive Managers.

Policy Statement

1. Policy

The City is committed to delivering best practice in the procurement of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the "Act") and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the "Regulations"). Procurement processes and practices to be complied with are defined within this policy and the City's prescribed procurement procedures.

2. Ethics and Integrity

2.1. Code of Conduct

All employees of the City undertaking procurement activities must have regard for the City's Code of Conduct and shall observe the highest standards of ethics and integrity. All Elected Members and employees of the City must always act in an honest and professional manner which supports the standing of the City, complies with the City's Code of Conduct, and ensures the fair and equitable treatment of all parties.

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2.2. Procurement Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all procurement decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- all procurement practices shall comply with relevant legislation, Regulations, and requirements consistent with the City's policies and Code of Conduct.
- Procurement ~~is to use its best endeavours to ensure it undertakes a~~ ~~is to be undertaken on a~~ competitive ~~process-basis~~ where all potential suppliers are treated impartially, honestly and consistently.
- all procurement practices shall ensure that no disadvantage is unfairly apportioned to small businesses and include consideration of reasonable accommodation of their capacity.
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.
- best endeavours shall be made to ensure sustainable procurement practices have been evaluated and preferred.
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3. Value For Money

3.1. Policy

Value for money is achieved through the critical assessment of factors such as price, risk, timeliness, environmental, social, economic and other qualitative factors to determine the most advantageous outcome to be achieved for the City.

The City will apply value for money principles when assessing procurement decisions and acknowledges that the lowest price may not always be the most advantageous.

3.2. Application

An assessment of the best value for money outcome for any procurement process could consider:

- all relevant Whole of Life Costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance, disposal and any other externalities.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including, but not limited to, an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications, etc.
- financial viability and capacity to supply without risk of default i.e. competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering procurement of goods and services from suppliers;
- procurement of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

4. Procurement Requirements

4.1. Legislative / Regulatory Requirements

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The requirements that must be complied with by the City, including procurement thresholds and processes, are prescribed within the Regulations, this Policy and associated procurement procedures in effect at the City.

4.2. Policy

Procurement that is \$250,000 or below in value (excluding GST) must be undertaken in compliance with the procurement requirements under the relevant threshold as defined under this Procurement Policy.

Procurement that exceeds \$250,000 (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, is not deemed to be suitable.

Procurement Authorisation Limits allows specified Officers to approve certain procurement activities without prior referral to the Council. This enables the City to conduct procurement activities in an efficient and timely manner, whilst maintaining transparency and integrity. Procurement authorisation limits ensure accountability and provide confidence to the City and the public that procurement activities are dealt with at the appropriate level.

The Council has delegated the authority for activities below \$550,000 (excluding GST) per contract year to the Chief Executive Officer (CEO). The CEO has documented and approved Procurement Authorisation Limits. These limits relate to the expenditure of funds for the procurement of goods and services. The Procurement Authorisation Limits are fully reviewed annually. All Officers with procurement authority will undertake procurement training, specifically to ensure knowledge of the requirements as set out in this policy.

Procurement Authorisation Limits can be altered ~~by the relevant ELT member at the CEO's discretion.~~

4.3. Procurement Value Definition

Determining procurement value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST).
2. Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend, specific to a particular category of goods, services or works.
3. Where there is no existing contract arrangement, the purchasing value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period.

4.4. Procurement from Existing Purchasing Agreements

Where the City has an existing purchasing agreement in place, it must ensure that goods and services required are purchased under the agreement to the extent that the scope of the agreement allows. When planning the purchase, the City must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders.

4.5. Blanket Purchase Orders

A blanket purchase order is for an amount greater than one individual purchase, generally extending to multiple purchases for a period. If contract rates are fixed and it is possible to accurately and easily monitor expenditure against that contract, Officers may raise a 'blanket' purchase order to create efficiencies in the procurement process.

4.6. Procurement Thresholds

The table below prescribes the procurement process that the City must follow, based on the purchase value. This only applies for purchases that are not exempt from following threshold rules and where no purchasing agreements are in place.



