City of Melville

MINUTES
ORDINARY COUNCIL MEETING

6:30pm Tuesday, 17 June 2025

Held in the Council Chambers, Melville Civic Centre,
10 Almondbury Road, Booragoon

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.

Access the live stream recording via the City of Melville YouTube channel:
https://www.youtube.com/live/2RXcwGHQFV4?si=qR9KnFhVa1EGQ6GE

Minutes to be confirmed at the next Ordinary Council Meeting
These minutes are hereby confirmed as true and accurate

Presiding Member

Date 15.07.25

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.

- **E**xcellence - Striving for the best possible outcomes.
- **P**articipation – Involving, collaborating and partnering.
- **I**ntegrity - Acting with honesty, openness and with good intent.
- **C**aring – 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.

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

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

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1 OFFICIAL OPENING

The Presiding Member welcomed those in attendance to the meeting, officially declared the meeting open at 6:30pm and invited Cr S Green to read the Acknowledgement of Country and advised those present of the Disclaimer, the Affirmation of Civic Duty and Responsibility and the Audio Recording Advice.

2 ATTENDANCE AND APOLOGIES

In Attendance

K Mair	Mayor

Councillors	Ward
Cr K Wheatland, Deputy Mayor	Palmyra - Melville - Willagee Ward
Cr T Fitzgerald	Palmyra - Melville - Willagee Ward
Cr G Barber	Bicton - Attadale - Alfred Cove Ward
Cr J Edinger	Bicton - Attadale - Alfred Cove Ward
Cr N Robins	Bateman - Kardinya - Murdoch Ward
Cr J Spanbroek	Bull Creek - Leeming Ward
Cr M Woodall	Bull Creek - Leeming Ward
Cr D Lim *(from 6:33pm)*	Applecross - Mount Pleasant Ward
Cr C Ross *(until 10:29pm)*	Applecross - Mount Pleasant Ward
Cr S Green	Central Ward
Cr T Lee	Central Ward

Officers

Ms G Bowman	Chief Executive Officer
Mr M McCarthy	Director Environment & Infrastructure
Ms M Pickering	Director Community Development
Mr G Tuffin	Director Corporate Services
Mr A Melville	Acting Director Planning
Mr H Watson *(until 6:55pm)*	Advocacy and Grants Specialist
Ms R D'Olimpio *(until 6:55pm)*	Strategic Initiatives Lead - Creative Melville
Ms C Newman *(from 6:33pm)*	Head of Governance
Ms M Smith Poulton	Acting Senior Governance Officer
Ms R Theunissen *(until 7:06pm)*	Elected Member Support Officer

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At the commencement of the meeting:

Public Gallery	6

Apologies

Cr S Hong	Bateman - Kardinya - Murdoch Ward

On Approved Leave of Absence

Cr C Ross	Applecross - Mount Pleasant Ward

At 6:33pm, Cr D Lim entered the meeting.

At 6:33pm, Ms C Newman entered the meeting.

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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

Nil.

3.2 Declarations by Members who have received and not read the Elected Members Bulletin

Nil.

4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Approved Deputations

Nil.

Approved Written Submissions

Nil

5 DISCLOSURE OF INTEREST

5.1 Financial or Proximity Interests

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

Nil.

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)

Nil.

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6 PUBLIC QUESTION TIME

At 6:33pm the Presiding Member opened Public Question Time.

6.1 Questions Received with Notice

6.1.1 Mr C Stokes, Kardinya

As Mr Stokes was not in attendance, the Mayor ruled that the questions and responses would be included in the minutes of the meeting and not read out, in accordance with clause 6.7(7)(d) of the City of Melville Local Government (Meeting Procedures) Local Law 2022.

Preamble to Question 1 and 2:

I'm a local resident and regular visitor to Alan Edwards Park. In the meeting of 10 May 2025 (last month), A question was asked about the rule regarding leashed dogs. The response indicated the council endorsed outcomes from a 2021 review, and that it was the City's position to support the recommendation to change Alan Edwards to an on-leash only park. I read the attachment to the 20 July 2021 meeting containing the referenced report, and it doesn't advise the council that Alan Edwards should be on-lead only. The only reasoning that I could see is that two people indicated that they would like the park to be on-lead only. The report specifically states "Alan Edwards Reserve, John Creaney Reserve and Ogilvie Road Reserve are of adequate size for off-leash exercise". I walk my dog there every day, occasionally more than once per day, and often exchange pleasantries with others doing the same. A common theme is the signs that have been put up, and how disappointed everyone is about them.

Question 1:

Given only two people appear to want the park to be on-lead only, does the council still plan to change the classification?

Response 1:

At the Ordinary Meeting of Council held on Tuesday, 17 June 2025, the questioner was not in attendance to ask the question, and in accordance with section 7.3 (7)(d) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022* the question and response was not read out during the meeting, however is provided in the minutes of the meeting.

At the July 2025 Ordinary Meeting of Council, a report will be presented regarding a proposed review of the City's dog exercise areas.

If Council supports the Officer's recommendation, a full review will be undertaken in 2026. This review will assess which parks should continue as designated dog exercise areas and whether any changes are needed.

As part of this broader plan, the City also intends to expand its updated dog signage system to more parks following the review. The new signage provides clear, consistent messaging and is strategically placed to reduce confusion, addressing many of the concerns raised in Mr Stokes' preamble.

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Question 2:

Will there be any additional community engagement before reclassifying the park?

Response 2:

At the Ordinary Meeting of Council held on Tuesday, 17 June 2025, the questioner was not in attendance to ask the question, and in accordance with section 7.3 (7)(d) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022* the question and response was not read out during the meeting, however is provided in the minutes of the meeting.

The report being prepared for Council's July 2025 meeting will recommend several community consultation steps to better understand the views and sentiments of our residents before we present any recommended changes to Council.

This consultation may include pop-up information kiosks at popular dog-friendly locations, online surveys, and direct engagement with key stakeholders, such as sporting clubs and other regular users of our Reserves.

6.1.2 Ms K Webster, Lynwood

As Ms Webster was not in attendance, the Mayor ruled that the questions and responses would be included in the minutes of the meeting and not read out, in accordance with clause 6.7(7)(d) of the City of Melville Local Government (Meeting Procedures) Local Law 2022.

Preamble to Question 1 & 2:

I am concerned the needs of the Western Grey Kangaroos were not sufficiently considered during the new Thornlie-Cockburn rail line's planning or construction at Ken Hurst Park. No Kangaroo pass over or under the new rail line exists. This lack of an appropriately sized underpass is inconsistent with the KHP Management Plan (2003) and threatens kangaroo welfare and genetic diversity. Please refer to my past email to The City of Melville on 13/05/25 and duplicates sent to Honorable Mayor and relevant councillors (Spanbroek and Woodall) on 04/06/25 related to this issue.

Could the City please clarify:

Question 1:

Why no kangaroo-sized underpass or overpass was included during the Thornlie-Cockburn line's development?

Question 2:

What specific measures were proposed in the rail line's environmental assessments to address kangaroos and why were they not implemented?

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Question 3:

What steps the City will take to collaborate with METRONET/PTA and the Department of Biodiversity, Conservation and Attractions (DBCA) to retrofit a kangaroo underpass or overpass?

Response to Questions 1 to 3:

At the Ordinary Meeting of Council held on Tuesday, 17 June 2025, the questioner was not in attendance to ask the question, and in accordance with section 7.3 (7)(d) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022* the question and response was not read out during the meeting, however is provided in the minutes of the meeting.

The City engaged extensively with Public Transport Authority (PTA) and their contractor NEWest before and during construction. As fauna underpasses were not included in the initial Metronet rail development plans, the City requested that two underpasses be constructed to allow fauna up to mature male western grey kangaroos in size to move between the Ken Hurst land parcels. The PTA confirmed that they would install one underpass, however, due to engineering constraints, would only be able to construct a 450mm underpass. Research has shown this allows female western grey kangaroos and anything smaller to move through but not adult males. As the City's influence regarding State led infrastructure projects is limited, this was considered a favourable outcome.

The PTA are the authority who can review this decision. The Senior Environment Advisor at the Office of Major Transport Delivery (OMTID) is the contact for the Metronet Project and members of the public are encouraged to approach them with any questions surrounding this decision.

6.1.3 City of Melville Residents and Ratepayers Association

As a representative from the City of Melville Residents and Ratepayers Association was not in attendance, the Mayor ruled that the questions and responses would be included in the minutes of the meeting and not read out, in accordance with clause 6.7(7)(d) of the City of Melville Local Government (Meeting Procedures) Local Law 2022.

Question 1:

In terms of the City's Compliance and Enforcement Policy (either existing or that proposed) how will the City address resident complaints, as an example, about obfuscatory, incorrect, or incomplete responses to the Volunteer management questions published in the May 20, 2025 OMC minutes, including dealing with the responder that composed the City's responses.

Response 1:

The Compliance and Enforcement Policy, whether in its current or proposed revised form, does not extend to matters involving volunteers. These issues fall outside the scope of this policy and are addressed through other mechanisms within the City.

CONFIRMED

6.1.4 Ms S Flis, Applecross

Question 1:

I am referring to the large potential development block of land opposite the Town Square on Moreau Mews. This large block is made up of the blocks 24 -26 Moreau Mews and 902 - 904 Canning Highway. The right hand side of this parcel of land is currently fronted by the Pharmacy post office and Kinky lizard Cafe...

The primary owners of these blocks are a well established part of the business scene and part of the Western Australian story. They have undertaken major developments elsewhere in the metropolitan area. Has anyone from the city approached these owners to commence or open negotiations and discussions that they would consider including a number greater or equal than 35 car parks as a component or public amenity of their development?

Response 1:

Under the current Canning Bridge Activity Centre Plan (CBACP) an owner can provide community benefits as part of a development application to qualify for consideration of bonus height. Provision of public parking spaces is identified as a possible community benefit item under the CBACP. Any decision to lodge a development application and whether to propose community benefits as part of the application is a decision for the landowner.

The City has not contacted the owners in relation to these matters.

Question 2:

I preface this question by saying that I believe it would be far more prudent and yes strategic to make use of the opportunity we have in front of us. Madame Mayor, in our recent conversation at the Town Square pop-up display, you asked me "how would it be if the City found land elsewhere in the Canning Bridge precinct to purchase for public open space" and that yes in fact, that land likely could be found; and that the city has reserves for acquisitions.

My question is this: why would it be advantageous for the council to spend that reserve money in that way, rather than to make use of the land that has already been purchased here for the town square, and could that reserve money be used to purchase stranded assets to build substantial car park facilities instead or as well as?

Response 2:

In accordance with section 6.8(1)(b) and 6.9(c) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, as these questions were received with late notice, these questions will be taken on notice, and responses will be published in the agenda for the July 2025 Ordinary Meeting of Council, published of Friday, 27 June 2025.

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6.1.5 Ms P Samson, Applecross

Preamble to Questions 1 & 2:

The following two questions relate to the Moreau Mews Town Square concept plans. Atachment 5 and 6.

Question 1:

What would be the estimated lease revenue for the kiosk proposed for the park site, and how does that compare with the annual carpark revenue of $45,000?

Question 2:

How does the retention of a carpark on this site, surrounded by street parking on both the adjacent Moreau Mews and Kishorn Rd, and numerous other public car bays which are nowhere near at capacity, and which is very close to high frequency bus stops and the Canning Bridge Train Station, progress the following:

- *The Objective 7 of the CBACP, which requires the City to promote walking and cycling, whilst reducing car trips in the CBAC?*
- *the Urban Tree and Green space Policy CP-102?*
- *as well as move the City towards providing 6.5 sq m per person of open green space by 2031?*

Response to Questions 1 and 2:

In accordance with section 6.8(1)(b) and 6.9(c) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, as these questions were received with late notice, these questions will be taken on notice, and responses will be published in the agenda for the July 2025 Ordinary Meeting of Council, published of Friday, 27 June 2025.

6.1.6 Dr J Stevens, Applecross

As Dr Stevens was not in attendance, the Mayor ruled that the questions and responses would be included in the minutes of the meeting and not read out, in accordance with clause 6.7(7)(d) of the City of Melville Local Government (Meeting Procedures) Local Law 2022.

Preamble to Questions 1 to 3:

With respect to the City's compliance and enforcement policy review, undertaken as a consequence of my November 2023 petition, and the Administration's proposed changes to the existing Council policy CP-114 as put to this Council meeting:

Question 1:

Can Council direct the CEO to hold public workshop sessions as part of the community consultation process to give City officers the opportunity to explain what the changes would be, why they have proposed them and how they would work?

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Response 1:

The City is happy to respond to questions or comments put to the City through the engagement process, engage with residents as individuals to explain any elements of the Policy that a person may have questions about.

While public workshops can be effective for engagement processes involving higher levels of community influence, they are not considered appropriate in this instance. Holding a workshop may unintentionally imply a greater level of influence than is available, potentially undermining the intent and clarity of the consultation.

If the intent is to provide more information, we recommend offering one-on-one meetings with City officers to allow for personalised clarification while remaining aligned with the Consult level.

Question 2:

Please explain to me how the proposed changes to the policy would resolve the ongoing building non-compliances (unauthorized encroachments and failure of the building consent processes). Council should remember that I complained more than 3 years ago and the City continues to refuse to exercise Council's delegated enforcement powers?

Response 2:

The proposed revision of the Policy is not intended to resolve the concerns as described within the question.

On going building non-compliances are dealt with through legislative processes, which may include building orders, court action and other mechanisms.

The Council previously considered these concerns at its meeting of 18 and 19 April 2023.

Question 3:

When were Elected Member made aware of my question and the Administration's response

Response 3:

The Elected Members were made aware of the questions above and the Administration’s responses to them on Tuesday 17 June 2025.

CONFIRMED

6.1.7 Mr S Douglas, Applecross

Preamble to Questions 1 & 2:

The Moreau Mews Public Open Space / Town Square is envisaged to be the centrepiece of the CB Precinct - the keystone that ties the seemingly disparate and ad hoc developments together.

Question 1:

As a Cr and Council, do you want to support that positive community based vision or a compromised Town Square which further undermines the Precincts connectivity and attractiveness?.

Question 2:

What legacy will you as a Cr, and collectively as a Council, leave and be proud of?

Response to Questions 1 & 2:

In accordance with section 6.8(1)(b) and 6.9(c) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, as these questions were received with late notice, these questions will be taken on notice, and responses will be published in the agenda for the July 2025 Ordinary Meeting of Council, published of Friday, 27 June 2025.

6.1.8 Ms A Cabanek, Bicton

Question 1:

Given that the Moreau Mews Town Square is intended to serve as a key public open space for a growing number of residents, and that incorporating parking within small urban parks or town squares is inconsistent with both local and state planning policies—as well as being discouraged in contemporary urban design, particularly in high-density, pedestrian-oriented areas—could officers please clarify the rationale for including 35 on-site parking bays within the square, especially when ample on-street parking is available nearby, and over 50 vertical and parallel parking bays are already proposed along the edges of the square and along Kishorn Road and Moreau Mews?

Question 2:

Has the City undertaken an assessment of the long-term impacts of this decision, including the reduction of usable public space, loss of canopy cover, and diminished community and recreational value—particularly given that alternative parking solutions are available at the street and precinct level?

Response to Questions 1 & 2:

In accordance with section 6.8(1)(b) and 6.9(c) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, as these questions were received with late notice, these questions will be taken on notice, and responses will be published in the agenda for the July 2025 Ordinary Meeting of Council, published of Friday, 27 June 2025.

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6.1.9 Ms S Flis on behalf of Ms R Waldron-Hartfield

Preamble to Question 1:

**At the ABF of 10 June 2025 regarding the Moreau Mews Park Item, the officers responded to 2 questions from councillors to the effect that:*

(a) the 1000m2 proposed to be allocated to a carpark of only 35 bays would otherwise accommodate about 15 trees; and

(b) the carpark revenue for the proposed 35 public car bays on this site would be about $45,000 per annum.

Given that the Minutes of the May 2025 OMC in relation to an officers' recommendation against a tree removal request cited that a single 7m tall Qld Box tree had a value of about $30,000, as per the attached screenshot, would the City please explain:

Question 1:

The rationale for effectively foregoing about $450,000 in tree value, being 15 trees multiplied by $30,000 per tree, aside from the numerous other community and environmental benefits of trees and green space in this area of ever-diminishing tree canopy, which would take some 10 years to recoup in parking revenue of $45,000 per annum, whereas the trees would increase in value as they grow taller and attract more lucrative investment and rates return around this site?

Response 1:

In accordance with section 6.8(1)(b) and 6.9(c) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, as these questions were received with late notice, these questions will be taken on notice, and responses will be published in the agenda for the July 2025 Ordinary Meeting of Council, published of Friday, 27 June 2025.

6.2 Questions Received at the Meeting

Nil.

6.3 Questions Taken on Notice at Previous Meeting

Nil.

At 6:50pm the Presiding Member closed Public Question Time.

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7 AWARDS AND PRESENTATIONS

At 6:51pm, the Presiding Member presented the LotteryWest Grant to Ms M Pickering, Director Community Development, Mr H Watson, Advocacy and Grants Specialist, and Ms R D'Olimpio, Strategic Initiatives Lead - Creative Melville, and thanked all staff involved for their efforts.

The City has received a Lotterywest grant of $2,815,582 with $2,350,000 allocated to Goolugatup Heathcote Lower Lands in Applecross and $465,582 to the new Esplanade Park in Mount Pleasant.

The Goolugatup project shaped with Traditional Owners and community, will create a place that heals and connects our community through a place-based reconciliation approach for transforming a disused waterfront site on the Derbarl Yerrigan (Swan River) into a revitalised parkland, a valuable community, cultural, natural and recreational amenity for public enjoyment.

The renewed landscape will include gathering places, shade, shelter, picnic facilities, toilets, carpark, revitalisation of the natural ecosystems, bike path upgrade, a staircase connecting upper to lower lands, lighting, interpretation, wayfinding, and an Aboriginal healing garden with medicinal plants.

The Esplanade Park project will deliver much-needed public open space around the Canning Bridge Activity Centre, featuring welcoming gathering areas with seating, shade, and a children's playground – creating an ideal setting for both active and passive recreation.

At 6:55pm, Mr H Watson left the meeting and did not return.

At 6:55pm, Ms R D'Olimpio left the meeting and did not return.

CONFIRMED

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

8.1 Applications for New Leave of Absence Received - June 2025

COUNCIL RESOLUTION

At 6:55pm Cr G Barber moved, seconded Cr D Lim

That the Council approve the applications for new leave of absence received from Mayor K Mair for four weeks during June and July 2025, from Cr J Edinger for two weeks during July 2025, from Cr K Wheatland for three weeks in August 2025 and from Cr S Green for one week in July 2025.

At 6:55pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

9 CONFIRMATION OF MINUTES

9.1 Ordinary Meeting Of The Council – 20 May 2025

COUNCIL RESOLUTION

At 6:56pm Cr K Wheatland moved, seconded Cr T Lee

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

At 6:56pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

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

COUNCIL RESOLUTION

At 6:56pm Cr K Wheatland moved, seconded Cr T Fitzgerald

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

At 6:56pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

9.3 Notes Of Agenda Briefing Forum – 10 June 2025

COUNCIL RESOLUTION

At 6:56pm Cr J Edinger moved, seconded Cr S Green

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

At 6:56pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

10 NEW BUSINESS OF AN URGENT NATURE

Nil.

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

That the meeting may close to members of the public, if required, to allow for items with attachments deemed confidential in accordance with Section 5.23(c) of the *Local Government Act 1995* to be discussed behind closed doors.

At 6:56pm, the Presiding Member advised that the following items have been identified as containing confidential information:

- C25/288 RFT242512 - Restricted Tender Supply & Implementation of a Customer Experience, Relationship & Request Management Platform (Confidential Attachment); and
- E25/71 Moreau Mews Town Square Public Open Space Development (Confidential Attachment); and
- 15.1 Notice of Recission Motion – Removal of Street Tree – 21 Ferguson Street, Alfred Cove (Confidential Attachment)

CONFIRMED

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 AND COUNCIL RESOLUTION (12.1)

At 6:58pm Cr S Green moved, seconded Cr D Lim

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

At 6:58pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

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.

CONFIRMED

13 ADOPTION OF RECOMMENDATIONS EN BLOC

COUNCIL RESOLUTION

At 6:58pm Cr T Fitzgerald moved, seconded Cr K Wheatland

That the recommendations for:

- **C25/283 - Common Seal June 2025**
- **C25/285 - Schedule of Accounts Paid for April 2025**

be carried En bloc

At 6:59pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (12/0)

CONFIRMED

14 REPORTS

Items Brought Forward

At 6:59pm, the Presiding Member brought forward item E25/71 Moreau Mews Town Square Public Open Space Development for the convenience of those in the public gallery.

At 7:00pm, the Presiding Member advised the Council that an officer advice note in relation to the alternative motion was distributed to Elected Members on Friday, 13 June 2025 and forms part of the attachments. Officer Advice Note

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:	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.

CONFIRMED

SUMMARY

- 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 Road, as this building is no longer required for community or engagement purposes.**

Alternative Motion

At 7:00pm Cr J Edinger moved, seconded Cr G Barber

That the Council:

1. **Endorse the Moreau Mews Alternative concept plan (Attachment 6) for the Moreau Mews Town Square Public Open Space;**
2. **Adopts, by absolute majority decision, the budget of $150,000 in the 2025/2026 Financial Year to proceed to the detailed design phase of the project; and**
3. **Endorse the progression to demolition of 50-52 Kishorn Road, as this building is no longer required for community or engagement purposes.**

CONFIRMED

At 7:06pm, Ms R Theunissen left the meeting and did not return.

Amendment

At 7:12pm Cr K Wheatland moved, seconded Cr T Fitzgerald

That point 1 of the Alternative Motion With Notice be amended to include the following at the end

"subject to the final design incorporating provisions for temporary vehicle access and parking to support community events including loading zones, accessible (disability) parking bays and access to services (e.g. power connections), without formalising a permanent parking area:"

At 7:31pm, the mover and seconder consented to deleting the word including and replacing it with the words *"with consideration to inclusions like".*

Amendment

COUNCIL RESOLUTION

At 7:12pm Cr K Wheatland moved, seconded Cr T Fitzgerald

That point 1 of the Alternative Motion With Notice be amended to include the following at the end

"subject to the final design incorporating provisions for temporary vehicle access and parking to support community events with consideration to inclusions like loading zones, accessible (disability) parking bays and access to services (e.g. power connections), without formalising a permanent parking area:"

At 7:33pm the Presiding Member declared the motion.

CARRIED (8/4)

Yes (8): Mayor K Mair, Crs Tomas Fitzgerald, Nicole Robins, Jennifer Spanbroek, Karen Wheatland, Matthew Woodall, Scott Green and Terry Lee

No (4): Crs Glynis Barber, Jane Edinger, Clive Ross and Daniel Lim

CONFIRMED

Substantive Motion as Amended

At 7:00pm Cr J Edinger moved, seconded Cr G Barber

That the Council:

1. **Endorse the Moreau Mews Alternative concept plan (Attachment 6) for the Moreau Mews Town Square Public Open Space, subject to the final design incorporating provisions for temporary vehicle access and parking to support community events with consideration to inclusions like loading zones, accessible (disability) parking bays and access to services (eg power connections), without formalising a permanent parking area;**
2. **Adopts, by absolute majority decision, the budget of $150,000 in the 2025/2026 Financial Year to proceed to the detailed design phase of the project; and**
3. **Endorse the progression to demolition of 50-52 Kishorn Road, as this building is no longer required for community or engagement purposes.**

Amendment

COUNCIL RESOLUTION

At 7:33pm Cr M Woodall moved, seconded Cr T Fitzgerald

Add an additional point 4 be included to read "Requests the CEO to investigate options for converting Moreau Mews/Kishorn Road into a one-way street with additional street parking where feasible."

At 7:39pm the Presiding Member declared the motion.

CARRIED (11/1)

Yes (11): Mayor K Mair, and Crs Tomas Fitzgerald, Glynis Barber, Jane Edinger, Nicole Robins, Clive Ross, Jennifer Spanbroek, Karen Wheatland, Matthew Woodall, Daniel Lim and Terry Lee

No (1): Cr Scott Green

CONFIRMED

Substantive Motion as Amended

COUNCIL RESOLUTION

At 7:00pm Cr J Edinger moved, seconded Cr G Barber

That the Council:

4. **Endorse the Moreau Mews Alternative concept plan (Attachment 6) for the Moreau Mews Town Square Public Open Space subject to the final design incorporating provisions for temporary vehicle access and parking to support community events with consideration to inclusions like loading zones, accessible (disability) parking bays and access to services (eg power connections), without formalising a permanent parking area:;**
5. **Adopts, by absolute majority decision, the budget of $150,000 in the 2025/2026 Financial Year to proceed to the detailed design phase of the project; and**
6. **Endorse the progression to demolition of 50-52 Kishorn Road, as this building is no longer required for community or engagement purposes.**
7. **Requests the CEO to investigate options for converting Moreau Mews/Kishorn Road into a one-way street with additional street parking where feasible.**

At 7:52pm the Presiding Member declared the motion.

The vote being EQUAL the Chair exercised their Casting Vote in AGAINST the Motion. (6/7). An absolute majority was not achieved, the motion was declared LOST

Yes (6): Crs Tomas Fitzgerald, Glynis Barber, Jane Edinger, Clive Ross, Daniel Lim and Terry Lee

No (6): Mayor Katy Mair, Crs Nicole Robins, Jennifer Spanbroek, Karen Wheatland, Matthew Woodall and Scott Green

At 7:54pm, the Presiding Member adjourned the meeting.

At 8:09pm, the Presiding Member resumed the meeting.

CONFIRMED

OFFICER RECOMMENDATION

At 8:11pm Cr S Green moved, seconded Cr N Robins

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 Road, as this building is no longer required for community or engagement purposes.**

Amendment

COUNCIL RESOLUTION

At 8:27pm Cr K Wheatland moved, seconded Cr M Woodall

That the officer recommendation be amended by, including a new point a & b to point 1 to read:

1. **Endorse the recommended concept plan for Moreau Mews Town Square Public Open Space (Attachment 5):**
    a. **with the consideration of removal and replacement of the 35 car parking bays with the consideration of inclusion of a non-dedicated overflow parking area, with a request that the detailed design investigate only environmentally sensitive surface treatments (e.g. semi-permeable or grass-reinforced systems) that preserve the open space character, support healthy ground cover, and avoid the use of traditional hardstand or concrete car park infrastructure; and**
    b. **Incorporation of functional event and community use requirements, including consideration of:**
        - **Loading and service vehicle access**
        - **Accessible (disability) parking bays**
        - **Connection points for services such as power and water**
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 Road, as this building is no longer required for community or engagement purposes.**

At 8:43pm the Presiding Member declared the motion.

LOST (3/9)

Yes (3): Mayor Katy Mair, Crs Karen Wheatland and Matthew Woodall

No (9): Crs Tomas Fitzgerald, Glynis Barber, Jane Edinger, Nicole Robins, Clive Ross, Jennifer Spanbroek, Daniel Lim, Scott Green and Terry Lee

CONFIRMED

OFFICER RECOMMENDATION

At 8:11pm Cr S Green moved, seconded Cr N Robins

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 Road, as this building is no longer required for community or engagement purposes.**

At 8:49pm the Presiding Member declared the motion.

LOST (5/7)

Yes (5): Mayor Katy Mair, Crs Nicole Robins, Karen Wheatland, Matthew Woodall and Scott Green

No (7): Crs Tomas Fitzgerald, Glynis Barber, Jane Edinger, Clive Ross, Jennifer Spanbroek, Daniel Lim and Terry Lee

Change of Decision Motion in accordance with clause 15.1 and 15.2 of the *City of Melville Local Government (Meeting Procedures) Local Law 2022.*

COUNCIL RESOLUTION

At 8:57pm Cr T Fitzgerald moved, seconded Cr J Edinger, Cr G Barber, Cr J Spanbroek and Cr D Lim

That the Council change the decision in relation to item E25/71 Moreau Mews Town Square Public Open Space Development made at 7:52pm at the 17 June 2025 Ordinary Meeting of Council.

At 8:58pm the Presiding Member declared the motion.

CARRIED BY ABSOLUTE MAJORITY (8/4)

Yes (8): Crs Tomas Fitzgerald, Glynis Barber, Jane Edinger, Clive Ross, Jennifer Spanbroek, Karen Wheatland, Daniel Lim and Terry Lee

No (4): Mayor Katy Mair, Crs Nicole Robins, Matthew Woodall and Scott Green

CONFIRMED

Substantive Motion as Amended

COUNCIL RESOLUTION (E25/71)

At 8:59pm Cr J Edinger moved, seconded Cr G Barber

That the Council:

1. **Endorse the Moreau Mews Alternative concept plan (Attachment 6) for the Moreau Mews Town Square Public Open Space subject to the final design incorporating provisions for temporary vehicle access and parking to support community events with consideration to inclusions like loading zones, accessible (disability) parking bays and access to services (eg power connections), without formalising a permanent parking area;**
2. **Adopts, by absolute majority decision, the budget of $150,000 in the 2025/2026 Financial Year to proceed to the detailed design phase of the project; and**
3. **Endorse the progression to demolition of 50-52 Kishorn Road, as this building is no longer required for community or engagement purposes.**
4. **Requests the CEO to investigate options for converting Moreau Mews/Kishorn Road into a one-way street with additional street parking where feasible.**

At 9:03pm the Presiding Member declared the motion.

CARRIED BY ABSOLUTE MAJORITY (8/4)

Yes (8): Crs Tomas Fitzgerald, Glynis Barber, Jane Edinger, Clive Ross, Jennifer Spanbroek, Karen Wheatland, Daniel Lim and Terry Lee

No (4): Mayor Katy Mair, Crs Nicole Robins, Matthew Woodall and Scott Green

Reasons for the Alternative Motion

Objective

- To construct 100% public open space so as to comply with the Council resolution made in relation to UP23/4033 – Canning Bridge Public Open Space Option Analysis Report, “That Council … with regard to the City owned land at … 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.”
- To ensure that the maximum amount of POS is provided within the Moreau Mews Town Square site.

Benefit

- Removing the construction of the car park will result in an immediate cost saving of approximately $350,000 (based on comments provided by the Director of Environment and Infrastructure in the EMB dated 6 June 2025).

Potential Risks

- People wishing to use the park are unable to find parking immediately adjacent to the park.

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

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)

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

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 woks would need to be undertaken in future years.

CONFIRMED

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.

CONFIRMED

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.

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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.

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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 then 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.

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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.

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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.

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At 9:04pm, the Presiding Member brought forward item CD25/45 Leeming Recreation Centre – Needs Analysis for the convenience of those in the public gallery.

At 9:04 pm, Cr J Edinger left the meeting.

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.

SUMMARY

- 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 AND COUNCIL RESOLUTION (CD25/45)

At 9:04pm Cr J Spanbroek moved, seconded Cr M Woodall

That the Council:

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

At 9:04pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

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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.***

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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

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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.

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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.

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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.

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- 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.

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- 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.

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- 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.

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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

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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.

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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.

CONFIRMED

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.

CONFIRMED

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 pursuit 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.

CONFIRMED

At 9:05pm, the Presiding Member brought forward item C25/287 Consideration and Adoption of the 2025-2026 Budget.

At 9:05pm, the Presiding Member advised the Council that an officer advice note in relation to the alternative motion was distributed to Elected Members on Friday, 13 June 2025 and will form part of the minutes. Officer Advice Note

At 9:05 pm, Cr J Edinger returned to the meeting.

At 9:05 pm, Cr M Woodall left the meeting.

At 9:06 pm, Cr K Wheatland left the meeting.

At 9:10 pm, Cr M Woodall returned to the meeting.

At 9:11 pm, Cr K Wheatland returned to the meeting.

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:	*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.*
Attachments:	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
Attachments to the Minutes	1. Alternative Attachment 1 2. Alternative Attachment 3 3. Officer Advice Note

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.

CONFIRMED

SUMMARY

- 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.

CONFIRMED

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.

CONFIRMED

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

a. 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*.

b. 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*.

c. a credit card surcharge of 0.6% to apply in 2025-2026.

CONFIRMED

13. The following Interest Charge on Money Owing to Local Government

a. 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.

b. 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.

c. the interest charges outlined in recommendations 1 and 2 will not apply where the account outstanding is $50.00 or less.

d. 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.

Alternative Motion

At 9:06pm Cr C Ross moved, seconded Cr D Lim

That the Council notes:

1. The 2025-2026 Ratepayer Profile as detailed in Alternative Attachment 1 (3.5% rate increase) 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.

4. That the budget allocation for the proposed footpath at Dunvegan Road, Applecross has been removed from the Capital Works Program.

That the Council adopts by Absolute Majority Decision:

5.1 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, which includes a reduction to the transfer to the Infrastructure Asset Management Reserve by $548,540, as detailed in Alternative Attachment 3 (3.5% rate increase) Municipal Budget 2025-2026.

CONFIRMED

5.2 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.

5.3 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

7.581514 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 $1,484.62 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

9.340458 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 $1,203.68 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.

5.4 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.

5.5 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 $601.84 each, it being noted that the total value of this concession is approximately $34,305.

b. Melville Glades Golf Club - 100% concession from general rates, it being noted that the value of this concession amounts to approximately $15,203.

5.6 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.

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

CONFIRMED

6. 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.

7. 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 Alternative Attachment 3 (3.5% rate increase) Municipal Fund Budget 2025-2026.

8. The 2025-2026 Reserve Accounts (Fund) Budget as detailed in Alternative Attachment 3 (3.5% rate increase) 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.

9. The 2025-2026 Schedule of Fees and Charges, included in Alternative Attachment 3 (3.5% rate increase) 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).

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11. 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 Alternative Attachment 3 (3.5% rate increase) Municipal Fund Budget 2025-2026.

12. 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.

CONFIRMED

13. The following Administration and Interest Charge for Rates and Services Charges

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b. 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*.

c. a credit card surcharge of 0.6% to apply in 2025-2026.

14. The following Interest Charge on Money Owing to Local Government

a. 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.

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c. the interest charges outlined in recommendations 1 and 2 will not apply where the account outstanding is $50.00 or less.

d. the Chief Executive Officer be granted delegated authority to determine which category a par ticular debt falls within.

That the Council resolves:

15. 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.

16. 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.

CONFIRMED

Amendment

COUNCIL RESOLUTION

At 9:19pm Cr M Woodall moved, seconded Cr T Fitzgerald

That the motion be amended by:

5. Including a new point 15 to read:

***"15. That Alternative Attachment 3 (3.5% rate increase) Municipal Budget 2025-2026 are amended such that Elected Member Allowances and Sitting Fees are paid as per the Salaries and Allowances Tribunal's determination of 5 April 2024."*; and**

6. Updating the remaining numbers to read in sequential order; and

7. Authorises the CEO to update the Statutory Budget Statements (as required by the *Local Government (Financial Management) Regulations 1996*) to reflect the above amendments, including adjustments to:

- **Statement of Comprehensive Income (by Nature or Type);**
- **Statement of Cash Flows;**
- **Statement of Financial Activity; and**
- **Notes to and Forming Part of the Budget**

At 9:42pm the Presiding Member declared the motion.

LOST (5/7)

Yes (5): Crs Tomas Fitzgerald, Nicole Robins, Jennifer Spanbroek, Matthew Woodall and Scott Green

No (7): Mayor Katy Mair Crs Glynis Barber, Jane Edinger, Clive Ross, Karen Wheatland, Daniel Lim and Terry Lee

Alternative Motion

COUNCIL RESOLUTION

At 9:06pm Cr C Ross moved, seconded Cr D Lim

That the Council notes:

1. The 2025-2026 Ratepayer Profile as detailed in Alternative Attachment 1 (3.5% rate increase) 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).

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4. That the budget allocation for the proposed footpath at Dunvegan Road, Applecross has been removed from the Capital Works Program.

CONFIRMED

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CONFIRMED

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

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9. The 2025-2026 Schedule of Fees and Charges, included in Alternative Attachment 3 (3.5% rate increase) 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).

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4th and final instalment due date	**6 March 2026**

11. 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 Alternative Attachment 3 (3.5% rate increase) Municipal Fund Budget 2025-2026.

12. 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.

CONFIRMED

13. The following Administration and Interest Charge for Rates and Services Charges

a. 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*.

b. 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*.

c. a credit card surcharge of 0.6% to apply in 2025-2026.

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b. 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.

c. the interest charges outlined in recommendations 1 and 2 will not apply where the account outstanding is $50.00 or less.

d. the Chief Executive Officer be granted delegated authority to determine which category a particular debt falls within.

That the Council resolves:

15. 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.

16. 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.

At 10:04pm the Presiding Member declared the motion.

LOST (5/7)

Yes (5): Crs Jane Edinger, Clive Ross, Matthew Woodall, Daniel Lim and Terry Lee

No (7): Mayor K Mair Crs Tomas Fitzgerald, Glynis Barber, Nicole Robins, Jennifer Spanbroek, Karen Wheatland and Scott Green

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OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C25/287)

At 10:04pm Cr T Fitzgerald moved, seconded Cr S Green

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.

CONFIRMED

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).

CONFIRMED

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

a. 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*.

b. 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*.

c. a credit card surcharge of 0.6% to apply in 2025-2026.

13. The following Interest Charge on Money Owing to Local Government

a. 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.

b. 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.

c. the interest charges outlined in recommendations 1 and 2 will not apply where the account outstanding is $50.00 or less.

d. the Chief Executive Officer be granted delegated authority to determine which category a particular debt falls within.

CONFIRMED

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.

At 10:27pm the Presiding Member declared the motion.

CARRIED BY ABSOLUTE MAJORITY (7/5)

Yes (7): Mayor K Mair, Crs Tomas Fitzgerald, Glynis Barber, Jane Edinger, Jennifer Spanbroek, Karen Wheatland and Scott Green

No (5): Crs Nicole Robins, Clive Ross, Matthew Woodall, Daniel Lim and Terry Lee

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.

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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

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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.

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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.

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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).

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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

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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 LTFP, 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

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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.

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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.

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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.

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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.

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

At 10:29 pm, Cr C Ross left the meeting and did not return.

Procedural Motion

COUNCIL RESOLUTION

At 10:30pm Cr N Robins moved, seconded Cr J Edinger

That the Council defer the items:

- **C25/280 New Council Policy – External Committee Members; and**
- **C25/287 Policy Review – CP-023 Procurement Policy; and**
- **UP25/71 Policy Review – CP-114 Compliance and Enforcement Policy; and**
- **M25/52 City of Melville Corporate Business Plan 2025-2029 – Annual Review; and**
- **C25/282 2025 Annual Review of Delegations, Authorisations and Appointments; and**
- **C25/284 Investment Statements for April 2025; and**
- **C25/286 Statements of Financial Activity for April 2025; and**
- **C25/288 RFT242512 Restricted Tender Supply & Implementation of a Customer Experience, Relationship & Request Management Platform; and**
- **CD25/46 Proposed Parking Station – Former Bridge Club Location (788, 790, 792 & 794 Canning Highway, Applecross); and**
- **15.1 Notice of Recission Motion – Removal of Street Tree – 21 Ferguson Street, Alfred Cove**

to the Special Meeting of Council to be held on Wednesday, 25 June 2025.

At 10:33pm the Presiding Member declared the motion.

CARRIED (10/1)

Yes (10):	Mayor Katy Mair, Crs Tomas Fitzgerald, Glynis Barber, Jane Edinger, Nicole Robins, Karen Wheatland, Matthew Woodall, Daniel Lim, Scott Green and Terry Lee
No (1):	Cr Jennifer Spanbroek

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.

SUMMARY

- The *Local Government Amendment Bill 2024* 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 *Local Government Act 1995* 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).

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF COUNCIL

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*.

CONFIRMED

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 and 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.

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

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.

SUMMARY

- 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.

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF COUNCIL

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 it 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.

CONFIRMED

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.

CONFIRMED

- **Allow Officers to obtain only one quote from an Aboriginal Business up to $50,000.**

  This will better support the Stretch Reconciliation Action Plan approved by Council by encouraging Officers to buy from Aboriginal Businesses.

- **Allow gift cards to compensate First Nation individuals for advice or services rendered to the City.**

  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 First Nation individuals for advice or services rendered to the City

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.

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

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. Advise 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 additional amendments have been made and are highlighted in the policy (Attachment 1).

CONFIRMED

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:	1. Draft Compliance and Enforcement Policy ⇩ 2. Comparison of Compliance and Enforcement Policies ⇩ 3. City of Melville Risk Matrix

COUNCIL'S ROLE

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

SUMMARY

- 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:

1. **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**
2. **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.**

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF COUNCIL

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.

CONFIRMED

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.

CONFIRMED

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.

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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.	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: • 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. Further to this, there are internal processes in place that City staff are required to abide by. These include internal Customer Service

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		Standards and the City's Code of Practice.
2	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. Concern that this policy will be used as the reason for even more processes and delays for the community when dealing with the City. This is a one size fits all Policy however there are differences in compliance issues ranging from Planning, Building, Parking, Dogs, Trees etc.	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. We believe that this Policy will not result in "business as usual" as the Policy is a new 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. 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. 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. 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. 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. 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

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		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. These procedures and guidelines will be prepared using the adopted Policy and will be operational in nature.
3	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.	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. 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. 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.
4	You noted that you were comfortable with including procedural information within the policy document.	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).
5	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 its duty of care and responsibilities towards	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.

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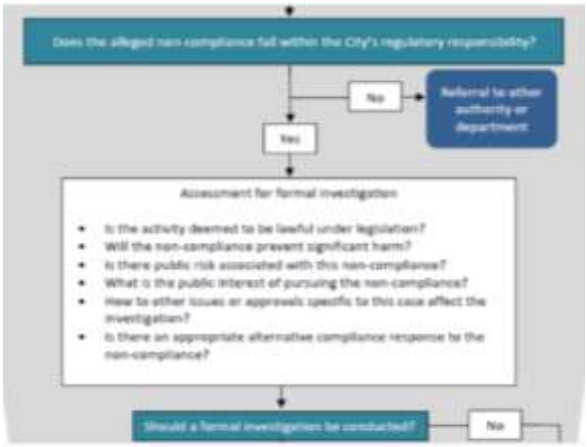
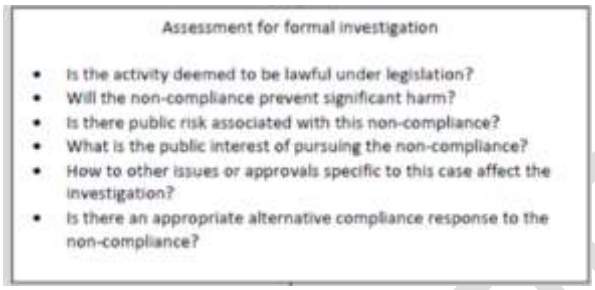
	both the community and employees.	
6	Additional Comments regarding the following draft Policy extract:  Proposed Compliance and Enforcement Policy  "Dot point 1. A complaint of non-compliance must require consideration of the alleged activity and then whether the activity itself is the alleged non-compliance or the activity is being conducted in a non-compliant manner. Building is an activity that falls within the authority of the City, Trespass or Assault is not. Building is lawful under the legislation provided that a Building Permit has been obtained and the conditions are being complied with. 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."	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. 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. Sentence 3 response: Agreed. Sentence 4 response: Agreed, on page 9 of the draft Policy it identifies Regulatory Assistance and states: *"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.* *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."* 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.
7	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? Surely the compliant activity should not have been approved in the first place if it would have placed anyone at risk of significant	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 is no inference to seek activity to be

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	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?	conducted in manner which does not comply. The final sentence states: "*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?"* 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.
8	Dot point 3 "Is there public risk …" 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.	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. 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.
9	Dot point 4. "What is the public interest…" 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 areas and the City refuses to take action other than to place small signs which are poorly located and easily ignored. Who	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.

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	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.	
10	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.	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. 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. 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. The City welcomes feedback from the community and other stakeholders that can assist with improving the City's performance and processes. 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.
11	Dot point 6. "Is there an alternative.." 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.	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.
12	Separation of powers - the existing policy makes clear that Elected Members are not exercising functions in relation to prosecutions, which is appropriate. The new	Agreed. Within the Policy statement a change has been made to reflect this feedback.

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	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.	Changes made now include the following: "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."
13	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.	Agreed, an Objective has been included in the draft Policy at point number 1 which states that: "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." The Section stated in the existing Policy that is referenced in the feedback states that: "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" 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.
14	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.	The statement within the draft Policy is introduced (policy page 13) with the following: "A prosecution may be discontinued where:…" The statement is worded in this manner to outline circumstances where a prosecution may be discontinued. It is not an exhaustive or absolute statement and is intended to provide the reader with an understanding of the sorts of reasons why a prosecution may be

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		discontinued by the City. Any decision to not proceed with a prosecution is made under delegation.
15	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.	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. 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."
16	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).	The City agrees that encouraging financially advantageous non-compliance is undesirable and not an outcome that is consistent with the Policy's objectives. 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".
17	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 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	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. 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. This is a relatively common occurrence, particularly with matters that members of the community are not regularly involved with. 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

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	similar risk exists for the city.	nature. If Council is of the view that this clarifying statement is not required within the Policy, the sentence can be restated from the existing: "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." to: "The Policy encapsulates the principles of natural justice and procedural fairness".

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

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- 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.

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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:	1. 2024-25 Corporate Business Plan - End of Year Projections Report (Summary) ⇩ 2. 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.

SUMMARY

- This report presents the Annual Review of the City of Melville Corporate Business Plan in accordance with Regulation 19DA(4) of *the Local Government (Administration) Regulations 1996.*
- 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.

OFFICER RECOMMENDATION

That the Council by absolute majority decision:

1. **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**
2. **Adopts the updated City of Melville Corporate Business Plan 2025-2029 (Attachment 2).**

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF COUNCIL

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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.