Purchase Value Threshold	Procurement Requirement
Up to \$1,000 (exclusive of GST)	<p>Purchase directly from a supplier using a purchase card (e.g. Credit Card or Bunnings Powerpass) issued by the City or obtain at least one verbal quote or written quotation from a suitable supplier.</p> <p><u>* in line with the Purchase Card Procedure or Policy.</u></p>
Over \$1,000 and up to \$10,000 (exclusive of GST)	<p>Purchase directly from a supplier using a Credit Card* purchase card (e.g. Credit Card or Bunnings Powerpass)* issued by the City, or obtain at least one verbal quote followed up with written confirmation or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • a pre-qualified supplier on the WALGA Preferred Supply Program, State Government or Commonwealth or any of its agencies (e.g. Common Use Arrangement CUA); or • the open market <u>that is considered to provide best value for money under the prevailing circumstances, provided value for money is demonstrated through past knowledge or market research.</u> <p>* Conditions of use regarding Credit Cards shall be developed to ensure compliance with the requirements of the Local Government Act, as well as detail the responsibilities of cardholders in line with the Purchase Card Procedure and Policy.</p>
Over \$10,000 and up to \$50,000 (exclusive of GST)	<p>Obtain Taking steps towards obtaining Obtain, or demonstrate all reasonable steps have been taken to obtain, at least three written quotations from suppliers, outlining the specified requirement, either from: <u>a pre-qualified supplier on the WALGA Preferred Supply Program, State Government, or the Commonwealth or any of its agencies including CUA; or the open market.</u></p> <p>Where possible With at least one Quote <u>should be</u> obtained from a Local, Disability Support Enterprise or Aboriginal Business (unless exemption provided by Procurement Team).</p> <p>Only one written quotation is required for purchases through WALGA, <u>Disability Enterprises, Aboriginal Businesses, Commonwealth or State Government agencies below \$50,000 exclusive of GST. Obtaining more than one quote is recommended where possible and the Officer needs to be satisfied that value for money is achieved.</u></p>
Over \$50,000 and up to \$250,000 (exclusive of GST)	<p>Obtain Demonstrate all reasonable steps have been taken to obtain Obtain, or demonstrate all reasonable steps have been taken to obtain, at least three written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assess value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • a pre-qualified supplier on the WALGA Preferred Supply Program, State Government, or the Commonwealth or any of its agencies including CUA; or • the open market.
Over \$250,000 (exclusive of GST)	<p>Where the procurement requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender exempt arrangement as listed under section 4.6 of this Policy, cConduct a public Request for Tender <u>or Request for Application to form a Panel</u> process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, (Regulations) this policy and the City's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assess value for money considerations in accordance with the definition stated within this Policy.</p>



Purchase Value Threshold	Procurement Requirement
Emergency Purchases	<p>An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in s6.8 of the <i>Local Government Act 1995</i>. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.</p> <p>An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the City in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.</p> <p>All emergency purchases must be approved by the Mayor or by the CEO under delegation and reported to the next available Council Meeting.</p>

4.7. Purchases exempt from following threshold rules

The following transactions are exempt from following the rules associated with thresholds unless a public Request for Tender or Request for Application to form a Panel is required under the Regulations:

- A Sole Supplier identified on the Procurement Sole Supplier & Exception List.
- Members of ELT~~The Directors and CEO~~ may, at their discretion, waive the requirements to obtain three quotations providing that justifiable reasons for such waiver are provided by the officer responsible for the purchase and that these reasons are attached to the Purchase Requisition.
- The City conducted a compliant procurement process but no submission received met the requirements or satisfied the value for money assessment. The City may decide to negotiate an agreement directly with one or more suppliers within six months of rejecting the compliant procurement process.

4.8. Variations

Variations are allowed provided they follow the Regulations and the City's Variations Procedure. Under the Regulations:

- Prior to entering into a contract, minor variations are allowed.
- Once the local government has entered into a contract, variations are only allowed if they are necessary for the goods or service to be supplied and do not change the scope of the contract.

4.7.4.9. Exceptions List

~~Most~~^{All} procurement activities undertaken by the City require the raising of a purchase order. However, there may, from time to time, be circumstances where raising a purchase order for the procurement of some goods and/or services is impractical. Any exception to the requirement for raising a purchase order ~~is must be~~ listed on the Procurement Sole Supplier & Exceptions List.

The Procurement Sole Supplier & Exceptions List is reviewed annually and may only be approved by the CEO or the sub delegate, the Director Corporate Services.

Whilst the Exceptions List authorises Officers to make a purchase of the specified goods and services without the use of a purchase order, it is preferred practice to raise a purchase order if possible. A quotation or tender process may still be required in line with thresholds set in table 4.6 above.

All expenditure of goods and services on the Exceptions List must be appropriately authorised in line with the Procurement Authorisations List.



4.8.4.10. Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- [Purchases from a Sole Supplier as identified by the City;](#)
- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement;
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase agreement is formed within six (6) months of no tender being accepted.
- the purchase is from a pre-qualified supplier under a Panel established by the City;
- any of the other exemptions under *Regulation 11* of the Regulations apply.

4.9.4.11. Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the City may consider publicly advertising ~~t~~enders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the procurement requirement can be met through the WALGA Preferred Supply Program, State Government or the Commonwealth or any of its agencies including CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the City's tendering procedures must be followed in full.

4.10.4.12. Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains significant complexity of project delivery that may solicit responses from a range of industry providers.

In these cases, the City may consider conducting an EOI process, ~~preliminary to any Request for Tender process~~, where the procurement requirement is:

- Unable to be sufficiently scoped or specified.
- Open to multiple options for how the procurement requirement may be obtained, specified, created or delivered.
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of ~~submissions~~tenders leading to a shortlisting process based on non-price assessment criteria.

~~Over \$250,000. A~~all EOI processes are conducted as a public process and, similar rules to a Request for Tender apply. However, the EOI should seek qualitative and other non-price information only i.e. Only indicative price information may be sought from respondents in order to inform establishing appropriate budgets. All EOI processes should subsequently be followed by a Request for Tender through an invited process of those shortlisted under the EOI.

~~Under \$250,000 an EOI needs to follow the threshold rules set in table 4.6 above or may be followed by a Request for Quote through an invited process of those shortlisted under the EOI.~~

4.11.4.13. Sole Source of Supply

Where the procurement requirement is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a quotation or tender process. This is only permitted in circumstances where the City is satisfied and can evidence that there is only one source of supply for those goods, services or works. The City must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, supplier and type of supply will be listed on the Procurement Sole Supplier & Exceptions List, reviewed annually by the CEO.



4.12.4.14. Anti-Avoidance

The City shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular procurement threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Using rolling contract extensions at the end of a contract term without properly testing the market or using a tender exempt arrangement, will not be adopted where it could as this would place the City in breach of the Regulations (*Regulation 12*).

The City will conduct regular analysis of procurement activities within supply categories and aggregating expenditure values in order to identify procurement activities which can be more appropriately undertaken within the Procurement Threshold practices detailed in clause 4.65 above.

5. Records Management

Records of all procurement activity must be retained in compliance with the *State Records Act 2000 (WA)*; the City's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a business case which justifies the need for a contract to be created (where applicable).
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract.
- Request for Quotation/Tender documentation including communications regarding clarifications and addendums to specifications.
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable).
- Copies of quotes/tenders received.
- Evaluation documentation, including individual evaluators note and clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs.
- Approval of award documentation.
- All correspondence to respondents notifying of the outcome to award a contract.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

6. Social Procurement

The City shall undertake best endeavours to not knowingly purchase products or services that are produced under conditions of employment (including health and safety) that do not meet international conventions or labour laws or have negative social impacts.

Where relevant, the City shall use their purchasing power to generate social benefits, in addition to the goods and services they require. To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers provide social benefits in line with the City's objectives. This includes but is not limited to:

- Actions to reduce greenhouse gas emissions.
- Actions to mitigate environmental impact of the Good or Service being provided.
- Businesses located within the City of Melville boundaries or businesses that contribute directly to the City of Melville's economy.
- Direct involvement or positive impact to First Nation people and/or people living with a disability.
- Actions to identify and mitigate risk specific to modern slavery.
- Any other Sustainable/Social initiatives the City should consider.