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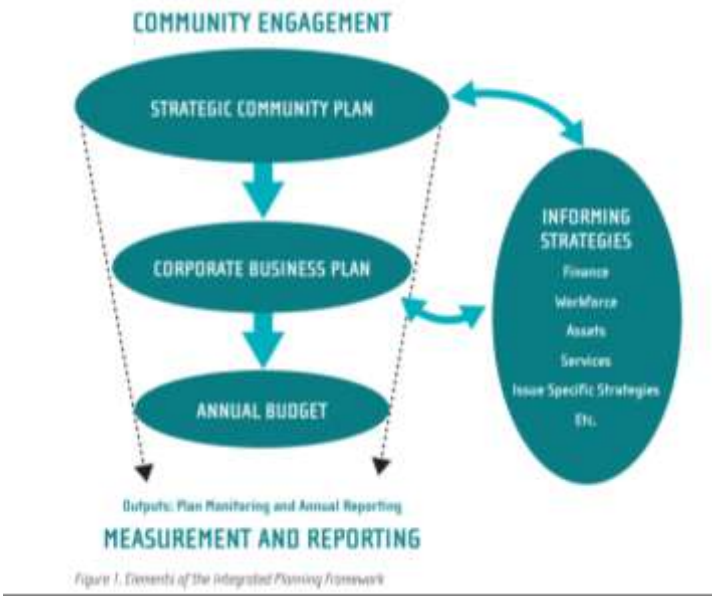

Figure 1. Elements of the Integrated Planning Framework

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.

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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 (LTFP).

The LTFP 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.

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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.

BRIEFING FORUM – FURTHER INFORMATION

This section is not applicable.

CONFIRMED

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.

SUMMARY

- Delegations made under the *Local Government Act 1995* 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.

OFFICER RECOMMENDATION

That the Council resolves by Absolute Majority Decision to:

1. **Endorse the 2025 review of statutory delegations, authorisations and appointments; and**
2. **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.**

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF COUNCIL

PURPOSE

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

CONFIRMED

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:

CONFIRMED

Amendments

Title	Amendment
All	• Minor typographical and format corrections made.
All	• Review date for each delegation to be updated.
All	• Updates to position titles to reflect current organisational structure
All	• 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	• Point 1(a) amended to reflect changes to the *Local Government Act 1995*
DA-007	• 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	• 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	• Addition of Executive Manager and Chiefs and Heads reporting to a director to list of sub-delegates.
DA-031	• Addition of Executive Manager and Chiefs and Heads reporting to a director, and addition of all Directors, to list of sub-delegates.
DA-032	• Addition of Manager Health Melville to list of sub-delegates. • Addition of Revenue Coordinator to list of sub-delegates.
DA-050	• 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	• The title and description have been updated to better reflect its purpose. • Addition of Service Lead – Community Safety Investigations to sub-delegates.
DA-054	• 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.

CONFIRMED

Title	Amendment
DA-062	• 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	• The title has been updated to better reflect its purpose and align with supporting policy.
DA-115	• Sub-delegates updated to revoke Manager Customer and Community Participation and replace with Manager Healthy Melville.
DA-103	• 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	• Sub-delegation to Director Corporate Services revoked. • Extended sub-delegation to Manager Development Approvals.
DA-126	• 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	• 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	• Addition of Service Lead – Community Safety Investigations to sub-delegates
DA-122	• Addition of Service Lead – Community Safety Investigations to sub-delegates
DA-073	• Statutory power to sub delegate updated to note that no sub-delegation power is provided for in the *Food Act 2008.*
DA-020	• 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	• 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.

CONFIRMED

Title	Amendment
DA-007C	• Amended to include Regulations 29A and 29B and new delegate, Head of Governance.
DA-008C	• Revoked sub-delegation to Manager Development Approvals. • Added delegation to Service Lead – Community Safety Investigations
DA-009C	• Revoked sub-delegation to Head of Community Safety and Service Lead – Community Safety Investigations.
CSA-Local-01	• 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	• 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 Loal 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	• 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	• Notice to Owner or Occupier Requiring Certain Actions to be Undertaken' – section 3.24 of the *Local Government Act 1995* 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	• Power to Carry Out Works on Private Land' – for the same reason as given above for DA-046.
DA-131	• 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

CONFIRMED

Title	Officer Comment
	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	• 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)].

CONFIRMED

- 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

CONFIRMED

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:

Yes, 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.

CONFIRMED

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.

CONFIRMED

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.

SUMMARY

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.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C25/283)

At 6:58pm Cr T Fitzgerald moved, seconded Cr K Wheatland

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.

At 6:59pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (12/0)

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:

CONFIRMED

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.

CONFIRMED

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

This item was brought forward in the agenda for the convenience of those in the public gallery – please see page 58.

CONFIRMED

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.

SUMMARY

- 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.

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF COUNCL

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.

CONFIRMED

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	

CONFIRMED

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*

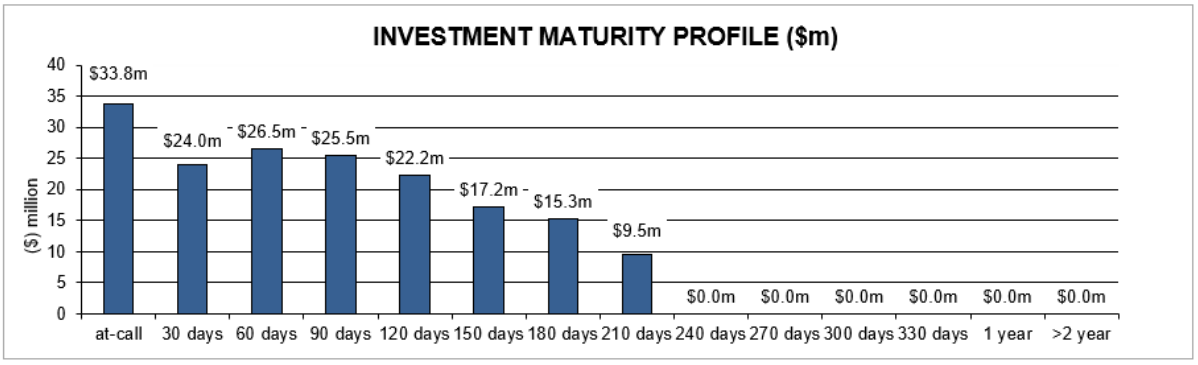
The City's investments were invested within the limits allowed within each category rating for April 2025.

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.

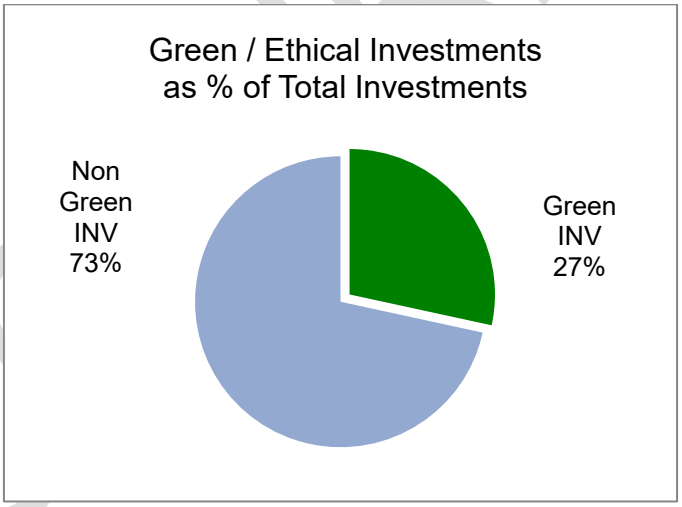
Additionally, the City maintains a balanced risk exposure, diversifying investments within shorter timeframes to mitigate financial and interest rate risks.

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.

CONFIRMED

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 oversighted 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*.

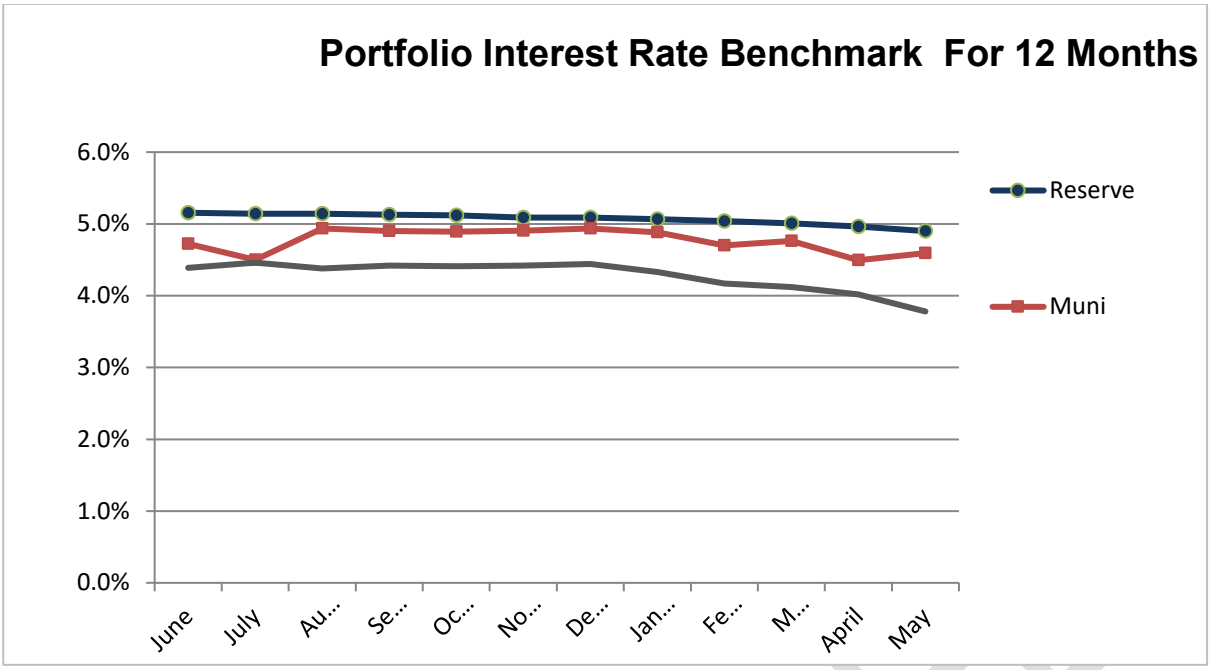
FINANCIAL IMPLICATIONS

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%.

CONFIRMED



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.

CONFIRMED

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:	1. Payment Details April 2025 ⇩ 2. Card Payment Details April 2025

COUNCIL'S ROLE

Information: For the Council / Committee to note.

SUMMARY

- 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 AND COUNCIL RESOLUTION (C25/285)

At 6:58pm Cr T Fitzgerald moved, seconded Cr K Wheatland

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).

At 6:58pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (12/0)

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.

CONFIRMED

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
Payments made under Delegated Authority DA-035

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***

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

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:	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.

SUMMARY

- 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.

CONFIRMED

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).**

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF COUNCIL

CONFIRMED

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%*

CONFIRMED

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.

CONFIRMED

(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 sub-regulation (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.

CONFIRMED

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.

SUMMARY

- 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:

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

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF COUNCIL

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.

CONFIRMED

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 qualitive 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

CONFIRMED

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.

They 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.

CONFIRMED

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 quired 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.

CONFIRMED

Community Development

CD25/45 Leeming Recreation Centre - Needs Analysis

This item was brought forward in the agenda for the convenience of those in the public gallery – please see page 44.

CONFIRMED

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.

SUMMARY

- 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.

CONFIRMED

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.**

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF COUNCIL

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

CONFIRMED

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 motorist 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:

- Appling parking restrictions between 8:00AM – 5:00PM Monday to Friday.
- Introducing a daily flat rate of $5 per day.

CONFIRMED

- 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.

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

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.

CONFIRMED

Environment and Infrastructure

E25/71 Moreau Mews Town Square Public Open Space Development

This item was brought forward in the agenda for the convenience of those in the public gallery – please see page 24.

CONFIRMED

Planning

Nil.

CONFIRMED

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, Alfed 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 Ferugson Street, Alfred Cove and that it be re-presented to Council.

DEFERRED TO 25 JUNE 2025 SPECIAL MEETING OF 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	J. Edinger
Cr C Ross	
Cr J Spanbroek	
Cr G Barber	
Cr T Lee	Glynis Barber

16 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

Nil.

17 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

Nil.

18 DECISION MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

19 CLOSURE

There being no further business to discuss, the Presiding Member declared the meeting closed at 10:33pm

CONFIRMED

External Committee Members

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

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

CONFIRMED

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.

CONFIRMED

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 a 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		**Item No.**
Ordinary Meeting of Council	XX/XX/XX	X24/XXX
Reviews		
Ordinary Meeting of Council	XX/XX/XX	X24/XXX

CONFIRMED

Procurement Policy

Policy Type: Council Policy **Policy Owner: Director Corporate Services**	**Policy No. CP- 023** **Last Review Date: 06 November 2024**

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~~le 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

~~Nil~~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.

CONFIRMED

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 it's 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

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)	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. * in line with the Purchase Card Procedure or Policy.
Over $1,000 and u~~U~~p to $10,000 (exclusive of GST)	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: • 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 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~~. * ~~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.
Over $10,000 and up to $50,000 (exclusive of GST)	~~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: 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~~. Where possible ~~With at least~~ one Quote should be obtained from a Local, Disability ~~Support~~ Enterprise or Aboriginal Business ~~(unless exemption provided by Procurement Team)~~. Only one written quotation is required for purchases through WALGA, Disability Entreprises, 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.
Over $50,000 and up to $250,000 (exclusive of GST)	~~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. Quotations within this threshold may be obtained from: • 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)	~~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, c~~Conduct a public Request for Tender or Request for Application to form a Panel process in accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996,* (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.

CONFIRMED

Purchase Value Threshold	Procurement Requirement
Emergency Purchases	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 *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken. 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. All emergency purchases must be approved by the Mayor or by the CEO under delegation and reported to the next available Council Meeting.

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.

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~~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~~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 4.6~~5~~ 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.

~~5.1.~~6.1. **Sustainable Procurement**

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 actionact 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.

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~~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.

~~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

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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.

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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*.

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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

Policy Type: Council Policy **Policy Owner: Chief Executive Officer**	**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**

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.

~~1.~~2. To ensure the City has access to adequate and reliable information necessary for the effective investigation of concerns.

~~2.~~3. To identify instances of non-compliance in a timely and accurate manner.

~~3.~~4. To facilitate the prompt resolution of non-compliance by bringing all parties into compliance within a reasonable timeframe.

~~4.~~5. To guarantee that procedural fairness is afforded to all affected parties throughout the enforcement process.

~~5.~~6. To ensure that compliance and enforcement actions are proportionate to the scope and severity of the issues being investigated.

~~6.~~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.

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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

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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.

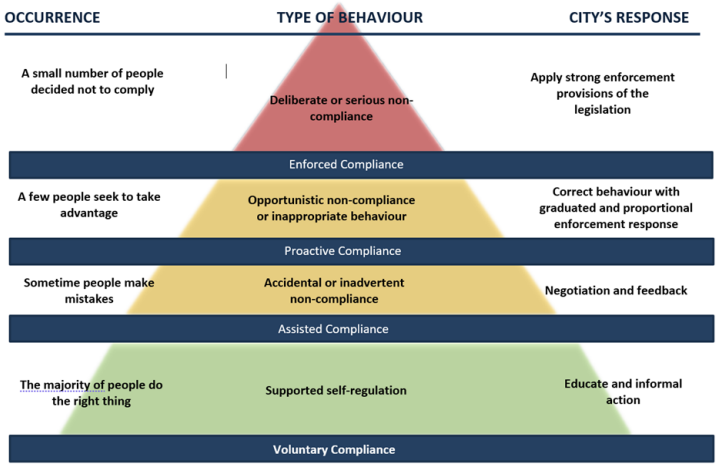

Diagram: City of Melville's Enforcement progression

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.

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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.

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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

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Any compliance issue falling outside the jurisdiction of the City will be referred to the relevant authority for action, and the complainant will be advised accordingly. No further action will be able to be taken by the City in these circumstances.

Where a compliance issue falls partly within the jurisdiction of the City and partly within the jurisdiction of another authority, that part falling within City's jurisdiction will be dealt with in accordance with this policy, and that part falling outside the City's jurisdiction will be referred to the relevant authority for action, and the complainant will be advised accordingly.

Compliance Options

To effectively manage non-compliance matters, the City of Melville employs a comprehensive range of compliance options. These options are designed to address various levels of non-compliance through a structured and gradual approach that ranges from educational measures to enforcement actions. Below is an overview of the key compliance strategies utilised by the City.

- No Action
  Appropriate when the issue is outside of Council's area of operation or jurisdiction; is trivial in nature, pursuit is not in the public interest or where there is no breach of the relevant legislation.

Voluntary Compliance

- Education
  Used as a tool to enhance compliance by informing businesses and the public about their legislative and other requirements, and the community impacts of their behaviour.

- Informal Action
  Informal verbal or written advice or warning may be used when the offender's history suggests that informal action may be effective or when the consequences of non-compliance will not pose a significant risk to public health or nuisance to the community.

Proactive & Assisted Compliance

- Negotiation
  Negotiations may foster relationships, build trust and demonstrate reasonableness to the community. Negotiation can often be the least time-consuming approach in achieving an acceptable outcome, however, it is dependent upon the seriousness of the breach and willingness of the offender to comply. Negotiation cannot always be relied upon to achieve the desired outcome.

- Mediation
  Mediation may be used in accordance with the Neighbour Dispute Mediation Policy. The City may choose to suspend compliance action or defer decision making on a matter where the relevant parties have agreed to attempt mediation

- Regulatory Assistance
  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.

  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.

Enforced Compliance

Enforcement tools are more formal in nature and generally impose a penalty for non-compliance. These options are designed to ensure compliance are statutory based tools, where their use is restricted to Authorised Officers and a prescribed process. All enforcement options that are available to the City will be utilised in accordance with the severity and consequences of the alleged offence and will be applied in a graduated manner.

The enforcement tools available to the City include:

Formal Letters

The City uses formal letters as an essential compliance tool to provide clear communication regarding alleged non-compliance, required actions, and potential enforcement consequences.

Formal letters may include, but are not limited to:

- Warning Letters – Issued where a minor or first-time offence has been identified, advising the recipient of the non-compliance and requesting voluntary rectification within a specified timeframe.

- Request for Information Letters – Sent to obtain clarification or supporting documentation from property owners, occupiers, or businesses regarding suspected breaches of legislation.

- Notice of Investigation – Advises the recipient that the City is investigating a compliance matter and outlines the process and possible outcomes.

- Final Compliance Notices – Issued where initial warnings have not been adhered to, setting a strict deadline for compliance before escalation to statutory enforcement measures such as infringement notices, orders, or prosecution.

Where necessary, follow-up inspections or further communication will be undertaken to verify compliance and determine if additional enforcement action is required.

Statutory Notices

Relevant Statutory Notices will be used where there is a duty to do so in order to protect public health or community safety.

Notices require the recipient to comply with the terms of the Notice (such as work to be undertaken or the modification of activities) within the specified timeframe. In most cases the person receiving the Notice has a right of appeal to the State Administrative Tribunal (SAT).

Action in Default

The City will consider the use of this option (where provided for by legislation) to secure compliance with the requirements of Notices where the necessary works have not been carried out in accordance with the Notice. This action will be taken in consultation with the Chief Executive Officer and may require a court conviction and/or a decision of Council.

Orders and Directions

The City will consider the following options individually or collectively with other enforcement action as particular circumstances warrant. These Orders will generally apply where there has been a history of non-compliance by the recipient or there is a risk to the health or safety of the person or other members of the community.

Examples include:

- Prohibition Orders,
- Directions,
- Building Order and Emergency Building Order
- Enforcement Orders
- Prohibition Orders and Directions
- Works Order (Fire Control Order)
- Noise Abatement Orders; and
- Declaration of a Dangerous Dog.

This action will be taken in consultation with the Chief Executive Officer where appropriate.

Improvement Notices

Improvement Notices may be appropriate for repeated minor breaches of legislation or broad non-compliances. The following circumstances are likely to warrant an Improvement Notice:

- A failure to correct an identified problem after having been given reasonable opportunity to do so,
- Low confidence in the individual/organisation's performance; or
- A warning has been given for a similar offence.

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Infringement Notice

Infringement Notices may be appropriate for continued minor breaches of legislation or failure to comply with an Improvement Notice or Caution Notice. Infringement Notices may also be issued for a minor or common offences.

Seizure, Impounding and Destruction

Local governments have the authority to seize, impound and destroy items for the purposes of evidence collection and the protection of the public. This power is conferred within numerous legislation, including the *Dog Act 1976*, the *Public Health Act 2016*, *Tobacco Products Control Act 2006*, *Local Government Act 1995* and the *Environmental Protection Act 1986*. Seizure can only occur under certain circumstances as prescribed within the legislation and be undertaken by Authorised Officers and where applicable with the assistance of WA Police.

Warrants

The City recognises that certain enforcement actions may require obtaining a warrant to ensure lawful entry and compliance with due process. Where an Authorised Officer does not have immediate statutory authority to enter premises, a warrant will be sought in accordance with the applicable legislation.

A warrant may be required under the following circumstances:

- To enter private property where consent has been refused or is impracticable to obtain, and entry is necessary to investigate or enforce compliance.
- To seize equipment, or other materials that are relevant to an investigation.
- To undertake enforcement actions such as removing unlawful structures, dangerous goods, or hazardous materials that pose a risk to public safety.

Where a warrant is required, the City will apply to the appropriate authority, such as a Magistrate or Justice of the Peace, in accordance with the relevant legislative provisions. All applications for warrants must be supported by sufficient evidence demonstrating the necessity and proportionality of the action.

The City is committed to ensuring that any warrant execution is conducted lawfully, with due regard to procedural fairness, privacy, and minimal disruption to affected persons. Where necessary, the City may seek assistance from law enforcement agencies to execute a warrant safely and effectively.

Prosecution

A decision to prosecute must be in the public interest and approved according to delegation provisions. Any of the following circumstances are likely to warrant a prosecution:

- A flagrant breach of the law such that health, safety and welfare have been put at risk,
- A failure to correct an identified serious problem after having been given reasonable opportunity to do so,
- An activity or action that has significant impact or permanent impact
- An activity or action that may result in a commercial benefit to the alleged offender
- A failure to comply with the requirements of a Statutory Notice; or
- A history of similar offences.

Where circumstances warrant a prosecution, available evidence and information must be considered to enable a consistent, fair and objective decision to be made.

A prosecution may be discontinued where:

- In the opinion of the Delegated Officer, the appropriate level of compliance has been achieved, and/or it is no longer in the public interest to continue the prosecution of the offence,
- Where external guidance indicates that the discontinuation of an prosecution would be an appropriate pathway forward and in the interests of the City based on information available. ~~Legal advice received recommends discontinuation,~~
- The prosecution complaint is incorrect at law or there is an error in the charges,
- The prosecution involves an error of fact,
- The alleged offender is deceased or cannot be located; or
- In consultation with or following comments or recommendations made by the Court.

The below diagram illustrates the structured approach used by the City of Melville to manage and respond to reports of non-compliance, detailing the decision-making process from initial assessment through to potential enforcement actions.

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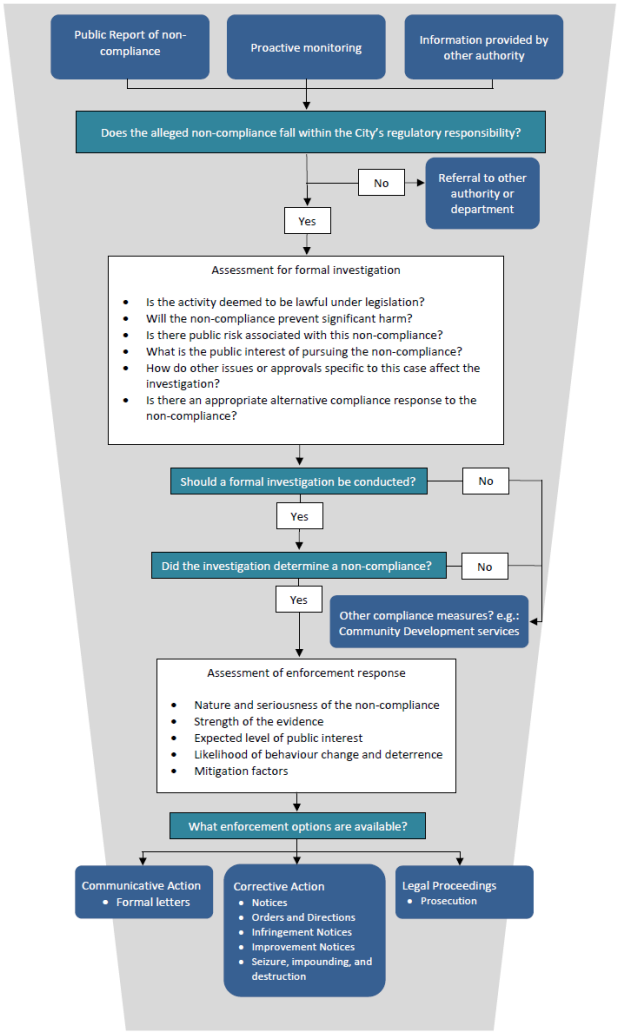

Diagram: City of Melville Compliance & Enforcement Approach

References that may be applicable to this Policy

Legislative Requirements:

Local Government Act 1995
Local Government (Miscellaneous Provisions) Act 1960
Building Act 2011
Bush Fires Act 1954
Caravan Parks 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 and
subsidiary legislation including local laws

Other Plans, Frameworks, Documents Applicable to Policy:

City of Melville Risk Matrix
CP-125 Neighbour Dispute Mediation Policy
City of Melville Codes of Conduct
Customer Service Charter
OP-42 Managing Unreasonable Behaviour Policy

Delegated Authority No:

ORIGIN/AUTHORITY	**Item No.**	
Insert name of Council Meeting	Insert date of meeting	Insert Item No.

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Reviews

Insert name of Council Meeting	Insert date of meeting	Insert Item No.

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Comparison of Compliance and Enforcement Policies

Category	Existing Policy	Draft Policy	Key Improvements
Objectives	Focuses on consistency and procedural fairness but lacks clear process steps.	Includes timely resolution, stakeholder engagement, and structured enforcement.	Clarifies compliance goals with structured objectives.
Scope	Applies broadly to compliance actions with listed legislation.	Expands scope to include elected members and contractors.	Better clarity on roles and responsibilities.
Governance Principles	Defines separation of powers but lacks a structured decision-making framework.	Introduces risk-based decision-making and aligns with EPIC values.	Aligns governance with City values and modern enforcement principles.
Compliance Approach	Mentions proactive vs reactive enforcement but lacks visual workflow.	Provides visual workflow and structured escalation steps.	More structured enforcement progression and transparency.
Guiding Principles	Focuses on fairness, consistency, and efficiency without a structured approach.	Adds cost-effectiveness, due process, and accountability.	Enhances enforcement consistency and fairness with clearer guidelines.
Enforcement Tools & Powers	Mentions notices, prosecution, and referrals but lacks enforcement escalation.	Clearly defines graduated enforcement tools (warnings, fines, orders, prosecution).	Provides structured enforcement steps, improving legal robustness.
Risk-Based Approach	Uses public interest criteria but lacks a structured risk assessment.	Introduces structured risk assessment and Melville Risk Matrix.	Ensures enforcement focuses on highest-risk cases.
Investigation Process	Defines investigation but lacks procedural breakdown and workflow.	Defines investigation process step-by-step, including anonymous complaints.	Strengthens investigation workflow and documentation standards.
Transparency & Communication	Ensures stakeholders are informed but doesn't define specific updates.	Outlines formal communication updates to stakeholders.	Improves public trust through structured communication.
Prosecution & Legal Actions	Defines prosecution as a last resort but lacks criteria for legal action.	Provides structured legal criteria for prosecution and case discontinuation.	Reduces unnecessary legal action with clear escalation criteria.

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Street Address: 10 Almondbury Road, Booragoon WA 6154 **Postal Address:** Locked Bag 1, Booragoon WA 6954
National Relay Service **Tel:** 133 677 (TTY) 1300 555 727 (speech relay) **www:** relayservice.com.au

ABN 81 152 433 900

City of Melville

Risk Matrix

Consequence ➔ / Likelihood ➔	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
	Financial & Economic: • Loss of up to $100k • Insignificant disruption to Economy of the region • No recognisable impact after project completion (scope, cost, schedule, stakeholder, outcomes) • Insurance – Supplier has no contact with the public or property; provides no professional advice	**Financial & Economic:** • Loss of $100k - $1m • Minor disruption to Economy of the region • Some compromise to scope, cost, schedule, stakeholders, or outcomes but project remains intact • Insurance – Supplier has little contact with the public or property; provides some professional advice	**Financial & Economic:** • Loss of $1m – $5m • Moderate disruption to Economy of the region • Project will not fully deliver in accordance with all requirements, but the result will be functional • Insurance – Supplier has contact with the public or property; provides professional advice	**Financial & Economic:** • Loss of $5m -$15m • Major disruption to Economy of the region • Project will be completed but scope, cost, schedule, stakeholder or outcomes will be substantially compromised • Insurance – Supplier has potential for causing serious injury or property damage; provides expert professional advice	**Financial & Economic:** • Loss greater than $15m (15% of the City's Annual Rates) • Catastrophic disruption to Businesses and Economy of the region • Project will fail to be completed or to deliver its outcomes or major objectives • Insurance – Supplier has potential for injury of multiple people or properties in one incident; expert professional advice will be relied upon
	Health, Safety & Environment: • Incident only no medical treatment required • An incident involving a child or young person where they are not harmed • Transient impact on the environment • Insignificant long-term aftereffects to the environment, resource consumption or climate change.	**Health, Safety & Environment:** • Minor physical or psychological injury or first aid treatment • Child or young person experiences harm which is minor • Small impact – no long-term effect on the environment • Minor long-term aftereffects to the environment, resource consumption or climate change.	**Health, Safety & Environment:** • Serious physical or psychological injury requiring medical treatment • Child or young person experiences harm • Small impact – long term recovery on the environment • Moderate long term aftereffects to the environment, resource consumption or climate change.	**Health, Safety & Environment:** • Life threatening physical or psychological injury or multiple serious injuries – hospitalization • Child or young person experiences harm which may be profound and have long term effects • Major impact – long term recovery on the environment • Major long-term aftereffects to the environment, resource consumption or climate change.	**Health, Safety & Environment:** • Death or permanent disability • Child or young person experiences harm which is profound and has long term effects • Irreversible harm on the environment • Catastrophic long-term aftereffects to the environment, resource consumption or climate change.
	Service Disruption & Compliance: • Business as usual (BAU) • Technical breach not subject to consequences	**Service Disruption & Compliance:** • Minor impact, easily managed, BAU • Minor breach of statutory or contractual obligations with request to comply	**Service Disruption & Compliance:** • Some objectives affected, BAU with minor controls • Significant breach of statutory or contractual obligations	**Service Disruption & Compliance:** • Some major objectives not achieved, reduced delivery • Major breach of statutory obligations resulting in fine or common law action by individual or group	**Service Disruption & Compliance:** • Most objectives not achieved, unable to deliver • Major breach of statutory obligations resulting in significant penalties
	Reputation, Political & Sustainability: • Insignificant adverse local community comment or complaint • Insignificant loss of community trust and decreased perception • Insignificant impact to multiple community groups (disruption or displacement) • Insignificant disruption to sense of community • Insignificant effects to future resilience.	**Reputation, Political & Sustainability:** • Minor media interest with low news profile e.g., local paper • Minor loss of community trust and decreased perception • Minor impact to multiple community groups (disruption or displacement) • Minor disruption to sense of community • Minor effects to future resilience.	**Reputation, Political & Sustainability:** • Public embarrassment, moderate news profile, internal ministerial involvement • Moderate loss of community trust and decreased perception • Moderate impact to multiple community groups (disruption or displacement) • Moderate disruption to sense of community • Moderate effects to future resilience.	**Reputation, Political & Sustainability:** • High news profile (including TV), third party action, public ministerial involvement • Major loss of community trust and decreased perception • Major impact to multiple community groups (disruption or displacement) • Major disruption to sense of community • Major effects to future resilience.	**Reputation, Political & Sustainability:** • Widespread national news profile, formal inquiry, possible government censure • Complete loss of community trust • Permanent loss of multiple community groups (disruption or displacement) • Complete loss of sense of community • Catastrophic effects to future resilience.
Almost Certain (5) All the controls associated with the risk are extremely weak and/or non-existent. Without control improvement there is almost no doubt whatsoever that the risk will eventuate	**Medium (5)**	**Medium (10)**	**High (15)**	**Extreme (20)**	**Extreme (25)**
Likely (4) Most of the controls associated with the risk are weak. Without control improvement it is more likely than not that the risk will eventuate	**Medium (4)**	**Medium (8)**	**High (12)**	**High (16)**	**Extreme (20)**
Possible (3) There are some controls that need improvement, however, if there is no improvement there is no guarantee the risk will eventuate	**Low (3)**	**Medium (6)**	**Medium (9)**	**High (12)**	**High (15)**
Unlikely (2) Most controls are strong with few control gaps. The strength of this control environment means that it is likely that the risk eventuating would be caused by external factors not known to the organisation	**Low (2)**	**Medium (4)**	**Medium (6)**	**Medium (8)**	**Medium (10)**
Rare (1) All controls are strong with no control gaps. The strength of this control environment means that, if this risk eventuates, it is most likely because of external circumstances outside of our control or foreseeable knowledge	**Low (1)**	**Low (2)**	**Low (3)**	**Medium (4)**	**Medium (5)**

Risk Rating	Risk Acceptance	Risk Acceptance Criteria	Responsibility	Reporting
Extreme Risk (20-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented, managed by ELT and subject to monthly monitoring.	Executive Leadership Team (ELT)	Immediately report to ELT
High Risk (12-16)	Accept & Treat	Risk acceptable with excellent controls, managed by MLT and subject to quarterly monitoring.	Management Leadership Team (MLT)	Immediately report to MLT
Medium Risk (4-10)	Accept & Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to annual monitoring.	Operational Leadership Team (OLT)	Report to OLT
Low Risk (1-3)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures.	Anyone	Report to Supervisor

NOT APPROVED

Council Plan for the Future 2024-2034:
Corporate Business Plan 2024-2028
2024-25 End-of-Year Report

Summary

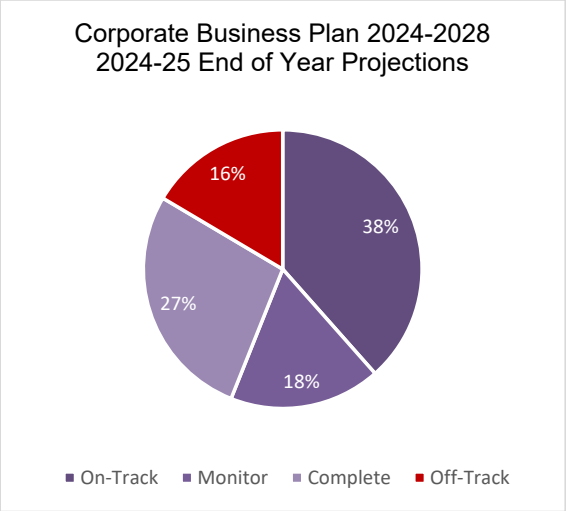
A total of 91 projects and programs are identified in the Corporate Business Plan 2024-28 for 2024-25 to support the achievement of the Council Plan outcomes and objectives.

At 2024-25 year-end, project and program delivery *projected* statuses as per Q4 phasing and milestones are as follows.

Program/ Project Status Definition:

- Complete: Project or program complete
- On-Track: Project or program progressing as planned and milestones achieved for quarter
- Monitor: Project or program not progressing as planned, requires monitoring
- Off-Track: Project or program not progressing as planned, requires support and intervention

Council Plan Outcomes	#	Complete	On-Track	Monitor	Off-Track
Healthy, Safe and Inclusive	33	8	17	1	7
Clean and Green	33	11	9	6	7
Sustainable and Connected Development	20	6	7	6	1
Vibrant and Prosperous	2	-	1	1	-
Good Governance and Leadership	3	-	1	2	-
Total	**91**	**25**	**35**	**16**	**15**
		84%			**16%**



Note: Project and program *projected* statuses have been considered as part of the Annual Review of the Corporate Business Plan 2024-2028.

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Reporting by Exception

The below provides specific details on the projects and programs projected not to progress as planned by 2024-25 year-end.

Q4 Milestone/s	Projected Status	Officer Comment
Healthy, Safe and Inclusive		
Service 11: Sport and Recreation		
Program/Project 12: Changeroom Upgrade – Alan Edwards St 1		
Project Phase: Planned start Q4. Milestone: June 2025 – RFQ for Architectural Consultancy.	**Off Track**	Officer Comment: Project is awaiting further consultation from the Clubs prior to design. In the meantime, site servicing audits including geotechnical studies and line location have been completed.
Program/Project 14: Changeroom Upgrade – Karoonda Reserve		
Project Phase: Procurement. Milestone: June 2025 – Complete construction.	**Off Track**	Officer Comment: Project is on hold pending further funding in the next financial year FY25/26. The project is Tender ready once further funding is available.
Program/Project 16: Changeroom Upgrade –Morris Buzacott		
Project Phase: Procurement. Milestone: June 2025 – Refurbishment works commence.	**Off Track**	Officer Comment: Project is on hold awaiting external funding opportunities (CSRFF).
Program/Project 17: Changeroom Upgrade – Peter Ellis		
Project Phase: Procurement. Milestone: June 2025 – Construction commences.	**Off Track**	Officer Comment: Project is on hold awaiting the outcomes of the Leeming Recreation Centre pre-feasibility study.
Program/Project 18: Changeroom Upgrade – Troy Park		
Project Phase: Design. Milestone: April 2025 – Commence detailed design.	**Off Track**	Officer Comment: Request for Tender for Troy Park detailed design is currently being advertised. There was a minor delay as the City embarked on a Request for Quotation process, however quotes came in over the Tender threshold.
Program/Project 24: Sporting infrastructure Renewal Program 1		
Project Phase: Planning. Milestone: Program projects progressing as per planned phasing for Q4.	**Off Track**	Officer Comment: Minor renewal of sporting infrastructure has taken place over the year. The remainder of funds will be used to renew the tennis facility at Jack Howson Reserve. Project is delayed due to a protracted community consultation now resolved, however this then led to contractor availability challenges.

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Q4 Milestone/s	Projected Status	Officer Comment
Program/Project 26: Southside BMX Facilities		
Project Phase: Construction. Milestone: June 2025 – Practical Completion.	**Off Track**	Officer Comment: Unforeseen delays in obtaining appropriate labour for the project has resulted in project delays. The project is now scheduled to be completed by late August 2025.
Clear and Green		
Service 15: Sustainability		
Program/Project 35: Renewable Energy Projects		
Program/Project 36: Renewable Energy Project (Solar PV Rollout Program 24-25)		
Program/Project 37: Renewable Energy Project (Zero Emission Project – Battery (BESS)		
Program/Project 38: Corporate Climate Capital Program		
Project Phase: Construction. Milestone: Complete construction and close out CEUF grant elements.	**Monitor**	Officer Comment: The outcome of a CEUF Grant application was lodged in April 2024 was announced in February 2025 - more than double the anticipated processing time. Following the successful outcome, negotiations of the grant agreement commenced with the CEUF grant provider however was paused on 14 April 2025 due to caretaker period for the Federal election. Since then, there has been no correspondence from the grant provider, and no known timeframe for the negotiations to re-commence and reach a conclusion so that the Energy Efficiency and Resilience Projects can begin. To address this uncertainty, the capital budget spending has been extended across the next 2 financial years (FY25/26 and FY26/27) to accommodate any further project delays.
Service 16: Natural Areas Management		
Program/Project 41: Majestic Boardwalk (Construction)		
Project Phase: Construction. Milestone: Construction continues with 80% of the refurbishment complete.	**Off-Track**	Officer Comment: Project was delayed due to an unsuccessful Tender process. The City has subsequently retendered successfully, and works will now commence in Q2 of the next financial year (FY25/26).
Program/Project 42: Foreshore Program		
Project Phase: Design. Milestone: Melville Beach Project Completed. The Esplanade and Blackwall Reach Projects in design phase for construction in 25/26FY.	**Monitor**	Officer Comment: Several projects have been completed with maintenance requirements ongoing. Remaining projects are at varying stages due to delays with Department of Biodiversity Conservation and Attractions (BDCA) Grants being approved, and managing Contractor availability due to

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Q4 Milestone/s	Projected Status	Officer Comment
		the delays.
Service 17: Parks and Streetscape Management		
Program/Project 50: Webber Reserve Redevelopment		
Project Phase: Construction. Milestone: Project Completed.	**Off-Track**	Officer Comment: The project has far exceeded the original timeline due to the complexity of the project with site challenges. Additionally, there a number of significant elements that require construction in a particular order, with the bulk of a carry forward to (FY25/26) linked to a path around the park which will be the last element of the project.
Program/Project 54: Playspace Renewal Program		
Project Phase: Construction. Milestone: Build stage 2 playgrounds.	**Off-Track**	Officer Comment: Several playspaces have been constructed. The remaining are under construction, with the completion of some of these projects expected to carry forward into Q1 of the next financial year (FY25/26).
Program/Project 55: Goolugatup Heathcote Lower Development Program		
Project Phase: Construction. Milestone: Construction completed.	**Off-Track**	Officer Comment: Construction is running behind due to design issues. Practical completion is due in July 2025.
Program/Project 56: Attadale Shops – Local Activity Centre Renewal Program		
Project Phase: Construction. Milestone: Construction completed.	**Off-Track**	Officer Comment: This project will not be complete this financial year due to issues in defining scope of work. Project will be a carried forward and completed in the next financial year (FY25/26).
Program/Project 57: Cultural Hub – City Centre Open Space		
Project Phase: Design. Milestone: Open Space deign in conjunction with the Cultural Hub.	**Off-Track**	Officer Comment: Linked to the Scentre Group Development which has been put on hold with a request to delay. Further decisions regarding the timing of design work is required before progressing further.
Program/Project 59: Kearns Crescent Riseley Activity Centre Renewal 24-25		
Project Phase: Design. Milestone: Present to Council.	**Monitor**	Officer Comment: A decision on the streetscape upgrade for Kearns Crescent is anticipated to be presented to Council in August of the next financial year (FY25/26).
Service 18: Resource Recovery and Waste Management		
Program/Project 65: Community Recycling Facility		
Project Phase: Planning. Milestone: Commence project.	**Off-Track**	Officer Comment: A Request for Proposal (RFP) process for the RRRC site remains pending. Finalisation of the briefing documentation

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Q4 Milestone/s	Projected Status	Officer Comment
		has been delayed due to increased operational demands, driven in part by ongoing staff shortages and unfilled vacancies. As a result, the RFP timeline will be deferred. Project is still going ahead.
Sustainable and Connected Development		
Service 24: Paths		
Program/Project 72: Paths – New/ Upgrade Program		
Project Phase: Construction. Milestone: Design and construction program complete.	**Monitor**	Officer Comment: Majority of program complete. Projects will carry forward into the next financial year FY25/26, due to consultation issues and western power delays.
Service 25: Traffic, and Road Safety		
Program/Project 73: Roads – Traffic Management Program - Upgrade and New		
Project Phase: Construction. Milestone: Construction complete.	**Monitor**	Officer Comment: Several projects have been impacted by Western Power delivery availability, however, the majority of projects were completed.
Service 28: Urban Planning		
Program/Project 78: Canning Bridge Activity Centre Plan Review		
Project Phase: Planning Milestone: Project Complete, follow up studies commenced	**Monitor**	Officer Comment: Draft report by consultants expected June 2025. Report will be presented to EMES and then Council (July/August) for endorsement. Upon endorsement the report will be forwarded to the WAPC to enable a decision on the CBACP review.
Program/Project 80: Myaree Master Plan		
Project Phase: Planning. Milestone: Implementation of Actions.	**Monitor**	Officer Comment: Graphic designer has completed updates to master plan reporting. To be presented to ELT and Council June/July 2025.
Program/Project 81: Riseley Activity Centre Plan Review		
Project Phase: Planning. Milestone: Appointment of consultants, project commencement.	**Monitor**	Officer Comment: Project scope being finalised. Matters required to be included in review now clarified with DPLH.
Program/Project 84: Preliminary community consultation (Local Planning Policy – Significant Trees)		
Project Phase: Planning. Milestone: Implementation of options determined by Council.	**Monitor**	Officer Comment: Further options workshop with Elected members scheduled for June 2025.

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Q4 Milestone/s	Projected Status	Officer Comment
Program/Project 85: Local Planning Policy – Sustainable Development		
Project Phase: Planning. Milestone: Planning commences.	**Off-Track**	Officer Comment: Policy opportunity and potential scope to be presented to a future EMES pending resource reprioritisation.
Vibrant and Prosperous		
Service 30: Strategic Land and Property Management		
Program/Project 86: Booragoon City Centre Strategic Property Management		
Project Phase: Planning. Milestone: Ongoing management of the conditions precedent set in the Land Exchange agreement between City of Melville and Westfield Booragoon (Centre Custodians Pty Ltd and Dexus Wholesale Property Limited).	**Monitor**	Officer Comment: A workshop was held on 8 May 2025 between Scentre Group and City staff to discuss early access to the proposed High Street. An in-principle agreement has been reached to proceed with a Deed of Variation (DoV) to accommodate this change. Work on finalising the DoV is currently progressing.
Good Governance and Leadership		
Service 38: Information Communication and Technology (ICT)		
Program/Project 88: Digital Strategy Capital Program		
Project Phase: Development/ Implementation. Milestone: Various milestones relating to individual projects and/or activities within the program.	**Monitor**	Officer Comment: The Digital Strategy Capital Program is on track and within budget tolerances. Work is currently being undertaken to develop a new Digital Strategy, with multiple workshops organised with key stakeholders across the City. This will inform new ICT priorities for the next 3 to 5 years.
Program/Project 89: Digital Strategy Operational Program		
Project Phase: Development/ Implementation. Milestone: Various milestones relating to individual projects and/or activities within the program.	**Monitor**	Officer Comment: The Digital Strategy Capital Program is on track and within budget tolerances. Work is currently being undertaken to develop a new Digital Strategy, with multiple workshops organised with key stakeholders across the City. This will inform new ICT priorities for the next 3 to 5 years.

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City of Melville

Council Plan for the Future

2024–2034

Part B:
Corporate Business Plan 2025 – 2029

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OVERVIEW

Part A: Strategic Community Plan

Message from the Mayor and CEO
Our Vision and Values
Integrated Planning and Reporting Framework
The Council Plan
Our City
Our Council
Strategic Impacts
Community Aspirations and Priorities
Our Strategic Community Plan 2024–2034

No amendment / revision

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Measurement and Reporting 31

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Our Corporate Business Plan 2025 – 2029

Over the next four years, the City of Melville will deliver the following services contributing to the achievement of our community's aspirations and priorities.