5-4-6.1. Sustainable Procurement

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The City is committed to providing a preference to suppliers that demonstrate sustainable business practices. Where appropriate, the City shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and provide benefits to the local economy. ~~Sustainability Functional~~ considerations must be balanced against value for money outcomes and expectations in accordance with the City's sustainability objectives.

~~The City shall undertake best endeavours to not knowingly purchase products or services that are produced under conditions of employment (including health and safety) that do not meet international conventions or labour laws or have negative social impacts.~~

~~The City will look to utilise recycled or upcycled materials where feasible to align to the sustainability strategy and support the environment.~~

~~To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers can demonstrate sustainability and/or CSR policies and practices that have been implemented.~~

5.2.6.2. Modern Slavery

~~Where applicable, the City will ensure all steps are taken to reduce the risk in procuring goods and/or services that support modern slavery. This includes the compliance to the Modern Slavery Act 2018 in respect to;~~

~~the assessment of modern slavery Statements from required businesses;
the use of specific criteria in formal evaluations on modern slavery;
monitoring contracts and take action on non-compliance, as required; and
providing awareness training to staff.~~

~~The City is committed to ethical procurement practices and will take reasonable steps to mitigate the risk of modern slavery in the supply chain when procuring goods and services.~~

~~To support this commitment, the City will align its procurement practices with the principles of the Modern Slavery Act 2018 (Cth) and implement the following measures:~~

- ~~• Supplier compliance confirmation – All tenders requests (submissions) must include a declaration confirming compliance with modern slavery laws:~~

~~"To the best of our knowledge, we comply with all applicable laws, including the Modern Slavery Act 2018 (Cth), and take reasonable steps to identify, assess, and address risks of modern slavery practices in our operations and supply chains."~~

- ~~• Contractual obligations – The City's procurement contracts will include provisions requiring suppliers to adhere to modern slavery obligations.~~
- ~~• Supplier evaluation – The City will assess modern slavery statements provided by businesses as part of the tender evaluation process. Suppliers that demonstrate robust modern slavery mitigation strategies will be afforded higher qualitative scores in the evaluation process.~~
- ~~• Staff training and awareness – The City will provide training to procurement staff to enhance awareness and understanding of modern slavery risks, ensuring informed decision-making and effective implementation of ethical sourcing practices.~~

~~The City remains committed to continuous improvement in addressing modern slavery risks and promoting responsible procurement across all operations.~~



5.3.6.3. Buy Local

As much as practicable, the City must:

- prefer buying practices, procedures and specifications that provide advantage to local businesses.
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid.
- provide adequate and consistent information to potential local suppliers.
- Provide adequate support to Local businesses as far as practicable for understanding and adopting sustainable practices.

~~Where applicable, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the City or the broader South West Metropolitan Region, or substantially demonstrate a benefit or contribution to the local economy.~~

5.4.6.4. Procurement from Disability Enterprises

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the City is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, ~~as registered on <https://buyability.org.au/>.~~ This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. ~~A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.~~

5.5.6.5. Procurement From Aboriginal Businesses

Where possible, Aboriginal Businesses are to be invited to quote for the supply of goods and services under the tender threshold. **The City will obtain, or demonstrate all reasonable steps have been taken to obtain, two quotes.** ~~A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.~~ The City is dedicated to supporting Aboriginal Businesses through its procurement practices. This commitment aligns with the intent behind the *Local Government (Functions and General) Regulations 1996 (Provision of Goods and Services Part 4)*, which includes specific tender exemptions for Aboriginal Businesses.

Purchases are Tender exempt if the following apply —

(i) the goods or services are to be supplied by —

(I) a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or

(II) a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362;

and

(ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and

(iii) the local government is satisfied that the contract represents value for money.