OUTCOMES

Healthy, Safe and Inclusive	**Clean and Green**	**Sustainable and Connected Development**	**Vibrant and Prosperous**	**Good Governance and Leadership**

SERVICES

• Community development - people • Neighbourhood centres and community capacity building • Libraries • Arts, culture and events • Museums and cultural precincts • Community safety • Community safety mobile patrol service • Ranger services • Public health • Sport and recreation • LeisureFit • Point Walter Reserve and Golf Course	• Sustainability • Natural areas management • Parks and streetscape management • Resource recovery and waste management	• Building services • Development compliance • Statutory planning services • Roads and transport infrastructure - roads and carparks • Roads and transport infrastructure - stormwater and drainage • Paths • Traffic, and road safety • City buildings project management • City buildings management • Strategic planning	• Strategic land and property management • Business development	• Community and stakeholder engagement • Customer experience • Asset management planning • Corporate strategy • Communications • Finance and risk • Information communications and technology • Governance • Internal audit • People and culture • Workplace health and safety • Fleet • Business support/ leadership/executive support • Advocacy and grants

In the sections that follow, our services and related projects and programs are described in more detail under the relevant outcome areas with links to key objectives. The information provided for each service includes a description of that service, workforce and budget information, as well as the operating and capital projects and programs that link to that service. Allocations for full-time equivalent workforce data (FTE) and costs are in line with the 2025-26 adopted Annual Budget.

CONFIRMED

Outcome 1:
Healthy, Safe and Inclusive

Healthy, safe and inclusive communities with a sense of belonging and wellbeing.

Objectives:

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.
1.5 Support sustainable sporting and community groups and volunteering.
1.6 Provide and facilitate lifelong learning opportunities.

Key	
FTE	Full Time Equivalent Positions
Cap	Capital Project
Op	Operating Project

Service	FTE	Net Cost 2025-26
01 Community Development – People	**9.08**	**$1,850,827**
Lead and support initiatives that strengthen community connectedness, belonging, and active participation across Melville, with a focus on equity, rights, and inclusion. This includes delivering strategic actions from the Youth, Disability, and Age-Friendly plans, coordinating volunteering and child safety programs, and managing the Community Based Transport Service.		

Sub-Services	**Informing Strategies / Plans**
• Youth Activities • Volunteer Melville • Access and Inclusion • First Nations Engagement and Reconciliation • Child Safety • Seniors	• Age Friendly Melville • Directions from Young People Strategy • Disability Access and Inclusion Plan • Reconciliation Action Plan

Projects

Men's Shed Modifications	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project aims to deliver a fit-for-purpose facility for the Men's Shed at the Hayden Court property. It will accommodate current needs and allow for future membership growth.	Cap	✓			
	Q1	Continue construction.			
	Q2	Finalise construction.			
	Q3	12-month Defects Liability period.			
	Q4	12-month Defects Liability period continues.			
2025-26 Project Budget	**$600,000**				

Service	FTE	Net Cost 2025-26
02 Neighbourhoods, Centres and Community Capacity Building	**5.51**	**$698,176**
Manage and activate community centres and spaces through collaborative programming, volunteer engagement, and community-led initiatives that foster connection and participation. Oversee grants, projects, financial counselling services, and provide support to license holders to enable inclusive,		

Service	FTE	Net Cost 2025-26
02 Neighbourhoods, Centres and Community Capacity Building	**5.51**	**$698,176**
responsive service delivery.		

Sub-Services	**Informing Strategies / Plans**
• Community Centre Management • Capacity Building – Local Not for Profit Organisations and Community Groups • Financial Counselling and Emergency Relief	• *Community Infrastructure Strategy** • *Social Infrastructure Plan**

**Strategy / Plan in development*

Projects

Blue Gum Community Centre Redevelopment	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will refurbish the Blue Gum Community Centre to meet current building compliance standards. It will also renew ageing assets and components that have reached the end of their useful life.	Cap	✓			
	Q1	Continue construction.			
	Q2	Construction is complete and the Centre is reopened to the public.			
	Q3	12-month Defects Liability period.			
	Q4	12-month Defects Liability period continues.			
2025-26 Project Budget	**$318,169**				

Programs

Program	**Type**	**2025-26 Program Budget**
Furniture and Equipment Program (Community Centres) (Part of program covering Services 02, 04, 06 and 13) This program covers the renewal, replacement, and upgrade of furniture and equipment across the City's libraries, museums, community centres, and leisure centres. It ensures these facilities remain functional, welcoming, and fit-for-purpose.	Cap	**$31,800**

Service	FTE	Net Cost 2025-26
04 Libraries	**35.83**	**$6,067,046**
Provide inclusive, vibrant spaces, information, and activities that promote literacy, support lifelong learning, and foster social connectedness and accessibility across the community.		

Sub-Services	**Informing Strategies / Plans**
• Life-long Learning Activities, Events and Programs • Reference, Information and Readers Advisory Service • Library Home Delivery Service • Library Centre Management • Library Collections	• *Library Technology Strategy**

**Strategy / Plan in development*

Projects

Library and Cultural Centre Development	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will deliver a state-of-the-art Library and Cultural Centre as part of the City's main street and cultural hub. It will include a modern library, A-Class Museum, multi-purpose meeting rooms, café,	Cap	✓	✓	✓	✓
	Q1	Detailed design on track and communicated with user groups.			
	Q2	Detailed design complete.			

CONFIRMED

Projects					
Library and Cultural Centre Development	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
and public open space.	**Q3**	Tender for construction is put together and advertised.			
	Q4	Tender is assessed and awarded for construction.			
2025-26 Project Budget	**$2,200,000**				

Programs		
Program	**Type**	**2025-26 Program Budget**
Furniture and Equipment Program (Libraries) (Part of program covering Services 02, 04, 06 and 13) This program covers the renewal, replacement, and upgrade of furniture and equipment across the City's libraries, museums, community centres, and leisure centres. It ensures these facilities remain functional, welcoming, and fit-for-purpose.	Cap	**$460,268**

Service	**FTE**	**Net Cost** 2025-26
05 Arts, Culture and Events	**10.75**	**$2,800,443**
Plan, manage, and deliver arts and cultural services, events, programs, facilities, and collections that foster lifelong learning, creativity, and community engagement.		

Sub-Services	**Informing Strategies / Plans**
• Events and Cultural Programs and Services • Arts Development • Art Collection Management • Public Art Management • Cultural Infrastructure Planning and Project Management	• *Cultural Infrastructure Strategy** • Cultural Plan: Creative Melville • Public Art Strategy • Artwork Asset Management Plan

**Strategy / Plan in development*

Projects					
Atwell Gallery Redevelopment (Stage 2)	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will upgrade Atwell Gallery to create a fit-for-purpose facility for cultural services and community art activities. It aims to enhance functionality and support the growing needs of local arts operations.	Cap	✓	✓		
	Q1	Detailed design on track and communicated with user groups.			
	Q2	Detailed design complete.			
	Q3	Hold point in the contract awaiting external funding outcomes.			
	Q4	Hold point in the contract awaiting external funding outcomes.			
2025-26 Project Budget	**$300,000**				

Programs		
Program	**Type**	**2025-26 Program Budget**
Artworks Acquisition Program This program supports visual arts initiatives, public art projects, and the development of its art collection, guided by key strategic documents. It enables investment in local artists, enhances public spaces, and ensures community access to artworks through commissions, exhibitions, and acquisitions. 2025-26 Art Collections purchases include two commissions plus the Art Award. 2025-26 Public Art purchases include the Mt Henry Bridge Mural and Biophilic Public Art Commission – Stage 2.	Cap	**$230,000**

COUNCIL

Service	FTE	Net Cost 2025-26
06 Museums and Cultural Precincts	**3.98**	**$1,035,780**

Manage and deliver museum, gallery, and local history services to preserve and share the City's heritage, including key collections and the museum learning program. Oversee the Goolugatup Heathcote Precinct, coordinating exhibitions, events, and operations while supporting onsite artists and creative organisations.

Sub-Services
- Cultural Precinct Management
- Goolugatup Gallery Curation
- Exhibitions, Programs, Education Services and Events
- Local History Services
- Museum Collection Management
-

Informing Strategies / Plans
- Goolugatup Lowerlands Vision
- Yagan Mia Wireless Hill Vision
- Heathcote Vision and Plan Place

Projects

Museum Collection Management System	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will implement a purpose-built Collection Management System (CMS) to improve the care, documentation, and accessibility of the City's Museum collections. It will replace the current inadequate library-based system, with funding covering software, data migration, installation, and staff training.	Op	✓			
	Q1	Scoping complete by August 2025.			
	Q2	System requirements/design by October 2025.			
	Q3	System procured/supplier contracted by December 2025.			
	Q4	System implemented/fully operational by April 2026. Old CMS systems/storage decommissioned by June 2026.			
2025-26 Project Budget	**$61,604**				

Service	FTE	Net Cost 2025-26
07 Community Safety	**11.00**	**$1,276,721**

Deliver projects, programs, and education initiatives focused on community safety and emergency management to reduce crime, enhance compliance with local laws, and improve perceptions of safety across the city.

Sub-Services
- Community Safety and Crime Prevention Programs

Informing Strategies / Plans
- Cat Management Plan
- Safer Melville Plan

Projects

Facility Security Upgrades – Building Access Control (Phase 1)	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will modernise access control at key community facilities by implementing an integrated security system. It will enhance safety, improve operational efficiency, and streamline community access while reducing administrative burden.	Cap	✓			
	Q1	Council approval and budget allocation.			
	Q2	Identifying priority locations, selection of vendors and contract negotiation.			
	Q3	Initial installation of solution at high priority sites, linking systems to community safety patrol service. Informing residents and businesses about the project.			
	Q4	Review system effectiveness.			
2025-26 Project Budget	**$300,000**				

Programs		
Program	**Type**	**2025-26 Program Budget**
Parking Technology Program This program aims to improve operational efficiency, modernise service delivery, and enable officers to focus on higher-priority tasks while maintaining effective enforcement and compliance. In 2025-26, this includes enhancements to mobile parking technology and the upgrade of parking meters.	Cap	**$300,000**

Service	FTE	Net Cost 2025-26
08 Community Safety Mobile Patrol Service	**23.00**	**$(671,538)**
Provide a trusted and recognisable community service that enhances public safety and compliance through a balanced approach of proactive engagement and responsive enforcement of local laws across the city.		
Sub-Services • Community Safety Mobile Patrol Service • Holiday Watch Program	**Informing Strategies / Plans** • Safer Melville Plan	

Projects					
Fiona Stanley Hospital – New Parking Technology	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project involves installing fixed License Plate Recognition (LPR) cameras and in-ground sensors within the Fiona Stanley Hospital precinct to improve parking compliance. It targets ongoing issues such as overstays, illegal footpath parking, and obstructive or unsafe parking.	Op	✓			
	Q1	Procurement and vendor selection.			
	Q2	System installation and integration.			
	Q3	Pilot testing, community education and full system activation and evaluation.			
	Q4	-			
2025-26 Project Budget	**$105,000**				

Service	FTE	Net Cost 2025-26
09 Ranger Services	**8.00**	**$1,111,773**
Deliver education and enforcement activities under relevant Local Laws and State legislation – including animal management, fire safety, parking, and emergency management – to enhance community safety and compliance.		
Sub-Services • Animal Management • Fire Management • Parking Management • Emergency Management		

Service	FTE	Net Cost 2025-26
10 Public Health	**9.50**	**$1,371,225**
Ensure a safe and healthy community by upholding high public health standards, providing access to clean water, safe food, and well-managed environments. This includes preventing disease, illness, and injury from environmental health risks such as pollution, noise, hazards, and other environmental exposures.		

CONFIRMED

Service	FTE	Net Cost 2025-26
10 Public Health	**9.50**	**$1,371,225**

Sub-Services
- Environmental Health
- Sampling and Monitoring
- Mosquito Management

Service	FTE	Net Cost 2025-26
11 Sport and Recreation	**9.33**	**$1,923,184**

Builds the capacity of sporting groups through guidance and support to enable vibrant, inclusive community offerings. Leads the planning, prioritisation, and access management of sport and recreation infrastructure, and develops policies, partnerships, and programs that promote healthy lifestyles.

Sub-Services
- Sport and Recreation Facilities Planning
- Recreation Development and Bookings
  Reserves and Bookings, Fund and Grant Administration, Club Liaison and Support
- Health Promotions

Informing Strategies / Plans
- Active Reserve Infrastructure Plan**
- Healthy Melville Plan
- *Wheeled Sports Strategy**
- *Tennis Strategy**
- *Bowls Strategy**

* *Strategy / Plan in development*
** *Strategy / Plan being reviewed*

Projects

Active Reserve Infrastructure Strategy (ARIS) – Review	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will review the 2020 Active Reserve Infrastructure Strategy and expand its scope to develop a comprehensive Sport and Recreation Infrastructure Plan. It aims to guide future planning and investment for all sport and recreation infrastructure across the City of Melville.	Op	✓			
	Q1	Community Engagement, Draft Plan.			
	Q2	Draft Plan to Council, Community Engagement – Draft Plan.			
	Q3	Finalise Plan.			
	Q4	Final Plan to Council.			
2025-26 Project Budget	**$23,335**				

Leeming Recreation Centre – Needs Analysis and Pre-Feasibility Study	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
With the Leeming Recreation Centre nearing the end of its useful life, this project will explore future options for its provision and management. It will also consider integration opportunities with the nearby town centre and Leeming Senior High School.	Op	✓			
	Q1	Draft Pre-Feasibility Study.			
	Q2	Present Draft Needs and Site Analysis and Pre-Feasibility Study to Council.			
	Q3	-			
	Q4	-			
2025-26 Project Budget	**$21,001**				

Changeroom Upgrade (Pre-Planning) – Alan Edwards Reserve	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will deliver a Needs and Site Analysis, Concept Design, and Feasibility Study for the Alan Edwards Reserve changerooms, including stakeholder engagement. It will define the upgrade scope, identify future needs, and present concept options, budget, and funding pathways to Council for decision-making.	Op	✓	✓		
	Q1	Develop Project Plan.			
	Q2	Undertake Needs and Site Analysis (includes Stakeholder Engagement).			
	Q3	Continue Needs and Site Analysis (includes Stakeholder Engagement).			
	Q4	Undertake Concept Design and Feasibility. Prepare CSRFF Application (subject to Council endorsement of Concept).			
2025-26 Project Budget	**$28,002**				

CONFIRMED

Projects					
Changeroom Upgrade (Pre-Planning) – Gairloch Reserve	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project involves a Needs and Site Analysis, Concept Design, and Feasibility Study for the Gairloch Reserve changerooms, including stakeholder engagement. It will define the upgrade scope, highlight future needs, and provide Council with concept options, budget, and funding recommendations.	Op	✓	✓		
	Q1	Develop Project Plan.			
	Q2	Undertake Needs and Site Analysis (includes Stakeholder Engagement).			
	Q3	Continue Needs and Site Analysis (includes Stakeholder Engagement).			
	Q4	Undertake Concept Design and Feasibility. Prepare CSRFF Application (subject to Council endorsement of Concept).			
2025-26 Project Budget	**$28,002**				
Melville Bowling Club Redevelopment – Needs Analysis and Feasibility Study	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will deliver a comprehensive needs analysis, site analysis, concept design, and feasibility study for the proposed redevelopment of the Melville Bowling Club. It will explore integrated planning opportunities with Atwell House to support a coordinated precinct approach.	Op	✓	✓		
	Q1	Procurement – Consultancy.			
	Q2	Needs and Site Analysis.			
	Q3	Concept Design.			
	Q4	Feasibility Study.			
2025-26 Project Budget	**$56,004**				
Morris Buzzacott Reserve – Site Development Plan	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will develop a coordinated Site Development Plan for Morris Buzzacott Reserve to prioritise proposed renewals, capital works, and group requests. It will guide future investment and support external funding opportunities for this key district-level sporting and community precinct.	Op	✓			
	Q1	Draft Open Space Concept Plan.			
	Q2	Stakeholder and Community Engagement. Cost Estimate.			
	Q3	Council Report.			
	Q4	-			
2025-26 Project Budget	**$28,002**				
Morris Buzzacott Reserve – Tennis Court (Kardinya) Planning and Design Investigations	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project involves planning and design investigations to assess the cost of renewing the deteriorating tennis courts at Morris Buzzacott Reserve. It will also consider alternative management models, as current renewal responsibilities sit with the Kardinya Tennis Club under the existing licence.	Op	✓			
	Q1	Design and Cost Estimate.			
	Q2	Management Model Review.			
	Q3	Council Report.			
	Q4	-			
2025-26 Project Budget	**$28,002**				
John Connell Reserve – Sports Field Extension and Offset Revegetation Planning	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will prepare detailed designs and costings for the John Connell Reserve sports field extension, along with offset revegetation planning for Ken Hurst Park, as required by the approved native vegetation clearing permit. The outcomes will inform a Business Case for Council consideration.	Op	✓			
	Q1	Project Plan, Consultation.			
	Q2	Concept, Cost Estimate, Business Case.			
	Q3	Council Report.			
	Q4	-			
2025-26 Project Budget	**$100,000**				
Changeroom Upgrade – Beasley Reserve	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will upgrade the changerooms, pavilion, public toilets, and storage areas at Beasley Reserve. It aims to meet the current and future needs of local sporting clubs and improve	Cap	✓	✓	✓	
	Q1	Schematic design completed.			
	Q2	Detailed design on track and communicated with user groups.			
	Q3	Detailed design complete.			

Projects					
overall facility functionality.	**Q4**	Procurement for the construction of the Beasley Reserve Facility commences.			
2025-26 Project Budget	**$(100,000) (incl. grant funding)**				
Changeroom Upgrade – Karoonda Reserve	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will upgrade the changerooms at Karoonda Reserve to better serve the current and future needs of local sporting clubs. It aims to enhance functionality, accessibility, and user experience.	Cap	✓			
	Q1	The construction tender advertised.			
	Q2	The construction tender is assessed and presented to Council for endorsement.			
	Q3	Construction begins at Karoonda Reserve			
	Q4	Construction finishes at Karoonda Reserve and is open for sporting clubs.			
2025-26 Project Budget	**$1,400,000 (incl. grant funding)**				
Changeroom Upgrade – Leeming Recreation Centre (Peter Ellis)	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will upgrade the changerooms at Leeming Recreation Centre to support the needs of sporting clubs at both Peter Ellis Reserve and the Centre. It aims to improve functionality, accessibility, and accommodate future growth.	Cap	✓			
	Q1	The construction tender is assessed and presented to Council for endorsement.			
	Q2	Construction begins at Leeming Recreation Centre for the users of Peter Ellis Reserve.			
	Q3	Construction continues at Leeming Recreation Centre.			
	Q4	Construction finishes at Leeming Recreation Centre and is open for sporting clubs.			
2025-26 Project Budget	**$1,200,000**				
Changeroom Upgrade – Troy Park	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will upgrade the changerooms, pavilion, public toilets, and storage areas at Troy Park to meet the current and future needs of sporting, health, and community stakeholders. It aims to enhance functionality, accessibility, and overall facility use.	Cap	✓	✓		
	Q1	Schematic design completed			
	Q2	Detailed design on track and communicated with user groups.			
	Q3	Detailed design complete.			
	Q4	Procurement for the construction of the Troy Park Community Facility commences.			
2025-26 Project Budget	**$250,000 (incl. grant funding)**				
Changeroom Upgrade – Len Shearer Reserve	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will deliver a new facility at Len Shearer Reserve to meet the current and future needs of local sporting clubs. The build will include four changerooms, a pavilion, kitchen storeroom, and universally accessible toilets.	Cap	✓			
	Q1	Finalise construction.			
	Q2	Occupation and stakeholders move into the new facility. Transition into the 12-month defects liability period.			
	Q3	Remain in the defect liability period.			
	Q4	Remain in the defect liability period.			
2025-26 Project Budget	**$(800,000) (incl. grant funding)**				
Changeroom Upgrade – Winnacott Reserve	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will refurbish the Winnacott Reserve changerooms to meet the current and future needs of local sporting clubs. The upgrade will deliver contemporary, functional, and universally accessible facilities for the sporting community.	Cap	✓	✓		
	Q1	Finalise concept drawings.			
	Q2	Move to schematic and detailed design.			
	Q3	Create and advertise Tender documents for Winnacott Reserve changeroom upgrade.			
	Q4	Assess and award Tender for Winnacott Reserve changerooms.			
2025-26 Project Budget	**$(25,000) (incl. grant funding)**				
Tompkins Park Redevelopment	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will refurbish the Tompkins Park	Cap	✓	✓		

CONFIRMED

Projects		
Facility to meet current building compliance standards and renew ageing assets. It also includes upgrades to the eastern carpark and southern laneway to enhance access and safety.	**Q1**	Detailed design on track and communicated with user groups.
	Q2	Detailed design complete.
	Q3	Tender for construction is put together and advertised.
	Q4	Tender is assessed and awarded for construction. Construction commencement will be subject to seasonal restrictions.
2025-26 Project Budget	**$500,000**	

Programs		
Program	**Type**	**2025-26 Program Budget**
Active Reserve Infrastructure Strategy (ARIS) Program – Preliminary Designs This program includes initial technical design and investigation for several minor sport and recreation infrastructure improvements across the community as guided by the Active Reserve Infrastructure Strategy (ARIS). The work will define scope and costs, enabling the City to develop business cases and pursue external funding. Key 2025-26 projects include Mandala Tennis Court Investigation, Morris Buzzacott Reserve (Hockey and Cricket) Preliminary Floodlighting Design, Len Shearer Reserve Preliminary Lighting Design and Marmion Reserve Preliminary Lighting Design.	Op	**$60,668**
Community Sports and Recreation Facilities Fund Program The City's contribution to the Community, Sport and Recreation Facilities Fund (CSRFF) supports infrastructure projects that promote physical activity, typically funded jointly by clubs, the City, and the State Government. In 2025-26, funding includes upgrades to floodlights, cricket turf, and court resurfacing, with additional support allocated for smaller projects not eligible under CSRFF.	Cap	**$300,000**

Service	**FTE**	**Net Cost** 2025-26
13 LeisureFit	**48.77**	**$1,811,289**
Manage LeisureFit Booragoon and LeisureFit Melville to deliver affordable, inclusive fitness, wellness, indoor sport, recreation, and swimming programs for all ages and abilities, with a focus on supporting underserved groups and improving community health and wellbeing. Oversee the hire and use of indoor meeting and function spaces at LeisureFit Melville and Shirley Strickland Sports Pavilion to enable community activities and promote healthy lifestyles.		

Sub-Services	**Informing Strategies / Plans**
• LeisureFit Booragoon Centre Management • Health and Fitness Programs • LeisureFit Melville • Shirley Strickland Sports Pavilion • Aquatic Programs	• Healthy Melville Plan • Recreation Equipment Asset Management Plan

Programs		
Program	**Type**	**2025-26 Program Budget**
Furniture and Equipment Program (LeisureFit) (Part of program covering Services 02, 04, 06 and 13) This program covers the renewal, replacement, and upgrade of furniture and equipment across the City's libraries, museums, community centres, and leisure centres. It ensures these facilities remain functional, welcoming, and fit-for-purpose.	Cap	**$592,341**

COMMITTED

Service	FTE	Net Cost 2025-26
14 Point Walter Reserve and Golf Course	**3.90**	**$522,972**
Manage and maintain a sustainable public golf course at Point Walter Reserve to promote community health, wellbeing, and social connection.		
Sub-Services • Golf Course Maintenance • Golf Course Contract Management		

CONFIRMED

Outcome 2:
Clean and Green

A clean, green and sustainable City for current and future generations.

Objectives:

2.1 Protect and enhance our natural environment, eco-systems and biodiversity.
2.2 Sustainable use of resources and adoption of a circular economy approach, optimising waste reduction and resource recovery.
2.3 Increase the urban forest tree canopy on City managed land.
2.4 Provide and improve parks and green open spaces.
2.5 Mitigate and adapt to climate change impacts.
2.6 Transition the organisation to carbon neutrality by 2030 and facilitate community progress to net zero emissions by 2050.

Key	
FTE	Full Time Equivalent Positions
Cap	Capital Project
Op	Operating Project

Service	FTE	Net Cost 2025-26
15 Sustainability	**8.16**	**$2,097,788**
Lead organisational and community actions to reduce carbon emissions, aiming for organisational carbon neutrality by 2030 and net zero across the City by 2050. Deliver education, programs, and initiatives that promote sustainability, environmental stewardship, and effective waste management.		
Sub-Services • Corporate Climate Action • Community Climate Action	**Informing Strategies / Plans** • Corporate Climate Action Plan • Community Climate Action Plan	

Programs

Program	Type	2025-26 Program Budget
Community Climate Action Plan Program The Community Climate Action Plan outlines 57 actions across seven themes to help the community achieve net zero emissions by 2050, focusing on emissions reduction and climate resilience. Key 2025-26 projects include CARG 2.0, Biodiverse Backyards, Library of Things, community education initiatives, support for local groups, and the EcoHub events and education program.	Op	**$169,787**
Corporate Climate Action Plan Program The Corporate Climate Action Plan outlines the City's pathway to achieving carbon neutrality by 2030, following its climate emergency declaration. It includes 110 actions focused on reducing operational emissions and enhancing organisational resilience, with 2025-26 *operating* projects such as carbon accounting and energy monitoring, community renewable energy support, solar and battery feasibility studies, energy efficiency upgrades, electrification trials, and third-party emissions verification.	Op	**$225,787**

Programs		
Program	**Type**	**2025-26 Program Budget**
Corporate Climate Action Plan Program As per the above. 2025-26 *capital* projects include EV charging infrastructure, renewable energy upgrades, embedded networks, and the detailed design of the Eco Hub to enhance community amenities.	Cap	**$1,440,237 (incl. grant funding)**

Service	FTE	Net Cost 2025-26
16 Natural Areas Management	**18.28**	**$5,510,727**
Conserve, protect, and enhance natural areas to ensure the sustainable management of wetlands, bushland, and foreshore environments for the benefit of the community and local ecosystems.		

Sub-Services	Informing Strategies / Plans
• Bushland Management • Foreshore Management • Wetland Management	• Natural Area Asset Management Plan • Bushfire Risk Management Plan • Foreshore Restoration Strategy** • Jetty Asset Management Plan

** *Strategy / Plan being reviewed*

Projects					
Attadale Alfred Cove Masterplan	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
The Attadale Alfred Cove Foreshore Masterplan sets a 20-year vision to guide future investment and decision-making for this unique foreshore area. Key projects will be implemented through the annual budget process and long-term financial planning. 2025-26 projects will be focused on Point Waylen to support the Melville Bird Sanctuary.	Cap	✓	✓	✓	✓
	Q1	Plans finalised with stakeholders.			
	Q2	Obtain contractors to conduct works.			
	Q3	Works commenced.			
	Q4	Works completed.			
2025-26 Project Budget	**$200,000**				
Goolugatup Heathcote Lower Development	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will create a revitalised natural and recreational space with fit-for-purpose assets, upgraded parking, and interpretive signage and artworks. It will also stabilise the foreshore and escarpment through a collaborative and respectful development approach.	Cap	✓	✓	✓	
	Q1	Stage 1 under procurement.			
	Q2	Planning commences once funding secured.			
	Q3	Secure contractors to undertake funded works.			
	Q4	Commence construction of funded works.			
2025-26 Project Budget	**$1,455,782 (incl. grant funding)**				

Programs		
Program	**Type**	**2025-26 Program Budget**
Environmental Program This program delivers renewal and upgrade projects to support the management of natural areas, wetlands, and foreshore environments. It aims to protect and enhance the City's ecological assets and resilience.	Cap	**$889,296 (incl. grant funding)**
Irrigation Program This program includes renewal and upgrade projects for irrigation systems and bores to support the management of healthy parks and green spaces. It ensures sustainable water use and maintains the quality of the City's open spaces.	Cap	**$1,200,000**

Programs		
Program	**Type**	**2025-26 Program Budget**
Parks and Foreshores Program This program delivers renewal and upgrade projects aligned with management plans. They include infrastructure, furniture, and whole-of-park improvements to enhance the City's parks and foreshore areas.	Cap	**$2,727,926 (incl. grant funding)**
Lighting Program This program includes renewal and upgrade projects to maintain and enhance lighting in public open spaces and along the Esplanade Foreshore. It addresses aging infrastructure and provides new lighting based on strategic needs and investigation outcomes.	Cap	**$907,525**

Service	FTE	Net Cost 2025-26
17 Parks and Streetscape Management	**75.22**	**$23,245,091**
Preserve and enhance parks and streetscapes to ensure they remain safe, welcoming, and sustainable spaces for the community to enjoy now and into the future.		

Sub-Services	Informing Strategies / Plans
• Open Space Design and Project Management • Sporting Reserves and Ovals • Parks and Playspaces • Streetscapes • Urban Forest Management • Irrigation and Water Management	• Urban Forest Strategic Plan • Parks Infrastructure Asset Management Plan**

** *Strategy / Plan being reviewed*

Programs		
Program	**Type**	**2025-26 Program Budget**
Urban Forest Strategy Program This program supports the implementation, succession, management, and expansion of the urban forest. It aligns with the Urban Forest Strategy to enhance canopy cover, biodiversity, and long-term environmental resilience.	Cap	**$1,000,507**
Canning Bridge Activity Centre Program This Program aim to deliver a vibrant, accessible Canning Bridge Activity Centre precinct through enhanced public spaces, including new open spaces at Moreau Mews and 13 The Esplanade, and a major streetscape upgrade along Ogilvie Road. Projects will support the Centre's transformation into a dynamic community hub, with delivery subject to funding and staging.	Cap	**$2,250,000 (incl. grant funding)**
Streetscapes and Precincts Program This program delivers renewal and upgrade projects across the City's streetscapes, precincts, and activity centres. It includes improvements such as bus shelters to enhance amenity, accessibility, and public space functionality.	Cap	**$625,500 (incl. grant funding)**
Playspace Program This program includes renewal and upgrade projects to deliver high-quality, interactive outdoor play areas that promote active participation and community wellbeing. The 2025–26 renewal program will upgrade playspaces at eight key parks across the City, including Harry Patterson and Brentwood Playspace – Moonlight Bay.	Cap	**$813,252 (incl. grant funding)**

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Service	FTE	Net Cost 2025-26
18 Resource Recovery and Waste Management	**35.89**	**$25,913,294**
Deliver best-practice sustainable waste management and resource recovery to protect community amenity and the environment. This includes reducing landfill, minimising greenhouse gas emissions, promoting environmental sustainability, and ensuring compliance with environmental regulations and alignment with the State's 2030 Waste Strategy.		

Sub-Services	**Informing Strategies / Plans**
• Food Organic Garden Organic (FOGO), Waste and Recycling Collection (Residential and Commercial) • Bulk Verge, Illegal Dumping and Public Litter Bin Collection • Waste Disposal and Processing - Resource Recovery Group (RRG) and Household Hazardous Waste • Waste Education	• Waste Strategy (State Government) • Waste Plan

CONFIRMED

Outcome 3:
Sustainable and Connected Development

Sustainable, connected development and transport infrastructure across our City.

Objectives:

3.1 Facilitate enhanced and sustainable urban development and amenity.
3.2 Deliver sustainable and well-planned infrastructure and public places and spaces.
3.3 Plan for urban growth and local commercial activity centres.
3.4 Protect and promote the City's character and heritage.
3.5 Facilitate improved integrated public transport solutions.
3.6 Provide sustainable and connected road, bicycle, footpath and transport networks.

Key	
FTE	Full Time Equivalent Positions
Cap	Capital Project
Op	Operating Project

Service	FTE	Net Cost 2025-26
19 Building Services	**10.77**	**$670,890**
Provide a safe and compliant built environment for the community through the management of building permit applications across the City ensuring regulatory and safety standards are met.		
Sub-Services • Building Approvals and Assessments		

Service	FTE	Net Cost 2025-26
20 Development Compliance	**11.98**	**$1,348,720**
Provide a safe and compliant built environment for the community by undertaking compliance investigations and inspections ensuring relevant regulations for development (planning), building and swimming pool barriers are met.		
Sub-Services • Building Compliance • Swimming Pool Compliance • Planning Compliance		

Service	FTE	Net Cost 2025-26
21 Statutory Planning Services	**13.65**	**$815,097**
Enhance the vibrancy and amenity of our built environment by ensuring it is well planned, and developments are delivered in line with development controls, statutory applications regarding development, use and subdivision of land to support economic and community wellbeing.		

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Service	FTE	Net Cost 2025-26
21 Statutory Planning Services	**13.65**	**$815,097**

Sub-Services	Informing Strategies / Plans
• Development and Other Applications • Planning and Development Information • Building Referrals • Policy Review and Statutory Controls	• Local Planning Strategy • Local Planning Scheme No. 6**

** *Strategy / Plan being reviewed*

Service	FTE	Net Cost 2025-26
22 Road and Transport Infrastructure – Roads and Carparks *(includes Transport Support Assets)*	**30.50**	**$9,011,674**

Provide, renew, and maintain roads, carparks, and transport infrastructure in line with industry standards and legislative requirements to ensure safety, quality, and functionality. This supports community outcomes and service levels as outlined in the City's Road Asset Management Plan.

Sub-Services	Informing Strategies / Plans
• Road and Carpark Design and Planning • Road and Carpark Construction • Road and Carpark Maintenance • Crossover and Verge Administration	• Car Parking Strategy • Road Asset Management Plan**

** *Strategy / Plan being reviewed*

Programs

Program	Type	2025-26 Program Budget
Roads and Carparks Program This program includes renewal and upgrade projects to ensure the City's roads and carparks remain safe and fit for purpose. Works include road rehabilitation, resurfacing, lighting, and traffic calming infrastructure, with funding support from various government grant programs.	Cap	**$6,581,947 (incl. grant funding)**

Service	FTE	Net Cost 2025-26
23 Roads and Transport Infrastructure – Stormwater and Drainage	**3.00**	**$1,566,331**

Provide, renew, and maintain stormwater and drainage infrastructure in line with industry standards and best practices to support safety, sustainability, and functionality. This ensures delivery of community outcomes and service levels outlined in the City's Stormwater and Drainage Asset Management Plan.

Sub-Services	Informing Strategies / Plans
• Stormwater and Drainage Design and Planning • Stormwater and Drainage Construction • Stormwater and Drainage Maintenance	• Stormwater and Drainage Asset Management Plan**

** *Strategy / Plan being reviewed*

Programs

Program	Type	2025-26 Program Budget
Drainage Program This program includes renewal and upgrade projects to maintain safe and effective drainage infrastructure across the City. It targets flood mitigation and improved stormwater quality through asset upgrades informed by flood mapping, community feedback, and the City's drainage strategy.	Cap	**$2,120,000**

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Service	FTE	Net Cost 2025-26
24 Paths	**2.00**	**$1,391,754**
Provide, renew, and maintain the City's path network in accordance with industry standards and best practices to support accessibility, safety, and connectivity. This aligns with the community outcomes and service levels defined in the City's Path Asset Management Plan.		

Sub-Services	Informing Strategies / Plans
• Path Design and Planning • Paths Construction • Paths Maintenance	• Walk and Ride Plan • Path Asset Management Plan**

** *Strategy / Plan being reviewed*

Programs		
Program	**Type**	**2025-26 Program Budget**
Paths Program This program includes renewal and upgrade projects to ensure the City's path network is safe, accessible, and fit for purpose. Guided by the Walk and Ride Plan, it aims to upgrade existing paths and expand footpath coverage – currently at 55% – to meet community needs and disability standards.	Cap	**$2,220,816**

Service	FTE	Net Cost 2025-26
25 Traffic and Road Safety	**4.65**	**$3,527,846**
Manage and monitor traffic and road safety, providing traffic engineering advice to internal and external stakeholders.		

Sub-Services	Informing Strategies / Plans
• Traffic and Transport Planning • Street Lighting • Underground Power • Road Safety and Active Transport Education • Traffic and Road Safety Assessments	• Lighting Asset Management Plan

Service	FTE	Net Cost 2025-26
26 City Buildings Project Management	**6.89**	**$1,643,945**
Manage and deliver of major capital works projects in accordance with community outcomes and the City's Project Management Framework.		

Sub-Services	
• Major Projects • Minor and Internal Projects	

Projects					
Majestic Boardwalk Refurbishment	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project focuses on refurbishment following a structural audit that identified the need to replace critical supporting infrastructure at the Boardwalk. This project will ensure the boardwalk remains safe, functional, and accessible for public use.	Cap	✓			
	Q1	-			
	Q2	Construction will commence. Community will be notified of the boardwalk closure.			
	Q3	Construction continues.			
	Q4	Construction is finalised and the City transitions into the 12-month Defects Liability period. Boardwalk is reopened to community.			
2025-26 Project Budget	**$1,500,000**				

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Programs		
Program	**Type**	**2025-26 Program Budget**
Jetties, Boardwalks and Riverwalls Program This program includes renewal and upgrade projects to maintain safe and functional river infrastructure. It ensures these assets remain structurally sound and accessible for public use.	Cap	**$500,000**
City Buildings Program This program includes renewal and upgrade projects to maintain safe, functional, and compliant community facilities. Renewal works extend asset life and meet regulatory standards, while upgrades improve building usability and service delivery.	Cap	**$6,489,577 (incl. grant funding)**

Service	FTE	Net Cost 2025-26
27 City Buildings Management	**8.90**	**$9,747,017**
Maintain City owned facilities to ensure they are fit for purpose, safe and operational and meet the diverse needs of our community and intergenerational facility user groups.		

Sub-Services	Informing Strategies / Plans
• City Buildings Maintenance Planning • City Building Maintenance Delivery	• Furniture Asset Management Plan • Building Asset Management Plan Asbestos Management Plan

Service	FTE	Net Cost 2025-26
28 Strategic Planning	**8.40**	**$2,190,265**
Deliver a responsive, contemporary local planning framework that guides built form, land use, and place activation in line with State planning requirements, enhancing the city's vibrancy, amenity, and future development.		

Sub-Services	Informing Strategies / Plans
• Land Use Strategy Preparation and Review • Activity Centres and Precinct Planning • Policy Review and Development • Urban Investigations and Analysis • Place-Based Implementations	• Local Planning Strategy • Local Planning Scheme No. 6**

** *Strategy / Plan being reviewed*

Projects					
Booragoon (Melville City Centre) Activity Centre Plan – Review	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project involves preparing an updated Structure Plan for the Booragoon City Centre in line with legislative requirements. It will guide future development and activation of the City's designated Secondary Centre under State Planning Policy 4.2.	Op	✓	✓		
	Q1	Council consideration of preliminary engagement			
	Q2	Finalise scope/RFQ for Precinct Structure Plan (PSP) and Master Plan.			
	Q3	Procure consultants and commence PSP/Master Plan preparations.			
	Q4	Draft PSP and Master Plan and associated stakeholder engagement.			
2025-26 Project Budget	**$94,505**				
Canning Bridge Activity Centre Plan – Review	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will update the Canning Bridge Activity	Op	✓			

CONFIRMED

Projects					
Centre Plan to address legislative requirements and stakeholder concerns around built form, development transitions, and bonus height provisions. The revised plan will strengthen guidance on future development, enhance vibrancy, and support improved community and economic outcomes.					
	Q1	Completion of FIR work and provision to WAPC.			
	Q2	Determination and endorsement of revised Canning Bridge Activity Centre Plan (CBACP) by WAPC.			
	Q3	Post CBACP Review projects commenced.			
	Q4	-			
2025-26 Project Budget	**$123,874**				
Riseley Activity Centre Plan – Review	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will update the Riseley Activity Centre Plan to meet State Planning Framework requirements and strengthen development guidance. The revised plan will support improved built form, accessibility, vibrancy, and economic outcomes.	Op	✓	✓		
	Q1	Review and refine technical input, engagement with state agencies. Council briefing on project scope and technical findings.			
	Q2	Preparation of draft Riseley Structure Plan (RSP) revisions.			
	Q3	Preparation of draft RSP revisions.			
	Q4	Council input on draft RSP.			
2025-26 Project Budget	**$60,754**				
Murdoch Knowledge and Health – Parking and Transport Planning Investigation	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This investigative project will assess accessibility and movement within the Murdoch Specialised Activity Centre Structure Plan area. It will evaluate how past and upcoming developments align with the plan's intended objectives.	Op	✓			
	Q1	Desktop Study, literature review and site audit.			
	Q2	Meetings with relevant stakeholders, namely DPLH, PTA, Main Roads, DoH, Development WA, St John of God etc.			
	Q3	Begin preparation of movement and place audit report.			
	Q4	-			
2025-26 Project Budget	**$27,001**				
Myaree Business Area Master Plan	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This Master Plan project will provide strategic direction to enhance the Myaree Business area, supporting economic development and future investment. It aims to benefit property owners, businesses, nearby residents, and the broader community.	Op	✓			
	Q1	Master Plan finalised by July 2025.			
	Q2	-			
	Q3	-			
	Q4	-			
2025-26 Project Budget	**$Nil (Business-as-Usual)**				
Public Open Space Strategy – Review	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will review relevant planning documents and assess Public Open Space (POS) provision using a multi-criteria approach, identifying shortfalls and opportunities to address them. It will consider future growth impacts, explore land repurposing and funding options, and include community engagement and reporting.	Op	✓			
	Q1	Phase 2 Opportunities and Directions assessment undertaken.			
	Q2	Phase 3 Draft Strategy completed, and community engagement undertaken.			
	Q3	Updated POS Strategy finalised and adopted.			
	Q4	-			
2025-26 Project Budget	**$75,000**				
Local Planning Scheme 6 – Review	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project ensures compliance with the State Planning Framework and updates the City's statutory planning framework. It aims to respond to	Op	✓	✓		
	Q1	Anticipated workshops to commence and continue through to end of Q4.			

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Projects						
evolving needs and deliver outcomes that benefit the broader community and district.	**Q2**	Elected Member workshops to continue through until end of year.				
	Q3	Make relevant adjustments to draft LPS6 in response to final workshop recommendations. Present draft to Council for indicative report ahead of formal Council endorsement to advertise.				
	Q4	Seek approval from Council to submit the draft scheme to the WAPC/Minister for permission to advertise the draft scheme.				
2025-26 Project Budget	**$171,308**					
Holiday Lighting Installation	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**	
This project delivers the City's annual holiday lighting program, including festive tree lighting and permanent programmable uplighting at key locations. It enhances public spaces year-round while enabling themed displays for significant events, with future corporate sponsorship opportunities to offset costs.	Cap	✓	✓	✓		
	Q1	Procurement of contractors.				
	Q2	Install electrical connections and lighting.				
	Q3	Removal of fairy lights and evaluation of outcomes.				
	Q4	Planning for 2026/27.				
2025-26 Project Budget	**$220,000**					

Programs		
Program	**Type**	**2025-26 Program Budget**
Planning Policies Program This program involves the development of local planning policies. Policy focus areas for 2025-26 include enhancing the environmental performance of new developments and protecting the City's tree canopy on private land through the creation of an Environmentally Sustainable Design Local Planning Policy and a Trees on Private Land Local Planning Policy, to drive more sustainable development outcomes across the city.	Op	**$13,500**

CONFIRMED

Outcome 4:
Vibrant and Prosperous

Economic prosperity and vibrant resilient communities and businesses.

Objectives:

4.1 Facilitate vibrant activated local places and centres.
4.2 Increase awareness of Melville as a tourism and eco-tourism destination.
4.3 Attract investment in strategic locations.
4.4 Support local business growth and resilience.
4.5 Facilitate a business friendly experience.

Key	
FTE	Full Time Equivalent Positions
Cap	Capital Project
Op	Operating Project

Service	FTE	Net Cost 2025-26
30 Strategic Land and Property Management	**2.69**	**$(1,421,473)**
Deliver effective and sustainable management of City freehold and managed Crown land, including strategic acquisition and disposal of properties, to support long-term intergenerational financial sustainability for the community.		

Sub-Services	**Informing Strategies / Plans**
• Land and Property Management • Strategic Land Disposal and Acquisition • Property Leasing, Licencing Management and Administration	• Land Asset Management Strategy • Land Asset Management Plan

Projects					
Tivoli Site – Investigation Consultancy	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will review land use and tenure options for City-owned property at 67–69 Canning Beach Road and 2 Kintail Road, Applecross. It will explore scenarios that retain the Tivoli heritage buildings and balance community, cultural, and revenue-generating uses.	Op	✓			
	Q1	Release consultant's brief and select preferred consultant.			
	Q2	Draft report.			
	Q3	Draft Council Report.			
	Q4	June OMC.			
2025-26 Project Budget	**$80,000**				

Service	FTE	Net Cost 2025-26
31 Business Development	**1.30**	**$347,598**
Support the economic prosperity, vibrancy, and resilience of Melville's communities and businesses by fostering tourism and business growth, and facilitating access to vocational, literacy, and funding opportunities.		

Sub-Services	**Informing Strategies / Plans**
• Business Engagement and Support • Business Friendly Initiatives, Events and Programs • Tourism Development	• *Tourism Plan**

**Strategy / Plan in development*

Projects					
Destination Marketing Strategy	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
This project will develop and implement a Destination Marketing Strategy to deliver Objective 4.2 of the Council Plan. It aims to boost the local economy, attract investment and visitors, strengthen the City's reputation, and promote sustainable, year-round tourism	Op	✓			
	Q1	Rollout of Destination Marketing Strategy marketing activity.			
	Q2	Rollout continues.			
	Q3	Destination Marketing campaign evaluation end of Q2.			
	Q4	-			
2025-26 Project Budget	**$44,325**				

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Outcome 5:
Good Governance and Leadership

Leadership and good governance for the benefit of the whole community.

Objectives:

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.

Key	
FTE	Full Time Equivalent Positions
Cap	Capital Project
Op	Operating Project

Service	FTE	Net Cost 2025-26
32 Community and Stakeholder Engagement	**2.00**	**$357,906**
Foster meaningful engagement with customers, community, and stakeholders to ensure diverse perspectives inform decision-making and that engagement principles are embedded across all aspects of strategy and project planning and delivery.		
Sub-Services • Community Engagement • Engagement Advisory Services	**Informing Strategies / Plans** • Stakeholder Engagement Strategy	

Service	FTE	Net Cost 2025-26
33 Customer Experience	**20.15**	**$2,601,519**
Deliver a customer-first experience by serving as the first point of contact across multiple channels, managing feedback, and ensuring a customer-centric approach is embedded in all services to meet the diverse needs of our community.		
Sub-Services • Customer Relations First Point of Contact • Customer First	**Informing Strategies / Plans** • Customer First Strategy	

Service	FTE	Net Cost 2025-26
34 Asset Management Planning	**3.90**	**$969,778**
Administer and maintain asset management systems to support infrastructure planning, undertake asset valuations, and contribute to the development of capital works and asset management programs.		

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Service	FTE	Net Cost 2025-26
34 Asset Management Planning	**3.90**	**$969,778**
Sub-Services • Asset Management Strategic Planning • Asset Data Management • Infrastructure Asset Valuation		

Service	FTE	Net Cost 2025-26
35 Corporate Strategy	**2.89**	**$480,702**
Facilitate and deliver integrated business planning, reporting, and project portfolio management to ensure organisational alignment and prioritisation with the outcomes and objectives of the City's Council Plan for the Future (Strategic Community Plans and Corporate Business Plan).		
Sub-Services • Integrated Strategic Planning • Reporting • Portfolio Management Office	**Informing Strategies / Plans** • Council Plan (Strategic Community Plan and Corporate Business Plan)	

Service	FTE	Net Cost 2025-26
36 Communications	**8.00**	**$1,454,264**
Deliver contemporary, customer-centric communications to inform and connect with our community and stakeholders, promote the City's vision, people, places, and projects, highlight Melville's tourism and eco-tourism, and support greater community awareness and participation in City initiatives.		
Sub-Services • Marketing and Communications • Digital Marketing • Public Relations and Media		

Projects					
Our Future Melville Vision Campaign	**Project Type**	**2025-26**	**2026-27**	**2027-28**	**2028-29**
The *Our Future Melville* campaign supports the City's long-term transformation by fostering community awareness, advocacy, and engagement. It aims to build understanding and excitement around major projects that will shape Melville's future, create jobs, and enhance quality of life.	Op	✓	✓		
	Q1	Rollout of Our Future Melville Vision marketing activity.			
	Q2	Rollout continues.			
	Q3	Rollout continues.			
	Q4	Rollout continues and evaluation.			
2025-26 Project Budget	**$27,377**				

Service	FTE	Net Cost 2025-26
37 Finance and Risk	**26.01**	**$4,562,542**
Provide financial planning and reporting, accounting, procurement, contract management, risk and business continuity planning, and insurance services, while ensuring compliance with all statutory and audit requirements.		
Sub-Services • Procurement and Contract Oversight • Financial Management and Accounting • Rating and Revenue • Risk and Insurance	**Informing Strategies / Plans** • Long Term Financial Plan • Business Continuity Plan	

Service	FTE	Net Cost 2025-26
38 Information Communication and Technology (ICT)	**32.84**	**$15,070,198**
Deliver modern, accessible digital customer and information management solutions, providing organisation-wide support to enable efficient service delivery and digital transformation with the customer at the centre.		

Sub-Services	Informing Strategies / Plans
• Information Management • Technology Operations and Improvements • Strategic Projects and Innovation • Customer Enablement and Support	• Digital Strategy • Cyber Security Testing and Assessment Plan • IT Equipment Asset Management Plan

Programs

Program	Type	2025-26 Budget
Digital Strategy Program The City's Digital Strategy guides ICT investments over the next five to 10 years to support transformational change, emphasising the role of information in decision-making and the importance of technology in maintaining community trust. The multi-year roadmap, regularly updated and structured across foundational, establishment, and extension phases, includes 2025-26 *operating* projects such as the CiAnywhere upgrade, website redevelopment, Customer Service Re-imagined (CxR), information management (Athena), Microsoft 365 CoPilot, telephony upgrades, WHS systems, and enhancements to project management, service desk, and cybersecurity systems.	Op	**$3,704,959**
Digital Strategy Program As per the above. 2025-26 *capital* projects include hardware renewals, mobility device replacements, iPaaS implementation, intranet development, and upgrades to network, software, and communications infrastructure.	Cap	**$940,500**

Service	FTE	Net Cost 2025-26
39 Governance	**6.14**	**$1,855,928**
Provide corporate oversight to ensure compliance with the Local Government Act and excellence in governance, including Council meeting administration and Elected Member support, to enable informed decision-making and deliver transparent, participatory outcomes for the community.		

Sub-Services	Informing Strategies / Plans
• Organisational Governance • Council Support and Assistance • Civic Functions and Ceremonies	• Governance Framework and Improvement Plan • Fraud and Corruption Control Plan

Service	FTE	Net Cost 2025-26
40 Internal Audit	**1.00**	**$452,103**
Provide independent assessment and audit of the City's risk management, governance, and internal control processes to ensure their effectiveness, with audit findings reported to the CEO and Financial Management, Audit, Risk and Compliance Committee (MARCC) for review and approval.		

Sub-Services	
• Internal Audit	

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Service	FTE	Net Cost 2025-26
41 People and Culture	**12.00**	**$2,623,858**
Enhance organisational performance and capability through targeted human resources, learning, and development activities, supporting the achievement of strategic objectives while fostering a safe, inclusive, and high-performing workplace.		
Sub-Services • Human Resources • Payroll • Learning and Organisational Development	**Informing Strategies / Plans** • Workforce Plan** • Equal Employment Opportunity Management Plan	

** *Strategy / Plan being reviewed*

Service	FTE	Net Cost 2025-26
42 Workplace Health and Safety	**4.00**	**$874,619**
Provide risk-based advice and support to ensure the health, safety, and wellbeing of all City of Melville workers, contractors, and visitors, in line with legal and ethical obligations. Manage the City's safety management system, workers' compensation claims, injury management, WHS training, inspections, and incident investigations.		
Sub-Services • Safety, Health and Wellbeing	**Informing Strategies / Plans** • Safety Management Plan	

Service	FTE	Net Cost 2025-26
43 Fleet	**8.53**	**$6,018,559**
Manage the City's fleet across its entire asset lifecycle, along with the inventory and operations of the City's Operations Centre yard.		
Sub-Services • Fleet Planning and Procurement • Fleet Maintenance	**Informing Strategies / Plans** • Fleet Asset Management Plan	

Programs		
Program	**Type**	**2025-26 Program Budget**
Fleet Program This program manages the procurement and maintenance of the City's vehicles, plant, and equipment to support operational needs. It follows best-practice standards and is progressively transitioning to low-emissions vehicles and equipment.	Cap	**$3,472,941 (incl. cost recovery)**

Service	FTE	Net Cost 2025-26
44 Business Support – Management Services	**5.30**	**$2,386,986**
Provide leadership and oversight for the organisation and the Office of the Chief Executive Officer, encompassing Corporate Strategy, Communications, People and Culture, and Management Services Business Support Services.		
Sub-Services • Business Support		

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Service	FTE	Net Cost 2025-26
45 Business Support – Corporate Services	**6.64**	**$3,948,553**
Provide executive leadership and oversight for the Corporate Services Directorate, encompassing Financial Services (including long-term financial planning, budgeting, and reporting), Information Technology (including digital transformation), Information Management (records and freedom of information), Governance, and Corporate Services Business Support.		
Sub-Services • Business Support		

Service	FTE	Net Cost 2025-26
46 Community Development Directorate Leadership and Executive Support	**2.00**	**$822,936**
Provides leadership and executive support to the Community Development Directorate.		
Sub-Services • Director Community Development • Community Development Executive Support		

Service	FTE	Net Cost 2025-26
47 Business Support – Environment and Infrastructure	**8.00**	**$872,704**
Provide executive leadership and oversight for the Environment and Infrastructure Directorate, encompassing Infrastructure Assets, Traffic and Road Safety, Natural Areas and Parks, Civil and Landscape Design, City Buildings, Streetscapes, Major Capital Projects, Domestic and Commercial Waste, Civic Facilities, Underground Power, Environmental Sustainability, and Environment and Infrastructure Business Support.		
Sub-Services • Business Support		

Service	FTE	Net Cost 2025-26
Urban Planning Directorate Leadership and Executive Support	**4.00**	**$638,778**
Provides executive land oversight for the Planning Directorate which includes Strategic Urban Planning, Statutory Planning Services, Statutory Building Services, Environmental Health Services and Planning Business Support Services.		
Sub-Services • Director Urban Planning • Urban Planning Executive Support and Projects		

Service	FTE	Net Cost 2025-26
49 Advocacy and Grants	**2.00**	**$322,678**
Provide specialist advocacy and grants advice to secure government support for Council priorities, influence key decision-makers, and attract external investment and funding to drive the City's long-term growth and vision.		
Sub-Services • Advocacy • Grants	**Informing Strategies / Plans** • Advocacy Strategy	

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Resourcing Our Plan

A number of strategies and plans have informed the development of our Council Plan, playing an important role in guiding our services and projects set against the City's resourcing capability to deliver the short, medium and long term priorities and aspirations of our community.

Asset Management

The City of Melville provides many services to the community. The assets that support the delivery of these services must be managed to ensure they continue to deliver an appropriate level of service and are fit for purpose throughout the life of the asset. Funding priority is given to the maintenance and renewal of existing assets, rather than the creation of new assets in our Asset Management Policy, and our Asset Management Plans identify the life cycle costs of different asset types (classes), ensuring they are maintained, refurbished and replaced at appropriate intervals to ensure continuity of services in line with community expectations.

Workforce Plan

The City of Melville's Workforce Plan captures our human resource planning, ensuring that we have the right people with the right skills to effectively deliver our services and projects in alignment with our Council Plan outcomes and objectives. Our Workforce Plan ensures we have the organisational structure, capability and capacity to deliver on our strategic outcomes. Costs associated with the Workforce Plan are funded through the annual integrated planning and budget process and included within our Long-Term Financial Plan.

Long-Term Financial Plan

The City of Melville's Long Term Financial Plan (LTFP) guides our annual budget and our financial sustainability over a ten-year period. The LTFP enables us to plan for the current and future needs of our community in a socially, culturally, environmentally, and financially sustainable manner.

The LTFP is available on the City of Melville website: melvillecity.com.au/long-term-financial-plan

Risk Management

The City of Melville has a structured enterprise-wide approach to risk management that reflects the Australian Standard for Risk Management ISO 31000:2018 – Risk management – Guidelines. Our Risk Management Framework embeds risk management practices across the organisation, monitoring both strategic and operational risks and supporting the delivery of the City's Corporate Business Plan. The Financial Management, Audit, Risk and Compliance Committee (FMARCC) Is responsible for overseeing and assessing the performance of the City's management of risk. An internal audit function ensures periodic compliance reviews of the Risk Management Framework and conducts periodic compliance reviews against specific risks in accordance with the approved annual Internal and External Audit Plans.

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Review Schedule

In accordance with the *Local Government (Administration) Regulation 1996* and the Department of Local Government, Sport and Cultural Industries, local governments are required to review components of the Council Plan as follows:

Annual Review	Mandatory	Part B – CBP – reviewed and updated
Strategic Review (Minor) *Every two years*	Optional	Part A – SCP – reviewed and updated • Aligned with election cycle • Desktop review only • Community survey optional
Strategic Review (Major) *Every four years*	Mandatory	Part A – SCP – reviewed and updated • Full re-engagement with the community • Community survey and workshops

Measurement and Reporting

The City of Melville's highest level of key performance indicators (KPIs) are community satisfaction and wellbeing. The City undertakes community surveys every alternate year to understand which services are the most important to our community, how we can improve the way we deliver them, and to measure performance.

Operational KPIs help us track our performance with regard to our financial sustainability, assets, people, customer experience, impact on the environment and our compliance with statutory requirements and project delivery milestones. These measures are reported through our Annual Report, Quarterly Reports and other statutory reporting and auditing requirements.

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City of Melville

DRAFT
City of Melville Statutory Delegation and Authorisation Manual

Including Registers of Delegations

2025-2026

Information for deletion is shown in ~~red strikethrough~~ text,
information for inclusion is shown in blue text.
For consideration at 17 June 2025 OMC

To search for a particular delegation, use CTRL+F on your keyboard to open the Find function.

Updated 28 May 2025

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Statutory Delegation and Authorisation Manual Including Registers of Delegations

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Part 1 - Introduction

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1.1 - Structure of this Document

Part 1 provides general background to delegations and authorisations in the City of Melville, including the statutory context.

Parts 2 and 3 comprise the City's Register of Delegations as required by section 5.46 of the *Local Government Act 1995*, section 47 of the *Cat Act 2011*, section 10AB of the *Dog Act 1976*, and Clause 84 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Part 2 contains instruments of delegation from the Council to the CEO. These instruments include sub-delegations from the CEO to other employees where relevant. Each Division under this Part deals with a specific primary statute, and the specific enabling provisions and any limitations or conditions on the power of delegation are described at the beginning of the division.

Part 3 contains delegations from the CEO to employees of powers and duties assigned to the CEO by legislation. All current CEO delegations are made under the *Local Government Act 1995* section 5.44. This part excludes sub-delegations from the CEO to other officers of delegated powers, which are included in the instrument of delegation from Council listed in Part 2.

Part 4 contains statutory authorisations and appointments by the Council relating to the CEO or any other officer. Currently Council has made an authorisation under the *Local Government Act* 1995 and an appointment under the *Health (Miscellaneous Provisions) Act 1911.* Each Division under this Part deals with a specific primary statute. The specific enabling provisions and any limitations or conditions on the authorisation power are described at the beginning of each division.

Part 5 lists delegations and authorisations granted to the local government, the CEO or to specified local government employees by State agencies that are primarily responsible for assisting in the administration of the relevant legislation. These delegations may contain conditions regarding the officers who may exercise the delegation. The officers or classes of officers who have been allocated responsibility for the exercise of the delegated or authorised functions are listed below the copy of the instrument of delegation or authorisation.

Part 6 provides guidance notes for the use of delegations and authorisations.

1.2 - Background

Council is responsible for the overall government of the City's affairs and the performance of the City's functions. The CEO is responsible, among other functions, for the management of the day-to-day administration of the operations of the City, including the management of other employees, for advising Council and for implementing the decisions of Council.

Legislation applicable to local government may reserve specific powers and duties to the Council, the CEO or a defined authorised person or class of persons. Where legislation grants a power or imposes a duty on 'local government', this is conventionally interpreted to mean the Council unless otherwise specified even if the power or duty is operational in nature.

The functions and powers allocated to local governments by legislation are so many and so diverse that it would be unrealistic to expect any Council to make every discretionary decision itself. The business of local government could not be carried out under such conditions.

Where permitted by legislation, delegation of authority is a practical and prudent mechanism to facilitate timely decisions within legislative constraints and to ensure decisions are made lawfully by a delegate with appropriate technical expertise or experience. Delegations are made by the Council where permitted under relevant legislation in order to enable the efficient and orderly governance of the City. Under some legislation, the CEO may also delegate statutory or delegated powers to another person.

Safeguards may be incorporated into delegations such as limiting the circumstances in which a delegation can be exercised or imposing financial or other limits to the delegated power.

The delegation of a power or duty does not preclude a delegator from exercising or performing that power or duty itself or by acting through any employee authorised, by job description or otherwise, to carry out a function as the agent of, and on behalf of, the local government in accordance with approved policies.

A person granted a delegation is not obliged to exercise the delegated power and may, if circumstances indicate, refer the decision back to the delegator.

Legislation varies in how delegation of authority is provided for, including limitations, conditions and reporting or review requirements. Reviews of delegations, where required by law, are the responsibility of the delegator.

Under the *Local Government Act 1995* and some other legislation, persons affected by specified decisions made under delegated authority have a right under Part 9 Division 1 of the *Local Government Act 1995* to lodge an objection to the decision, which must be considered by Council, and/or to seek a review of the decision by the State Administrative Tribunal.

1.3 - Legislated Register of Delegations

Section 5.46 of the *Local Government Act 1995* requires:

(1) The CEO to keep a register of the delegations made to the CEO and to employees under Part 5 Division 4 of that Act;

(2) Delegations made under Part 5 Division 4 of that Act to be reviewed by the delegator at least once every financial year; and

(3) Every person to whom a power or duty is delegated under that Act to keep prescribed records in relation to the exercise of the delegated authority.

Similar requirements apply to delegations under the *Cat Act 2011, Dog Act 1976* and *Planning and Development Act 2005*.

Other Acts conferring powers and duties on local governments do not specify such requirements for recording and review, but for the purposes of consistency and convenience, all delegations are listed in this register.

1.4 - Statutory Delegation by Local Governments

Delegation provisions in legislation are generally stated in the form ‘a local government may delegate to [specified delegate(s)] its powers and duties under this Act’. Sometimes the delegation power may relate only to a part of the Act and sometimes it may refer to ‘functions’. Under the *Interpretation Act 1984*, a ‘function’ includes powers, duties, responsibilities, authorities and jurisdictions.

A Council delegation is unnecessary where the legislation has conferred a specified function or power directly on the CEO or on another defined class of authorised persons. Section 50(1)

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of the *Interpretation Act 1984* specifies that *'Where a written law confers upon a person power to do or enforce the doing of any act or thing, all such powers shall also be deemed to be conferred on the person as are reasonably necessary to enable him to do or to enforce the doing of the act or thing.*'

Delegations are therefore restricted to the statutory powers, duties and functions explicitly conferred or imposed on the delegator by legislation, and are often referred to as statutory delegations. Broadly, sections 58 and 59 of the *Interpretation Act 1984* provide for how delegations are to be made and exercised.

Delegation is appropriate for functions requiring the broad exercise of independent discretion in decision-making. A delegate is not expected to seek approval for their decisions under delegation. Section 58 of the *Interpretation Act 1984* clarifies this independence:

> *'Where under a written law the performance of a function by a person is dependent upon the opinion, belief, or state of mind of that person in relation to a matter and that function has been delegated under a written law, the function may be performed by the delegate upon the opinion, belief, or state of mind of the delegate in relation to that matter*.'

This does not preclude the use of policies that guide decision-making to ensure consistency and alignment with certain principles and outcomes.

Section 59 of the *Interpretation Act 1984* states that '*where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law… such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified office or class of office*.'

It is more efficient and effective to delegate to positions rather than individuals so that anyone appointed to or acting in that position may undertake the functions/duties or exercise the powers without a new delegation being required.

Some legislation may restrict the local government to delegating a power or function only to the local government CEO, although some Acts provide for the local government to delegate to persons other than the CEO, such as other local government employees or committees. The CEO may further delegate those powers to other officers only if sub-delegation is permitted by the legislation.

Delegations are required to be made in writing, and for Council delegations, this normally takes the form of a resolution that is recorded in the Council Minutes. The City has adopted a standard form for instruments of delegation that also provides for recording sub-delegations, specifying recordkeeping obligations, and listing relevant policies and legislation to guide the delegates in exercising the delegated authority.

Under the *Local Government Act 1995*, *Cat Act 2011*, *Dog Act 1976*, *Graffiti Vandalism Act 2016* and *Planning and Development (Local Planning Schemes) Regulations 2015*, delegations by Council must be made by absolute majority resolution. Other legislation does not require an absolute majority to grant, amend or revoke a delegation by Council.

Under section 5.71 of the *Local Government Act 1995*, an employee may not exercise a delegated power or discharge a delegated duty if they have a financial interest in the matter. Non-financial interests must be declared and managed.

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A person who holds delegated powers or duties under Part 5 Division 4 of the Local Government Act is classified as a designated employee and a relevant person for the purposes of lodging primary and annual returns under sections 5.75 and 5.76. The Local Government Operational Guideline on Primary and Annual Returns specifies that if a designated employee ceases to hold that position within three months of the start date, no primary return is required. Short-term acting arrangements in a position holding relevant delegations therefore may not trigger a requirement for a primary return, but acting arrangements exceeding three months will do so.

Further information on delegations in local government can be found in the Local Government Operational Guideline on Delegations.

1.5 - Alternatives to Delegation: Appointments, Authorisation and Acting Through

1.5.1 Appointments

Some legislation, particularly that with a strong enforcement element, provides for the local government (or its delegate) to appoint authorised persons to undertake certain functions and duties, and to exercise powers, that are imposed or conferred on authorised persons by that legislation. They may also be called authorised officers, or approved officers, or designated officers, or a legislation-specific term. Once appointed under a specific Act, an authorised person does not need any further delegation to exercise the powers conferred on authorised persons by that legislation.

Section 26 of the *Health (Miscellaneous Provisions) Act 1911* is a special case in that it provides for the local government to appoint and authorise a person to be its deputy to exercise the powers and perform the functions of the local government under that Act and the regulations and local laws made under it. The Act does not grant local governments a delegation power but in practice the role of a deputy is equivalent to that of a delegate.

1.5.2 Authorisation

Some legislative provisions may specify that a power may be exercised or a function performed only by a person specifically authorised to do so by the local government. While the power to authorise a person may be delegated, this authorisation is not itself a delegation. The person authorised acts as an agent of the local government within operational parameters such as a policy, procedure or work instruction and may be required to seek approval for their decisions.

Where a power is required under the Act to be exercised by a person authorised to do so, an authorisation rather than a delegation is required. The Council may authorise specified persons directly or delegate the power to the CEO to authorise persons to perform functions. Authorisation is usually granted to position titles and anyone employed or acting in that position may exercise the authorisation.

One example of authorisation is section 9.49A of the *Local Government Act 1995*, which provides for a local government, by resolution, to authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government.

1.5.3 Acting Through

Section 5.45(2) of the *Local Government Act 1995* clarifies that regardless of delegations in place, a local government may perform any of its functions by acting through a person other

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than the CEO, and the CEO may perform any of their functions by acting through another person.

Operational Guideline 17 – Delegations, published by the Department of Local Government, Sport and Cultural Industries, provides guidance as to when delegation is appropriate and when a function may be effectively undertaken by acting through authorised employees.

The *Local Government Act 1995* does not define 'acting through', but generally where the legislation provides little or no discretion in carrying out a function or duty, then the function or duty may be undertaken by the local government acting through an employee operating in the normal course of their duties. For example, the legislation may state that a local government 'must' or 'shall' do or not do something under specified circumstances, or set out clear rules about how or when something must be done.

Conversely, where the legislation states the local government 'may' do something and allows for substantial discretion on the part of the decision maker, particularly if the decision will have a significant impact on the City or on the person affected, the function must be:

- delegated;
- where specified in the legislation, undertaken by a person authorised to exercise the power or undertake the function within specified parameters; or
- be subject to a formal policy and/or procedure that provides sufficient control and accountability about how the decisions are made by officers required to administer the function as part of their normal duties.

Where considered appropriate and effective in operation, Council may approve policies about particular functions of the local government. This may remove the need for a delegation as it is the role of the organisation to implement the Council's policies. The CEO has explicit authority to implement the City's decisions through the relevant employees.

'Acting through' may better suit certain operational processes, reduce additional recording and reduce reporting requirements compared with the exercise of delegated authority.

1.6 - Statutory Delegations and Authorisations by External Agencies

Some powers and duties exercised or discharged by the City may be a result of delegation by a State authority or public officer, generally the CEO of the department or statutory officer responsible for assisting the responsible minister in the administration of a specific Act.

Such delegations may be to the local government, or to the local government CEO or to specified officers or classes of officers in local governments. None of the State delegations currently held by the City provide for sub-delegation.

A State agency exercising a power or discharging a duty under a statute may also authorise a local government to undertake specified functions under legislation for which it has responsibility.

Currently, the City or its officers hold delegated authority or authorisations from the CEO of the Department of Water and Environmental Regulation, the Western Australian Planning Commission and the Commissioner of Main Roads.

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Part 2 - Register of Statutory Delegations by Council

Previously reviewed in accordance with *Local Government Act 1995* section 5.46(2), *Cat Act 2011* section 47(2), *Dog Act 1976* section 10AB(2) and *Planning and Development (Local Planning Scheme) Regulations 2015* clause 84:

Ordinary Meeting of Council	21 June 2011	C/11/5187
Ordinary Meeting of Council	17 April 2012	C/12/5217
Ordinary Meeting of Council	21 May 2013	C/13/5291
Ordinary Meeting of Council	17 June 2014	M14/5369
Ordinary Meeting of Council	12 May 2015	M15/5418
Ordinary Meeting of Council	17 May 2016	M16/5477
Ordinary Meeting of Council	16 May 2017	M17/5549
Ordinary Meeting of Council	19 June 2018	M18/5618
Ordinary Meeting of Council	18 June 2019	M19/5691
Ordinary Meeting of Council	16 June 2020	M20/5749
Ordinary Meeting of Council	15 June 2021	M21/5842
Ordinary Meeting of Council	19 July 2022	M22/5920
Ordinary Meeting of Council	20 June 2023	C23/25
Ordinary Meeting of Council	18 June 2024	C24/157
Ordinary Meeting of Council	17 June 2025	X25/XXX

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Division 1 - *Local Government Act 1995* and Regulations and Local Laws

2.1.1 Enabling legislative provisions

Council may delegate to:

a) A committee (section 5.16(1))
   i) Comprising council members and employees – only powers and duties that may be delegated to the CEO (section 5.17(b)); or
   ii) Including people who are neither council members nor employees, as described in section 5.9(c), (d) and (e) – only powers and duties related to management of the property or events in which the committee is involved (section 5.17(c)).
b) The CEO (section 5.42 (1)(a) – all powers and duties of the local government under the Act except those listed in section 5.43 or prescribed by regulations.

2.1.2 Matters that may not be delegated

1) To Committees:
   a) Comprising council members only – no power or duty that requires an absolute majority decision or that is prescribed (section 5.17(a)); and
   b) If the committee contains no members who are council members or employees, then no delegation is permitted (section 5.17(d)).

2) To the CEO:

Section 5.43 of the Act states that a local government cannot delegate to a CEO any of the following powers and 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;
(c) Appointing an auditor;
(d) Acquiring or disposing of any property valued at an amount exceeding that determined by the local government;
(e) Any of the local government's powers under sections 5.98, 5.98A, 5.99A, 5.99 and 5.100 of the Act (fees, allowances and payments to Council members);
(f) Borrowing money on behalf of the local government;
(g) Hearing or determining an objection of a kind referred to in section 9.5 (objection to certain local government decisions);
(ha) The power under section 9.49A(4) to authorise the CEO, another employee or an agent to sign documents on behalf of the local government;
(h) Any power or duty that requires the approval of the Minister or Governor; or
(i) Such other duties or powers that may be prescribed by regulation.

With respect to the last point (i) above:

1. Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
   (a) Sections 7.12A(2) ~~(a),~~ 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
   (b) Regulations 18C and 18D (relating to the selection and appointment of CEO's and reviews of their performance).

2. Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

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2.1.3 Sub-delegation

1. The CEO may delegate to any employee a power or duty that has been delegated to the CEO under section 5.42 (section 5.44(1) and (3)).
2. A delegation must be made in writing (section 5.44(2)) and is subject to any conditions imposed by the local government on its delegation to the CEO (section 5.44(3)).
3. The CEO may impose further conditions on a delegation that is sub-delegated (section 5.44(4)).

2.1.4 Making delegations

1. An absolute majority decision of Council is required to delegate powers and duties to the CEO (section .5.42(1)).
2. A delegation made under section 5.42 must be in writing and can be general or as otherwise provided (s.5.42(2)).
3. A delegation has effect indefinitely unless otherwise specified in the delegation (section 5.45(1)(a)).
4. Any decision to amend or revoke a delegation made by a local government is to be by an absolute majority decision (section 5.45(1)(b)).

2.1.5 Recording and Review Obligations

1. The CEO to keep a register of the delegations made under Part 5 Division 4 to the CEO and to employees (section 5.46(1)).

2. At least once every financial year delegations made under Part 5 Division 4 are to be reviewed by the delegator (section 5.46(2)).

3. Every person to whom a power or duty is delegated under the *Local Government Act 1995* is to keep records in accordance with the *Local Government (Administration) Regulations 1996* in relation to the exercise of the power or discharge of the duty (section 5.46(3)).

   Regulation 19 of the *Local Government (Administration) Regulations 1996* specifies that where a power or duty has been delegated under the *Local Government Act 1995* to the CEO or any other employee, the person to whom the power or duty has been delegated must keep a written record of:

   - How the person exercised the power or discharged the duty;
   - When the person exercised the power or discharged the duty; and
   - The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

2.1.6 Other obligations on delegates

Under section 5.71, an employee who has been delegated a power or duty under Part 5 Division 4 relating to a matter, must not exercise that power or discharge that duty if they have an interest in the matter as defined in sections 5.60A or 5.60B, and must disclose the nature of the interest to the Mayor (if the CEO) or to the CEO (any other employee).

Employees holding delegated authority (including sub-delegations) under Part 5 Division 4 of the *Local Government Act 1995* must lodge a primary financial return under section 5.75 of the Act within three months of receiving the delegation and must thereafter, while holding the delegated authority, lodge an annual return under section 5.76 of the Act.

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DA-006 Unvested Facilities in Two or More Districts

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 006** **Last Review Date: 17 June 2025**
Description	Authority to agree on the control and management of an unvested facility if it lies within two or more Local Government districts.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.53: Control of certain unvested facilities
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	None
Conditions on Delegation/Sub Delegation	None
Compliance links	None
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Property/Land Administration 5.48 6D COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended title to clarify function.~~

CONFIRMED

DA-007 Leasing/Licensing of Property

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 007** **Last Review Date: 17 June 2025**
Description	Authority to: • Dispose of property by way of lease/licence or hire agreement including to advertise disposal in accordance with section 3.58 of the Act; and • Negotiate, execute and administer lease and other contractual documents for the purposes of a lease, licence or hire agreement, including assignment, extension and renewal.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.58(2)-(3): Disposing of property
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Community Development (restricted to leases and management licences with community, sporting groups, government agencies, artists and cultural organisations, and to commercial parking leases) • Director Corporate Services (any lease/licence)
Conditions on Delegation/Sub Delegation	Delegation to CEO limited to disposal of an interest in land/property by lease/~~hold or~~ licence or a hire agreement to an annual property rental value of $100,000 per annum (excl. GST) and a maximum lease term of ten years. This includes lease extensions and renewals. Sub-delegation is limited to disposal of property by way of lease/licence or hire agreement to a value of $50,000 per annum (excl. GST) and a maximum term of five years.
Compliance links	*Local Government (Functions & General) Regulations 1996* Regulation 30: Dispositions of property with market value less than $20,000 excluded from section 3.58 of Act. *Property Law Act 1969* *Commercial Tenancy (Retail Shops) Agreements Act 1985*
Policy Reference	CP-005 – Land and Property Retention, Disposal and Acquisition Related Delegation: DA-008 Disposition of Land and Other Assets
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: PROPERTY MANAGEMENT – Leases-Licences-Agreements-Contracts 22.07 7D COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~Substantive Amendments~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to incorporate delegations previously recorded in DA009, DA011 and DA-087.~~

COUNCIL

DA-008 Disposition of Land and Other Assets

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 008** **Last Review Date: 17 June 2025**
Description	Authority to initiate and conclude the disposal (excluding disposal by way of lease) of land and property up to $500,000.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.58: Disposing of property Section 3.59: Commercial enterprises by local government
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Community Development • Director Corporate Services • Chief Financial Officer • Director Environment and Infrastructure • Manager City Buildings and Projects
Conditions on Delegation/Sub Delegation	Delegation thresholds per transaction: • Chief Executive Officer – up to $500,000 • Director Community Development- $19,999/ $74,999 • Director Corporate Services – $19,999 / $74,999 • Chief Financial Officer – $5,000 / $19,999 • Director Environment and Infrastructure – $19,999 / $74,999 • Manager City Buildings and Projects – $5,000/$19,999 Note the $74,999 above relates to property which is provided as consideration for the purchase of other property up to the value of $75,000, e.g., a motor vehicle trade in. This is in accordance with Regulation 30(3)(b).
Compliance links	*Local Government Act 1995* Section 5.43(d): Limit on value of disposed property *Local Government (Functions and General) Regulations 1996* Regulation 8A: Amount prescribed for major land transactions, exempt land transactions Regulation 8: Exempt land transactions Regulation 30: Dispositions of property excluded from Act section 3.58
Policy Reference	CP-005 Land and Property Retention, Disposal and Acquisition Related Delegation: DA-007 Leasing/Licensing of Property
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P STRATEGIC PROPERTY MANAGEMENT – Land and Property Acquisition / Disposal / Development 20.71 5A
Period of Validity	Ongoing

CONFIRMED

Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 15 June 2021 – M21/5842~~ ~~Amended sub-delegation thresholds for Manager Financial Services and Manager City Buildings.~~ ~~8 August 2023~~ ~~Amended sub-delegation to extend to Director Community Development.~~

CONFIRMED

DA-015 Bonds for Works

Delegator: Council **Process Owner: Director Planning**	**Delegation: DA – 015** **Last Review Date: 17 June 2025**
Description	Authority to determine the value of and conditions associated with the lodgement of cash bonds or other performance bonds for works associated with the subdivision or development of land that may affect thoroughfares and public places; and to approve the return or payment of such bonds upon the completion of the works or event.
Statutory Power or Duty Delegated	*Local Government (Uniform Local Provisions) Regulations 1996* Regulation 6(4)(c)-(d): Obstruction of public thoroughfare Regulation 11(6)(b)-(c): Dangerous excavation in or near public thoroughfare Regulation 17(5): Private works on, over, or under public places
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers and duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Environment and Infrastructure • Manager Engineering • Director Planning • Manager Health and Compliance • Manager Development Approvals
Conditions on Delegation/Sub Delegation	None
Compliance links	*Local Government Act 1995*, Schedule 9.1 *Local Government (Uniform Local Provisions) Regulations 1996*
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P PROPERTY MAINTENANCE – Security Deposits/Bonds/Retention Money 21.09 7D
Period of Validity	Ongoing
Adopted by Council	Technical Services Committee – 5 November 1996 – T96/8030
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amend to clarify circumstances when delegation exercised.~~ ~~Ordinary Meeting of Council – 18 June 2024 – C24/157~~ ~~Amended sub-delegation to extend to Manager Environmental Health and Compliance.~~

CONFIRMED

DA-016 Administration of Local Laws

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 016** **Last Review Date: 17 June 2025**
Description	Authority to administer City of Melville Local Laws.
Statutory Power or Duty Delegated	Powers to determine applications, issue and apply conditions to approvals, consents, permits, licences and registrations, undertake enforcement functions and exercise discretion under the following local laws: 1. *Activities in Thoroughfares, Public Places and Trading Local Law 2014* 2. *Fencing By Law 1996* 3. *Dog Local Law 2021* 4. *Health Local Laws 1997* 5. *Local Government Property Local Law 2010* 6. *Local Law relating to Street Numbering 2006* 7. *Parking Local Law 2023*
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers and duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	Local Government Act 1995 Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	See attached sub-delegation matrix
Conditions on Delegation/Sub Delegation	Infringements may only be issued by persons authorised for the purposes of section 9.16 of the *Local Government Act 1995*.
Compliance links	*Local Government Act 1995* Part 9, Division 1: Objections and Review Part 9, Division 2: Enforcement and Legal Proceedings
Policy Reference	CP-068 Street Numbering Policy Australian Standard AS/NZS 4819:2011: Geographic Information - Rural and Urban Addressing *Local Law relating to Street Numbering 2006* SPP 7.3 Residential Design Codes CP-078 - Residential Development Policy LPP 2.2 Outdoor Advertisements and Signage Policy CP-097 Parking Permit Policy CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate subject index for decision
Period of Validity	Ongoing
Adopted by Council	Planning & Development Services Committee – 12 November 1996 – P96/7023
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to align with legislative provisions, add policy and~~

COUNCIL

	~~legislative references.~~ ~~Ordinary Meeting of Council 15 June 2021 – M21/5842~~ ~~Updated sub-delegate position titles, add sub-delegation for purposes of Parking Local Law to Manager Engineering, and sub-delegation for purposes of Thoroughfares Local Law to Manager Cultural Services; revoke sub-delegation to Manager Natural Areas and Parks in relation to Street Numbering Local Law.~~

CONFIRMED

DA – 016 SUB-DELEGATION MATRIX

Key to Local Laws:

1. *Activities in Thoroughfares, Public Places and Trading Local Law 2014*
2. *Fencing By Law 1996*
3. *Dog Local Law 2021*
4. *Health Local Laws 1997*
5. *Local Government Property Local Law 2010*
6. *Local Law relating to Street Numbering 2006*
7. *Parking Local Law 2023*

Position							
	1	2	3	4	5	6	7
Director Community Development	√		√		√		√
Head of Community Safety	√		√		√		√
Service Lead – Community Safety Investigations	√		√		√		√
Manager Healthy Melville	√			√	√		√ (clause 5.4 and 5.8(b) only)
Healthy Melville Coordinator (Recreation Development)							√ (clause 5.4 and 5.8(b) only)
Manager Cultural Services	√						
Director Corporate Services	√				√		
Director Environment and Infrastructure	√				√		√
Manager Engineering	√				√		√
Manager Natural Areas and Parks	√				√		
Director Planning	√	√		√		√	
Manager Health and Compliance	√	√		√		√	
Coordinator Compliance Services	√	√				√	
Senior Development Compliance Officer	√	√				√	
Coordinator Environmental Health	√			√			
Senior Environmental Health Officer	√			√			
Manager Development Approvals	√	√				√	
Principal Building Surveyor	√	√					
Senior Building Surveyor		√					
Principal Statutory Planner		√				√	
Senior Statutory Planner		√				√	

CONFIRMED

DA-024 Senior Employees

Delegator: Council **Process Owner: CEO**	**Delegation: DA –024** **Last Review Date: 17 June 2025**
Description	1. Authority to designate any employees or persons belonging to a class of employee to be a senior employee; and 2. Authority to advertise the vacant position of a designated senior employee.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 5.37 (1), (3)-(4)
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	None
Conditions on Delegation/Sub Delegation	An advertisement is to be in the manner and contain such information with respect to the position as is prescribed.
Compliance links	*Local Government (Administration) Regulations 1996* Regulation 18A: Vacancy in position of CEO or senior employee to be advertised
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P ORGANISATIONAL DEVELOPMENT POSITION DESCRIPTIONS – Employee Services 60.1 2D
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-026 Determination of Criteria for Acceptance of Tenders and Pre-Qualified Supplier Panels

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 026** **Last Review Date: 17 June 2025**
Description	Before tenders and/or applications for pre-qualified supplier panels are publicly invited, authority to determine in writing the criteria for deciding which tender should be accepted.
Statutory Power or Duty Delegated	*Local Government (Functions & General) Regulations 1996* Regulation 14(2a): Publicly inviting tenders, requirements for Regulation 24AD(3): Requirements when inviting persons to join panel of pre-qualified suppliers
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	All Directors
Conditions on Delegation/Sub Delegation	Directors may only exercise this sub-delegation with respect to tenders and/or prequalified supplier panels emanating from their Directorate.
Compliance links	None
Policy Reference	CP-023 Procurement Policy
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P COUNCIL ADMINISTRATION – Procurement – Tenders 5.36 5A
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-027 Rejecting and Accepting Tenders and/or Applications for Pre-Qualified Supplier Panels

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 027** **Last Review Date: 17 June 2025**
Description	1. Authority to accept tenders and applications for pre-qualified supplier panels, up to the value of $550,000 (excluding GST), including pre award minor variations but excluding post award variations, per tender or application, per contract year; and 2. Authority to decline to accept any tender and to accept the withdrawal of a tender once awarded.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.57: Tenders for providing goods and services Section 9.49B: Contract formalities
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	Sub-delegation is not permitted
Sub Delegated to:	Not applicable
Conditions on Delegation/Sub Delegation	Maximum threshold $550,000 (excl. GST) per tender, per contract year. Decision to be made following receipt and consideration of a recommendation from the Contracts and Tenders Advisory Unit.
Compliance links	*Local Government (Functions and General) Regulations 1996* Regulation 11: When tenders have to be publicly invited Regulation 13: Requirements when a local government invites tenders though not required to do so Regulation 14: Publicly inviting tenders, requirements for Regulation 15: Minimum time to be allowed for submitting tenders Regulation 18: Rejecting and accepting tenders Regulation 20: Variation of requirements before entry into contract Regulation 21: Limiting who can tender, procedure for Regulation 22: Minimum time to be allowed for submitting EoI Regulation 24AH: Rejecting and accepting applications to join panel of pre-qualified suppliers DA-028 – Contract Variations and Selection of Next Successful Tenderer
Policy Reference	CP-023 Procurement Policy
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P COUNCIL ADMINISTRATION – Procurement – Tenders 5.36 5A
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove reference to expressions of interest (covered in DA-030) and unnecessary reference to 'capital projects'~~

CONFIRMED

DA-028 Contract Variations and Selection of Next Successful Tenderer

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 028** **Last Review Date: 17 June 2025**
Description	**Pre-Award** 1. Power to make a minor variation to the goods and services specified and enter a contract with the chosen tenderer for the supply of the varied requirement; and 2. Power to select the next most advantageous tenderer if the chosen tenderer does not agree on a contract with the varied requirements. **Post Award** Following acceptance of a tender and having entered into a contract for the supply of products or services, authorise variations which are unforeseen.
Statutory Power or Duty Delegated	*Local Government (Functions and General) Regulations 1996* Regulation 20: Variation of requirements before entry into the contract Regulation 21A: Varying a contract for the supply of goods or services
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• All Directors • All Executive Managers • All Chiefs, Heads and Managers reporting to a Director • Research and Liaison Advisor
Conditions on Delegation/Sub Delegation	Directors/Executive Managers/Managers may only exercise the sub-delegated power with respect to tenders and contracts originating in their directorate. A minor variation means a variation that has does not significantly increase the risk to the City associated with the terms and conditions, and does not fundamentally alter the scope of works and/or the goods or services that tenderers were invited to supply. Post-contract variations are to be made following the post award contract variation procedure.
Compliance links	*Local Government (Functions and General) Regulations 1996* Regulation 11: When tenders have to be publicly invited Regulation 20: Variation of requirements before entry into contract Regulation 21A: Varying a contract for the supply of goods or services Post Award Contract Variation Directorate Procedure

CONFIRMED

	DA-027 – Rejecting and Accepting Tenders and/or Applications for Pre-Qualified Supplier Panels
Policy Reference	CP-023 Procurement Policy
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P COUNCIL ADMINISTRATION – Procurement – Tenders 5.36 5A
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007

CONFIRMED

DA-030 Consideration of Expressions of Interest to Supply Products or Services

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 030** **Last Review Date: 17 June 2025**
Description	Authority to consider expressions of interest that have been called in accordance with the *Local Government Act (Functions & General) Regulations 1996* and decide which, if any, of those expressions of interest are from persons capable of satisfactorily supplying the products or services.
Statutory Power or Duty Delegated	*Local Government (Functions and General) Regulations 1996* Regulation 23(3): Rejecting and accepting expressions of interest to be acceptable tenderer
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	All Directors
Conditions on Delegation/Sub Delegation	Directors may only exercise the sub-delegated power in respect to expressions of interest originating in their Directorate.
Compliance links	*Local Government (Functions and General) Regulations 1996* Regulation 23: Rejecting and accepting expressions of interest to be acceptable tenderer
Policy Reference	CP-023 Procurement Policy
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-031 Reimbursement of Expenses for Employee Committee Members

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 031** **Last Review Date: 17 June 2025**
Description	Authority to reimburse an employee on a committee for an expense that was incurred in relation to a matter affecting the City of Melville.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 5.101(2): Payments for employee committee members
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• All Directors • All Executive Managers • All Chiefs, Heads and Managers reporting to a Director ~~• Managers~~ • Research and Liaison Advisor
Conditions on Delegation/Sub Delegation	Delegates and sub-delegates are not authorised to approve payments to themselves.
Compliance links	*Local Government Act 1995* Section 5.102: Expense may be funded before actually incurred
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate financial records
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 15 June 2021 – M21/5842~~

CONFIRMED

DA-032 Granting of a Concession or Writing off Debts Owed to the Council

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 032** **Last Review Date: 17 June 2025**
Description	1. Authority to determine what conditions apply to the granting of a concession proposed to be undertaken (except for rates & service charges); 2. Authority to waive or grant concessions in relation to any amount of money except for rates & service charges; and 3. Authority to write off any amount of money that is owed to the local government (including rates & service charges).
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 6.12(1)(b)-(c): waive and grant concessions; write off any amount of money Section 6.12(3): grant of a concession under section 6.12(1)(b) may be subject to any conditions
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• All Directors in relation to concessions or write offs emanating from their Directorate • Chief Financial Officer • Manager Healthy Melville in relation to concessions emanating from their Service Area • Revenue Coordinator
Conditions on Delegation/Sub Delegation	Delegation thresholds: • Chief Executive Officer – Limit $10,000 for any one item • All Directors – Limit $5,000 for any one item • Chief Financial Officer – Limit $1,000 for any one item • Manager Healthy Melville – Limit $500 for any one item • Revenue Coordinator – Limit of $50 for any one item Any write offs in accordance with function 3 above are to be notified to the Council in the next available Council meeting in the CEO report that presents the monthly Statements of Financial Activity. This delegation does not apply to waiving fees or granting concessions in relation to the Community Partnership Fund, which is to be done under delegation DA-115.
Compliance links	None
Policy Reference	CP-025 Accounting Policy
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate financial records
Period of Validity	Ongoing

CONFIRMED

Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended conditions to differentiate from waivers and concessions granted under the Community Partnership Fund under DA 115.~~

CONFIRMED

DA-033 Power to Invest

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 033** **Last Review Date: 17 June 2025**
Description	Authority to invest money held in the Municipal or Trust funds that is not, for the time being, required for any other purpose, in accordance with the *Trustees Act 1962*, Part III. **Note:** The Municipal Fund includes the Reserve Accounts which form part of what is commonly known as the City of Melville Reserve Fund.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 6.14(1): Power to invest
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Corporate Services • Director Environment and Infrastructure • Chief Financial Officer • Senior Accountant (Management) (position ID 2041 only) • Management Accountant (position ID 2042A only)
Conditions on Delegation/Sub Delegation	Investment must be in accordance with Part III of the *Trustees Act 1962*, the *Local Government Act 1995,* the *Local Government (Financial Management) Regulations 1996* and Council Policy. All investment transactions are required to be authorised by two of the delegated officers of which at least one of whom will be a Category A authorised signatory as outlined in DA-035.
Compliance links	*Trustees Act 1962,* Part III Investments *Local Government (Financial Management) Regulations 1996* Regulation 19: Investments, control procedures for Regulation 19C: Investment of money, restrictions on
Policy Reference	CP-009 Investment of Funds
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate financial records
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 15 June 2021 – M21/5842~~ ~~Ordinary Meeting of Council – 20 June 2023 – C23/25~~ ~~Manager Organisational Development removed as position no longer exists~~

CONFIRMED

DA-035 Payment of Accounts from Municipal or Trust Funds

<table>
<tr><td colspan="2">Delegator: Council
Process Owner: Director Corporate Services</td><td>Delegation: DA – 035
Last Review Date: 17 June 2025</td></tr>
<tr><td>Description</td><td colspan="2">Power to authorise payments from the Municipal and Trust Funds and all transactions on Municipal, Trust and Reserve Bank Accounts.</td></tr>
<tr><td>Statutory Power or Duty Delegated</td><td colspan="2">Local Government Act 1995
Section 6.7(2): Money held in the municipal fund may be applied towards the performance of functions and exercise of powers of the local government
Section 6.9(2): Money or property held in the trust fund is to be applied for the purposes of, and in accordance with, the trusts affecting it</td></tr>
<tr><td>Statutory Power to Delegate</td><td colspan="2">Local Government Act 1995
Section 5.42: Delegation of some powers or duties to the CEO</td></tr>
<tr><td>Delegated to</td><td colspan="2">Chief Executive Officer (Category A signatory)</td></tr>
<tr><td>Statutory Power to sub delegate:</td><td colspan="2">Local Government Act 1995
Section 5.44: CEO may delegate powers and duties to other employees</td></tr>
<tr><td>Sub Delegated to:</td><td colspan="2"><table>
<tr><th>Position (Signatory)</th><th>Signatory category</th></tr>
<tr><td>Director Corporate Services</td><td>Category A</td></tr>
<tr><td>Chief Financial Officer</td><td>Category A</td></tr>
<tr><td>Director Community Development</td><td>Category A</td></tr>
<tr><td>Director Environment and Infrastructure</td><td>Category A</td></tr>
<tr><td>Director Planning</td><td>Category A</td></tr>
<tr><td>Senior Accountant (Management) (position ID 2041 only)</td><td>Category B</td></tr>
<tr><td>Management Accountant (position ID 2042A only)</td><td>Category B</td></tr>
</table></td></tr>
<tr><td>Conditions on Delegation/Sub Delegation</td><td colspan="2">The Local Government (Financial Management) Regulations 1996 Regulation 13 requires a list of accounts detailing payments made under delegated authority from the Municipal Fund or the Trust Fund to be prepared each month and submitted to the Council showing for each account paid since the last such list was prepared — (a) the payee's name; (b) the amount of the payment; (c) the date of the payment; and (d) sufficient information to identify the transaction.