6.6. Gift Cards

~~The Local Government (Financial Management) Regulations 1996 restrict the use of cash payments unless they are made from a petty cash system. To comply with these regulations, the City defines gift cards (e.g., Visa or Mastercard gift cards) up to a value of \$500 each as petty cash. These gift cards can be used to compensate individuals for advice or services rendered to the City.~~

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5.6.6.7. Carbon Neutral

~~Where possible the City will promote and may offer an advantage to the principle of avoiding and minimising Greenhouse Gas (GHG) emissions by introducing a strongly weighted criterion to consider carbon neutral or lowest carbon options in designing of tenders and quotations and for procurement decision making shall be adopted. The best combined values (in terms of lifetime financial value and GHG emissions) along with a qualitative weighting on embodied emissions may be afforded in the evaluation of quotes and tenders to provide advantages to carbon neutral or lowest carbon proposals.~~

6.7. Panels of Pre-Qualified Suppliers

6.1.7.1. Policy Objectives

A Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money'.
- ~~the procurement activity under the intended Panel is assessed as being of a low to medium risk.~~
- the Panel will streamline and improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels are not created unless most of the above factors are firmly and quantifiably established.

6.2.7.2. Establishing a Panel – Request for Application

Should the City determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel. This will be undertaken through a public invitation process.

Panels may be established for a minimum of two years and for a maximum length of time deemed appropriate by the City.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment. The City might publicly re-advertise a Panel with a view of adding Panel members to an existing Panel using the same evaluation criteria used to initially establish the Panel.

6.3.7.3. Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the City intends to:

- a) Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases; or
- b) Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or



- c) Develop a ranking system establishing clear rules when each Panel member will be able to quote; or
- d) A mix of any of the above distribution methods

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

6.4.7.4. Procurement from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether every member will be invited to provide a quotation (within each category, if applicable) for each procurement requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must be captured within one of the City's electronic records system.

Where relevant, the City Officer will provide feedback to pre-qualified suppliers that are not performing or not winning any work.

Once a Panel is created individual procurements under the Panel do not need to be presented to CTAU or to the Council.

6.5.7.5. Record Keeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this may include:

- the procurement initiation document such as a business case which justifies the need for a Panel to be created.
- procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel.
- request for applications documentation.
- copy of public advertisement inviting applications.
- copies of applications received.
- evaluation documentation, including clarifications sought.
- negotiation documents such as negotiation plans and negotiation logs.
- approval of award documentation.
- all correspondence to applicants notifying of the establishment and composition of the Panel such as award letters.
- contract management plans which describes how the contract will be managed; and
- copies of framework agreements entered with pre-qualified suppliers.

The City is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the City.

7.8. Non-Compliance

Procurement activities are subject to financial and performance audits, which review compliance with legislative requirements and compliance with the City's policies and procedures.



City of
Melville

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in the context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as follows:

- An opportunity for additional training may be provided;:-
- A disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; and/or
- Misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.



References that may be applicable to this Policy

Legislative Requirements:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Procedures, Process Maps, Work Instructions:	SP-019 Procurement Procedure Contract Variations Procedure
Other Plans, Frameworks, Documents Applicable to Policy:	Procurement Sole Suppliers & Exemptions List Procurement Authorisation Limits Variations Procedure Purchase Card Policy
Delegated Authority No:	DA-119 Determination of Criteria for Acceptance of Applications DA-118 Consideration and Acceptance/Rejection of Applications DA-026 Determination of Criteria for Acceptance of Tender DA-027 Consideration and Acceptance/Rejection of Tenders DA-028 Minor Contract Variations Pre Award, Selection of Next Successful Tenderer & Contract Variations Post Award DA-029 Expressions of Interest DA-030 Consideration of Expressions of Interest to Supply Goods or Services DA-116 Establishment of Panels of Pre-Qualified Suppliers

ORIGIN/AUTHORITY		Item No.
Ordinary Meeting of Council	17/03/2007	C07/6006
Reviews		
Ordinary Meeting of Council	15/12/2009	C09/5097
Ordinary Meeting of Council	15/11/2011	C11/5199
Ordinary Meeting of Council	10/12/2013	C13/5341
Ordinary Meeting of Council	09/12/2014	C14/6077
Ordinary Meeting of Council	08/12/2015	C15/6089
Ordinary Meeting of Council	17/05/2016	C16/5484
Ordinary Meeting of Council	18/04/2017	C17/5548
Ordinary Meeting of Council	17/04/2018	C18/6158
Ordinary Meeting of Council	20/11/2018	C18/5653
Ordinary Meeting of Council	10/12/2019	C19/6166
Ordinary Meeting of Council	19/05/2020	C20/6181
Ordinary Meeting of Council	14/12/2021	C21/5887
Ordinary Meeting of Council		

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Compliance and Enforcement Policy

<p>Policy Type: Council Policy Policy Owner: Chief Executive Officer</p>	<p>Policy No. CP- 114 Policy Number can be obtained from I:\Mnt\Policy Review\BMS Master Document Register.xlsx LINK GOES HERE Last Review Date: Enter review date</p>
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Policy Objectives

The primary objectives of the Compliance and Enforcement Policy (the Policy) are as follows:

- [1. To achieve regulatory compliance and prevent offences through education and incentives, including formal action where necessary, with legislation within the remit of the City of Melville.](#)
- [2. To ensure the City has access to adequate and reliable information necessary for the effective investigation of concerns.](#)
- [3. To identify instances of non-compliance in a timely and accurate manner.](#)
- [4. To facilitate the prompt resolution of non-compliance by bringing all parties into compliance within a reasonable timeframe.](#)
- [5. To guarantee that procedural fairness is afforded to all affected parties throughout the enforcement process.](#)
- [6. To ensure that compliance and enforcement actions are proportionate to the scope and severity of the issues being investigated.](#)
- [7. To maintain transparent communication by keeping affected parties and relevant stakeholders informed throughout the enforcement process.](#)

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Policy Scope

The Elected Members, staff and contractors at the City of Melville are committed to contributing to an efficient, effective, systematic, and consistent approach that strives for continuous improvement in the management of compliance and enforcement. This is essential for maintaining public trust, and ensuring that compliance and enforcement activities within the City’s legislative jurisdiction adhere to established statutory requirements.



The Compliance and Enforcement framework adopts a risk based, graduated and proportional approach to compliance and enforcement, for matters that are within the remit of the City of Melville. The Policy encapsulates the principles of natural justice and procedural fairness including initial assumption that involved parties want to comply and cooperate with the City.

This Policy applies to all compliance and enforcement actions conducted by the City of Melville officers and relevant personnel. It will provide direction to City Officers when undertaking enforcement action and ensures that matters are escalated to the appropriate level of enforcement that is commensurate with the issue.

The City's role is responding primarily to reactive compliance activities, and the resourcing allocated, reflects this position.

The City of Melville will take a risk-based approach to any proactive compliance activities with safety and protection of amenity being key considerations of the City's response.

The Policy references but does not completely describe legislated processes of enforcement in conjunction with the City of Melville Risk Matrix.

This Policy is intended to complement and is not a substitute for the:

- Compliance and Enforcement Guideline for Enforcement Agencies published by the Western Australian Department of Health for compliance and enforcement of the *Food Act 2008*, *Food Regulations 2009* and Australia New Zealand Food Standards Code.
- Compliance and Enforcement Policy published by the Department of Water and Environmental Regulation applicable to the *Environmental Protection Act 1986*, *Litter Act 1979* and related legislation.
- Public Health Act guidance resource for local government authorised officers published by the Western Australian Department of Health for the implementation of the *Public Health Act 2016*

Definitions / Abbreviations Used In Policy

Amenity has the same meaning as in Local Planning Scheme No 6.

Authorised Officer means an officer who has statutory (including delegated) power or who are otherwise authorised to undertake activities in accordance with legislation.

City means the City of Melville.

Complaint means a formal report of alleged non-compliance with a law.



Compliance means acting in accordance with relevant legislation and lawful directions.

Enforcement relates to the legislative function of responding to non-compliance with the measures provided for in the relevant legislation.