Two signatures of the 'authorised signatories' shown above are required with at least one signatory being a category A signatory.</td></tr>
<tr><td>Compliance links</td><td colspan="2">Local Government Act 1995
Section 6.8: Expenditure from the municipal fund
Local Government (Financial Management) Regulations 1996
Regulation 11: Payments, procedures for making
Regulation 12: Payments from municipal fund or trust fund, restrictions on making
Regulation 13: Payments from municipal fund or trust fund by CEO, CEO's duties as to

City of Melville Procurement Authorisation Limits</td></tr>
</table>

CONFIRMED

Policy Reference	CP-025 Accounting Policy
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate financial records
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 19 December 2006 – C06/6024
~~**Substantive Amendments**~~	

CONFIRMED

DA-038 District Boundary Adjustment

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 038** **Last Review Date: 17 June 2025**
Description	Authority to negotiate as to any adjustment or transfer of property, rights and liabilities with an adjoining local government where an order to amend a District Boundary is made.
Statutory Power or Duty Delegated	*Local Government Act 1995* Schedule 2.1, Clause 11, subclauses (1)-(2)
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	Director Corporate Services
Conditions on Delegation/Sub Delegation	Negotiated matters are subject to final ratification by the Council.
Compliance links	*Local Government Act 1995* Schedule 2.1: Provisions about creating, changing the boundaries of, and abolishing districts *Local Government (Constitution) Regulations 1998*
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P COUNCIL ADMINISTRATION – District Boundaries 5.16 5A
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-044 Disputes between Local Governments

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 044** **Last Review Date: 17 June 2025**
Description	Authority to refer a matter to the Minister to resolve a dispute between two or more local governments.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 9.63(1)
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	Not applicable
Conditions on Delegation/Sub Delegation	Chief Executive Officer must consult with the Mayor prior to referring a dispute to the Minister. Sub-delegation is not permitted.
Compliance links	None
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to insert a requirement to consult with Mayor before referring a dispute and to prohibit sub-delegation.~~

CONFIRMED

DA-046 Notice to Owner or Occupier Requiring Certain Actions to be Undertaken

Delegator: Council **Process Owner: Director Community Development**	**Delegation: DA – 046** **Last Review Date: 18 June 2024**
Description	1. Power to give a person who is the owner or occupier of land, a notice in writing requiring the person to do a thing required under Schedule 3.1 of the *Local Government Act 1995*. 2. In the event of non-compliance with a notice given under section 3.25 of the Act, do anything necessary to achieve the purpose for which the notice was given, and recover the cost of anything done under section 3.26(2) of the Act from the person who failed to comply with the notice given under section 3.25.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.25: Notice requiring certain things be done by owner or occupier of land Section 3.26: Additional powers when notices given
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• All Directors • Managers in Environment and Infrastructure, Community Development and Planning directorates
Conditions on Delegation/Sub Delegation	Operational managers may exercise the powers provided under section 3.26(2) only.
Compliance links	*Local Government Act 1995* Section 3.24: The powers given to a local government by this subdivision can only be exercised on behalf of the local government by a person expressly authorised to exercise those powers Schedule 3.1: Powers under notices to owners or occupiers of land Section 9.3: Rights of affected person extended to certain owners Section 9.4: Advice of objection and review rights
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercises 5.119 P Appropriate subject index for decision
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to consolidate delegated powers under sections 3.25 and 3.26 by incorporating powers previously recorded in DA-047 and DA-048

CONFIRMED

DA-049 Power to Carry Out Works on Private Land

Delegator: Council **Process Owner: Director Environment and Infrastructure**	**Delegation: DA – 049** **Last Review Date: 18 June 2024**
Description	Power to carry out works on private land in the circumstances prescribed in Schedule 3.2 of the *Local Government Act 1995*, even if such works do not have the consent of the owner.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.27(1): Particular things local government can do on land that is not local government property Schedule 3.2: Works prescribed for the purposes of section 3.27
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Environment and Infrastructure • Manager Engineering • Manager Natural Areas and Parks
Conditions on Delegation/Sub Delegation	None
Compliance links	*Local Government Act 1995* Section 3.21: Duties when performing functions Section 3.24: Authorising persons – the powers given to a local government by this subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers Part 9, Division 1: Objections and Review
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P CONSTRUCTION AND MAINTENANCE PROGRAMS – Land Access Notices 25.21 7D
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
Substantive Amendments	

CONFIRMED

DA-050 ~~Entry on to Private Land~~ Power to Seek Warrant to Enter Onto Land or Enter Onto Land in the Event of an Emergency

Delegator: Council **Process Owner: Director Community Development**	**Delegation: DA – 050** **Last Review Date: 17 June 2025**
Description	Power to seek warrant to enter onto land or enter onto land in the event of an emergency. ~~give notice and enter land, premises or thing in accordance with Part 3, Division 3, Subdivision 3 of the *Local Government Act 1995*.~~
Statutory Power or Duty Delegated	*Local Government Act 1995* ~~Section 3.32: Notice of entry~~ Section 3.33: Entry under warrant Section 3.34: Entry in emergency
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• All Directors • Manager Health and Compliance • Coordinator Compliance Services • Coordinator Environmental Health
Conditions on Delegation/Sub Delegation	None
Compliance links	*Local Government Act 1995* Part 3, Division 3, Subdivision 3: Powers of entry
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P CONSTRUCTION AND MAINTENANCE PROGRAMS – Land Access Notices 25.21 7D
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Added power to enter in an emergency under section 3.34.~~

CONFIRMED

DA-051 Making an Opening in a Fence

Delegator: Council **Process Owner: Director Environment and Infrastructure**	**Delegation: DA – 051** **Last Review Date: 17 June 2025**
Description	Authority to make an opening in a fence to do prescribed works on property subject to providing the owner or occupier with 3 days written notice.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.36: Opening fences
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Environment and Infrastructure • Manager Engineering • Manager Natural Areas and Parks
Conditions on Delegation/Sub Delegation	None
Compliance links	*Local Government Act 1995* Schedule 3.2: Particular things local government can do on land that is not local government property
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P CONSTRUCTION AND MAINTENANCE PROGRAMS – Land Access Notices 25.21 7D
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-053 Provisionally and Finally Declare Abandoned Vehicle Wreck

Delegator: Council **Process Owner: Director Community Development**	**Delegation: DA – 053** **Last Review Date: 17 June 2025**
Description	Authority to provisionally and finally declare that a vehicle is an abandoned vehicle wreck.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.40A(4)
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Community Development • Head of Community Safety • Service Lead – Community Safety Investigations
Conditions on Delegation/Sub Delegation	None
Compliance links	None
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P COMMUNITY SAFETY, SECURITY AND LAW ENFORCEMENT – Abandoned and Impounded Vehicles & Lost Property 4.11 7D
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to remove redundant reference to authorising officers.~~ ~~Ordinary Meeting of Council – 15 June 2021 – M21/5842~~ ~~Amended to restrict sub-delegates to coordinator / manager level and above.~~

CONFIRMED

DA-054 Give Notice to Collect; Sellale and or Disposal Dispose of Impounded and or Confiscated Goods or Vehicles

Delegator: Council **Process Owner: Director Community Development**	**Delegation: DA – 054** **Last Review Date: 17 June 2025**
Description	Authority to give notices to collect, withhold collection of goods, and sell or dispose of impounded or confiscated goods or vehicles. ~~Authority to withhold goods impounded or removed under sections 3.39, 3.40 and 3.40A of the *Local Government Act 1995* until the costs of removing, impounding and keeping them have been paid.~~ ~~Authority to sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43 of the Act.~~ ~~Authority to sell or otherwise dispose of any vehicle that has not been collected within two months of a notice having been given under section 3.40(3) of the Act, or seven days of a declaration being made that a vehicle is an abandoned vehicle wreck.~~ ~~Authority to sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) a notice given under sections 3.42(1)(b) or 3.44 of the Act.~~ ~~Authority to arrange, if the animal is ill or injured to such an extent that treating it is not practicable, humane euthanasia and disposal of the carcass.~~
Statutory Power or Duty Delegated	*Local Government Act 1995*~~Section 3.46: Goods may be withheld until costs paid~~ ~~Section 3.47: Confiscated or uncollected goods, disposal of~~ ~~Section 3.48(1): Sick or injured animals, disposal of~~ Section 3.42: In lieu of prosecution, give notice to alleged offender of where they can collect impounded non-perishable goods Section 3.44: Give notice to alleged offender of where they can collect impounded goods (where court does not convict or does convict but does not order confiscation of goods) Section 3.46: withhold goods until costs of removing, impounding and keeping goods has been paid Section 3.47(1): sell or otherwise dispose of goods which have been confiscated by the court under section 3.43 Section 3.47(2): sell or otherwise dispose of a vehicle which has not been collected within the time period specified in the section Section 3.47(3): sell or otherwise dispose of goods which have not been collected within the time period specified in that section
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• All Directors • Head of Community Safety • Service Lead – Community Safety Investigations • Manager Health and Compliance • Coordinator Compliance Services

CONFIRMED

	• Coordinator Environmental Health
Conditions on Delegation/Sub Delegation	None
Compliance links	*Local Government Act 1995* Section 3.47(2)-(2b): Confiscated or uncollected goods, disposal of ~~None~~
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercised 5.119 P COMMUNITY SAFETY, SECURITY AND LAW ENFORCEMENT – Abandoned and Impounded Vehicles & Lost Property 4.11 7D
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to delegate power under section 3.46.~~ ~~Ordinary Meeting of Council – 15 June 2021 – M21/5842~~ ~~Amended to restrict sub-delegates to coordinator / manager level and above.~~

Note – see DA-130 Arrange to Humanely Destroy and Impounded Animal

CONFIRMED

DA-062 Notices & Permissions Under the Uniform Local Provisions

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 062** **Last Review Date: 17 June 2025**
Description	Authority to grant, vary or renew permissions and issue notices pursuant to the *Local Government (Uniform Local Provisions) Regulations 1996*.
Statutory Power or Duty Delegated	Powers and duties of the local government under the *Local Government (Uniform Local Provisions) Regulations 1996*
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Environment and Infrastructure • Director Planning • Manager Health and Compliance • Coordinator Compliance Services • Senior Development Compliance Officer • Manager Development Approvals • Principal Building Surveyor • Senior Building Surveyor
Conditions on Delegation/Sub Delegation	*Local Government Act 1995* Part 3, Division 3, Subdivision 2: Certain provisions about land Part 9, Division 1: Objections and Review
Compliance links	*Local Government Act 1995* Part 3, Division 3, Subdivision 2: Certain provisions about land Part 9, Division 1: Objections and Review
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate subject index for specific decision
Period of Validity	Ongoing
Adopted by Council	Administration & Community Services Committee – 4 November 1996 – A96/1031
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to restrict to notices and permissions under the *Local Government (Uniform Local Provisions) Regulations.*~~ ~~Ordinary Meeting of Council – 15 June 2021 – M21/5842~~ ~~Approved sub-delegations.~~

CONFIRMED

DA-063 Management of Vested Land

Delegator: Council **Process Owner: Director Environment and Infrastructure**	**Delegation: DA – 063** **Last Review Date: 17 June 2025**
Description	Authority to do anything a local government could do under the *Parks and Reserves Act 1895* if it were a Board appointed under that Act, to control and manage any land reserved under the *Land Administration Act* 1997 and vested in or placed under the control and management of the local government.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.54(1): Reserves under control of local government
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• All Directors • Manager Engineering • Manager Natural Areas and Parks
Conditions on Delegation/Sub Delegation	None
Compliance links	*Parks and Reserves Act 1895*
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P ENVIRONMENTAL MANAGEMENT – Bushland Management 9.05 30D Appropriate subject index for specific property
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-074 Due Date of Rates and Service Charges

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 074** **Last Review Date: 17 June 2025**
Description	Authority to determine the date that rates and service charges become due and payable and any instalment due dates.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 6.50: Rates or service charges due and payable
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer (Category A signatory)
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	Director Corporate Services
Conditions on Delegation/Sub Delegation	In accordance with the provisions of the *Local Government Act 1995*, the date determined is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued (section b6.50 (2)), and that the period between instalments is not permitted to be less than two months (section 6.50 (3)).
Compliance links	*Local Government (Financial Management) Regulations 1996* Regulation 64: Instalments, when to be paid
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P FINANCIAL MANAGEMENT – Rates
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-075 Actions Against Lessees of Land Where Rates or Service Charges Are Unpaid

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 075** **Last Review Date: 17 June 2025**
Description	Authority to seek payment of rates or service charges from lessees of land in respect to rent that would be otherwise payable to the lessor, to satisfy rates or service charges imposed on the land that are due and payable.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 6.60(2): Local government may require lessee to pay rent
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer (Category A signatory)
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	Director Corporate Services
Conditions on Delegation/Sub Delegation	None
Compliance links	None
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate subject index for specific decision
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-076 Lodgement of Caveats Against Land Where Rates or Service Charges Are Unpaid

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 076** **Last Review Date: 17 June 2025**
Description	Authority to lodge a caveat in respect of any land for which rates and service charges are outstanding or withdraw such caveats when the arrears are cleared.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 6.64(3): Local government may lodge caveats over land for which rates or service charges are in arrears and may withdraw caveats so lodged
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	Director Corporate Services
Conditions on Delegation/Sub Delegation	None
Compliance links	None
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate subject index for specific decision
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-077 Actions in Respect to Land Where Rates or Service Charges are Unpaid After Three Years

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 077** **Last Review Date: 17 June 2025**
Description	Take possession of rateable land for which rates or service charges have been unpaid for at least three years.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 6.64: If rates or service charges in respect of any rateable land have been unpaid for at least 3 years the local government may take possession of the land and: (a) from time to time lease the land; (b) sell the land; (c) cause the land to be transferred to the Crown; or (d) cause the land to be transferred to [the City of Melville].
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	Director Corporate Services
Conditions on Delegation/Sub Delegation	None
Compliance links	*Local Government Act 1995* Part 6, Division 6, Subdivision 6: Actions against land where rates or service charges unpaid Schedule 6.2: Provisions relating to lease of land where rates or service charges unpaid Schedule 6.3: Provisions relating to sale or transfer of land where rates or service charges unpaid
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate subject index for specific decision
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to remove reference to lodging caveats which is covered in DA-076.~~

CONFIRMED

DA-079 Compensation to the Owners of Property

Delegator: Council **Process Owner: Director Corporate Services**	**Delegation: DA – 079** **Last Review Date: 17 June 2025**
Description	The power to compensate the owners or occupiers of land, if the person requests compensation, to which uninsured damage has been caused through the performance of the City of Melville's functions.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.22: Compensation
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	All Directors
Conditions on Delegation/Sub Delegation	Financial limits to delegation: • Chief Executive Officer – Limit $10,000 per claim • All Directors – Limit $5,000 per claim
Compliance links	*Local Government Act 1995* Section 3.22(5): compensation is not payable for damage sustained as a result of certain functions Section 3.23: Arbitration Schedule 3.1: Powers under notices to owners or occupiers of land Schedule 3.2: Particular things local governments can do on land even though it is not local government property
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate subject index for specific decision
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-081 Closure of Thoroughfares

Delegator: Council **Process Owner: Director Environment and Infrastructure**	**Delegation: DA – 081** **Last Review Date: 17 June 2025**
Description	1. Authority to close a thoroughfare to vehicles, wholly or partially for a period not exceeding four weeks (section 3.50(1)). 2. Authority, after providing public notice of its intention and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding four weeks (section 3.50(1a)). 3. Authority to revoke an order to close a thoroughfare. (section 3.50(6)) 4. Authority to partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare (section 3.50A).
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.50: Closing certain thoroughfares to vehicles Section 3.50A: Partial closure of thoroughfare for repairs and maintenance
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Environment and Infrastructure • Manager Engineering
Conditions on Delegation/Sub Delegation	None
Compliance links	None
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P PLANNING AND DEVELOPMENT - Road Closures 20.18 7D
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-083 Consultation Regarding Fixing, Altering or Realigning a Public Thoroughfare

Delegator: Council **Process Owner: Director Environment and Infrastructure**	**Delegation: DA – 083** **Last Review Date: 17 June 2025**
Description	Authority to give notice of proposal, invite submissions and consider those submissions before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.51(3)-(4): Affected owners to be notified of certain proposals
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Environment and Infrastructure • Manager Engineering
Conditions on Delegation/Sub Delegation	None
Compliance links	None
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate index for specific project
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007– C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

DA-085 Parking Control

Delegator: Council **Process Owner: Director Environment and Infrastructure**	**Delegation: DA – 085** **Last Review Date: 17 June 2025**
Description	Authority to prohibit, restrict or regulate by signs or otherwise, the stopping or parking of any vehicle, class of vehicle, or any class of person or vehicle, or both, in any part of the parking region, in accordance with the provisions of the Parking Local Law.
Statutory Power or Duty Delegated	*City of Melville Parking Local Law 2023* Clause 5.1: Powers of the local government
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Environment and Infrastructure • Manager Engineering
Conditions on Delegation/Sub Delegation	None
Compliance links	*City of Melville Parking Local Law 2023*
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P COMMUNITY SAFETY, SECURITY AND LAW ENFORCEMENT – Parking Schemes 4.14 2D
Period of Validity	Ongoing
Adopted by Council	Technical Services Committee – 5 September 2000 – T00/8028
~~**Substantive amendment by Council or CEO**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended title and description to align with the power as described in the Parking Local Law.~~

CONFIRMED

DA-088 Payments to Employees in Addition to Award or Contract

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 088** **Last Review Date: 17 June 2025**
Description	Authority to determine and approve severance payments to employees consistent with the provisions of Council policy
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 5.50(2): Make a payment to an employee whose employment is finishing and that is more than the additional amount set out in policy
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	None
Conditions on Delegation/Sub Delegation	Financial limits to delegation: • Chief Executive Officer – Limit $10,000 per payment • Sub-delegates – Limit $10,000 per payment
Compliance links	*Local Government Act 1995* Section 5.50(2): local public notice to be given *Local Government (Administration) Regulations 1996* Regulation 19A: Payments in addition to contract or award, limits of
Policy Reference	CP-027 Severance Policy
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate employee files
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 21 June 2011 – C11/5187
~~**Substantive Amendments**~~	

CONFIRMED

DA-115 Non-Monetary Grants (Grant Concessions or Waive Fees) – Community Partnership Fund

Delegator: Council **Process Owner: Director Community Development**	**Delegation: DA – 115** **Last Review Date: 17 June 2025**
Description	Authority to waive or grant a concession in relation to hire fees for City of Melville owned equipment and facilities as a non-monetary or in-kind grant as part of the existing Community Partnership Fund program.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 6.12(1)(b): waive or grant concessions in relation to any amount of money (other than money owing in respect of rates or service charges) Section 6.12(3): Determine conditions to apply to the grant of any concession
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Community Development • Manager Healthy Melville ~~Manager Customer and Community Participation~~
Conditions on Delegation/Sub Delegation	Financial limits: • Chief Executive Officer – Limit of $500 for any one item • Director Community Development – Limit $500 • Manager Healthy Melville ~~Manager Customer and Community Participation~~ – Limit $500 Exercise of this delegation is to be in accordance with the Community Partnership Funding Directorate Procedure.
Compliance links	DA-032 – Granting of a Concession or Writing Off Debts Owed to the Council
Policy Reference	CP-025 Accounting Policy CP-095 Non-Monetary Grants Policy Community Partnership Fund
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercised 5.119 P COMMUNITY DEVELOPMENT – Community Partnership Funding – Non-Monetary 14.38 7D
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 16 June 2015 – CD15/8073
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to clarify statutory power being delegated.~~

CONFIRMED

DA-129 Appoint Officer/s to Receive and Withdraw Complaints (Elected Members Code of Conduct)

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 129** **Last Review Date: 17 June 2025**
Description	Authority to appoint officers to receive and withdraw complaints in accordance with clause 11(3) of the *Local Government (Code of Conduct) Regulations 2021*.
Statutory Power or Duty Delegated	*Local Government (Code of Conduct) Regulations 2021* Regulation 11: Complaint about alleged breach
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	None
Conditions on Delegation/Sub Delegation	None
Compliance links	*Local Government Act 1995* Part 5, Division 9: Conduct
Policy Reference	Code of Conduct for Elected Members, Committee Members and Candidates (adopted at Special Meeting of Council 3 May 2021)
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: Delegated Authority – Exercised 5.119
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 16 March 2021 – M21/5810
~~**Substantive Amendments**~~	

CONFIRMED

DA-130 Arrange to Humanely Destroy an Impounded Animal

Delegator: Council **Process Owner: Director Community Development**	**Delegation: DA – 130** **Last Review Date: 17 June 2025**
Description	
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 3.47A(1): Arrange to humanely destroy an impounded animal that is ill or injured to such an extent that treating it is not practicable, and dispose of the carcass
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	• Director Community Development • Head of Community Safety • Service Lead – Community Safety Investigations
Conditions on Delegation/Sub Delegation	Animals may not be destroyed unless it has been impounded for at least seven days.
Compliance links	*Local Government Act 1995* Section 3.47A(2)-(3): sick or injured animals, disposal of
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate subject index for specific decision
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 17 June 2025

CONFIRMED

DA-131 Appoint Officers to Exercise Powers of Entry Under Sections 3.25-3.27 of the *Local Government Act 1995*

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 131** **Last Review Date: 17 June 2025**
Description	Authority to appoint officers to exercise powers of entry under sections 3.25-3.27 of the *Local Government Act 1995*.
Statutory Power or Duty Delegated	*Local Government (Code of Conduct) Regulations 2021* Section 3.24: Authorising persons under this subdivision
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42: Delegation of some powers or duties to the CEO
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Sub Delegated to:	None
Conditions on Delegation/Sub Delegation	None
Compliance links	*Local Government Act 1995* Part 3, Division 3
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: Delegated Authority – Exercised 5.119
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 17 June 2025

CONFIRMED

Division 2 - *Building Act 2011* and Regulations

2.2.1 Enabling legislative provisions

Council may delegate any of its powers or duties as a permit authority to an employee of the local government (section127(1) and (3)).

Section 127(7) clarifies that delegation does not limit the ability of the delegator to perform a function through an officer or agent.

2.2.2 Matters that may not be delegated

Other than the CEO under section 127(6A), a person to whom a power or duty is delegated cannot sub-delegate that power or duty (section 127(5)).

2.2.3 Sub-delegation

The CEO may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO (subject to any conditions qualifications, limitations or exceptions imposed by the original delegation) (section 127(6A)).

2.2.4 Making delegations

The delegation must be in writing executed by or on behalf of the delegator (section 127(4)).

The Act does not require delegations by the Council to be made, amended or revoked by absolute majority.

2.2.5 Recording and Review Obligations

None specified.

2.2.6 Other obligations

The exercise of a delegated authority to appoint an authorised person is subject to the person to be authorised having the appropriate experience or qualifications where this is prescribed in regulations (section 96(4)).

CONFIRMED

DA-098 Designation and Appointment of Authorised Persons (Building Act)

Delegator: Council (as permit authority) **Process Owner: CEO**	**Delegation: DA – 098** **Last Review Date: 17 June 2025**
Description	Authority to: 1. Designate an employee as an authorised person for the purposes of the *Building Act 2011* in relation to buildings and incidental structures located or proposed to be located in the district, and 2. Appoint authorised and approved officers for the purposes of issuing and dealing with infringements under sections 6(a) and 6(b) of the *Criminal Procedure Act 2004* pursuant to the requirements of the *Building Regulations 2012.*
Statutory Power or Duty Delegated	*Building Act 2011* Section 96(3): A local government may designate an employee as an authorised person for the purposes of the Act *Building Regulations 2012* Regulation 70: Approved officers and authorised officers (for the purposes of the *Criminal Procedure Act 2004*
Statutory Power to Delegate	*Building Act 2011* Section 127(1): A local government may delegate any of its powers or duties as a permit authority Section 127(3): A local government may only delegate its powers or duties to a local government employee ~~*Local Government Act 1995*~~
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Building Act 2011* Section 127(6A): CEO of a local government may delegate to any other employee a power or duty that has been delegated to the CEO
Sub Delegated to:	Director Planning
Conditions on Delegation/Sub Delegation	1. A person may only be appointed as an approved officer under regulation 70(1) of the *Building Regulations 2012* if they hold a delegation from the CEO under section 5.44(1) of the *Local Government Act 1995* to perform functions under sections 9.19 or 9.20 of that Act. 2. A person may only be appointed as an authorised officer under regulation 70(2) of the *Building Regulations 2012* if they have been appointed and authorised under section 9.10(1) of the *Local Government Act 1995* for the purpose of performing functions under section 9.16 of that Act. 3. All authorised officers must be issued with identification showing proof of authorisation.
Compliance links	*Building Act 2011* Section 97: Identity cards Section 99: Limitations on powers of authorised persons Part 8, Division 3: Powers of authorised persons *Building Regulations 2012* Regulation 5A: Authorised persons Schedule 6: Prescribed Offences and Modified Penalties *Local Government Act 1995* Section 5.36: Local government employees

CONFIRMED

	Section 9.10: Appointment of authorised persons (see DA-055) Section 9.16: Notice to alleged offender Section 9.19: Extension of time Section 9.20: Withdrawal of notice *Criminal Procedure Act 2004*, Part 2 Building Code of Australia
Policy Reference	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Adopted by Council	Special Meeting of Council – 27 March 2012 – P12/3298
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegation of appointment of approved and authorised officers under regulation 70 of the *Building Regulations 2012*, previously recorded in DA-123.~~

CONFIRMED

DA-103 Inspection and Copies of Building Information

Delegator: Council as permit authority **Process Owner: Director Planning**	**Delegation: DA – 103** **Last Review Date: 17 June 2025**
Description	Authority to: 1. Provide a copy of a permit, building approval certificate or building order kept in the register specified in section 128; and 2. Allow an ***interested person*** (as defined) to inspect and be provided with a copy of a building record as defined in section 130 of the *Building Act 2011*.
Statutory Power or Duty Delegated	*Building Act 2011* Section 129(2): Copies of permits, certificates in register Section 131(2): Inspection, copies of building records
Statutory Power to Delegate	*Building Act 2011* Section 127(1): A local government may delegate any of its powers or duties as a permit authority Section 127(3): A local government may only delegate its powers or duties to a local government employee
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Building Act 2011* Section 127(6A): CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO
Sub Delegated to:	• Director Planning • Manager Health and Compliance • Coordinator Compliance Services • Senior Development Compliance Officer • Manager Development Approvals • ~~Building Services Coordinator~~ Principal Building Surveyor • Senior Building Surveyor
Conditions on Delegation/Sub Delegation	The City may, on application provide copies of a permit, building approval certificate, building order or building records as described in Section 129 (2) of the Building Act 2011 to include the following: (a) The owner of the building or incidental structure to which the building record relates; or (b) A person who has the written consent of the owner mentioned in paragraph (a), to inspect or receive a copy of a building record related to the owner; or (c) A person or person(s) defined by Regulation 13 of the Building Regulations 2012, or; (d) A potentially affected property owner. For the purposes of point (d), a potentially affected property owner is defined below:

CONFIRMED

	 Diagram 1 – Typical 'potentially affected' properties for a development located within the middle of a street block. *Diagram 2 – Typical 'potentially affected' properties for a development located within a corner property.*
Compliance links	*Building Regulations 2012* Regulation 12: Building records to be kept Regulation 13: Inspection, copies of building records
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P PLANNING AND DEVELOPMENT – General Enquiries – 20.115 10D
Period of Validity	Ongoing
Adopted by Council	Special Meeting of Council – 27 March 2013 – P12/3298
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to include authority under section 129 to provide copies of documents on register.~~

DA-105 Prosecutions and Legal Proceedings – Building Matters

Delegator: Council as permit authority **Process Owner: Director Planning**	**Delegation: DA – 105** **Last Review Date: 17 June 2025**
Description	Authority to commence and have the carriage and conduct of legal proceedings and other matters pursuant to the *Building Act 2011* and *Building Regulations 2012* and exercise the powers set out in section 133.
Statutory Power or Duty Delegated	*Building Act 2011* Section 133(1)(b): Prosecutions may be commenced by a local government or a person authorised to do so by the local government
Statutory Power to Delegate	*Building Act 2011* Section 127(1): A … local government may delegate any of its powers or duties as a permit authority Section 127(3): A local government may only delegate its powers or duties to a local government employee
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Building Act 2011* Section 127(6A): CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO
Sub Delegated to:	~~• Director Corporate Services~~ • Director Planning • Manager Health and Compliance • Coordinator Compliance Services • Senior Development Compliance Officer • Manager Development Approvals • Principal Building Surveyor • Senior Building Surveyor
Conditions on Delegation/Sub Delegation	None
Compliance links	*Building Act 2011* Part 12 Legal Proceedings
Policy Reference	Building Compliance Work Instruction CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P PLANNING AND DEVELOPMENT – Building Inspections – prosecutions, notices, complaints, demolition 20.69 10D
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 21 May 2013 – C13/5291
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to remove redundant matters and provide for authorising a person to commence prosecution in accordance with s 133.~~ ~~Ordinary Meeting of Council – 15 June 2021 – M21/5842~~ ~~Approved sub-delegation to Building Compliance Officer.~~ ~~Ordinary Meeting of Council – 18 June 2024 – C24/157~~

CONFIRMED

	~~Amended sub-delegation to extend to Building Compliance Coordinator and Building Services Coordinator.~~

CONFIRMED

DA-126 Building and Demolition Permits

Delegator: Council as permit authority **Process Owner: Director Planning**	**Delegation: DA – 126** **Last Review Date: 17 June 2025**
Description	Authority to grant or refuse to grant a building permit or demolition permit; to impose, vary, and revoke permit conditions and extend the time of during which permit has effect.
Statutory Power or Duty Delegated	*Building Act 2011* Section 18: Seek further information Section 20: Grant of building permit Section 21: Grant of demolition permit Section 22: Refuse to grant a building permit or demolition permit Section 27: Impose, add, vary or revoke conditions on a building permit or demolition permit Section 88: Impose a condition specifying the finish of a close wall *Building Regulations 2012* Regulation 24: Extension of time during which permit has effect
Statutory Power to Delegate	*Building Act 2011* Section 127(1): A local government may delegate any of its powers or duties as a permit authority
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Building Act 2011* Section 127(6A): CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO
Sub Delegated to:	~~• Manager Environmental Health and Compliance~~ • Manager Development Approvals • Principal Building Surveyor • Senior Building Surveyor
Conditions on Delegation/Sub Delegation	*Building Act 2011* Section 127(3): A local government may only delegate its powers or duties to a local government employee
Compliance links	*Building Act 2011*, Part 2, Division 2 *Building Regulations 2012*, Part 3 and Schedule 2 *Building Services (Registration Act) 2011*, Section 7 *Home Building Contracts Act 1991*, Part 3A, Division 2 *Building Services (Complaint Resolution and Administration) Act 2011*, Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercised 5.119 P PLANNING & DEVELOPMENT – Building Licence Applications 20.112 P
Period of Validity	Ongoing
Adopted by Council	Special Meeting of Council – 27 March 2012 – P12/3298
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to incorporate delegations formerly recorded in DA-089, DA-090, DA-091, DA-092, DA-097, DA-104, add delegation of power to seek further information under section 18.~~

CONFIRMED

DA-127 Occupancy Permits and Building Approval Certificates

Delegator: Council as permit authority **Process Owner: Director Planning**	**Delegation: DA – 127** **Last Review Date: 17 June 2025**
Description	Authority to grant or to refuse to grant an occupancy permit or a building approval certificate; to impose, vary and revoke conditions, and to extend duration.
Statutory Power or Duty Delegated	*Building Act 2011* Section 55: Seek further information from applicant Section 58: Grant of occupancy permit or building approval certificate (including power to refuse under section 58(3) Section 62: Impose, add, vary or revoke conditions on an occupancy permit or building approval certificate Section 65: Extend the duration of an occupancy permit or building approval certificate.
Statutory Power to Delegate	*Building Act 2011* Section 127(1): A local government may delegate any of its powers or duties as a permit authority. Section 127(3): A local government may only delegate its powers or duties to a local government employee
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Building Act 2011* Section 127(6A): CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO
Sub Delegated to:	~~• Manager Environmental Health and Compliance~~ • Manager Development Approvals • Principal Building Surveyor • Senior Building Surveyor
Conditions on Delegation/Sub Delegation	None
Compliance links	*Building Act 2011*, Part 2, Division 3 *Building Regulations 2012*, Part 5 and Schedule 2 *Building Services (Registration Act) 2011*, Sections 3 and 11 *Home Building Contracts Act 1991*, Part 3A, Division 2 *Building Services (Complaint Resolution and Administration) Act 2011*, Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990*
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercised 5.119 P Appropriate index relevant to decision
Period of Validity	Ongoing
Adopted by Council	Special Meeting of Council – 27 March 2012 – P12/3298
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to incorporate delegations formerly recorded in DA-093, DA-094, DA-095, DA-096.~~ ~~Ordinary Meeting of Council – 18 June 2024 – C24/157~~ ~~Amended sub-delegation to extend to Manager Statutory Planning and Building.~~

CONFIRMED

DA-128 Building Orders

Delegator: Council as permit authority **Process Owner: Director Planning**	**Delegation: DA – 128** **Last Review Date: 17 June 2025**
Description	1. Authority to issue building orders, give notice of a building order, revoke a building order and give notice to that effect; and 2. In the event of non-compliance with a building order, cause an authorised person to take any action, or commence or complete any work, specified in the order or to take reasonable steps to cause specified action to cease, and recover the reasonable costs in giving effect to the building order.
Statutory Power or Duty Delegated	*Building Act 2011* Section 110(1): Building orders Section 111: Notice of proposed building order Section 117: Revocation of building order Section 118: Give effect to building order if non-compliance Section 88(3): Specify the finish of a close wall in a building order
Statutory Power to Delegate	*Building Act 2011* Section 127(1): A local government may delegate any of its powers or duties as a permit authority Section 127(3): A local government may only delegate its powers or duties to a local government employee
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Building Act 2011* Section 127(6A): CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO
Sub Delegated to:	• Manager Health and Compliance • Coordinator Compliance Services • Senior Development Compliance Officer • Manager Development Approvals • Principal Building Surveyor • Senior Building Surveyor
Conditions on Delegation/Sub Delegation	The Senior Building Surveyor is delegated the power to give notice of a building order only (section 111).
Compliance links	*Building Act 2011*, Part 8, Division 5
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P PLANNING & DEVELOPMENT – Building & Planning Compliance 20.107 5A
Period of Validity	Ongoing
Adopted by Council	Special Meeting of Council – 27 March 2012 – P12/3298
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to incorporate delegations recorded in instruments DA-097, DA-099, DA-100, DA-101, DA-102.~~ ~~Ordinary Meeting of Council – 18 June 2024 – C24/157~~

CONFIRMED

	~~Amended sub-delegation to extend to Building Compliance Coordinator and Manager Statutory Planning and Building.~~

CONFIRMED

Division 3 - *Bush Fires Act 1954* and Regulations

2.3.1 Enabling legislative provisions

Council may delegate to:

a) The CEO any of its functions under the Bush Fires Act (section 48(1)).
b) Its bush fire control officer, or other officer, the authority generally or in any case or class of cases, to consider allegations of offences against the Act and to institute and carry on legal proceedings in the name of the local government if they see fit (section 59(3)).
c) The Mayor and the Chief Bush Fire Control Officer, jointly, its powers and duties in relation to varying prohibited burning times under s.17(7) and (8) (section 17(10)).

Sections 48(4) provides that such delegation does not limit the ability of the local government to act through its council, members of staff or agents in the normal course of business.

Sections 59(5) and 17(11) provide that despite any delegation under section 59(3) or section 17(10), the local government is not precluded from exercising its powers or discharging its duties under those sections.

2.3.2 Matters that may not be delegated

A delegation to the CEO made under section 48(1) may not be sub-delegated (section 48(3)).

2.3.3 Sub-delegation

Not permitted (section 48(3)).

2.3.4 Making delegations

A delegation by the Council must be in writing (section 48(1), section 59(3)) but there is no requirement for an absolute majority to make, amend or cancel an instrument of delegation.

2.3.5 Recording and Review Obligations

None specified.

CONFIRMED

DA-022 Legal Proceedings – Bush Fires

Delegator: Council **Process Owner: Director Community Development**	**Delegation: DA –022** **Last Review Date: 17 June 2025**
Description	Authority to commence and carry on legal proceedings against a person for alleged offences against the *Bush Fires Act 1954.*
Statutory Power or Duty Delegated	*Bush Fires Act 1954* Section 59(1): Prosecution of offences
Statutory Power to Delegate	*Bush Fires Act 1954* Section 59(3): A local government may delegate authority to its bush fire control officer or other officer to consider allegations of offences and if they see fit to institute proceedings against the person
Delegated to	• Chief Bush Fire Control Officer appointed under section 38(1) of the *Bush Fires Act 1954* • Deputy Chief Bush Fire Control Officer appointed under section 38(1) of the *Bush Fires Act 1954*
Statutory Power to sub delegate:	None. Section 48(3) does not permit sub-delegation
Sub Delegated to:	Not applicable
Conditions on Delegation/Sub Delegation	None
Compliance links	*Bush Fires Act 1954* Section 59A: Alternative procedure – infringement notices Section 65: Proof of certain matters Section 66: Proof of ownership or occupancy *Bush Fires (Infringements) Regulations 1978*
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate index relevant to decision
Period of Validity	Ongoing
Adopted by Council	Administration & Community Services Committee – 5 November 1996 – A96/1017
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove delegation from CEO and grant it to the Chief and Deputy Chief Bush Fire Control Officers in accordance with section 59(3).~~

CONFIRMED

DA-023 Performance of Functions Under the Bush Fires Act 1954

Delegator: Council **Process Owner: Director Community Development**	**Delegation No. DA – 023** **Last Review Date: 17 June 2025**
Description	Authority to perform any of the functions of a Local Government contained in the *Bush Fires Act 1954*.
Statutory Power or Duty Delegated	All operational functions of a local government under the Act.
Statutory Power to Delegate	*Bush Fires Act 1954* Section 48(1): Delegation by local governments
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	None. Section 48(3) does not permit sub-delegation
Sub Delegated to:	Not applicable
Conditions on Delegation/Sub Delegation	None
Compliance links	*Bush Fires Act 1954* *Bush Fires Regulations 1954* *Bush Fires (Infringement) Regulations 1978*
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P ENVIRONMENTAL MANAGEMENT – Bushfire Management 9.04 7D
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
~~**Substantive Amendments**~~	

CONFIRMED

Division 4 *Cat Act 2011* and Regulations

2.4.1 Enabling legislative provisions

1) Council may delegate to:
The CEO the exercise of any of its powers or the discharge of any of its duties under the *Cat Act 2011* (section 44(1)).

2) The CEO may delegate to:
Any employee of the local government – the exercise of any of the CEO's powers or discharge of any of the CEO's duties under the *Cat Act 2011* (section 45(1)).

The delegation of a power or duty does not prevent the Council from performing its functions by acting through a person other than the CEO or the CEO from acting through another person (section 46(2)).

2.4.2 Matters that may not be delegated

Section 79 deals with the making of local laws, which under the *Local Government Act 1995* must be made by Council by absolute majority.

A power or duty under sections 63, 64 and 65 cannot be delegated to an authorised person appointed under section 9.5 of the *Local Government Act 1995* (section 45(6)).

2.4.3 Sub-delegation

The CEO's power to delegate under section 45(1) extends to the delegation of any powers and duties delegated to the CEO, subject to any conditions imposed in the delegation to the CEO (section 45(3)).

2.4.4 Making delegations

1. An absolute majority decision of Council is required to delegate powers and duties to the CEO (section 44(3)).
2. A delegation made under sections 44(1) or 45(1) must be in writing, and may be general or as otherwise provided (section 44(2), section 45(2)).
3. A delegation has effect indefinitely unless otherwise specified in the delegation (section 46(1)(a)).
4. Any decision to amend or revoke a delegation made by a local government is to be by an absolute majority decision (section 46(1)(b)).

2.4.5 Recording and Review Obligations

1. The CEO to keep a register of the delegations made under Part 4, Division 2 to the CEO and to employees (s47(1)).
2. At least once every financial year delegations made under Part 4 Division 2 are to be reviewed by the delegator (s.47(2)).
3. Every person to whom a power or duty is delegated under the *Local Government Act 1995* is to keep records in accordance with the regulations in relation to the exercise of the power or discharge of the duty (section 47(3)).

There are currently no regulations under the *Cat Act 2011* prescribing the form of records to be kept of the exercise of delegated authority.

CONFIRMED

DA-125 Delegation of Duties and Powers under the Cat Act 2011

Delegator: Council **Process Owner: Director Community Development**	**Delegation: DA – 125** **Last Review Date: 17 June 2025**
Description	Perform any function or duty and exercise any power of the local government under the *Cat Act 2011*, *Cat Regulations 2012* and *Cat (Uniform Local Provisions) Regulations 2013*.
Statutory Power or Duty Delegated	All operational powers and duties of the local government under the *Cat Act 2011* other than those excluded below.
Statutory Power to Delegate	*Cat Act 2011* Section 44: Delegation by local government
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Cat Act 2011* Section 45: Delegation by CEO of local government
Sub Delegated to:	• Director Community Development • Head of Community Safety • Service Lead – Community Safety Investigations • Senior Ranger (limited to sections 9(5) & (6), 26(1)) • Rangers (limited to sections 9(5) & (6), 26(1))
Conditions on Delegation/Sub Delegation	This delegation excludes functions in the Act reserved to Council, specifically: • Section 44(1): Delegation of powers and duties to the CEO; • Section 46(1)(b): Decision to amend or revoke a delegation; • Section 70: Dealing with objections to decisions made under sections 9,10, 37 or 38; and • Section 79: Making local laws. This delegation must be exercised in accordance with any relevant Council policies or local laws as approved from time to time. Sub-delegations to certain officers are limited as listed above.
Compliance links	*Cat Regulations 2012* *Cat (Uniform Local Provisions) Regulations 2013*
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate subject index relevant to decision
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council –16 June 2020 – M20/5749 Replaces former DA-106, DA-107, DA-108, DA-109, DA-110, DA-111, DA-112, DA-113, DA-114.
~~**Substantive Amendments**~~	

CONFIRMED

Division 5 - *Dog Act 1976* and Regulations

2.5.1 Enabling legislative provisions

Council may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the *Dog Act 1976* (section 10AA(1)).

Nothing in section10AA limits the ability of the CEO to perform a function through an officer or agent.

2.5.2 Matters that may not be delegated

The following powers must be exercised by Council by absolute majority and therefore cannot be delegated:

- Section 31(2B) – specify a public place under the care, control or management of the local government to be a place where dogs are prohibited.
- Section 31(3A) – specify a public place under the care, control or management of the local government to be a dog exercise area.
- Section 31(3B) – specify a public place under the care, control or management of the local government to be a rural leashing area.
- Sections 26, 27(3), 49 and 51 deal with the making of local laws, which under the *Local Government Act 1995* must be made by Council by absolute majority.

2.5.3 Sub-delegation

The CEO may delegate to another person the exercise of any of the powers or discharge of any of the duties delegated to the CEO (section 10AA(1)) provided the instrument of delegation expressly authorises that the power or duty may be further delegated (section 10AA(3)).

2.5.4 Making delegations

1. An absolute majority decision of Council is required to delegate powers and duties to the CEO (section 10AA(1)).
2. A delegation made under section 10AA(1) must be in writing (section 10AA(2)).

2.5.5 Recording and Review Obligations

1. The CEO is to keep a register of the delegations made under section 10AA(1) and any further delegations made under the authority of such delegations (section 10AB(1)).
2. At least once every financial year delegations made under section 10AA(1) and further delegations made under the authority of such delegations are to be reviewed by the delegator (section 10AB(2)).

CONFIRMED

DA-122 Delegation of Duties and Powers under the Dog Act 1976

Delegator: Council **Process Owner: Director Community Development**	**Delegation: DA – 122** **Last Review Date: 17 June 2025**
Description	Perform any function or duty and exercise any power of the local government under the *Dog Act 1976* and the *Dog Regulations 2013*.
Statutory Power or Duty Delegated	All operational powers and duties of the local government under the *Dog Act 1976* other than those excluded below.
Statutory Power to Delegate	*Dog Act 1976* Section 10AA: Delegation of local government powers and duties
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Dog Act 1976* Section 10AA(3): The delegation may expressly authorise the delegate to further delegate Council permits sub-delegation of delegated powers and duties under the *Dog Act 1976*
Sub Delegated to:	• Director Community Development • Head of Community Safety • Service Lead – Community Safety Investigations • Senior Ranger
Conditions on Delegation/Sub Delegation	This delegation excludes functions in the Act reserved to Council, specifically: • Delegation of powers and duties to the CEO (section 10AA(1)); • Specifying a public place where dogs are prohibited (section 31(2B)); • Specifying a public place to be a dog exercise area (section 31(3A)); and • Making local laws (section 49A). This delegation must be exercised in accordance with the *City of Melville Dog Local Law 2021* and any relevant Council Policies as approved from time to time.
Compliance links	*Dog Regulations 2013* *City of Melville Dog Local Law 2021*
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Appropriate subject index relevant to decision
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 10 December 2019 – M19/5722
~~**Substantive Amendments**~~	

CONFIRMED

Division 6 - Food Act 2008 and Regulations

2.6.1 Enabling legislative provisions

1) The CEO of the administering State agency may:
   a) delegate any power or duty of the CEO under another provision of the *Food Act 2008* to a local government (section 117(1)(c)) with the written consent of the enforcement agency (section 117(6)); and
   b) expressly authorise the delegate to further delegate the power or duty to another person specified in section 117(1) (section 117(4)).

2) The local government as an enforcement agency may delegate a function conferred or imposed on it, subject to sections 117(3)-(4),~~and~~ in accordance with the *Food Act Regulations 2009* (section 118(2)(b)).

2.6.2 Matters that may not be delegated

Nil.

~~Sub-delegation is permitted only where expressly provided for in the *Food Act Regulations 2009*. The Regulations do not currently prescribe any functions that may be sub-delegated.~~

2.6.3 Sub-delegation

~~Permitted only if prescribed in regulations (section 118(4)). No sub-delegation has currently been prescribed.~~ There is no sub-delegation power provided for in the *Food Act 2008*.

2.6.4 Making delegations

A delegation made by the CEO of the administering State agency must be in writing signed by the CEO (section 117(3)).

A delegation made by an enforcement agency under section118(2)(b) is subject to conditions or limitations on those functions imposed on it under section 119 and the performance of those functions in accordance with guidelines required by the CEO of the administering State agency under section 120, and in accordance with the *Food Act Regulations 2009* (section 118(2)(b)).

2.6.54 Recording and Review Obligations

None specified.

CONFIRMED

DA-073 Delegations Under the Food Act 2008

Delegator: Council as enforcement agency **Process Owner: Director Planning**	**Delegation: DA – 073** **Last Review Date: 17 June 2025**
Description	Any function conferred or imposed on the local government as an enforcement agency under the *Food Act 2008*.
Statutory Power or Duty Delegated	All functions conferred or imposed on the local government as an enforcement agency under the *Food Act 2008*, subject to limitations or conditions below.
Statutory Power to Delegate	*Food Act 2008* Section 118(2)(b): A function conferred or imposed on an enforcement agency may be delegated
Delegated to	• Chief Executive Officer • Manager Health and Compliance (sections 65, 66; 110 and 112 only) • Coordinator Environmental Health • Senior Environmental Health Officer
Statutory Power to sub delegate:	No~~t~~ sub-delegation power is provided for in the *Food Act 2008*. ~~permitted. The *Food Regulations 2009* do not allow for sub-delegation~~
Sub Delegated to:	Not applicable
Conditions on Delegation/Sub Delegation	Any conditions or limitations imposed on the performance of functions by the enforcement agency by the Chief Executive Officer of the department principally assisting in the administration of the Act
Compliance links	Any guidelines required to be adopted by enforcement agencies under section 120(1) (food standards) or section 122(2) (qualifications of authorised officers) of the Act. Section 53(2): Destroy, sell or dispose of forfeited item Section 56: Compensation for seized item Section 65(1): Prohibition order Section 66: Certificate of clearance to be given Section 70: Determine application for compensation Section 100: Priority classification system and frequency of auditing Section 110(1): Registration of food businesses Section 112: Variation of conditions or cancellation of registration of food businesses Part 10, Division 2: Functions of enforcement agencies Section 122(1): Appointment of authorised officers Section 126(13): Appointment of designated officers
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P PUBLIC HEALTH – Food (subject index relevant to the decision)
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 15 June 2010 – C10/5116
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to extend delegation to Manager Environmental Health and Compliance, Coordinator Environmental Health and Senior~~

CONFIRMED

	~~Environmental Health Officer.~~

CONFIRMED

Division 7 - Graffiti Vandalism Act 2016 and Regulations

2.7.1 Enabling legislative provisions

1) Council may delegate to:
The CEO the exercise of any of its powers or the discharge of any of its duties under another provision of Part 3 of the *Graffiti Vandalism Act 2016* (section 16(1)).

2) The CEO may delegate to:
Any employee of the local government – the exercise of any of the CEO's powers or discharge of any of the CEO's duties under the *Graffiti Vandalism Act 2016* (section 17(1)).

2.7.2 Matters that may not be delegated

Section 17(1) provides that the CEO may not delegate the power of delegation.

2.7.3 Sub-delegation

The CEO's power to delegate under section 17(1) extends to the delegation of any powers and duties delegated to the CEO, subject to any conditions imposed in the delegation to the CEO (section 17(3)).

2.7.4 Making delegations

1. An absolute majority decision of Council is required to delegate powers and duties to the CEO (section 16(3)).
2. A delegation made under sections 16(1) or 17(1) must be in writing, and may be general or as otherwise provided (section 16(2), section 17(2)).

2.7.5 Recording and Review Obligations

None specified.

CONFIRMED

DA-121 Graffiti Vandalism

Delegator: Council **Process Owner: Director Environment and Infrastructure**	**Delegation: DA – 121** **Last Review Date: 17 June 2025**
Description	The exercise of local government powers and the discharge of local government duties under Part 3 of the *Graffiti Vandalism Act 2016*.
Statutory Power or Duty Delegated	*Graffiti Vandalism Act 2016* Section 18: Notice requiring removal of graffiti Section 19: Additional powers when notice is given Section 25: Local government graffiti powers on land not local government property Section 28: Notice of entry Section 29: Entry under warrant
Statutory Power to Delegate	*Graffiti Vandalism Act 2016* Section 16: Delegation by local government
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Graffiti Vandalism Act 2016* Section 17: Delegation by CEO of local government
Sub Delegated to:	• Director Environment and Infrastructure • Manager City Buildings and Projects
Conditions on Delegation/Sub Delegation	This delegation excludes section 22(3), which is a matter reserved to Council
Compliance links	*Graffiti Vandalism Act 2016* *Local Government Act 1995*, Part 9, Division 1: Objections and review
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P PROPERTY MAINTENANCE – Graffiti 21.02 7D
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council 20 June 2017 M17/5552
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to cover all Part 3 powers and duties of local government.~~

CONFIRMED

Division 8 - *Health (Miscellaneous Provisions) Act 1911* and *(Health (Asbestos) Regulations 1992*

2.8.1 Enabling legislative provisions

The *Health (Miscellaneous Provisions) Act 1911* does not explicitly provide for local governments to have the power of delegation.

Section 26(1) of the Act authorises and directs every local government to carry out within its district the provisions of that Act and the regulations, local laws and orders made under it.

Section 26(2) provides that a local government may 'appoint and authorise any person to be its deputy and in that capacity exercise and discharge all or any of the functions of the local government'. Section 26(2) is technically a statutory appointment, not a delegation.

Since there is no power of delegation, there is no capacity within this Act to sub-delegate. The appointment of deputies is set out in Part 4.

Section 344(2) of the Act provides for a regulation or local law made under the Act to be made so as to delegate or confer a discretionary authority on a specified person or body or class of person or body.

Regulation 15D(7) of the *Health (Asbestos) Regulations 1992* provides that a local government may delegate a power or duty conferred or imposed on it by regulation 15D (Infringement Notices) to its CEO. No sub-delegation power is provided.

2.8.2 Matters that may not be authorised for performance by a deputy

Council is not fettered in the functions or powers it may authorise any deputy to carry out.

2.8.3 Recording and Review Obligations

None specified with respect to appointment of deputies. Local governments are required to report annually to the Health Department on the performance of their functions under the *Health (Miscellaneous Provisions) Act 1911*.

CONFIRMED

DA-123 Authority to Appoint Approved and Authorised Officers for the Purposes of the Criminal Procedure Act

Delegator: Council **Process Owner: Director Planning**	**Delegation: DA – 123** **Last Review Date: 17 June 2025**
Description	Authority to appoint authorised and approved officers for the purposes of issuing and dealing with infringements under section 6 of the *Criminal Procedure Act 2004,* in accordance with the requirements of the *Health (Asbestos) Regulations 1992*.
Statutory Power or Duty Delegated	*Health (Asbestos) Regulations 1992* Regulation 15D(5): A local government may appoint persons or classes of persons to be authorised or approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2.
Statutory Power to Delegate	*Health (Miscellaneous Provisions) Act 1911* Section 26: A local government may appoint and authorise any person to exercise and discharge its powers and functions Health (Asbestos) Regulations 1992 Regulation 15D(7): A local government may delegate a power or duty under this regulation to the chief executive officer of the local government
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	No sub-delegation power
Sub Delegated to:	Not applicable
Conditions on Delegation/Sub Delegation	None
Compliance links	*Criminal Procedure Act 2004*, Part 2 *Health (Asbestos) Regulations 1992*, Schedule 1
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 17 March 2020 – M20/5724
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to remove delegation under regulation 70 of the *Building Regulations 2012* (transferred to DA-098).~~

CONFIRMED

Division 9 - *Planning and Development Act 2005* and Planning and Development (Local Planning Schemes) Regulations 2015

2.9.1 Enabling legislative provisions

The *Planning and Development Act 2005* does not grant any powers of delegation to local governments.

1) Council may delegate to:
   a) The CEO:
      (i) the exercise of any of its powers or the discharge of any of its duties under the *Planning and Development Act 2005,* section 214(2), (3) or (5) (*Local Government Act 1995* section 5.42(1)(b));
      (ii) the exercise of any of the local government's powers or discharge of any of the local government's duties under its Local Planning Scheme (*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2, clause 82(1)).
   (b) A committee – the exercise of any of the local government's powers or discharge of any of the local government's duties under its Local Planning Scheme (*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 82(1)).
   (c) A Development Assessment Panel – the power of the local government to determine a development application of a class prescribed under regulation 19(1) and to amend or cancel determinations of applications of that kind (*Planning and Development (Development Assessment Panels) Regulations 2011*, regulation 19(2)).

2) The CEO may delegate to any employee of the local government – the exercise of any of the CEO's powers or discharge of any of the CEO's duties under its Local Planning Scheme other than the power of delegation (*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 83(1)).

2.9.2 Matters that may not be delegated

The CEO may not delegate the power of delegation (*Local Government Act 1995*, section 5.44(1); *Planning and Development (Local Planning Schemes) Regulations*, Schedule 2, clause 83(1)).

2.9.3 Sub-delegation

1) The CEO may delegate to *a*ny employee of the local government the power or duty delegated by a local government under section 5.42 of the *Local Government Act 1995*, subject to any conditions imposed in the original delegation related to section 214(2), (3) or (5) of the *Planning and Development Act* (section 5.44(3)).
2) The CEO's power to delegate to an employee under clause 83(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* extends to the delegation of any powers and duties delegated to the CEO under clause 82(1), subject to any conditions imposed in the original delegation to the CEO.

CONFIRMED

2.9.4 Making delegations

1. The power to delegate can only be exercised by a Council by or in accordance with a decision of an absolute majority (*Local Government Act 1995*, section 5.42(1); *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 82(2); *Planning and Development (Development Assessment Panels) Regulations 2011*, regulation 19(3)).
2. Delegations must be in writing (*Local Government Act 1995*, section 5.42(2); *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 82(3); *Planning and Development (Development Assessment Panels) Regulations 2011*, regulation 19(2)).
3. Delegations made under the *Local Government Act 1995*, section 5.42 and the *Planning and Development (Local Planning Schemes) Regulations 2015* have effect indefinitely unless otherwise specified (*Local Government Act 1995*, section 5.45(1)(a); *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 84).
4. Delegations made under the *Local Government Act 1995*, section 5.42 and the *Planning and Development (Local Planning Schemes) Regulations 2015* can only be amended or revoked by absolute majority (*Local Government Act 1995*, section 5.45(1)(b); *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 84).

2.9.5 Recording and Review Obligations

1. The CEO is to keep a register of the delegations made under Part 5 Division 4 to the CEO and to employees (*Local Government Act 1995*, section 5.46(1)).

2. At least once every financial year delegations made under Part 5 Division 4 are to be reviewed by the delegator (*Local Government Act 1995*, section 5.46(2)).

3. Every person to whom a power or duty is delegated under the *Local Government Act 1995* is to keep records in accordance with the *Local Government (Administration) Regulations 1996* in relation to the exercise of the power or discharge of the duty (*Local Government Act 1995*, section 5.46(3)).

   Regulation 19 of the *Local Government (Administration) Regulations 1996* specifies that where a power or duty has been delegated under the *Local Government Act 1995* to the CEO or any other employee, the person to whom the power or duty has been delegated must keep a written record of:

   - How the person exercised the power or discharged the duty;
   - When the person exercised the power or discharged the duty; and
   - The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 84 provides that *Local Government Act 1995* sections 5.45 and 5.46 apply to any delegation made under clauses 82 and 83 of those regulations.

2.9.6 Other obligations on delegates

The following requirements apply to employees who hold a delegation or sub-delegation given under section 5.42 of the *Local Government Act 1995* to exercise the powers or discharge the duties of the local government under section 214(2), (3) or (5) of the *Planning and Development Act 2005* (i.e., DA-061).

Under section 5.71, an employee who has been delegated a power or duty under Part 5 Division 4 relating to a matter, must not exercise that power or discharge that duty if they have an interest in the matter as defined in sections 5.60A or 5.60B, and must disclose the nature of the interest to the Mayor (if the CEO) or to the CEO (any other employee).

Employees holding delegated authority (including sub-delegations) under Part 5 Division 4 of the *Local Government Act 1995* must lodge a primary financial return under section 5.75 of the Act within three months of receiving the delegation and must thereafter, while holding the delegated authority, lodge an annual return under section 5.76 of the Act.

The above requirements do not apply to employees only holding delegations (including (sub-delegations) granted under the *Planning and Development (Local Planning Scheme) Regulations 2015*.

CONFIRMED

DA-020 Planning and Related Matters

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 020** **Last Review Date: 17 June 2025**
Description	Authority to: • consider and determine all planning applications for approval to commence and carry out development within the district under the City of Melville's local planning scheme; • Consider and provide recommendations on all applications relating to liquor licence and gambling compliance, in accordance with local planning requirements; • amend or cancel development approval on application by the landowner; • make recommendations to the Western Australian Planning Commission, Department of Biodiversity, Conservation and Attractions (for Swan River Trust), Heritage Council, State Heritage Office, Metro Inner Development Assessment Panel and other government departments and instrumentalities on matters associated with the subdivision and/or development of land; and • determine the extent and nature of public consultation required for all planning matters having regard for the statutory requirements of Local Planning Scheme No. 6, the Residential Design Codes of Western Australia and relevant Local Planning Policy.
Statutory Power or Duty Delegated	Powers and duties of local government provided for in Schedule 2 Part 8 and Schedule 2 Part 9 of the *Planning and Development (Local Planning Scheme) Regulations 2015*
Statutory Power to Delegate	*Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, clause 82: Delegations by local government
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, clause 83: Local government CEO may delegate powers
Sub Delegated to:	See attached sub-delegation matrix
Conditions on Delegation/Sub Delegation	The exercise of delegation is subject to the following restrictions and conditions: 1. The provisions of Local Planning Policy 1.1 Planning Process and Decision Making apply (excluding Single House development as per Part 4 s.257C of Planning and Development Amendment Act 2023 and Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024); 2. The delegation to determine an application under clause 68 of the *Planning and Development (Local Planning Scheme) Regulations 2015* is not to be exercised where the delegated officer has undertaken the assessment of the application unless the assessment and recommendation is first checked by another appropriate delegated officer listed in this delegation; and

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	3. The delegation is limited in accordance with the following Delegated Authority (Sub-Delegation) Matrix for Planning Matters; and ~~4. Should a development application be called up by Council, the Chief Executive Officer may not make recommendations to the Metro Inner Development Assessment Panel without first seeking Council's comment on the application and the planning officer's recommendations in the Responsible Authority Report, and attaching to the RAR the Council's comments as approved by Council.~~ This delegation excludes the following powers: • Adopting or amending a Local Planning Policy other than minor administrative changes to reflect grammatical or numbering changes; • Amendments to the Local Planning Scheme; • Determination of an application for the modification or closure of a Public Access Way; and • Adopting or amending a Local Development Plan; and • Development applications which are call up for Council determination as part of the DAU process under LPP 1.1; and • Providing planning comment on a development application which is to be determined by the Statutory Planning Committee under Part 11B of the Planning and Development Act 2005.
Compliance links	Local Planning Scheme #6 *Planning and Development (Local Planning Schemes) Regulations 2015,* ~~Schedule 2~~ *Planning and Development (Planning Codes) Regulations 2024* *Local Government (Development Assessment Panels) Regulations 2025* Metropolitan Region Scheme *Planning and Development Act 2005* *Planning and Development Regulations 2009* State Planning Policies ~~WAPC Delegation 2017/02, as amended (development on land zoned under the MRS)~~ ~~WAPC Delegation 2009/03 (section 25 of the *Strata Titles Act 1985*)~~ WAPC Delegation 2025/04 – Powers of Local Governments relating to the Metropolitan Region Scheme WAPC Delegation 2020/01 (Powers relating Local Governments relating to the Strata Titles Act 1985) *City of Melville Local Law Relating to Street Numbering 2006* *City of Melville By-Laws Relating to Fences 1996*
Policy Reference	All Local Planning Policies State Planning Policies
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P Relevant subject index according to decision
Period of Validity	Ongoing
Adopted by Council	Planning & Development Services Committee – 12 November 2007 – P96/7023

CONFIRMED

~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 10 December 2019 – M19/5723~~ ~~Amended with respect to RAR submitted to JDAP.~~ ~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to align description to WAPC delegation and to relevant legislative provisions.~~ ~~Ordinary Meeting of Council – 15 June 2021 – M21/5842~~ ~~Amended sub-delegation matrix to remove redundant entries~~ ~~Ordinary Meeting of Council – 18 June 2024 – C24/157~~ ~~Amended sub-delegation matrix to reflect changes to the decision-making pathway for single house developments, and to add a new line in regards to liquor licensing and gaming compliance.~~

CONFIRMED

DA-020 Delegated Authority (Sub-delegation) Matrix for Planning Matters

	Director Planning	Manager Development Approvals	Principal Statutory Planner	Senior Statutory Planners
Applications which satisfy all of the requirements of LPS6, the Deemed-to Comply provisions of the Residential Design Codes Volume 1 (R-Codes Volume 1) and Local Planning Policies.	✓	✓	✓	✓
Provide recommendations and information on applications pertaining to liquor licence and gaming compliance.	✓	✓		
Development which involves departures from the requirements of LPS6, the Deemed-to-Comply provisions of the R-Codes Volume 1 and Local Planning Policies and where no objection(s) which raise relevant planning matters have been received.	✓	✓	✓	✓
Development which involves departures from the requirements of LPS6 the Deemed-to-Comply provisions of the R-Codes Volume 1 and Local Planning Policies and where objection(s) which raise relevant planning matters have been received.	(DAU**)	(DAU)		
Development which satisfies the Element Objectives and Acceptable Outcomes contained in Residential Design Codes Volume 2 Apartments (R-Codes Volume 2)	✓	✓	✓	✓
Development which satisfies the Element Objectives and Acceptable Outcomes contained in R-Codes Volume 2 and where objection(s) which raise relevant planning matters have been received.	(DAU)	(DAU)		
Refusal of applications which do not satisfy all of the requirements of LPS6, the Deemed-to-Comply provisions of the R-Codes, the element objectives and acceptable outcomes of R-Codes Volume 2 and Local Planning Policies.	✓	✓	✓	
SAT matters relating to attendance at Directions Hearings, Mediations, Hearings, and the preparation of Witness Statements and other documents ordered by the SAT.	✓	✓	✓	
Reconsideration requests made by the SAT.	✓*	✓*	✓*	
Recommendations to the WAPC relating to subdivisions resulting in less than 10 lots (approvals and refusals).	✓	✓	✓	✓
Subdivision clearances.	✓	✓	✓	✓
Recommendations to government agencies (whether to approve or refuse) where no objection(s) which raise relevant planning matters have been received.	✓	✓	✓	✓
Single House Development which meets the design principles and objectives of relevant Local Planning	✓	✓		

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	Director Planning	Manager Development Approvals	Principal Statutory Planner	Senior Statutory Planners
Policies where objections have been received (noting Single House development as per Part 4 s.257C of Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015 is automatically delegated to the CEO)				
Recommendations to other government agencies (whether to approve or refuse) where objection(s) which raise relevant planning matters have been received.	✓	✓	✓	
Allocation of new or amending existing street numbers.	✓	✓	✓	✓
Modification or removal of existing restrictive covenants.	✓	✓	✓	✓
~~To make minor administrative changes to local planning policies to reflect grammatical or numbering changes to the State Planning framework.~~	~~✓~~	~~✓~~		

* Where the State Administrative Tribunal requests that the City reconsider its previous decision the matter is to be reconsidered at the same level at which the previous determination was made, i.e., if the matter was refused by the Council, the application returns to the Council for determination; if the matter was determined by the Manager Development Approvals, the application returns to the Manager Development Approvals for determination.

** Delegation following consideration by Development Advisory Unit (DAU) in accordance with Council Policy.

~~Note: Single House development must be dealt with in accordance with the Planning and Development Amendment Act 2023 and the Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024.~~

CONFIRMED

DA-061 ~~Enforcement and Legal Proceedings – Planning Matters~~ Authority to Issue Written Directions in Relation to Illegal Development

Delegator: Council (as responsible authority) **Process Owner: Director Planning**	**Delegation: DA – 061** **Last Review Date: 17 June 2025**
Description	Authority to ~~give~~ issue written directions under section 214(2), (3) and (5) of the *Planning and Development Act 2005 and* issue notices to repair advertisements under ~~Part~~ Schedule 2, Part 10, Division 1, clause 80 of the *Planning and Development (Local Planning Schemes) Regulations 2015* ~~10 of the Planning and Development (Local Planning Scheme) Regulations 2015.~~
Statutory Power or Duty Delegated	*Planning and Development Act 2005* – Part 13 Section 214(2), (3) and (5): Illegal development, responsible authority's powers *Planning and Development (Local Planning Scheme) Regulations 2015* Schedule 2, Part 10, Division 1, clause 80: ~~Powers of local government~~ Repair of existing advertisements
Statutory Power to Delegate	*Local Government Act 1995* Section 5.42(1)(b): Delegation to CEO of powers and duties under the *Planning and Development Act 2005* section 214(2), (3) or (5) *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, clause 82: Delegations by local government
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees. *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, clause 83: Local government CEO may delegate powers
Sub Delegated to:	• Director Planning • Manager Health and Compliance • Coordinator Compliance Services • Senior Development Compliance Officer • Manager Development Approvals • Principal Statutory Planner ~~Senior Statutory Planner~~
Conditions on Delegation/Sub Delegation	
Compliance links	*Planning and Development Act 2005*, Part 13~~*Criminal Procedure Act 2004*, Part 3~~
Policy Reference	Planning Compliance – Directorate Procedure Planning Compliance – Work Instruction CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P

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	Relevant subject index according to decision
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 12 May 2015 – M15/5418
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Amended to remove non-delegable powers~~ ~~Ordinary Meeting of Council – 18 June 2024 – C24/157~~ ~~Amended sub-delegation to extend to Manager Environmental Health and Compliance.~~

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Division 10 - Public Health Act 2016 and Regulations

2.10.1 Enabling legislative provisions

1) Council may delegate to:
   a) The CEO:
      (i) A power or duty imposed on the local government as an enforcement agency (section 21(1)(b)(i)); and
   b) An authorised officer designated by the local government:
      (i) A power or duty imposed on the local government as an enforcement agency (section 21(1)(b)(ii)).

2.10.2 Matters that may not be delegated

Section 21(4) provides that sub-delegation is permitted only when the regulations expressly authorise a delegable power or duty to be further delegated. No sub-delegation has been authorised in the *Public Health Regulations 2017*.

2.10.3 Sub-delegation

Permitted only if expressly authorised in regulations in relation to a delegated power or duty (section 21(4)). No sub-delegation has currently been authorised.

2.10.4 Making delegations

1. A delegation must be in writing (section 21(2)).
2. The delegation may be subject to any condition or restriction imposed on the exercise or performance of the enforcement agency by the Chief Health Officer under section 20 (section 21(3)).
3. The Act does not require that a delegation must be made by absolute majority.

2.10.5 Recording and Review Obligations

Section 22 requires reporting, at intervals determined by the Chief Health Officer, by an enforcement agency on the performance of its functions under the Act, including those performed under delegated authority.

CONFIRMED

DA-124 Designation of Authorised Officers (Public Health Act)

Delegator: Council **Process Owner: CEO**	**Delegation: DA – 124** **Last Review Date: 17 June 2025**
Description	Authority to designate persons or classes of persons under the *Public Health Act 2016* as authorised officers for the purposes of certain Acts.
Statutory Power or Duty Delegated	*Public Health Act 2016* Section 24: Designation of authorised officers for the purposes of specified Acts
Statutory Power to Delegate	*Public Health Act 2016* Section 21(1)(b): Local government as enforcement agency may delegate to the CEO or a designated authorised officer
Delegated to	Chief Executive Officer
Statutory Power to sub delegate:	No sub-delegation permitted under *Public Health Act 2016*.
Sub Delegated to:	Not applicable
Conditions on Delegation/Sub Delegation	Persons designated as authorised officers must be issued with a certificate or card stating they are authorised in accordance with section 30 of the *Public Health Act 2016*.
Compliance links	*Public Health Act 2016* Sections 18, 24(4), 25-32
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Adopted by Council	Ordinary Meeting of Council – 13 May 2016 – P16/3733
~~**Substantive Amendments**~~	~~Ordinary Meeting of Council – 16 June 2020 – M20/5749~~ ~~Record of delegation transferred from instrument DA-055 to DA-124.~~

CONFIRMED

Part 3 - Register of Statutory Delegations by the CEO (excluding sub-delegations)

Reviewed annually by the CEO under section 5.46(2) of the *Local Government Act 1995*.

Powers delegated to the CEO by the Council and further delegated by the CEO to other officers are included as sub-delegations in the Register of Council delegations in Part 2 of this document.

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Division 1 - *Local Government Act 1995* and Regulations and Local Laws

3.1.1 Enabling legislative provisions

Section 5.44(1) permits the CEO to delegate to any employee of the local government the exercise of any of the CEO's powers or discharge of any of the CEO's duties under the Act, other than the power of delegation. This extends to powers and duties delegated to the CEO, subject to any conditions imposed by the local government on its delegation to the CEO.

The power to delegate does not prevent the CEO from performing any of their functions by acting through another person.

3.1.2 Matters that may not be delegated

Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Section 5.44(1) of the Act provides that the CEO may not delegate the power of delegation.

3.1.3 Making delegations

1. A delegation made under section 5.44 must be in writing and may be general or as otherwise provided (section 5.44(2)).
2. A delegation has effect indefinitely unless otherwise specified in the delegation (section 5.45(1)(a)).

3.1.4 Recording and Review Obligations

1. The CEO to keep a register of the delegations made under Part 5 Division 4 to the CEO and to employees (section 5.46(1)).

2. At least once every financial year delegations made under Part 5 Division 4 are to be reviewed by the delegator (section 5.46(2)).

3. Every person to whom a power or duty is delegated under the *Local Government Act 1995* is to keep records in accordance with the *Local Government (Administration) Regulations 1996* in relation to the exercise of the power or discharge of the duty (section 5.46(3)).

   Regulation 19 of the *Local Government (Administration) Regulations 1996* specifies that where a power or duty has been delegated under the *Local Government Act 1995* to the CEO or any other employee, the person to whom the power or duty has been delegated must keep a written record of:

   - How the person exercised the power or discharged the duty;
   - When the person exercised the power or discharged the duty; and
   - The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

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3.1.5 Other obligations

Under section 5.71, an employee who has been delegated a power or duty under Part 5 Division 4 relating to a matter, must not exercise that power or discharge that duty if they have an interest in the matter as defined in sections 5.60A or 5.60B, and must disclose the nature of the interest to the Mayor (if the CEO) or to the CEO (any other employee).

Employees holding delegated authority (including sub-delegations) under Part 5 Division 4 of the *Local Government Act 1995* must lodge a primary financial return under section 5.75 of the Act within three months of receiving the delegation and must thereafter, while holding the delegated authority, lodge an annual return under section 5.76 of the Act.

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DA-003C Destruction of Records

Delegator: CEO **Process Owner: Director Corporate Services**	**Delegation: DA – 003C** **Last Review Date: 17 June 2025**
Description	Authority to approve the destruction of records in accordance with the 2010 General Disposal Authority for Local Government Records (RD 2010046), published by the State Records Office of Western Australia.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 5.41: Functions of CEO – … (h) ensure that records and documents of the local government are properly kept; and (i) any other function imposed under any other written law
Statutory Power to Delegate	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Delegated to	• Director Corporate Services • Chief Information Officer
Conditions on Delegation	None
Compliance links	*State Records Act 2000*
Policy Reference	City of Melville Recordkeeping Plan 2019 as approved by the State Records Commission under section 23 of the *State Records Act 2000*
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P COUNCIL ADMINISTRATION – Records Management
Period of Validity	Ongoing
Granted by CEO	16 June 2009
~~**Substantive Amendments**~~	

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DA-004C Rates or Service Charge Payment Agreements

Delegator: CEO **Process Owner: Director Corporate Services**	**Delegation: DA – 004C** **Last Review Date: 17 June 2025**
Description	Authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 6.49: Agreement as to payment of rates and service charges *Local Government (Financial Management) Regulations 1996* Regulation 5(1)(a): Proper collection of all money owing to the local government
Statutory Power to Delegate	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Delegated to	• Director Corporate Services – up to $100,000 outstanding for each ratepayer • Chief Financial Officer – up to $50,000 outstanding for each ratepayer
Conditions on Delegation	The agreed re-payment amount and period must ensure that the amount paid over a 12-month period substantially exceeds the estimated value of rates and service charges that will become due over the ensuing 12-month period.
Compliance links	*Local Government Act 1995* Section 5.41(d): Functions of the CEO – … (d) day to day operations *Local Government (Financial Management) Regulations 1996* Regulation 5(1)(a): CEO's duties - proper collection of all money owing to the local government
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P FINANCIAL MANAGEMENT – Rates Payment Arrangements 11.53 7D
Period of Validity	Ongoing
Granted by CEO	16 June 2009
~~**Substantive Amendments**~~	~~19 June 2020 – Delegates restricted to Director Corporate Services and Manager Financial Services. Function performed by acting through other staff.~~

CONFIRMED

DA-006C Authority to Approve Deputations

Delegator: CEO **Process Owner: Director Corporate Services**	**Delegation: DA – 006C** **Last Review Date: 17 June 2025**
Description	Authority to approve applications for deputations.
Statutory Power or Duty Delegated	*City of Melville Local Government (Meeting Procedures) Local Law 2022* Clause 6.12(5): The CEO may approve the request to make a deputation or refer the request to the Mayor or Presiding Member for decision.
Statutory Power to Delegate	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Delegated to	• Director Corporate Services • Head of Governance
Conditions on Delegation	A deputation must be relevant to a report on the agenda.
Compliance links	*City of Melville Local Government (Meeting Procedures) Local Law 2022* Clause 1.5: ***deputation*** means an oral submission by one or more members of the public at an agenda briefing forum or at a Council or committee meeting on an item listed on the agenda of that meeting
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Granted by CEO	1 November 2010
~~**Substantive Amendments**~~	~~19 June 2020 – Amended to apply to all meetings to which deputations may be made.~~

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DA-007C Access to Electoral or Ratepayer Details

Delegator: Chief Executive Officer **Process Owner: Director Corporate Services**	**Delegation: DA – 007C** **Last Review Date: 17 June 2025**
Description	Authority to determine that information requested relating to the provision of rate record, electoral or ratepayer details will not be used for a commercial purpose.
Statutory Power or Duty Delegated	*Local Government (Administration) Regulations 1996* Regulation 29A: the request for the information is made in the manner and form approved by the CEO of the local government; Regulation 29B(b): the CEO of the local government is satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes.
Statutory Power to Delegate	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Delegated to	• Director Corporate Services • Chief Financial Officer • Head of Governance
Conditions on Delegation	None
Compliance links	*Local Government Act 1995* Section 5.94: Public can inspect certain information – … (m) any rate record (s) any register of owners and occupiers under section 4.32(6) Section 5.95(2),(6): Limits on right to inspect
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Granted by CEO	
~~**Substantive Amendments**~~	~~19 June 2020 – Amended to limit delegates to Manager level and above.~~

CONFIRMED

DA-008C Authority to Extend Time to Pay and to Withdraw Infringement Notices

Delegator: CEO **Process Owner: Director Corporate Services**	**Delegation: DA – 008C** **Last Review Date: 17 June 2025**
Description	1. Authority to extend the period of 28 days within which a modified penalty may be paid; and 2. Authority to withdraw an infringement notice within one year of the notice being given, whether or not the modified penalty has been paid.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 9.19: Extension of time Section 9.20: Withdrawal of notice *Cat Act 2011* Section 64: Extension of time Section 65: Withdrawal of notice
Statutory Power to Delegate	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Delegated to	• Director Community Development • Head of Community Safety • Service Lead – Community Safety Investigations • Director Environment and Infrastructure • Director Planning • Manager Health and Compliance • Coordinator Compliance Services • Coordinator Environmental Health • ~~Manager Development Approvals~~
Conditions on Delegation	Each delegate may exercise these powers only with respect to infringements issued by officers who report directly or indirectly to them. Delegates may not issue infringement notices.
Compliance links	None
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P COMMUNITY SAFETY, SECURITY AND LAW ENFORCEMENT – Infringement Notices 4.13 7D
Period of Validity	Ongoing
Granted by CEO	13 November 2019
~~Substantive Amendments~~	~~24 March 2020 – Added Director Technical Services.~~ ~~Ordinary Meeting of Council – 18 June 2024 – C24/157~~ ~~Amended delegation to extend to Manager Statutory Planning and Building and Building Compliance Coordinator.~~

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DA-009C Appointment of Authorised Persons (Local Government Act)

Delegator: CEO **Process Owner: Director Corporate Services**	**Delegation: DA – 009C** **Last Review Date: 17 June 2025**
Description	Authority to appoint authorised persons under: 1. the *Local Government Act 1995;* 2. the *Caravan Parks and Camping Grounds Act 1995* 3. the *Cat Act 2011;* 4. the *Cemeteries Act 1986;* 5. the *Control of Vehicles (Off-road Areas) Act 1978;* 6. the *Dog Act 1976;* 7. Any subsidiary legislation made under the above Acts; and 8. Any written law prescribed for the purposes of section 9.10 of the *Local Government Act 1995.*
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 9.10(2): The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws
Statutory Power to Delegate	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Delegated to	• All Directors for functions for which they are responsible. • ~~Head of Community Safety and Coordinator Rangers and Emergency Management for authorisation for the purposes of appointing authorised persons for sections 3.39 and 3.40A(1) of the *Local Government Act 1995.*~~
Conditions on Delegation	Persons appointed as authorised persons must be issued with an identity card in accordance with the requirements of section 9.10(4) of the *Local Government Act 1995.*
Compliance links	*Local Government Act 1995*, section 9.10 *Caravan Parks and Camping Grounds Act 1995*, section 17 *Cat Act 2011*, section 3(1) *Cemeteries Act 1986*, section 64 *Control of Vehicles (Off-road Areas) Act 1978*, section 38 *Dog Act 1976,* section 11A
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercised 5.119 P
Period of Validity	Ongoing
Granted by CEO	22 June 2022 – Note this delegation replaced Council delegation DA-055 revoked on 15 June 2021 as a result of amendments to section 9.10 of the *Local Government Act 1995*.
~~**Substantive Amendments**~~	

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DA-010C Receive, Determine and Process Electoral Eligibility and Maintain Owner Occupier Register

Delegator: CEO **Process Owner: CEO**	**Delegation: DA – 010C** **Last Review Date: 17 June 2025**
Description	Authority to receive, determine and process electoral eligibility and maintain the owner and occupier register.
Statutory Power or Duty Delegated	*Local Government Act 1995* Section 4.32(4): power to determine the eligibility of enrolment under section 4.30(1)(a) and (b) and accept or reject the claim accordingly Section 4.32(5A): power to accept or reject a claim made before the close of enrolments, not less than 14 days before the close of nominations accordingly Section 4.32(5): power to make any enquiries necessary in order to make a decision of an eligibility claim Section 4.32(6): duty to record the decisions made under sections 4.32(4) and (5A) in a register (owner and occupiers register), and to give notice of the decision to the claimant without delay Section 4.32(7): duty to, if a claim is rejected, provide reasons for the rejection in the notice sent to the claimant Section 4.34: duty to maintain details recorded from enrolment eligibility claim forms in an up-to-date and accurate form (duty to maintain the owner and occupiers register) Section 4.35: power to determine a person is no longer eligible under section 4.30 to be enrolled to vote under section 4.30(1)(a) and (b) for the reasons given in section 4.35(1) Section 4.35(2): duty to give relevant person written notice before making a decision under section 4.35(1)(c) and receive and consider any submissions made Section 4.35(3): duty to give relevant person written notice of a decision under subsection 4.35(1)(c) (a decision that a person is no longer eligible to be enrolled) Section 4.35(6): duty to give relevant person written notice that they are still eligible under section 4.30 Section 4.35(7): duty to record any decision made under section 4.35(1) or (6) in the owner and occupiers register Sections 4.3(9) and 4.35(5): power to determine and take any action necessary to give effect to advice received/decision made from or by the Electoral Commissioner *Local Government (Elections) Regulations 1997* Regulation 13(1A)(c): power to confirm with the WAEC that a person is a silent elector Regulation 13(2)-(3): power to omit from the owner and occupiers register, details specified in regulation 13(1)(a)(ii) and (ii) and (d)(ii) and to instead of that information, include the notation “address omitted under regulation 13(2)” where the delegatee is satisfied that a person is a silent elector Regulation 13(4): power to amend the owner and occupiers register so as to ensure the information is up to date Regulation 13(5): duty to amend the owner and occupiers register

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	to include the previously omitted information, where the delegatee believes a person is not, or is no longer, a silent elector. Regulation 13A: duty to amend the owner and occupiers register when notice given of change of name or enrolment address Regulation 13B: duty to amend owner and occupiers register when notice given of change to postal address
Statutory Power to Delegate	*Local Government Act 1995* Section 5.44: CEO may delegate powers and duties to other employees
Delegated to	• Head of Governance • Chief Financial Officer
Conditions on Delegation/Sub Delegation	Nil
Compliance links	*Local Government Act 1995,* Part 4, Division 8 *Local Government (Elections) Regulations 1997*, Part 3
Policy Reference	None
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Elections – Electoral Roll COUNCIL ADMIN – Elections – Accepted Electoral Enrolments COUNCIL ADMIN – Elections – Rejected Electoral Enrolments COUNCIL ADMIN – Elections – Requests for Addresses not to be shown on Electoral Roll *Local Government (Elections) Regulations 1997* Regulation 17: enrolment eligibility claims and notices given must be kept for 2 years after either the claim expires (if accepted) or the claim is rejected.
Period of Validity	Ongoing
Granted by CEO	XXX

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Part 4 - Statutory Authorisations and Appointments by Council

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Division 1 - *Local Government Act 1995* and Regulations and Local Laws

4.1.1 Legislative provisions

Certain powers and functions may only be exercised or performed by persons explicitly authorised by the local government to do so.

Two types of authorisation of persons to perform functions are reserved to the Council:

1. Section 9.6(1) – authorisation of a committee to deal with an objection to a local government decision made by Council or under delegated authority regarding:
   a) A licence, permit, approval or other authorisation granted, renewed, varied or cancelled under Part 3 of the Act;
   b) A notice given under section 3.25 of the Act; and
   c) A decision made under a local law which states that it is one to which Part 9 Division 1 of the Act applies and that the person specified in it is an affected person as defined in section 9.2 of the Act.

   There are no committees that currently hold this authorisation. Council will authorise a committee under section 9.6(1) as required on receipt of an objection under Part 9 Division 1 of the Act.

2. Section 9.49A(4) – authorisation, by resolution, of the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, including (if specified) deeds. Section 5.43(ha) specifically prohibits this power being delegated to the CEO.

For other functions and powers that are required to be performed by persons specifically authorised to exercise them, section 9.10(2) of the *Local Government Act 1995* provides that the CEO of the local government may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of one or more specified laws or specified provisions of one or more specified laws as defined in section 9.10(1):

(a) the *Local Government Act 1995*;

(b) the *Caravan Parks and Camping Grounds Act 1995*;

(c) the *Cat Act 2011*;

(d) the *Cemeteries Act 1986*;

(e) the *Control of Vehicles (Off-road Areas) Act 1978*;

(f) the *Dog Act 1976*;

(g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f); and

(h) a written law prescribed for the purposes of this section.

The Act also separately provides for the CEO to authorise employees to certify certain documents as being true copies or statements of fact (sections 9.31, 9.41 and 9.48).

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Persons Authorised by Council to Sign Documents on Behalf of the City

Authorising Body: Council **Process Owner: CEO**	**Statutory Authorisation: CSA-Local-01** **Last Reviewed: 17 June 2025**
Function Authorised	Sign documents of behalf of the local government.
Statutory power to authorise	*Local Government Act 1995* Section 9.49A(4): A local government may, by resolution, authorise the ~~Chief Executive Officer~~ CEO, another employee or an agent of the local government to sign documents on behalf of the local government.
Authorised officer(s)	• Chief Executive Officer – any document that is necessary or appropriate to sign in carrying out the CEO's functions under any written law. • All Directors ~~Director Community Development~~ - any document where the matter is specifically resolved by Council, ~~inclusive~~ ~~of~~ excluding a resolution to execute the document under the Common Seal, or any document necessary for the betterment of the daily operations of the City, under the guidance of the CEO. ~~• Director Corporate Services - any document where the matter is specifically resolved by Council, inclusive of a resolution to execute the document under the Common Seal, or any document necessary for the betterment of the daily operations of the City, under the guidance of the CEO.~~ ~~• Director Environment and Infrastructure – any document where the matter is specifically resolved by Council, inclusive of a resolution to execute the document under the Common Seal, or any document necessary for the betterment of the daily operations of the City, under the guidance of the CEO.~~ • Manager Engineering – signing/initialling construction plans and pages of accepted tenders and related contract documents. • Manager Natural Areas and Parks – signing/initialling construction plans and pages of accepted tenders and related contract documents. • Manager City Buildings and Projects - signing/initialling construction plans and pages of accepted tenders and related contract documents.~~Director Planning - any document where the matter is specifically resolved by Council, inclusive of a resolution to execute the document under the Common Seal, or any document necessary for the betterment of the daily operations of the City, under the guidance of the CEO.~~
Conditions on authorisation	1. A person authorised by this instrument to sign a document that may be classified as a deed is authorised to execute that document as a deed (section 9.49A(5)). 2. For the purposes of this authorisation, ***document*** means any paper or electronic document, including communications such as letters and emails, which: (a) conveys a decision;

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	(b) establishes an obligation on the City; or (c) is ceremonial. 3. Where a City employee holds a delegated authority, a statutory authority or an operational authorisation, to make a decision, that person also has the authority to sign documents which give effect to that decision. 4. Financial limits (goods and services contracts which are not the subject of a tender process): • CEO: $550,000 +GST per contract, per financial year • Directors: $250,000 + GST per contract, per financial year
Compliance references	*Local Government Act 1995* ~~Section 5.41(d): CEO's duty to manage day to day operations~~ ~~Section 9.38: Evidence of documents coming from local government~~ Section 9.49A(1)(b): Execution of documents Section 9.49A(5): Document not regarded as deed unless executed as a deed~~Section 9.49B: Contract formalities~~ ~~Section 9.49: Documents, how authenticated~~ ~~Section 9.54: Defects in documents~~
Policy reference	
Recordkeeping	All records to be retained in ECM under appropriate subject index
Resolved by Council	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Delegations DA-012 and DA-117 were revoked and replaced by this authorisation.
Term of Authorisation	Ongoing

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Division 2 - *Health (Miscellaneous Provisions) Act 1911* and Regulations and Local Laws made thereunder

4.2.1 Enabling legislative provisions

Section 26(1) of the *Health (Miscellaneous Provisions) Act 1911* authorises and directs every local government to carry out within its district the provisions of that Act and the regulations, local laws and orders made under it.

Section 26(2) provides that a local government may 'appoint and authorise any person to be its deputy and in that capacity exercise and discharge all or any of the functions of the local government, subject to such conditions and limitations (if any) that the local government shall see fit to prescribe'.

The appointment of a deputy or deputies does not affect the exercise or discharge by the local government itself of any power or function (section 26(2).

Section 26(2) is technically not a delegation power, although in practice the role of a deputy and the role of a delegate are essentially the same. There is no capacity within this Act to sub-delegate or sub-deputise.

Section 344(2) of the Act provides for a regulation or local law made under the Act to be made so as to delegate or confer a discretionary authority on a specified person or body or class of person or body.

Section 374 of the Act provides for a local government to authorise by resolution any officer or member to appear before any court or in any legal proceeding.

4.2.2 Matters that may not be undertaken by deputy

Council is not fettered in the functions or powers it may authorise any deputy to carry out.

4.2.3 Recording and Review Obligations

None specified with respect to appointment of deputies.