Investigation means the process of establishing and analysing facts and applying fair and reasonable interpretations to determine whether non-compliance or an offence have occurred and the person most likely responsible.

Non-compliance means to do something prohibited by legislation or a lawful direction, or to fail to do something that legislation or a lawful direction requires a person to do.

Offence means a form of non-compliance that is classified as an offence in legislation.

Public health and safety means the welfare and protection of the general public.

Policy Statement

The City is responsible for the local administration of a wide variety of legislation that provides for the safety, health and amenity of the community, environmental protection and the interests of local business, consumers, workers and residents.

The City recognises the importance of the separation of powers between:

- the adoption of Local Laws and Policy by Council, acknowledging that Elected Members have no direct role in the application of compliance or enforcement matters; and
- the investigation function and the application of compliance and enforcement actions, which are the responsibility of Authorised Officers acting under delegated authority, in accordance with applicable legislation and policies.

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~~The City recognises the need for the separation of powers between:~~

- ~~• the adoption of local laws by Council and its enforcement by administrative personnel; and~~
- ~~• the investigation function and compliance and enforcement options.~~

Compliance and enforcement operations undertaken by the City are often complex and have many facets to them. It is essential that the City provides a consistent approach to compliance and enforcement activities to ensure that transparency and procedural fairness is provided at all times.

Compliance Approach



Diagram below provides a visual overview of the manner in which the City recognises the interaction of occurrences of offences, the impact of those offences and the City’s response to those. The escalation of enforcement action to achieve compliance is generally a graduated approach but is also dependant on the circumstances of each individual case. These interactions are considered as part of the investigation process undertaken by the City.

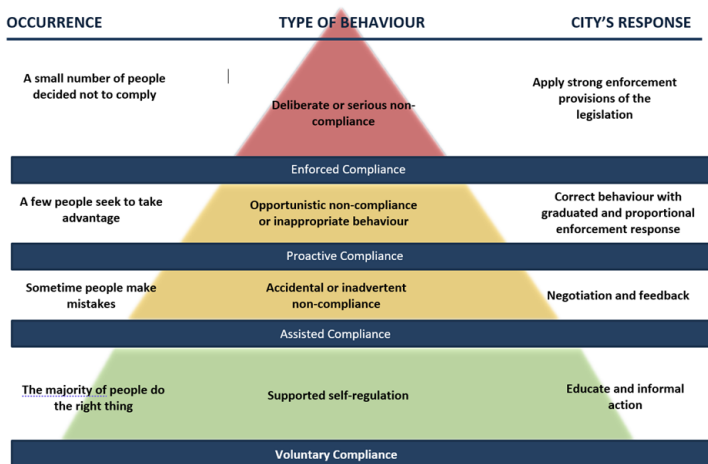


Diagram: City of Melville’s Enforcement progression

This policy strives to realise the highest standards of compliance across its operations. The approach is built on via five key pillars:

- **Education & Awareness**
Provide resources to ensure that all employees and stakeholders understand relevant laws, regulations and Policies that are subject to an investigation.
- **Advisory Support**
Offer guidance to assist in navigating regulatory complexities, ensuring informed decision-making and minimising compliance risks.
- **Monitoring & Inspections**
Proactively conduct regular statutory inspections to identify and address potential compliance risks, ensuring consistent adherence to standards.
- **Complaint Investigation**
Committed to investigating all reactive compliance-related concerns. Each complaint is investigated, and corrective actions are implemented to resolve issues, with the aim of preventing recurrence.



- **Informed and Updated**
Customers and stakeholders are kept informed of the progress of the investigation at regular intervals throughout the process.



Guiding Principles

Compliance and Enforcement services provided by the City are driven by the principles described below:

Proportionality and responsiveness

Enforcement action will be responsive, timely and in proportion to risk and potential or actual impact.

Transparency

Enforcement action will be transparent to parties understand what is expected of them.

Consistency

Enforcement action will be administered fairly, consistently and equitably.

A risk-based approach

Effort will be focused on those activities that have the potential to cause the greatest harm.

Due process and procedural fairness

Enforcement action will be carried out within the powers and processes of the legislation, applying principles of procedural fairness.