Local governments are required to report annually to the Health Department on the performance of their functions under the Act.

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Appointment of Deputies under the Health (Miscellaneous Provisions) Act 1911

Appointing Body: Council **Process Owner: Chief Executive Officer**	**Statutory Appointment: CSA-Health-01** **Last Reviewed: 17 June 2025**
Statutory power to appoint and authorise	*Health (Miscellaneous Provisions) Act 1911* Section 26: A local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government granted or imposed under *Health (Miscellaneous Provisions) Act 1911* and the regulations, local laws and orders made thereunder.
Persons appointed and authorised as deputies	• Chief Executive Officer • Director Corporate Services (section 353 – take possession of land) • Director Environment and Infrastructure (Part IV – Sanitary provisions) • Coordinator Environmental Health • Senior Environmental Health Officer
Statutory powers and functions authorised to be exercised and discharged by deputies	*Health (Miscellaneous Provisions) Act 1911* Section 38: Report annually to the Chief Health Officer Part IV: Sanitary provisions Part V: Dwellings Part VI: Public buildings Part VII: Nuisances and offensive trades Section 353: Take possession of land where expenses are due and unpaid for 3 years Section 357: Suspend or cancel any licence or registration of persons convicted for any offence under the Act Section 358(1): Prosecution of offences Section 374: Appearance of local government in legal proceedings
Conditions and limitations on appointment	The authority held by the deputies appointed above excludes the following powers reserved to Council: • Part III: Financial • Section 342: Make, repeal, amend or suspend local laws with the consent or at the direction of the Chief Health Officer • Section 344C: Fix fees and charges
Compliance references	*Health (Miscellaneous Provisions) Act 1911* Section 36: Review of orders and decisions by local governments by SAT Section 354: Service of notice *Health (Asbestos) Regulations 1992* *Health (Offensive Trades Fees) Regulations 1976* *Health (Public Buildings) Regulations 1992* *City of Melville Health Local Laws 1997*
Policy reference	
Recordkeeping	All records to be retained in ECM under appropriate subject index
Appointment Approved by Council	Ordinary Meeting of Council – 16 June 2020 – M20/5749

CONFIRMED

	Delegations DA-065, DA-067, DA-069, DA-070 and DA-071 were revoked and replaced by this appointment of deputies on 16 June 2020.
Term of Appointment	Ongoing

CONFIRMED

Division 3 - *Litter Act 1979*

4.3.1 Enabling legislative provisions

Section 30(4) of the *Litter Act 1979* provides that an infringement notice issued under section 30(1) of the Act may be withdrawn at any time within 28 days after the service of the notice by sending a notice in the prescribed form advising that the infringement notice has been withdrawn.

Section 30(4a) specifies that a withdrawal notice sent under section 30(4) must be signed by 'a person appointed in writing to withdraw infringement notices by the public authority on behalf of which the infringement notice was served.'

The definition of the term 'public authority' under the *Litter Act 1979* includes 'a local government within its district'. By convention, unless otherwise specified or made obvious by the context, the term 'local government' in legislation is generally interpreted as referring to the Council when it is used in relation to a decision-making power.

The *Litter Act 1979* does not confer a delegation power on local governments, so an appointment under section 30(4a) giving authority to sign withdrawal notices must be made by the Council.

CONFIRMED

Appointment of Person Authorised to Withdraw Infringement Notices Issued under Part V of the *Litter Act 1979*

Authorising Body: Council **Process Owner: Director Community Development**	**Statutory Appointment: CSA-Litter-01** **Last Reviewed: 17 June 202**
Function or Power Authorised	*Litter Act 1979* Section 30(4): Withdraw infringement notices issued under section 30(1) of the *Litter Act 1979*.
Statutory power to authorise	*Litter Act 1979* Section 30(4)(a): A withdrawal notice sent under subsection (4) shall be signed by a person appointed in writing to withdraw infringement notices by the public authority on behalf of which the infringement notice was served
Person(s) appointed	• Chief Executive Officer • Director Community Development • Head of Community Safety • Service Lead – Community Safety Investigations
Conditions on appointment	
Compliance references	*Litter Act 1979*
Policy reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline
Recordkeeping	All records to be retained in ECM under appropriate subject index
Appointment approved by Council	Ordinary Meeting of Council – 20 September 2022 – C22/5931
Term of Appointment	Ongoing

CONFIRMED

Part 5 - Statutory Delegations and Authorisations to the City of Melville from External Agencies

CONFIRMED

Division 1 - Environmental Protection Act 1986

5.1.1 Noise Control – Environmental Protection Notices

19 March 2004 GOVERNMENT GAZETTE, WA 919

ENVIRONMENT

EV401

ENVIRONMENTAL PROTECTION ACT 1986

SECTION 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.
Dr JUDY EDWARDS MLA, Minister for the Environment.

~~**EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE**~~

~~The Chief Executive Officer to whom powers and duties have been delegated in this instrument nominates the holders from time to time of the following positions (including under acting arrangements) to exercise those powers and discharge those duties on the Chief Executive Officer's behalf and under their authority:~~

- ~~Coordinator Environmental Health~~
- ~~Senior Environmental Health Officer~~

~~Note that section 114(4) of the *Environmental Protection Act 1986* states that~~

~~*(4) If the CEO has delegated a power under section 65(1) to a local government or the chief executive officer or an employee of a local government, a prosecution for an offence under section 65(5) in respect of a failure to comply with a requirement contained in an environmental protection notice caused to be served under section 65(1) by that local government, chief executive officer or employee may be instituted by the chief executive officer of the local government.*~~

5.1.2 Noise Management Plans in relation to Specific Works or Venues, Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

6282 GOVERNMENT GAZETTE, WA 20 December 2013

EV402*

ENVIRONMENTAL PROTECTION ACT 1986

DELEGATION NO. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to—

(a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;

(b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);

(c) community activities—noise control notices in respect of community noise under regulation 16;

(d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;

(e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;

(f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;

(g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation—

(i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by—

JOHN DAY, Acting Minister for Environment; Heritage.

~~**EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE**~~

~~The Chief Executive Officer to whom powers and duties have been delegated in this instrument nominates the holders from time to time of the following positions (including under acting arrangements) to exercise those powers and discharge those duties on the Chief Executive Officer's behalf and under his their authority:~~

- ~~Coordinator Environmental Health~~
- ~~Senior Environmental Health Officer~~

5.1.3 Noise Management Plans

EV405*

ENVIRONMENTAL PROTECTION ACT 1986

DELEGATION NO. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—

(a) Chief Executive Officer under the *Local Government Act 1995;* and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997,* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984,* Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by—

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.

~~**EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE**~~

~~The powers and duties delegated Delegation 119 may only be exercised and discharged by the Chief Executive Officer and City employees holding the following positions provided they have been appointed as Authorised Persons under section 87 of the *Environmental Protection Act 1986:*~~

- ~~Coordinator Environmental Health~~
- ~~Senior Environmental Health Officer~~
- ~~Environmental Health Officers~~

Division 2 - Planning and Development Act 2005

5.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
The power to sign as owner in respect of Crown land that is: • a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or • the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, in respect of development applications being made under or referred to in: (i) section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act); (ii) section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act); (iii) section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act); (iv) section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act); (v) section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);	City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton	In accordance with and subject to approved Government Land policies. Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.
(vi) section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part; (vii) section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).	Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray	

Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjarraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

EXERCISE OF THIS AUTHORISATION WITHIN THE CITY OF MELVILLE

Consistent with the Minister's Instrument of Authorisation, only the Chief Executive Officer or an officer given explicit written authority to sign on the CEO's behalf in these matters may exercise the powers in Column 1 of this Instrument.

5.2.2A WA Planning Commission – Resolution under Clause 32 of the Metropolitan Region Scheme

~~The following resolution by the WA Planning Commission is not a delegation to the local government but places conditions on the preceding WAPC Delegation 2022/03 in accordance with clause 1(a) of that delegation:~~

~~INSTRUMENT OF DELEGATION~~
~~**SECTION A Types of Development**~~
~~**1. Development on zoned land**~~
~~Applications for development on land zoned under the MRS except~~
~~(a) where the land is subject to a resolution under Clause 32 of the MRS~~

PL406

PLANNING AND DEVELOPMENT ACT 2005
NOTICE OF RESOLUTION
Resolution under Clause 32 of the MRS
RES 2021/01

Notice of resolution made under clause 32 of the Metropolitan Region Scheme (MRS) regarding development control powers of the Western Australian Planning Commission

Under clause 32 of the MRS, the WAPC may, by resolution, identify land and require that applications for all or certain classes of development on that land, be referred to the WAPC for determination.

Resolution under clause 32 of the MRS

On 8 December 2021, pursuant to clause 32 of the MRS, the WAPC RESOLVED—

A TO REVOKE its resolutions made under clause 32 of the MRS as detailed in a notice published in the *Government Gazette* of 12 June 2015 at pages 2062 and 2063 and as published in the *Government Gazette* of 11 December 2011 concerning Lots 202 and 203, Corner Kwinana Freeway, Beeliar Drive and Wentworth Parade, Success.

B TO REQUIRE all local governments within the MRS area to refer applications for development of the classes and in the locations specified in clauses 1 to 4 of Schedule 1 to the WAPC for determination.

C TO REQUIRE that local governments specified in clauses 5 to 8 of Schedule 1 to refer applications for development of the classes and in the locations specified in clauses 5 to 8 of Schedule 1 to the WAPC for determination.

D TO CONFIRM that words used in the schedules to this resolution have the meanings given to them in the *Planning and Development Act 2005* (the Act) and the MRS and, unless the context otherwise requires, the meanings defined in schedule 3. In the case of any inconsistency, the Act prevails;

E TO DECLARE that this resolution takes effect when notice of it is published in the *Government Gazette*.

SAM FAGAN, Secretary, Western Australian Planning Commission.

Schedule 1

All Local governments in the area covered by the MRS

1. Development of State or Regional Significance

Development in respect of which the WAPC, by notice in writing in each case, advises the local government that the development is of state or regional significance or that, in the public interest, the development should be the subject of an application determined by the WAPC.

2. Development in the rural zone

Extractive Industry applications and any other uses which in the opinion of the WAPC or the local government may not be consistent with the rural zone.

3. Poultry Farms

Applications made under clause 28 of the MRS for approval to commence and carry out development of new poultry farms or any extension or addition in excess of 100 square metres to the improvements of an existing poultry farm in the Rural, Urban or Urban Deferred zones in the MRS

4. Development in Activity Centres

Applications made under clause 28 of the MRS for approval to commence and carry out development relating to a building or extension/s to an existing building for shop-retail purposes—

(a) where the local government or the WAPC considers that the development proposed may be of State or regional significance;

(b) where the development proposed is major development which the local government considers is appropriately located in an activity centre of a higher level of the Activity Centre Hierarchy that the activity centre in which it is proposed to be located;

(c) where the development proposed is major development which the WAPC (after consulting the relevant local government) considers is appropriately located in an activity centre of a higher level of the Activity Centre Hierarchy that the activity centre in which it is proposed to be located;

(d) for Strategic metropolitan centre or Secondary centre developments where the development proposed is major development;

(e) for District centre developments, where the development is major development and where approval of the proposal would result in the shop/retail floorspace exceeding 20 000m^2 of shop/retail floorspace (net lettable area); or

(f) where the development proposed is wholly or partly located in zoned land in specialised centres;

except where the application complies with an activity centre structure plan or equivalent plan or strategy for the activity centre endorsed by the WAPC.

Referral arrangements for specific local governments

5. Stirling and Glendalough Station Precinct

Unless a structure plan is in place for the areas defined in WAPC plan No. 4.1495/1, the City of Stirling is to refer for determination by the WAPC the following classes of applications under clause 28 of the MRS for approval to commence and carry out development on land—

(a) Applications that include non-residential uses and/or development;

(b) Applications for 5 or more residential dwellings.

6. Kwinana Industrial Area

The City of Kwinana is to refer for determination by the WAPC all applications made under clause 28 of the MRS for all classes of development for the area shown on WAPC plan No. 4.1489/1, except where development is estimated by the applicant to be less than $250,000 in respect of which the council may decide at its discretion to submit or not to the WAPC.

7. North Coogee Industrial Area

The City of Cockburn is to refer for determination by the WAPC all applications made under clause 28 of the MRS for all classes of development for the area shown on WAPC plan 4.1622.

8. Parliament House Precinct 6

The City of Perth is to refer for determination by the WAPC all applications for approval to commence and carry out development within—

(a) The area depicted as the Inner Precinct on WAPC plan 3.2096; and

(b) The area depicted as the Outer Precinct on WAPC plan 3.2096, where the development proposed will exceed the specified height limits, previously determined by the WAPC.

Interpretation

In this notice of resolution, words have the meanings given to them in the Act and the MRS. Unless the context otherwise requires—

"activity centre" is defined in section 9 of State Planning Policy 4.2;

"activity centre hierarchy" means the categories of activity centres set out in Appendix 1 of State Planning Policy 4.2, namely—

- Capital City;
- Strategic centres;
- Specialised centres;
- Secondary centres;
- District centres;
- Neighbourhood centres; and
- Local centres.

'Advice agency' means a department, public authority or body which is requested to provide advice and recommendations on applications for planning approval under the GBRS as an agency responsible for reserved land or to which local governments refer applications under the terms of schedule 3.

"Category A activity centre uses" means land uses as defined in section 9 of State Planning Policy 4.2;

'Forward to the WAPC' and similar expressions mean convey by mail, by hand or electronically to the office of the Department of Planning Lands and Heritage.

"major development" means development as defined in section 9 of State Planning Policy 4.2;

"net lettable area" is defined in section 9 of State Planning Policy 4.2;

"precinct structure plan or equivalent" means a precinct structure plan prepared for an activity centre as required under 7.2 of State Planning Policy 4.2, and includes what were previously referred to as an activity centre plan;

'Planning approval' means the planning approval of the WAPC as required under the MRS and this resolution, whether granted by the WAPC or by delegates of the WAPC including committees, or officers.

CONF

5.2.3 WA Planning Commission – Section 25 of the Strata Titles Act 1985

3 November 2023 GOVERNMENT GAZETTE, WA 3615

PL402

PLANNING AND DEVELOPMENT ACT 2005

NOTICE OF AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENTS

Notice of amendment to the Instrument of Delegation 2020/01 Powers of Local Governments gazetted on 29 January 2021 (and as amended).

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under s16 of the Act (delegation)

On 31 August 2022, pursuant to section 16 of the Act, the WAPC RESOLVED—

A. TO AMEND the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021 (and as amended), as set out in Schedule 1 below.

SAM FAGAN, Secretary, Western Australian Planning Commission.

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021, and as amended.

2. Amendments to clause 1 of Schedule 1

Add the following immediately after 1(e)—

(f) in the opinion of the relevant local government as notified to the WAPC in writing, propose development of a type which the local government considers would warrant the imposition of a condition requiring the ceding of land for public open space or payment in lieu thereof.

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;

B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;

C. TO AMEND "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

(a) propose the creation of a vacant lot;

(b) propose vacant air stratas in multi-tiered strata scheme developments;

(c) propose the creation or postponement of a leasehold scheme;

(d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);

(e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—

i. a type of development; and/or

ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

(a) section 21 of the *Strata Titles Act 1985*;

(b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE

The powers delegated in WAPC Instrument of Delegation 2020/01, gazetted on 29 January 2021, may only be exercised by the Chief Executive Officer, Director Planning, Manager Development Approvals, Principal Statutory Planner and Senior Statutory Planners.

The Director Planning is responsible for meeting the reporting requirements.

CONFIRMED

5.2.4 Powers of Local Governments – Metropolitan Region Scheme

NOTE: WAPC Delegation 2025/04 must be read in conjunction with the conditions set out in WAPC Resolution 2021/01 (reproduced in section 5.2.2A of this document).

Planning and Development Act 2005

INSTRUMENT OF DELEGATION

Del 2025/04 Powers of Local Governments Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme.

Preamble

Unless exempted by clause 29 and 30, under clause 27 of the Metropolitan Region Scheme (MRS), on reserved land, a person must not commence or carry out development unless that person has planning approval. Development on zoned land requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (WAPC) under clause 28 of the MRS.

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published on a website maintained by, or on behalf of, the WAPC, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 19 FEBRUARY 2025, pursuant to section 16 of the Act, the WAPC resolved—

A. TO DELEGATE to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Parts 8, 9 and 10 of the Metropolitan Region Scheme, of applications (within their respective districts) for approval to commence and carry out development of the type specified in Column 1 of Schedule 1, subject to the conditions specified in Column 2 of Schedule 1 and the requirements in Schedule 2.

B. TO REVOKE its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2022/03 Powers of local governments (MRS)" published in the *Government Gazette* on 18 January 2022, to give effect to this delegation.

C. TO RESOLVE that this resolution takes effect on 31 March 2025.

Sam Boucher Secretary,

Western Australian Planning Commission.

SCHEDULE 1 – TYPES OF DEVELOPMENT AND LOCATION

Column 1 (Land and Application type)	Column 2 (Conditions)
1. Proposals concerning **reserved land** and for which approval is required.	
1.1. Application concerns land on or abutting a regional road reservation.	Power may be exercised: 1. if the delegate complies with referral requirements set out in Schedule 2 below; 2. all public authorities consulted, concur; and 3. the delegate accepts the advice and/or recommendations (if any received) of the public authority/s. 4. the application is <u>not</u> for public works undertaken by a public authority.
2. Proposals concerning **zoned land** and for which approval is required. <u>Does not apply</u> to public works undertaken by a public authority, the Kwinana Industrial Area, North Coogee Area and Parliament House - Inner Precinct.	
2.1. Application concerns zoned land which abuts a primary regional road reservation.	Power may be exercised if the delegate: 1. complies with the referral requirements set out in Schedule 2 below; and 2. accepts and applies the advice and/or recommendation (if any) from the public authority specified in cl.2, Schedule 2 below.
2.2. Application concerns zoned land which abuts an other regional road reservation	
2.3. Application concerns zoned land which abuts a regional open space reservation.	
2.4. Application concerns zoned land which is adjacent to a railway reservation or abuts a port installation reservation	
2.5. Application concerns zoned land within a Bush Forever Area	Power may be exercised if the delegate: 1. consults the DPLH; 2. provides DPLH at least 30 days within which to respond; and

	3. accepts the advice and / or recommendation received (if any) from DPLH.
2.6. Application concerns development within an Activity Centre	Power may be exercised if the delegate: 1. consults the DPLH; 2. provides DPLH at least 30 days within which to respond; and 3. accepts the advice and / or recommendation received (if any) from DPLH.
2.7. Application concerns zoned land which is in or abuts the Swan and Canning Development Control Area	Power may be exercised if the delegate: 1. consults the Swan River Trust in accordance with clause 45; and 2. accepts the advice and / or recommendation (if any) received from the Swan River Trust.
2.8. Application to extend or change a non-conforming use on zoned land.	Power may be exercised if the delegate: 1. consults the DPLH; 2. provides DPLH at least 30 days within which to respond; and 3. accepts the advice and / or recommendation received (if any) from DPLH.

SCHEDULE 2

Referral Requirements

1) An application for development in or abutting land reserved under the Metropolitan Region Scheme must be referred to the public authority responsible for that reserved land within 7 days of the delegate receiving the application or, if further information or material is required, within 7 days of the process in clause 38 to 40 concluding.

2) For the purposes of paragraph (1) of this delegation, the public authority responsible for reserved land is:
   (a) In the case of reservation for regional open space: the Department of Planning Lands and Heritage;
   (b) In the case of reservation for primary regional roads: Main Roads Western Australia;
   (c) In the case of reservation for other regional roads: the Department of Planning Lands and Heritage;
   (d) In the case of other reservations: the public authority for which the land is reserved or that owns or manages the reserved land.
   (e) In the case of a development in or adjacent to a Bush Forever area (as defined in the Metropolitan Region Scheme): the Department of Planning Lands and Heritage.

3) Each public authority to which the application is referred must be:
   (a) provided at least 30 days within which to respond; and
   (b) informed that if no response is received within that time, the application may be determined on the information available.

4) Where the advice and/or recommendation provided by the public authority specified in clause 2 above, is not acceptable to the delegate, the application, together with the advice and/or recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the delegate, shall be referred immediately to the WAPC for determination.

Interpretation and Guidance

In this Instrument of Delegation, unless the context otherwise requires—

- Powers delegated under this instrument may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme

- "*development*" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005*.

- "other regional roads" are delineated in blue and identified on plan SP 694, as amended from time to time (copy attached).
- "primary regional roads" are delineated in red and identified on plan SP 693, as amended from time to time (copy attached).
- "*public authority*" has the meaning given in the *Planning and Development Act 2005*.
- If the conditions set out in Column 2 cannot be met, the power cannot be exercised by the delegate and the application, together with the advice and/or recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the delegate, must be sent to the WAPC for determination.
- Note, clause 45 applies where development is of land affecting the Swan and Canning Development Control Area.
- The Kwinana Industrial Area covers land within WAPC plan No. 3.2859, as per the WAPC's Notice of resolution made under clause 28 of the Metropolitan Region Scheme
- North Coogee Area covers land within WAPC plan No. 4.1675 as per the WAPC's Notice of resolution made under clause 28 of the Metropolitan Region Scheme
- Parliament House Inner Precinct covers land within WAPC plan No. 3.2858 as per the WAPC's Notice of resolution made under clause 28 of the Metropolitan Region Scheme

EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE

Consistent with the WAPC Instrument of Delegation 2025/04, the powers delegated in this instrument~~,~~ may only be exercised by a member or officer who has been delegated powers from the local government to consider applications for approval to commence and carry out development within the local government district under the local government's local planning scheme, ~~,~~ in accordance with the delegated authority matrix listed in Council Instrument of Delegation DA–020.

Division 3 - Main Roads Act 1930

1. Parking

Section 15(2) of the *Main Roads Act 1930* provides that the Commissioner (of Main Roads) has the care, control and management of the land over which a highway or main road is declared.

Section 16(2) of the *Main Roads Act 1930* states that the exercise of any local government over any highway or main road shall be subject to the control and direction of the Commissioner.

2. Signs and Signals

Under clause 297(1) of the *Road Traffic Code 2000*, the Commissioner of Main Roads may erect, establish, or display, alter or take down any road sign or traffic signal signals on the State's road network.

Under clause 297(2) of the Code, the Commissioner can delegate this authority to 'Authorised Bodies' such as local governments, subject to the conditions set out in an Instrument of Authorisation.

3. Unattended Animals and Vehicles

Clause 275(3) of the Code provides for local government officers to seize and impound any stock that are unattended on or obstructing any portion of a road.

4. Advertisements

Section 33B of the *Main Roads Act 1930* provides for regulations to control or prohibit the erection of hoardings or other advertising structures on or in the vicinity (including on private land) of highways, main roads and controlled-access roads; and to enforce the removal of those deemed hazardous or exceptionable.

Section 33C of the *Main Roads Act 1930* permits the Commissioner of Main Roads to delegate powers under section 33B to a local government.

Main Roads WA has published a Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves which provides a framework for the Commissioner's powers under s.33B to be delegated to local governments. At the time of preparing this manual, the Commissioner had not delegated these powers to the City of Melville.

CONFIRMED

5.3.1 Parking Regulation on Verges of Main Roads and Highways

Enquiries: Theo Hazebroek on 9323 4545
Our Ref: 04/9019 (D04#23029)
Your Ref:

29 October 2004

Mr J. J. McNally
Chief Executive Officer
City Of Melville
Locked Bag 1
BOORAGOON WA 6954

Dear Mr McNally

VEHICLES PARKED ON VERGES OF MAIN ROADS AND HIGHWAYS.

Recently I have been approached by more than one metropolitan Local Government for a delegation to enable those local governments to issue parking infringements for vehicles offered for sale on Main Roads and Highways verges (where these form part of the Main Road or Highway).

I understand that the Local Laws of most Metropolitan Local Governments for regulating parking exclude from the Parking Region to which those Local Laws apply:

"*…any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road has been delegated by the Commissioner of Main Roads to the local government.*"

I understand that this exclusion is based on Schedule 1 of the Model Local Laws for Parking developed in conjunction with WALGA. Those Model Local Laws have been enacted by most, if not all of the metropolitan Local Governments.

Subsection 16(2) of the Main Roads Act provides:

"*Subject to the provisions of section 15[*], the powers of any local government over any highway or main road shall not be deemed to be taken away by this Act, but the exercise of such powers shall be subject to the control and direction of the Commissioner.*"

* Section 15 doesn't appear to have any impact in the current scenario.

The effect of section 16(2) of the Main Roads Act is that the Commissioner may control and direct the powers of Local Governments in respect of highways and main roads but the provision does not otherwise prohibit the exercise of such powers. The power of local governments to regulate parking on Main Roads or Highways is one of those powers.

There has been some confusion between some Metropolitan Local Governments and Main Roads about whether a delegation is actually required under 16(2) of the Main Roads Act. Main Roads officers have discussed this issue with WALGA with a view to resolving the confusion in so far as section 16(2) relates to parking.

Don Aitken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892
Telephone: (08) 9323 4111 Facsimile: (08) 9323 4136 TTY: (08) 9428 2230
Email: dac@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au

In order to clarify the powers of your Local Government in relation to regulating parking on Main Roads or Highways and to avoid the need for amendment of each metropolitan local government's local laws on parking, a direction under section 16(2) of the Main Roads Act is warranted.

Please accept this as a direction under section 16(2) of the Main Roads Act that:

a) Council may control parking on the verges of any Main Roads and Highways in your district (where these verges form part of the Main Road or Highway) other than those mentioned in paragraph "b" below but only for the purposes of:
   i) prohibiting parking on those verges including any parked vehicles offered for sale on those verges; and
   ii) enforcing any such prohibition.

b) Council may not control parking on any part of any freeways in your district.

This direction is not intended to affect any existing arrangements Council has for the regulation of parking on the carriageway of any Main Roads or Highways in your district.

Please note that I do not mean to suggest that any Local Government is required to exercise any relevant powers.

If you require any further information please contact Theo Hazebroek on 9323 4545. In reply please quote file reference 04/9019 (D04#23029).

Yours faithfully

M Henneveld
COMMISSIONER OF MAIN ROADS

Page 2 of 2

5.3.2 Traffic Management Signs – Road Works

Government of Western Australia

MAIN ROADS
Western Australia
ABN: 50 860 676 021

CITY OF MELVILLE
916454

Enquiries: Kamal Weeratunga on (08) 9323 4604
Our Ref: 04/1706-02
Your Ref:

13 October 2004

Chief Executive Officer
City of Melville
Locked Bag 1
BOORAGOON WA 6954

Dear Sir/Madam

AUTHORITY TO USE TRAFFIC SIGNS AND DEVICES AT ROADWORKS
NEW INSTRUMENT OF AUTHORISATION

Please find herewith enclosed an Instrument of Authorisation executed by the Commissioner of Main Roads, for your retention. This Instrument of Authorisation enables the City of Melville and its Representatives to use traffic signs and devices for works on roads within its jurisdiction, subject to the conditions attached to the Instrument of Authorisation, without further approval from Main Roads. The City of Melville will be added to the list of Authorised Bodies on Main Roads' website at www.mainroads.wa.gov.au (Traffic < Roadworks < Administration).

I thank you for taking the opportunity to become an Authorised Body by signing the Instrument of Authorisation and trust that the City of Melville will use traffic signs and devices for works on roads in a safe and appropriate manner as per the Main Roads' Traffic Management for Works on Roads Code of Practice.

If you require any further information please contact Kamal Weeratunga on (08) 9323 4604. In reply please quote file reference 04/1706-02.

Yours faithfully

Kamal Weeratunga
ROAD SAFETY ENGINEER

Enc - Instrument of Authorisation executed by the Commissioner of Main Roads

Don Aitken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892
Telephone: (08) 9323 4111 Facsimile: (08) 9323 4192 TTY: (08) 9428 2230
Email: dac@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au
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WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises City of Melville ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

File No: 04/1706
Document No: DOH# 23142
Date: NA
Action Officer: NA

Dated: 24/9/04

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

COMMISSIONER OF MAIN ROADS * WESTERN AUSTRALIA *

Signature of Witness

Neville Binning A/EDFS
Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

City of Melville agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE)

CITY OF MELVILLE)
WAS AFFIXED PURSUANT TO A RESOLUTION)
OF THE COUNCIL IN THE PRESENCE OF)

JOHN McNALLY
Chief Executive Officer

KATHERINE JACKSON JP
MAYOR

Witness Rebecca Dagall

EXERCISE OF THIS AUTHORISATION WITHIN THE CITY OF MELVILLE

The powers delegated in this Instrument of Authorisation dated 24 September 2004 may only be exercised by the Chief Executive Officer and the officers from time to time holding the following positions:

- Director Environment and Infrastructure
- Manager Engineering

5.3.3 Traffic Management Signs – Events on Roads

Government of Western Australia

mainroads WESTERN AUSTRALIA

ABN: 50 860 676 021

Enquiries: John Moore on 9323 4604
Our Ref: 06/7845 (D07#11342)
Your Ref: 1596009

10 April 2007

Mr R Willis
Director Technical and Development Services
City of Melville
Locked Bag 1
BOORAGOON WA 6954

Dear Sir

AUTHORITY TO USE TRAFFIC SIGNS AND DEVICES AT EVENTS
INSTRUMENT OF AUTHORISATION

I refer to your letter of 19 January 2007 regarding the above.

Please find enclosed an Instrument of Authorisation executed by the Commissioner of Main Roads, for your retention. This Instrument of Authorisation enables the City of Melville and its Representatives to use traffic signs and devices on roads within its jurisdiction for the purposes of managing traffic for events, subject to the conditions attached to the Instrument of Authorisation, without further approval from Main Roads. The City of Melville will be added to the list of Authorised Bodies on Main Roads' website at www.mainroads.wa.gov.au (go to 'Traffic' > 'Events').

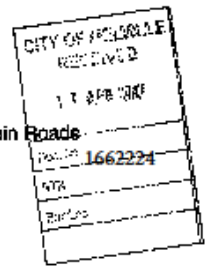
I thank you for taking the opportunity to become an Authorised Body relating to traffic management for events by signing the Instrument of Authorisation and trust that the City of Melville will use traffic signs and devices in a safe and appropriate manner as per Main Roads' Traffic Management for Events Code of Practice.

If you require any further information please contact me on 9323 4604. In reply please quote file reference 06/7845.

Yours faithfully

J A Moore
ROAD SAFETY OFFICER

Enc – Instrument of Authorisation executed by the Commissioner of Main Roads



Don Aitken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892
Telephone: (08) 9323 4111 Facsimile: (08) 9323 4174 TTY: (08) 9428 2230
Email: roadtraff@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au
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WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises ....City of Melville..... (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;

ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or

iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and

2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Page 1 of 2

Dated: 27 MAR 2007

THE COMMON SEAL OF THE COMMISSIONER OF MAIN ROADS

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE PRESENCE OF:

Signature of Witness

Peter Woodrow

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

City of Melville agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL of

City of Melville.

[Insert name of Local Government]

Was hereunto affixed pursuant to a resolution of the Council in the presence of:

Signature of Chief Executive Officer

Signature of Witness

KATHERINE J JACKSON

Name of Witness (please print)

Page 2 of 2

EXERCISE OF THIS AUTHORISATION WITHIN THE CITY OF MELVILLE

The powers delegated in this Instrument of Authorisation dated 27 March 2007 may only be exercised by the Chief Executive Officer and the officers from time to time holding the following positions:

- Director Environment and Infrastructure
- Manager Engineering

5.3.4 Removal of Unattended Animals and Unattended Vehicles from the Main Roads Network

WESTERN AUSTRALIA
Main Roads Act 1930
INSTRUMENT OF AUTHORISATION

As the Commissioner of Main Roads ("Main Roads") I hereby authorise the City of Melville (the "City of Melville") by itself, its employees, consultants, agents and contractors to, from the date indicated below, remove any Unattended Vehicles or Unattended Animals from the State Road Network, and store and dispose of those vehicles and animals (when unclaimed), SUBJECT ALWAYS to the following terms and conditions:

(a) In this Instrument of Authorisation:
- (i) "Control of Access Highway" means any main road or highway within the district of the City of Melville which has been proclaimed as being subject to control of access under section 28A of the *Main Roads Act 1930*;
- (ii) "State Road Network" means any road or portion of road proclaimed as either a main road or highway under the *Main Roads Act 1930* within the district of the City of Melville and including any Control of Access Highway and all adjoining road reserves which are under the care, control and management of Main Roads;
- (iii) "Unattended Animal" means any live animal which is unattended on the State Road Network;
- (iv) "TNC7" means Main Roads's Term Network contractor [Currently CSR Emoleum: Contact through our Customer Contact Centre on 138 138]
- (v) "Unattended Vehicle" means a vehicle which is left unattended on the State Road Network and:
  - I) the presence of which has been reported to the Police; or
  - II) which any officer of Main Roads, the City of Melville or TNC7 reasonably considers to have been abandoned;

(b) Subject to the terms of this Instrument (including the attached documents entitled "Annexure 'A'), the City of Melville shall respond within a reasonable time to remove and store any Unattended Vehicles or Unattended Animals from the State Road Network whenever notified by either Main Roads, TNC7 or the Police as if the State Road Network was part of the road networks for which the City of Melville is responsible.

(c) Main Roads shall provide assistance to the City of Melville for the management of traffic associated with the removal of any Unattended Vehicle or Unattended Animal from the State Road Network wherever requested by the City of Melville

(d) In cases where the Police are not present, or alternatively the Police present are not in a position to manage traffic, the City of Melville shall contact TNC7 prior to attempting to remove any Unattended Vehicles or Unattended Animals from the land within the boundaries of any Control of Access Highway;

(e) Nothing in this instrument shall be construed as requiring the City of Melville to monitor the State Road Network for the presence of Unattended Vehicles or Unattended Animals.

(f) In the course of exercising its authority under this Instrument, the City of Melville shall comply with its own policies, procedures and practices for the removal, storage and disposal of any Unattended Vehicle or Unattended Animal and ensure that those policies, procedures and practices:
- (i) comply with all applicable laws;
- (ii) require the recording of the identifying features, serial numbers, name tags, animal implanted microchips and number plates (as applicable) of any relevant vehicle or animal prior to disposal including taking photographs of each animal or vehicle; and
- (iii) require for the City of Melville to liaise with the Western Australia Police Service prior to removing or disposing of any relevant vehicle;

(g) The City of Melville may claim reimbursement from Main Roads on an annual basis for the difference between:
- (i) the reasonable collection storage and disposal costs incurred by the City of Melville in respect of; and

MAIN ROADS Western Australia

(ii) any proceeds from the sale by the City of Melville of;
any Unattended Vehicles and Unattended Animals removed from the State Road Network by the City of Melville in accordance with this Instrument.

(h) Main Roads shall reimburse the City of Melville for a claim under paragraph "g" of this instrument within 30 days of the receipt of an invoice from the City of Melville for that claim together with suitable substantiating documentation showing the basis of the amount claimed. When the City of Melville is claiming reimbursement for the first time under paragraph "g" of this Instrument, Main Roads is required to reimburse within 45 days of the notice. The City of Melville shall comply with Main Roads's reasonable request for information regarding the subject matter of a claim under paragraph "g".

(i) There is no requirement for the City of Melville to reimburse Main Roads for any surplus amount after offsetting their annual costs.

(j) The right of reimbursement in paragraphs "g" and "h" of this Instrument only applies for claims for reimbursement made by the City of Melville within 3 months of the end of the calendar year to which the subject matter of the claims relate.

(k) Either party may terminate the arrangements under this Instrument by 14 days notice in writing to the other party. Any obligations accrued under paragraphs "g", "h" and "j" survives the termination of this Instrument.

(l) Any variation to the instrument must be agreed in writing by both parties.

By executing this Instrument both the Commissioner of Main Roads and the City of Melville respectively agree to observe, perform and comply with their respective obligations as set out in this Instrument.

Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:

_____
Signature of Witness

_____
Name of Witness (please print)

THE COMMON SEAL of the)
City of Melville was affixed pursuant)
to a resolution of the Council)
in the presence of:)

_____
Chief Executive Officer

_____
Witness

Annexure "A"

Arrangements for the City of Melville
Unattended Animals & Unattended Vehicles on State Road Network

Authority for Removal

Authority for the removal of unattended animals and unattended vehicles is contained within the Instrument of Authorisation.

Removal of Unattended Animals from Main Roads network:

Ordinary Main Roads & Highways

During ranger /pound hours – City to remove from network and admit animal/s to City pound and follow procedures that would be applied for animals on a local road.

Outside of ranger/pound hours – Main Roads may arrange for removal of animal/s where circumstances warrant the urgent removal of an animal from Main Roads network, and liaise to have the animal admitted to the pound during operating hours.

Main Roads Term Network Contractor (who is currently CSR Emoleum Roads Services can be contacted through our Customer Contract Centre on 138 138) may be contacted in any circumstances in which the City requires assistance for traffic management.

Control of Access Highways (including Freeways)

During ranger /pound hours – City to remove from network and admit animal/s to City pound, and follow procedures that would be applied for animals on a local road.

Outside of ranger/pound hours – Main Roads may arrange for removal of animal/s where circumstances warrant the urgent removal of an animal from Main Roads network, and liaise to have the animal admitted to the pound during operating hours.

Main Roads Term Network Contractor (who is currently CSR Emoleum Road Services can be contacted through our Customer Contact Centre on 138 138) may be contacted in any circumstances in which the City requires assistance for traffic management.

It is essential that Main Roads Term Network Contractor be contacted prior to access onto a control of access road where the Police are not in attendance or where the activities of any police in attendance prevents them from satisfactorily undertaking traffic management.

Removal of unattended vehicles from Main Roads network:

Timing of removal of unattended vehicles to be governed by requirements of local laws unless the unattended vehicle in question pose an urgent hazard to safety or the free movement of traffic. Queries on Day to Day operational issues with regard to this, can be made to the Traffic Operational Centre on 9 428 2222.

It is essential that Main Roads Term Network Contractor be contacted prior to access onto a control of access road where the Police are not in attendance or where the activities of any police in attendance prevents them from satisfactorily undertaking traffic management.

C07/5000 – COMMON SEAL REGISTER (REC)

Section 70A Notification	Chui Heng Yip	21 Tweeddale Road, Applecross	1594548
Deed of Licence	Minister for Education	Shared Use of Facilities for Melville Primary School	1479409
Instrument of Authorisation	Main Roads WA	West Australian Road Traffic Code Regulation 297(2) Instrument of Authorisation relation to Traffic Management for events.	1596009
Section 70A Notification		Lots 137-139 Brentwood	
Withdrawal of Caveat	Starworld Holdings Pty Ltd	26 Kintail Road and 13 Tweeddale Road, Applecross	1604106
Instrument of Authorisation	Main Roads WA	Removal of unattended animals and unattended vehicles from the Main Roads Network	1593887

EXERCISE OF THIS AUTHORISATION WITHIN THE CITY OF MELVILLE

The powers delegated in this Instrument of Authorisation may only be exercised by the Chief Executive Officer and the officers from time to time holding the following positions:

- Service Lead – Community Safety Investigations
- Senior Ranger
- Rangers

Division 4 – Road Traffic (Vehicles) Act 2012

5.4.1 Approval under Regulation 327(4) for Certain Local Government Vehicles as Special Use Vehicles

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

(a) the *Local Government Act 1995*;

(b) regulations made under the *Local Government Act 1995*;

(c) a local law;

(d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or

(e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "*special use vehicle*" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

(a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and

(b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

CONFIRM

5.4.2 Approval Under Regulation 289(1)(a)(ii) to Display Flashing Warning Lights on Ranger Vehicles

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

ROAD TRAFFIC ACT 1974

Road Traffic Code 2000

RTC-2017-202046.2

APPROVAL UNDER REGULATION 289(1)(a)(ii) TO DISPLAY YELLOW FLASHING WARNING LIGHTS ON RANGER VEHICLES

Pursuant to regulation 289(1)(a)(ii) of the *Road Traffic Code 2000* (the Code), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles ("Approved Vehicles"), owned by a local government while used by a person authorised or appointed by that local government ("Authorised Person") to perform functions on the behalf of the local government under:

(a) the *Local Government Act 1995*;

(b) regulations made under the *Local Government Act 1995*;

(c) a local law;

(d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or

(e) any combination of the above paragraphs (a) to (d);

in the course of carrying out their duties, to use yellow flashing warning lights subject to the following conditions:

CONDITIONS

1. The yellow flashing warning lights may only be used when the Authorised Person is using the vehicle in the course of carrying out their duties.
2. The yellow flashing warning lights may only be used while the vehicle is occupying a hazardous position on a road, while stationary, or while manoeuvring at a speed not exceeding 20 km/h.
3. Approved Vehicles must only use yellow flashing warning lights and no other colours of flashing warning lights.
4. The yellow flashing warning lights must be removed or covered when an Approved Vehicle is not being operated in accordance with the conditions of this approval.
5. This approval only applies to a vehicle if it:
   (a) has words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and

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Department of **Transport**
Driver and Vehicle Services

(b) where the vehicle is a station wagon or van, has the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 5 is not intended to prevent the use of additional words on the vehicle.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

CONFIRM

Part 6 - Guidance Notes for the Granting and Exercise of Delegations of Authority

In managing delegations and sub-delegations the following principles apply:

(a) A statutory power, duty or function may only be delegated if the relevant legislation provides for its delegation and may only be delegated by the person or body on whom it is conferred or imposed by the legislation. Delegated powers may only be sub-delegated if the legislation provides for sub-delegation.

(b) Where an Act provides for a power of delegation, that power may only be exercised in relation to powers and duties provided for in that Act, unless otherwise specified in the provision.

(c) Delegations cannot authorise anything to be done that could not be done by the person or body delegating the function.

(d) Prior to making a delegation, consideration should be given to whether the power, duty or function is already included in the statutory functions or duties of the CEO, or whether it could be effectively undertaken by authorisation or by acting through, particularly where decision-making discretion is limited by rules or statutory requirements.

(e) All delegations and sub-delegations must be made in writing and in accordance with the relevant legislation (including Acts, Regulations, Local Laws).

(f) Delegations are to be worded so that they are exercisable by the holder of a position (or by a class of persons or positions), including anyone acting in that role, not by a specified individual. Delegations may be made to certain committees.

(g) A delegator may at any time, regardless of their delegation:

  (i) Exercise the delegated function; or
  (ii) Revoke or vary the delegation, in writing, in accordance with the relevant legislation

(h) A delegate exercises a delegated function in their own right, in accordance with section 58 of the *Interpretation Act 1984* and is not expected to seek prior or retrospective approval for their decisions from the delegator or any other person or body.

(i) The exercise of delegations and sub-delegations must be consistent with any conditions or limitations set by the delegator, including qualifications and exceptions, and with relevant City policies, procedures and work instructions.

(j) A delegation authorising the expenditure of City funds is to be limited to authorising expenditure within the budget approved by the Council. A delegate who incurs expenditure beyond that listed in the budget or without an approved source of funds may be liable for that expenditure.

(k) Sub-delegations should reflect the City's organisational structure, responsibility and accountability.

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(l) Sub-delegation should only be made to roles that will regularly be expected to make that decision and that are occupied by personnel who are qualified to make that decision. Unless the function requires the significant exercise of discretion in non-standard circumstances, acting through is preferred to sub-delegation.

(m) All conflicts of interest must be declared by delegates and sub-delegates in accordance with the Local Government Act and the "Local Government Operational Guidelines – Disclosure of Interests Affecting Impartiality" published by the Department of Local Government, Sport and Cultural Industries and managed in accordance with the document "Conflicts of Interest – Guidelines for the WA Public Sector" published by the WA Integrity Coordinating Group.

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Revision History (Major Changes/Amendments)

Title	Amendments
DA-006	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended title to clarify function.
DA-007	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegations previously recorded in DA009, DA011 and DA-087. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Sub-delegation to CEO amended to clarify conditions of delegation/sub-delegation apply to renewals and lease extensions.
DA-008	Ordinary Meeting of Council – 15 June 2021 – M21/5842 Amended sub-delegation thresholds for Manager Financial Services and Manager City Buildings. 8 August 2023 Amended sub-delegation to extend to Director Community Development.
DA-015	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amend to clarify circumstances when delegation exercised. Ordinary Meeting of Council – 18 June 2024 – C24/157 Amended sub-delegation to extend to Manager Environmental Health and Compliance.
DA-016	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to align with legislative provisions, add policy and legislative references. 24 June 2020 Updated sub-delegate position titles, add sub-delegation for purposes of Parking Local Law to Manager Engineering, and sub-delegation for purposes of Thoroughfares Local Law to Manager Cultural Services; revoke sub-delegation to Manager Natural Areas and Parks in relation to Street Numbering Local Law. 22 August 2024 Amended sub-delegation for the Thoroughfares, Fencing and Street Numbering local laws in accordance with re-structure in Planning directorate. 3 September 2024 Amended sub-delegation for Activities in Thoroughfares, Public Places and Trading and Health Local Laws to extend to Senior Environmental Health Officer. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Amended sub-delegation for the Street Numbering, Health, Fencing and Thoroughfares local law in accordance with operational responsibilities in the Planning directorate.

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	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-024	Nil
DA-026	Nil
DA-027	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove reference to expressions of interest (covered in DA-030) and unnecessary reference to 'capital projects'.
DA-028	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Simplified description. 22 August 2024 Addition of Research and Liaison Advisor, which is a new position. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Addition of Executive Manager and Chiefs and Heads reporting to a director to list of sub-delegates.
DA-030	Nil
DA-031	Ordinary Meeting of Council – 15 June 2021 – M21/5842 Amended title to clarify function. 22 August 2024 Addition of Research and Liaison Advisor, which is a new position. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Addition of Executive Manager and Chiefs and Heads reporting to a director, and addition of all Directors, to list of sub-delegates.
DA-032	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended conditions to differentiate from waivers and concessions granted under the Community Partnership Fund under DA-115. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Amended sub-delegation to extend to Manager Healthy Melville and Revenue Coordinator to allow these positions to offer concessions as a customer service measure.
DA-033	Ordinary Meeting of Council – 20 June 2023 – C23/25 Manager Organisational Development removed as position no longer exists. 17 September 2024 Amended sub-delegation to extend to Director Environment and Infrastructure.
DA-035	Nil 17 September 2024 Position IDs added to Senior Accountant (Management) and Management Accountant as only select position IDs exercise this power.
DA-038	Nil
DA-044	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to insert a requirement to consult with Mayor before referring a dispute and to prohibit sub-delegation.