Accountability

To ensure full accountability, enforcement decision and the conduct of authorised officers will be explained and open to public scrutiny.

Cost-effectiveness

Enforcement action will be implemented to produce the desired outcome with costs effective use of public resources.

Policy compatibility

Enforcement will be carried out within the context of wider local government policies and other relevant statutory requirements.

Identification and Powers of Entry

In enforcing compliance, Authorised Officers must carry and present a Certificate of Authority. This certification validates their legal authorisation and ensures that entry and enforcement actions align with the law. Below are the essential guidelines detailing the required credentials and legal frameworks that govern their powers, supporting the City's commitment to a risk-based and lawful enforcement approach

Certificate of Authority

All Authorised Officers or Inspectors must possess and have available for viewing an Authorisation Identification Card or other relevant document.



The requirements of an Authorisation Identification Card are set out in relevant legislative documents.

Powers of Entry

There are several pieces of legislation that provide the City with powers to enter private property with lawful authority. The City views the power to enter private property very seriously and the City's Delegated Authority and appointment of Authorised Officers enables those Officers to legally enter property to undertake specific functions or actions.

Investigations

The City is committed to conducting thorough investigations to ascertain facts regarding alleged non-compliance with laws and regulations. The investigative process begins with receiving information about potential non-compliance, assessing the validity of this information, and employing a risk-based approach. This leads to informed compliance and enforcement actions throughout the investigation.

This crucial step ensures that all enforcement actions are well-founded and tailored to the nature and severity of the violation, thereby upholding community standards and legislative requirements.

Discovery of Non-compliance

The City may become aware of an alleged non-compliance or a legislative breach, within the District through either a site inspection, aerial photography or a complaint.

Anonymous complaints may not be accepted or actioned by the City due to difficulties in undertaking enforcement action. However, there may be circumstances where the nature of the complaint is considered to be of a high public health or community safety risk worthy of an immediate City response.

Where complaints have been received by the City and are found to have insufficient evidence, the complainant will be advised of this and the complaint will be closed unless more information can be found.

Every effort will be made to ensure the confidentiality of the complainant where appropriate. All complainants must agree to provide evidence in court upon request by the City. If a complainant refuses to do so, and the complaint cannot be substantiated, the City will not proceed with further action.

If the complaint involves multiple issues that relate to various City Departments, the matter will be coordinated to ensure a joint investigation by City Officers, reducing inconvenience and confusion to owners and occupiers.



Risk Assessment Process

The Risk Assessment Process is a critical component of the City's compliance approach. Officers use the City of Melville Risk Matrix to systematically evaluate and manage potential risks associated with non-compliance issues.

The process for a risk-based assessment is as follows:

Initial Assessment

Upon receiving a complaint or initiating an investigation, officers are required to perform an initial risk assessment to identify potential safety, legal, environmental, and reputational risks associated with the case.

Consider factors such as the severity of the violation, the sensitivity of the location, and potential impacts on the community and environment.

Dynamic Assessment

Officers are expected to continuously assess risks throughout the investigation. As new information surfaces, reassess and adjust the risk management strategies accordingly.

Engage with other departments as necessary to gather expertise and share critical information that may influence the risk assessment.

Documentation

Document all risk assessments and updates in the investigation file in a format and to a standard and detail which will be suitable for use in any legal proceedings. This documentation should include details of the assessed risks, the rationale for the risk level determination, and any mitigation measures adopted.

Ensure that documentation is accessible for review and audits to support transparency and accountability in enforcement actions.

Risk Mitigation Strategies

Based on the risk assessment, implement appropriate mitigation strategies. These may include but are not limited to, seeking additional resources, legal advice, adjusting enforcement tactics, or involving Senior Officers or subject Matter Experts for guidance.

Regularly review and update mitigation strategies to respond to new risks or changes in the situation.

Training and Support

Provide ongoing support for all officers on risk assessment techniques and the latest compliance and enforcement challenges. The City will encourage a culture of safety and risk awareness, where officers feel equipped and supported to make informed decisions during their enforcement duties.

Jurisdiction