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DA-046	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to consolidate delegated powers under sections 3.25 and 3.26 by incorporating powers previously recorded in DA-047 and DA-048. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Revoked from delegation manual – Section 3.24 of the Local Government Act 1995 requires this to be an authorisation and not a delegation.
DA-049	XX – DATE OF CEO ADOPTION OF REVIEW (2025) Revoked from delegation manual – Section 3.24 of the Local Government Act 1995 requires this to be an authorisation and not a delegation.
DA-050	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Added power to enter in an emergency under section 3.34. XX – DATE OF CEO ADOPTION OF REVIEW (2025) 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-051	Nil
DA-053	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove redundant reference to authorising officers. 24 June 2020 Amended to restrict sub-delegates to coordinator/manager level and above. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Update to delegation title and description. Addition of Service Lead – Community Safety Investigations to sub-delegates.
DA-054	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to delegate power under section 3.46. 24 June 2020 Amended to restrict sub-delegates to coordinator/manager level and above. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Amended title to clarify function. Removed any reference to arranging to humanely dispose of an animal, as this is covered by new delegation DA-130. Extended sub-delegation to extend to Manager Health and Compliance, Coordinator Compliance Services and Coordinator Environmental Health.
DA-130	XX – DATE OF COUNCIL MEETING WHERE DELEGATIONS CONSIDERED BY COUNCIL Delegation created. Initial sub-delegates are the Director Community Development, Head of Community Safety and Service Lead – Community Safety Investigations.
DA-062	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to restrict to notices and permissions under the *Local Government (Uniform Local Provisions) Regulations.*

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	24 June 2020 Approved sub-delegations. XX – DATE OF CEO ADOPTION OF REVIEW (2025) 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. Also added Manager Health and Compliance, Coordinator Compliance Services and Senior Development Compliance Officer to enable compliance activities.
DA-063	Nil
DA-074	Nil
DA-075	Nil
DA-076	Nil
DA-077	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove reference to lodging caveats which is covered in DA-076.
DA-079	Nil
DA-081	Nil
DA-083	Nil
DA-085	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended title and description to align with the power as described in the Parking Local Law. Ordinary Meeting of Council – 18 June 2024 – C24/157 Amended delegation to read Parking Local Law 2023, not Parking Local Law 2016 in line with adoption of new Parking Local Law 2023.
DA-088	Ordinary Meeting of Council – 20 June 2023 – C23/25 $10,000 limit added to delegates and sub-delegates.
DA-115	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to clarify statutory power being delegated. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Sub-delegates updated to revoke Manager Customer and Community Participation and replace with Manager Healthy Melville.
DA-129	Nil
DA-131	XX – DATE OF COUNCIL MEETING WHERE DELEGATIONS CONSIDERED BY COUNCIL Delegation created.
DA-098	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegation of appointment of approved and authorised officers under regulation 70 of the *Building Regulations 2012*, previously recorded in DA-123.
DA-103	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to include authority under section 129 to provide copies of documents on register. Ordinary Meeting of Council – 19 March 2024 – UP24/35 Inclusion of new condition. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Amended sub-delegation to extend to Coordinator Compliance Services and Senior Development Compliance Officer, and Principal

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	Building Surveyor in accordance with operational responsibilities. Also added Manager Development Approvals.
DA-105	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove redundant matters and provide for authorising a person to commence prosecution in accordance with s 133. 24 June 2020 Approved sub-delegation to Building Compliance Officer. Ordinary Meeting of Council – 18 June 2024 – C24/157 Amended sub-delegation to extend to Building Compliance Coordinator and Building Services Coordinator. 22 August 2024 Amended sub-delegation to include Coordinator Compliance Services and Senior Building Surveyor – Compliance in accordance with re-structure in Planning directorate. Also revoked delegation to Building Compliance Officer. 3 September 2024 Amended sub-delegation to include Senior Building Surveyor. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Sub-delegation to Director Corporate Services revoked. Also extended sub-delegation to Manager Development Approvals.
DA-126	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegations formerly recorded in DA-089, DA-090, DA-091, DA-092, DA-097, DA-104, add delegation of power to seek further information under section 18. XX – DATE OF CEO ADOPTION OF REVIEW (2025) 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	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegations formerly recorded in DA-093, DA-094, DA-095, DA-096. Ordinary Meeting of Council – 18 June 2024 – C24/157 Amended sub-delegation to extend to Manager Statutory Planning and Building. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Sub-delegation to Manager Environmental Health and Compliance revoked as position is not involved in the issuing of occupancy and building approval certificates.
DA-128	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegations recorded in instruments DA-097, DA-099, DA-100, DA-101, DA-102. Ordinary Meeting of Council – 18 June 2024 – C24/157 Amended sub-delegation to extend to Building Compliance Coordinator

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	and Manager Statutory Planning and Building. 22 August 2024 Amended sub-delegation to include Coordinator Compliance Services and Senior Building Surveyor – Compliance in accordance with re-structure in Planning directorate.
DA-022	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove delegation from CEO and grant it to the Chief and Deputy Chief Bush Fire Control Officers in accordance with section 59(3).
DA-023	Nil
DA-125	XX – DATE OF CEO ADOPTION OF REVIEW (2025) Addition of Service Lead – Community Safety Investigations to sub-delegates
DA-122	XX – DATE OF CEO ADOPTION OF REVIEW (2025) Addition of Service Lead – Community Safety Investigations to sub-delegates
DA-073	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to extend delegation to Manager Building and Environmental Health Services, Coordinator Environmental Health and Senior Environmental Health Officer. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Statutory power to sub delegate updated to note no sub-delegation power is provided for in the Food Act 2008
DA-121	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to cover all Part 3 powers and duties of local government.
DA-123	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove delegation under regulation 70 of the *Building Regulations 2012* (transferred to DA-098).
DA-020	Ordinary Meeting of Council – 10 December 2019 – M19/5723 Amended with respect to RAR submitted to JDAP. Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to align description to WAPC delegation and to relevant legislative provisions. 24 June 2020 Amended sub-delegation matrix to remove redundant entries. Ordinary Meeting of Council – 18 June 2024 – C24/157 Amended sub-delegation matrix to reflect changes to the decision-making pathway for single house developments, and to add a new line in regards to liquor licensing and gaming compliance. XX – DATE OF CEO ADOPTION OF REVIEW (2025) New 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. Compliance links also updated to reflect these changes and removed some delegations resolved by the WAPC to be revoked. Sub-delegation matrix updated.

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DA-061	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove non-delegable powers. Ordinary Meeting of Council – 18 June 2024 – C24/157 Amended sub-delegation to extend to Manager Environmental Health and Compliance. 3 September 2024 Amended sub-delegation to extent to Senior Statutory Planner. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Revoked sub-delegation to Senior Statutory Planner. Granted sub-delegation Coordinator Compliance Services, Senior Development Compliance Officer and Principal Statutory Planner.
DA-124	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Record of delegation transferred from instrument DA-055 to DA-124.
DA-003C	Nil
DA-004C	19 June 2020 Delegates restricted to Director Corporate Services and Manager Financial Services. Function performed by acting through other staff.
DA-006C	19 June 2020 Amended to apply to all meetings to which deputations may be made.
DA-007C	19 June 2020 – Amended to limit delegates to manager level and above. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Amended to include Regulations 29A and 29B and new delegate, Head of Governance.
DA-008C	24 March 2020 Added Director Technical Services. Ordinary Meeting of Council – 18 June 2024 – C24/157 Amended delegation to extend to Manager Statutory Planning and Building and Building Compliance Coordinator. 22 August 2024 Amended sub-delegation to include Coordinator Compliance Services in accordance with re-structure in Planning directorate. XX – DATE OF CEO ADOPTION OF REVIEW (2025) Revoked sub-delegation to Manager Development Approvals. Added delegation to Service Lead – Community Safety Investigations
~~DA-007C~~	~~19 June 2020 – Amended to limit delegates to manager level and above.~~
DA-009C	Nil XX – DATE OF CEO ADOPTION OF REVIEW (2025) Revoked sub-delegation to Head of Community Safety and Service Lead – Community Safety Investigations.
DA-010C	XX – DATE OF CEO ADOPTION OF REVIEW (2025) Delegation created. Initial sub-delegate is the Head of Governance.
CSA-Local-01	Ordinary Meeting of Council – 18 June 2024 – C24/157

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	Director Corporate Services, Director Community Development, Director Planning, Manager City Buildings authorised to sign certain documents. Existing authorisation to Director Environment and Infrastructure amended to match other director authorisations. XX – DATE OF COUNCIL MEETING WHERE DELEGATIONS CONSIDERED BY COUNCIL Added financial limit for goods and services contracts not the subject of a tender process. Consolidated authorised officers into one bullet point for Directors. Updates to compliance references.
CSA-Health-01	Nil
CSA-Litter-01	XX – DATE OF COUNCIL MEETING WHERE DELEGATIONS CONSIDERED BY COUNCIL Added person(s) appointed – Service lead – Community Safety Investigations.

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Revoked Delegations

(from June 2020)

Number	Title	Date of Revocation	Notes
DA-009	Negotiation of community/sporting leases and licences	16/06/2020	Incorporated into DA-007
DA-011	Assignment of commercial leases	16/06/2020	Incorporated into DA-007
DA-012	Authority to sign documents	16/06/2020	Replaced with authorisation under s.9.49A of Local Government Act
DA-036	Release of confidential information	19/07/2022	Not required – part of CEO function
DA-039	Boundary review consultation	16/06/2020	Not required – part of CEO function
DA-047	Additional powers when notice is given	16/06/2020	Incorporated into DA-046
DA-048	Recovery of costs in performing unactioned notice requirements	16/06/2020	Incorporated into DA-046
DA-052	Authorise persons for removal and impoundment of goods	16/06/2020	Covered under DA-055
DA-055	Appointment of authorised persons under Local Government Act	14/06/2021	Superseded by amendments to s.9.10 of Local Government Act
DA-065	Establishment of offensive trades premises	16/06/2020	The Act does not contain delegation powers. Replaced with the appointment of deputies under s.26 of the Health (Miscellaneous Provisions) Act
DA-067	Connection to sewer mains	16/06/2020	
DA-068	Prosecutions under the Health Act	16/06/2020	
DA-069	Health orders	16/06/2020	
DA-070	Health Act licences and registrations	16/06/2020	
DA-071	Public building occupancy	16/06/2020	
DA-082	Revoke an order to close a thoroughfare	16/06/2020	Regulatory head of power ceased to have effect
DA-084	Residential parking permits under local law	16/06/2020	Duplicates part of DA-016
DA-087	Commercial parking leases	16/06/2020	Incorporated into DA-007
DA-089	Grant of building permit	16/06/2020	Consolidated into DA-126
DA-090	Grant of demolition permit	16/06/2020	
DA-091	Refuse an application for a building or demolition permit	16/06/2020	
DA-092	Impose conditions on a building or demolition permit	16/06/2020	
DA-093	Seek further information	16/06/2020	Consolidated into DA-127
DA-094	Grant occupancy permit or building approval	16/06/2020	
DA-095	Impose conditions on occupancy permits and building approval	16/06/2020	
DA-096	Extend period of duration	16/06/2020	
DA-097	Finishes of walls close to boundaries	16/06/2020	Incorporated into DA-126 and DA-128
DA-099	Building orders	16/06/2020	Consolidated into DA-128
DA-100	Notice of proposed building orders	16/06/2020	
DA-101	Revocation of building orders	16/06/2020	
DA-102	Give effect to building orders	16/06/2020	
DA-104	Extend period of duration for building or demolition permit	16/06/2020	Incorporated into DA-126
DA-106	Authority to appoint authorised persons under the Cat Act	16/06/2020	Consolidated into DA-125, but delegation rendered

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Number	Title	Date of Revocation	Notes
			invalid in 2021 by amendments to s.9.10 of the Local Government Act
DA-107	Authority to notify person of a decision in relation to breeding cats	16/06/2020	Consolidated into DA-125
DA-108	Authority to recover costs of having a cat destroyed	16/06/2020	
DA-109	Authority to require an applicant to submit information re cat registration	16/06/2020	
DA-110	Authority to cancel registration of a cat	16/06/2020	
DA-111	Authority to refuse application to breed cats if applicant has had an infringement	16/06/2020	
DA-112	Authority to grant, renew or refuse application to breed cats	16/06/2020	
DA-113	Authority to issue a cat control notice	16/06/2020	
DA-114	Authority to approve an operator of a cat management facility	16/06/2020	
DA-117	Authority to sign documents	16/06/2020	Not a delegable power: replaced by authorisation in accordance with s.9.49A of Local Government Act
DA-123	Appointment of authorised and approved officers for the purpose of the Criminal Procedure Act	16/06/2020	Incorporated into DA-098
DA-046	Notice to owner requiring certain actions to be undertaken	TBC	Section 3.24 of the Local Government Act requires this to be an authorisation
DA-049	Power to carry out works on Private Land	TBC	

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2025-2026
RATEPAYER PROFILE

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The following ratepayer profile is based on valuations effective from 1 July 2023 as a result of the revaluation of all City of Melville properties by the Valuer General.

It is proposed that in 2025-2026, the rate in the dollar on all residential land will be 7.618139 cents (7.325134 cents in 2024-2025), and all commercial land will be 9.385581 cents (9.024597 cents in 2024-2025).

In 2025-2026, the minimum rates will be $1,491.80 on all residential land ($1,434.42 in 2024-2025), and $1,209.50 on all commercial/industrial land ($1,162.98 in 2024-2025).

Alida Ferreira

CHIEF FINANCIAL OFFICER

Residential Properties

	2025-2026	2024-2025	Increase / (Decrease)	
Number	43,241	42,782	459	1.07%
Gross Rental Value	$1,143,299,475	$1,125,051,335	$18,248,140	1.62%
Total Rates Levied	$89,396,439	$84,691,574	$4,704,865	5.56%
Average Rate	$2,067.40	$1,980	$88	4.43%
No. on Minimum Rate	10,091	10,278	(187)	(1.82%)

Rates Levied	No. of Properties		% to Total		% Cumulative		# Movement	% Movement
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2025-2026
0- Min Rate	10,091	10,278	23.34%	24.02%	23.34%	24.02%	(187)	(1.82%)
Min Rate-2,000	15,600	17,739	36.08%	41.46%	59.41%	65.49%	(2,139)	(12.06%)
2,001-5,000	17,132	14,401	39.62%	33.66%	99.03%	99.15%	2,731	18.96%
5,001-10,000	376	323	0.87%	0.75%	99.90%	99.90%	53	16.41%
10,000-15,000	35	33	0.08%	0.08%	99.98%	99.98%	2	6.06%
15,001-20,000	6	7	0.01%	0.02%	100.00%	100.00%	(1)	(14.29%)
over 20,000	1	1	0.00%	0.00%	100.00%	100.00%	-	0.00%

Commercial and Industrial Properties

	2025-2026	2024-2025	Increase / (Decrease)	
Number	1,911	1,839	72	3.92%
Gross Rental Value	$262,434,737	$249,638,622	$12,796,115	5.13%
Total Rates Levied	$24,743,616	$22,634,624	$2,108,992	9.32%
Average Rate	$12,947.99	$12,308	$640	5.20%
No. on Minimum Rate	254	242	12	4.96%

Rates Levied	No. of Properties		% to Total		% Cumulative		# Movement	% Movement
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2025-2026
0-Min Rate	254	242	13.29%	13.16%	13.29%	13.16%	12	4.96%
Min Rate-5,000	945	971	49.45%	52.80%	62.74%	65.96%	(26)	(2.68%)
5,001-10,000	367	323	19.20%	17.56%	81.95%	83.52%	44	13.62%
10,001-20,000	174	147	9.11%	7.99%	91.05%	91.52%	27	18.37%
20,001-30,000	70	65	3.66%	3.53%	94.71%	95.05%	5	7.69%
30,001-40,000	32	29	1.67%	1.58%	96.39%	96.63%	3	10.34%
over 40,000	69	62	3.61%	3.37%	100.00%	100.00%	7	11.29%

Total Properties

	2025-2026	2024-2025	Increase / (Decrease)	
Number	45,152	44,621	531	1.19%
Gross Rental Value	$1,405,734,212	$1,374,689,957	$31,044,255	2.26%
Total Rates Levied	$114,140,055	$107,326,198	$6,813,857	6.35%
Residential Rates as % of total	78.32%	78.91%	(0.0)	(0.75%)
Commercial Rates as % of total	21.68%	21.09%	0	2.79%
No. on Minimum Rate	10,345	10,520	(175)	(1.66%)

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1. Single Residential	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	27,953	27,371	582	2.13%
Gross Rental Value	$803,977,720	$783,636,075	$20,341,645	2.60%
Total Rates Levied	$61,656,050	$57,800,966	$3,855,084	6.67%
Average Rate	$2,206	$2,112	$94	4.45%
No. on Minimum Rate	2,617	2,664	(47)	(1.76%)

	No. of Properties		% to Total		% Cumulative	
Rates Levied	**2025-2026**	**2024-2025**	**2025-2026**	**2024-2025**	**2025-2026**	**2024-2025**
0- Min Rate	2,617	2,664	9.36%	9.73%	9.36%	9.73%
Min Rate-2,000	10,998	12,712	39.34%	46.44%	48.71%	56.18%
2,001-5,000	14,037	11,742	50.22%	42.90%	98.92%	99.08%
5,001-10,000	288	238	1.03%	0.87%	99.95%	99.95%
10,000-15,000	12	13	0.04%	0.05%	100.00%	99.99%
15,001-20,000	0	1	0.00%	0.00%	100.00%	100.00%
over 20,000	1	1	0.00%	0.00%	100.00%	100.00%

2. Duplex	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	4,732	4,750	(18)	(0.38%)
Gross Rental Value	$106,873,310	$107,192,850	($319,540)	(0.30%)
Total Rates Levied	$8,509,278	$8,208,311	$300,967	3.67%
Average Rate	$1,798	$1,728	$70	4.06%
No. on Minimum Rate	1,754	1,769	(15)	(0.85%)

	No. of Properties		% to Total		% Cumulative	
Rates Levied	**2025-2026**	**2024-2025**	**2025-2026**	**2024-2025**	**2025-2026**	**2024-2025**
0- Min Rate	1,754	1,769	37.07%	37.24%	37.07%	37.24%
Min Rate-2,000	1,874	2,095	39.60%	44.11%	76.67%	81.35%
2,001-5,000	1,102	886	23.29%	18.65%	99.96%	100.00%
5,001-10,000	2	0	0.04%	0.00%	100.00%	100.00%
10,000-15,000	0	0	0.00%	0.00%	100.00%	100.00%
15,001-20,000	0	0	0.00%	0.00%	100.00%	100.00%
over 20,000	0	0	0.00%	0.00%	100.00%	100.00%

3. Multi Units	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	5,790	5,841	(51)	(0.87%)
Gross Rental Value	$111,358,028	$112,761,872	($1,403,844)	(1.24%)
Total Rates Levied	$9,474,815	$9,224,382	$250,433	2.71%
Average Rate	$1,636	$1,579	$57	3.62%
No. on Minimum Rate	4,129	4,170	(41)	(0.98%)

	No. of Properties		% to Total		% Cumulative	
Rates Levied	**2025-2026**	**2024-2025**	**2025-2026**	**2024-2025**	**2025-2026**	**2024-2025**
0- Min Rate	4,129	4,170	71.31%	71.39%	71.31%	71.39%
Min Rate-2,000	1,233	1,265	21.30%	21.66%	92.61%	93.05%
2,001-5,000	407	382	7.03%	6.54%	99.64%	99.59%
5,001-10,000	15	19	0.26%	0.33%	99.90%	99.91%
10,000-15,000	5	4	0.09%	0.07%	99.98%	99.98%
15,001-20,000	1	1	0.02%	0.02%	100.00%	100.00%
over 20,000	0	0	0.00%	0.00%	100.00%	100.00%

4. Strata Improved	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	3,228	3,252	(24)	(0.74%)
Gross Rental Value	$82,492,146	$82,832,486	($340,340)	(0.41%)
Total Rates Levied	$6,411,450	$6,194,530	$216,920	3.50%
Average Rate	$1,986	$1,905	$81	4.27%
No. on Minimum Rate	663	688	(25)	(3.63%)

	No. of Properties		% to Total		% Cumulative	
Rates Levied	**2025-2026**	**2024-2025**	**2025-2026**	**2024-2025**	**2025-2026**	**2024-2025**
0- Min Rate	663	688	20.54%	21.16%	20.54%	21.16%
Min Rate-2,000	1,203	1,380	37.27%	42.44%	57.81%	63.59%
2,001-5,000	1,360	1,182	42.13%	36.35%	99.94%	99.94%
5,001-10,000	2	2	0.06%	0.06%	100.00%	100.00%
10,000-15,000	0	0	0.00%	0.00%	100.00%	100.00%
15,001-20,000	0	0	0.00%	0.00%	100.00%	100.00%
over 20,000	0	0	0.00%	0.00%	100.00%	100.00%

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5. Industrial Improved	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	454	454	-	0.00%
Gross Rental Value	$44,570,365	$44,782,266	($211,901)	(0.47%)
Total Rates Levied	$4,184,476	$4,042,656	$141,820	3.51%
Average Rate	$9,217	$8,905	$312	3.51%
No. on Minimum Rate	5	5	-	0.00%

Rates Levied	No. of Properties		% to Total		% Cumulative	
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025
0-Min Rate	5	5	1.10%	1.10%	1.10%	1.10%
Min Rate-5,000	287	298	63.22%	65.64%	64.32%	66.74%
5,001-10,000	77	70	16.96%	15.42%	81.28%	82.16%
10,001-20,000	50	48	11.01%	10.57%	92.29%	92.73%
20,001-30,000	18	17	3.96%	3.74%	96.26%	96.48%
30,001-40,000	4	4	0.88%	0.88%	97.14%	97.36%
over 40,000	13	12	2.86%	2.64%	100.00%	100.00%

6. Commercial Improved	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	1,352	1,281	71	5.54%
Gross Rental Value	$206,215,560	$195,394,954	$10,820,606	5.54%
Total Rates Levied	$19,411,565	$17,686,084	$1,725,481	9.76%
Average Rate	$14,358	$13,806	$551	3.99%
No. on Minimum Rate	190	179	11	6.15%

Rates Levied	No. of Properties		% to Total		% Cumulative	
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025
0-Min Rate	190	179	14.05%	13.97%	14.05%	13.97%
Min Rate-5,000	648	662	47.93%	51.68%	61.98%	65.65%
5,001-10,000	281	244	20.78%	19.05%	82.77%	84.70%
10,001-20,000	118	93	8.73%	7.26%	91.49%	91.96%
20,001-30,000	44	39	3.25%	3.04%	94.75%	95.00%
30,001-40,000	17	15	1.26%	1.17%	96.01%	96.17%
over 40,000	54	49	3.99%	3.83%	100.00%	100.00%

7. Service Station	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	16	16	-	0.00%
Gross Rental Value	$5,389,182	$5,389,182	$0	0.00%
Total Rates Levied	$505,806	$486,352	$19,454	4.00%
Average Rate	$31,613	$30,397	$1,216	4.00%
No. on Minimum Rate	-	-	-	0.00%

Rates Levied	No. of Properties		% to Total		% Cumulative	
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025
0-Min Rate	0	0	0.00%	0.00%	0.00%	0.00%
Min Rate-15,000	0	0	0.00%	0.00%	0.00%	0.00%
15,001-30,000	7	8	43.75%	50.00%	43.75%	50.00%
Over 30,000	9	8	56.25%	50.00%	100.00%	100.00%

8. Department of Housing	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	441	308	133	43.18%
Gross Rental Value	$16,146,156	$12,603,552	$3,542,604	28.11%
Total Rates Levied	$1,269,991	$947,655	$322,336	34.01%
Average Rate	$2,880	$3,077	($197)	(6.40%)
No. on Minimum Rate	213	147	66	44.90%

Rates Levied	No. of Properties		% to Total		% Cumulative	
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025
0- Min Rate	213	147	48.30%	47.73%	48.30%	47.73%
Min Rate-2,000	98	52	22.22%	16.88%	70.52%	64.61%
2,001-5,000	66	56	14.97%	18.18%	85.49%	82.79%
5,001-10,000	44	39	9.98%	12.66%	95.46%	95.45%
10,000-15,000	15	11	3.40%	3.57%	98.87%	99.03%
15,001-20,000	5	3	1.13%	0.97%	100.00%	100.00%
over 20,000	0	0	0.00%	0.00%	100.00%	100.00%

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9. Strata Storage Unit	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	57	57	-	0.00%
Gross Rental Value	$165,890	$165,890	$0	0.00%
Total Rates Levied	$68,942	$66,290	$2,652	4.00%
Average Rate	$1,210	$1,163	$47	4.00%
No. on Minimum Rate	57	57	-	0.00%

Rates Levied	No. of Properties		% to Total		% Cumulative	
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025
$0 - Min Rate	57	57	100.00%	100.00%	100.00%	100.00%
Min Rate-15,000	0	0	0.00%	0.00%	100.00%	100.00%

10. Residential Unimproved (Including Department of Housing Unimproved)	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	1,097	1,260	(163)	(12.94%)
Gross Rental Value	$22,452,115	$26,024,500	($3,572,385)	(13.73%)
Total Rates Levied	$2,074,856	$2,315,730	($240,874)	(10.40%)
Average Rate	$1,891	$1,838	$54	2.91%
No. on Minimum Rate	715	840	(125)	(14.88%)

Rates Levied	No. of Properties		% to Total		% Cumulative	
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025
0-Min Rate	715	840	65.18%	66.67%	65.18%	66.67%
Min Rate-2,000	194	235	17.68%	18.65%	82.86%	85.32%
2,001-5,000	160	153	14.59%	12.14%	97.45%	97.46%
5,001-10,000	25	25	2.28%	1.98%	99.73%	99.44%
10,001-16,000	3	5	0.27%	0.40%	100.00%	99.84%
over 16,000	0	2	0.00%	0.16%	100.00%	100.00%

11. Commercial and Industrial Unimproved	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	25	25	-	0.00%
Gross Rental Value	$1,901,720	$2,040,470	($138,750)	(6.80%)
Total Rates Levied	$179,381	$184,856	($5,475)	(2.96%)
Average Rate	$7,175	$7,394	($219)	(2.96%)
No. on Minimum Rate	2	1	1	50.00%

Rates Levied	No. of Properties		% to Total		% Cumulative	
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025
0-Min Rate	2	1	8.00%	4.00%	8.00%	4.00%
Min Rate-5,000	10	11	40.00%	44.00%	48.00%	48.00%
5,001-10,000	6	6	24.00%	24.00%	72.00%	72.00%
10,001-20,000	6	6	24.00%	24.00%	96.00%	96.00%
20,001-30,000	1	1	4.00%	4.00%	100.00%	100.00%
over 30,000	0	0	0.00%	0.00%	100.00%	100.00%

12. Other	2025-2026	2024-2025	Increase / (Decrease)	
Total Properties	7	6	1	16.67%
Gross Rental Value	$4,192,020	$1,865,860	$2,326,160	124.67%
Total Rates Levied	$393,445	$168,386	$225,059	133.66%
Average Rate	$56,206	$28,064	$28,142	100.28%
No. on Minimum Rate	-	-	-	0.00%

Rates Levied	No. of Properties		% to Total		% Cumulative	
	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025
0-Min Rate	0	0	0.00%	0.00%	0.00%	0.00%
Min Rate-10,000	3	3	42.86%	50.00%	42.86%	50.00%
10,001-50,000	2	2	28.57%	33.33%	71.43%	83.33%
over 50,000	2	1	28.57%	16.67%	100.00%	100.00%

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When reading the Ratepayer Profile it should be noted that;

- Residential Improved Land incorporates residential, Department of Housing, strata, duplex and multi unit improved properties that
- Residential Unimproved Land incorporates all vacant residential land.
- Commercial Improved and Unimproved Land incorporates commercial, industrial, service stations, strata storage units and other
  - Hotel / Tavern - Improved
  - TAB - Improved
  - Hospital Private - Improved

- the figures presented do not include the following categories because they are either not rated or the numbers concerned are not
  - Improved Land owned by Main Roads Department / Water Authority of Western Australia
  - School - Improved
  - Council - Improved
  - Carpark - Improved
  - Crown Land Reserve

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Notice of Intention to Levy Differential Rates 2025-2026

Summary of Submissions
(Abridged) June 2025

City of Melville

Executive summary

Each year, the City issues a Notice of Intention to Levy Differential Rates under Section 6.36 of the *Local Government Act 1995*. As part of the 2025–2026 Annual Budget process, public consultation was held from 21 May to 12 June 2025.

A total of 449 submissions were received. The majority (97.8%) objected to the rate increase of 4.5%. With limited commentary associated with the differential rating proposal and categories. Feedback was accepted via the City's website, email, in-person, and other channels, with the consultation promoted across digital and print media.

Engagement findings

449 submissions were received, with 97.8% expressing objection to the proposed 4.5% rate increase, with limited commentary associated with the Differential Rates proposal.

Object	Support	Neither support nor object
n439 / 97.8%	n5 / 1.1%	n5 / 1.1%

Communication and participation

The consultation was promoted through a range of channels including direct emails to over 5,000 residents, targeted social media posts, newspaper notices, public posters, and eNews publications. The Melville Talks engagement page received over 5,000 visits, with a total print distribution of approximately 45,000, ensuring strong visibility across both digital and traditional platforms.

Of the submissions received, 99.11% were from individuals who confirmed their residency within the City of Melville, indicating broad local representation.

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Analysis of submission content

Submissions were reviewed to identify 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.

Theme	Summary	Example comments
Cost of living pressures	Many submissions highlighted financial hardship, including difficulty affording essentials, mortgage stress, and the rising cost of living. Respondents expressed concern that the proposed increase would exacerbate these pressures.	- *"We are struggling to live pay check to pay check. You will place more pressure on our shoulders."* - *"We are a family of 4 with a mortgage and rising bills. Please consider the burden this puts on working families."* - *"Raising rates in this economic climate shows a lack of empathy for people already doing it tough."*
Value for services	Respondents questioned the value received for current rates, raising concerns about maintenance, infrastructure, and service delivery not meeting expectations.	- *"We are paying more in rates, but still have broken footpaths and poor lighting. What are we paying for?"* - *"No visible improvement in community services despite yearly increases."* - *"I don't mind paying more if we get something in return. But nothing has changed on my street in years."*
Lack of justification	A significant number of comments pointed to a lack of clear rationale for the increase, with calls for greater transparency and comparison against CPI/inflation.	- *"For residential rates, I am objecting to the stated increase with no justification."* - *"The increase is nearly double inflation. Where is the breakdown of how this is calculated?"* - *"There has been no clear rationale presented for why rates need to go up by 4.5%."*
Calls to reduce spending	Ratepayers urged the City to reduce internal costs or find efficiencies rather than increasing rates.	- *"When will anyone actually reduce spending? Pretend it's your own money."* - *"Before raising rates, the City should cut unnecessary expenses."* - *"Look internally for cost savings before turning to ratepayers again."*

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Theme	Summary	Example comments
Equity and fairness	Concerns were raised around the fairness of rate distribution, particularly for corner blocks, unimproved land, and properties with reduced amenity.	- *"As a corner block, the majority of land belongs to Council…yet I maintain it at my own cost."* - *"Unimproved land should not be rated the same. There are no services provided."* - *"It's unfair to charge the same for high-density areas with fewer amenities."*
Disconnection and trust	A smaller but notable group expressed a lack of confidence in Council decision-making, suggesting a perceived disconnect between the City and its residents.	- *"You are driving the community into the ground and should all be ashamed."* - *"It's frustrating to see the City in the media for spending issues, then be told we need to pay more in rates."* - *"Council needs to earn back trust before asking for more money."*

Sentiment overview

The overall sentiment across submissions was predominantly against the 4.5% rate increase. A small number of submissions offered neutral or constructive feedback, and a limited number expressed support for the proposed changes.

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CITY OF MELVILLE

ANNUAL BUDGET

FOR THE YEAR ENDED 30 JUNE 2026

LOCAL GOVERNMENT ACT 1995

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The City of Melville a Class 1 local government conducts the operations of a local government with the following community vision:

Vibrant, Sustainable, Inclusive Melville

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Introduction

Introduction

Council

Mayor Katy Mair	
Applecross - Mount Pleasant Ward	*Bateman – Kardinya – Murdoch Ward*
Cr Daniel Lim	Cr Soo Hong
Cr Clive Ross	Cr Nicole Robbins
Bicton- Attadale – Alfred Cove Ward	*Bull Creek – Leeming Ward*
Cr Glynis Barber	Cr Jennifer Spanbroek
Cr Jane Edinger	Cr Matthew Woodall
Central Ward	*Palmyra – Melville – Willagee Ward*
Cr Scott Green	Cr Karen Wheatland (Deputy Mayor)
Cr Terry Lee	Cr Tomas Fitzgerald

Executive Management Team

Chief Executive Officer	Gail Bowman
Director Corporate Services	Gary Tuffin
Director Planning	Peter Varelis
Director Community Development	Meriel Pickering
Director Environment and Infrastructure	Mick McCarthy
Executive Manager Corporate Strategy and Communications	Joanna Arbel
Executive Manager People and Culture	Llewellyn Rogers

Our City

The City of Melville, located on the Swan and Canning Rivers in Perth, Western Australia, is home to a diverse and multi-cultural community who enjoy a rich built and natural heritage, a blend of retail and business precincts, an abundance of opportunities for physical and social activity, open spaces and a unique natural landscape.

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The following table provides a snapshot of the City of Melville:

Distance from Perth CBD to Canning Bridge	8km
Area	53 square km
Foreshore	18km
Parks and Reserves	>200
Public Open Space	778 hectares
Estimated Residential Population (30 June 2023)	113,404
Residential Dwellings	43,241
Number of Suburbs	18
Estimated Full Time Equivalent for 2025-2026	593

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Budget Certification

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Budget Certification

We certify that this is a true and correct copy of the 2025-2026 City of Melville Budget adopted by the Council on 17 June 2025 and used to set the following rates and charges:

All Improved and Unimproved Residential Land

7.618139 cents in the dollar of the gross rental value applicable to each property, residence, unit, strata, location or other residential property. A minimum rate of $1,491.80 per assessment will apply.

Note: - Residential Land includes general residential, duplex, multi-unit, residential strata properties and Department of Housing properties.

All Commercial/Industrial Land

9.385581 cents in the dollar of the gross rental value applicable to each assessment, lot, location, strata, or other piece of land. A minimum rate of $1,209.50 per assessment will apply.

Note: - Commercial/Industrial land includes general industrial, commercial including retail, professional and office uses, service station, hotel / tavern, strata storage units and hospitals.

Willagee/Myaree/Melville Underground Power Scheme

Properties included in the Willagee/Myaree/Melville Underground Power Scheme shall each be charged a network service charge of $2,141 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.

Rating Concessions

Rating Concession – Strata Storage Units

A concession is granted to appropriately zoned and used strata titled storage units of 18m^2 or smaller. The concession recognises the small size of the property in physical terms and attempts to redress the perceived inequity issues of applying a standard minimum rate to these properties. A concession of $604.75 per property applies, resulting in a total concession of $34,471.

Rating Concession - Melville Glades Golf Club

A 100% concession from General Rates is granted to the Melville Glades Golf Club on the basis of recognising their substantial contribution to the community by maintaining the vested golf course land. The value of this concession is $15,276.

Refuse Charges

A The cost per property of a standard domestic refuse collection service is included in the general rate on residential improved properties for 2025-2026.

B Additional Residential Waste, FOGO and Recycling Service

Domestic waste 140L bin	$213.00 per annum
Domestic waste 240L bin	$363.15 per annum
Domestic recycling 240L bin	$140.25 per annum
FOGO 240L bin	$213.00 per annum

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C	Upgrade Residential Waste/Recycling Service	
	Domestic waste 140L to 240L bin	$100.85 per annum
	Domestic recycling 240L to 360L bin	$ 81.30 per annum
D	Residential Non Rateable properties Waste, FOGO and Recycling service	
	One standard domestic refuse service	$484.35 per annum
E	Commercial and Non-Rateable (Non Residential) Waste Service	
	240L capacity bin	$658.05 per annum
	660L capacity bin (Inclusive of GST)	$30.50 per service
	1,100L capacity bin (Inclusive of GST)	$43.00 per service
F	Commercial and Non Rateable (Non Residential) Recycling Services	
	240L capacity bin	$645.20 per annum
	660L capacity bin (Inclusive of GST)	$27.65 per service
	1,100L capacity bin (Inclusive of GST)	$36.45 per service
G	Commercial Bin Services	
	One mobile FOGO bin of 240L capacity (Inclusive of GST)	$13.20 per service
	One mobile garbage bin of 240L capacity (Inclusive of GST)	$13.90 per service
	One recycling bin of 240L capacity (Inclusive of GST)	$13.70 per service
	Commercial Mobile FOGO single bin	$623.35 per annum
	Commercial 3-Bin charge	$1,541.25per annum

Note:-
Additional residential services are collected during the standard collection round.
A service is rendered each time a bin is emptied.
Only bins provided or approved by the City of Melville will be collected.

Swimming Pool Inspection Fee

Swimming Pool Inspection Fee of $63.00 for 2025-2026. Swimming pool inspections occur at least once in four years. For the purpose of spreading the cost of the inspections and to ensure efficiency of administration, this amount is broken up into four annual payments.

Property Surveillance and Security Service Charge

Property Surveillance and Security Service Charge of $67.00 per property (including all non rateable and rate exempt properties) for 2025-2026.

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Rates Incentives

In 2025-2026 the City of Melville offers three prizes of $1,000 in cash donated from Westpac and a 12 month LeisureFit membership for anyone who pays in full or the 1st instalment by the due date using any payment method, as an incentive to encourage commercial and residential ratepayers to pay their rates in a timely manner.

Elected members and staff are not eligible to win prizes as a sole or part owner of any property.

Administration and Interest Charge for Rates and Service Charges

1. Where a property owner has elected to, and is adhering to, paying rates and service charges through an instalment program, an instalment interest charge of 2% per annum will be imposed in 2025-2026 (2% in 2024-2025). No instalment administration charge will be imposed in 2025-2026 ($0 in 2024-2025).
   Note:- Section 6.45 of the *Local Government Act 1995* provides the opportunity for a Local Government to impose an additional charge over and above the administrative charge, where payments of rates or service charges are made by instalments. Effectively this is an interest charge which has been set at a maximum amount of 5.5% to enable a Local Government to recover some of the lost investment revenue that would have been earned had the payment of rates or service charges been made in one lump sum by the first due date. It is considered that the imposition of this charge at this time will, in the absence of the early payment discount, encourage more ratepayers to pay their rates early.

2. An interest charge of 3.5% (3.5% in 2024-2025) will be imposed on all rates and service charges including refuse charges, 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. The interest rate applying to the late payment of the State Government's Emergency Services Levy debts will be at a statutory maximum rate determined by the Department of Fire and Emergency Services.
   Note:- Section 6.51 of the *Local Government Act 1995* provides the opportunity for a Local Government to impose a maximum interest rate of 11%, on amounts owing by those who are not considered to be in financial hardship.

3. A credit card surcharge fee of 0.6% will be imposed in 2025-2026 (0% in 2024-2025).

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Interest Charge on Money Owing to Local Government

1. In accordance with Section 6.13 of the *Local Government Act 1995*, a maximum interest rate of 11% may be imposed on all outstanding accounts in respect to commercial activities with such interest being charged thirty five days after the date which is stated on the account for payment.

2. 50% of the maximum interest charge permitted under the regulations will be imposed on all outstanding accounts in respect to community clubs and organisations with such interest being charged sixty days after the date which is stated on the account for payment.

3. Interest charges outlined in recommendations 1 and 2 will not apply where the account outstanding is $50.00 or less.

4. The Chief Executive Officer has been granted delegated authority to determine which category a particular debt falls within.

KATY MAIR **MAYOR**	**GAIL BOWMAN** **CHIEF EXECUTIVE OFFICER**	**GARY TUFFIN** **DIRECTOR CORPORATE SERVICES**

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Budget Overview

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Budget Overview

The City of Melville 2025-2026 Annual Budget has been prepared in accordance with the *Local Government Act 1995* and the Local Government (Financial Management) Regulations 1996.

Financial Overview

The City has a history of ensuring robust and transparent financial planning processes are in existence. In essence, the City considers its long term financial performance and position sustainable when planned long term service and infrastructure levels and standards are met without undue reliance on:

- a very limited number of revenue streams;
- uncontrollable, temporary or highly variable revenue sources;
- large variations in rates increases; or
- unplanned cuts to services.

The City of Melville believes that its community is best served by making long term decisions that consider the real impacts of rising costs in order to ensure current residents pay an equitable contribution towards the consumption of services and future residents are protected from price shocks, asset failure or reduction of services which would arise if this approach was not taken.

The 2025-2026 Budget has been achieved without resorting to loan borrowings to fund any operating or capital programs despite significant cost pressures presented by current economic factors on employee, materials and contracts and constructions costs.

Annual Budget Snapshot

Description	2025-2026	2024-2025
Surplus/(Deficit) at the start of the financial year	$0	$0
Rate Revenue	$114,863,860	$107,684,365
Operating Revenue other than Rates	$40,301,849	$35,369,124
Operating Expenditure (excluding non-cash amounts)	($126,601,807)	($113,169,395)
Income from capital grants, subsidies, contributions and sales proceeds & net self supporting loans	$11,921,898	$5,846,271
Payments for property, plant and equipment	($26,249,043)	($34,905,239)
Payments for construction of infrastructure	($34,248,942)	($35,020,727)
Decrease in Reserves	$20,012,185	$34,020,727
Surplus/(Deficit) at the end of the financial year	$0	$0

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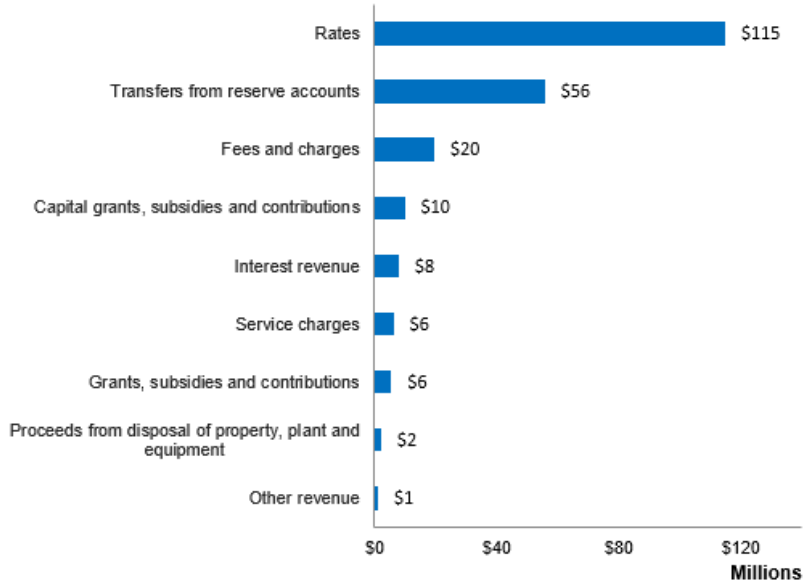
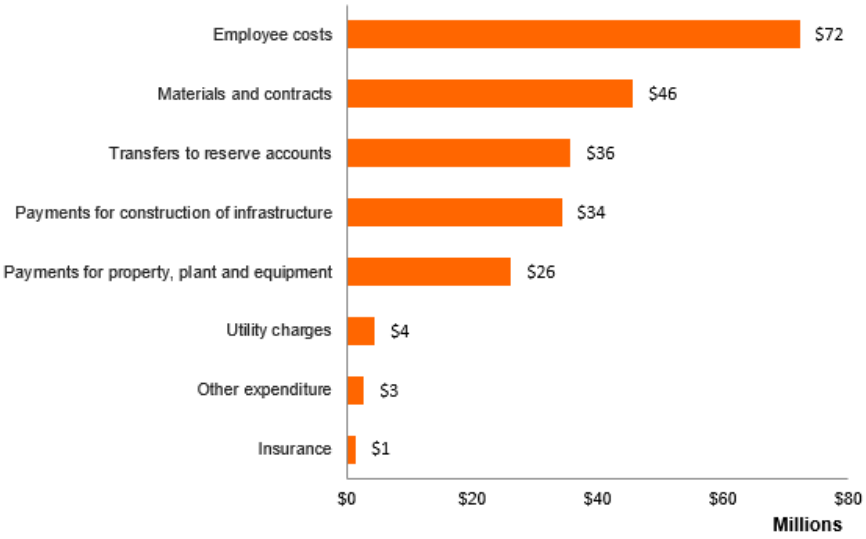
Income



Expenditure



Rate Revenue

An increase of 4.0% to the rate in the dollar and minimum rates to all Residential, Commercial and Industrial rating categories has been applied in the 2025-2026 budget.

Rating Category	Rate in the $	Minimum Rate
Residential Improved/Unimproved	7.618139	$1,491.80
Commercial Improved/Unimproved	9.385581	$1,209.50

The above rates were set for the 2025-2026 budget in view of the inflationary impacts that far exceed the City's conservative rates increases in recent years and the need to remediate the adverse long term impacts and challenges that this imbalance has presented.

The total rates revenue is estimated to be $114.8 Mn of which approximately 78% will be derived from residential rates.

Operating Revenue other than Rates

The budgeted Operating Revenue excluding rates income for 2025-2026 is $40.3 Mn. Nearly 47 % of this income is derived from fees and charges income ($19.5 Mn) generated mainly from services related to Healthy Melville, Property Leasing, Parking and Statutory Planning. Interest Earnings is budgeted at $7.9 Mn of which $6.2 Mn is set aside in the City's reserves. Other income sources include operating grants, service charges and expense recoups.

Operating Expenditure

Employment costs are budgeted at $72.1 Mn with a focus on retaining skilled staff, improving service levels and complying with government mandates in relation to occupational superannuation.

The materials and contracts budget of $46.3 Mn includes recurrent expenditure in relation to the City's service delivery. The general impact of inflation has resulted in the overall business of the City to be more expensive. The budget includes significant cost increases due to the local government election, natural areas and parks maintenance, maintenance of the City's Art and Museums collection combined with higher software licensing and contractor costs resulting from the City's Digital Strategy.

The operating expenditure budget also includes the cost of cash calls to Western Power for the Willagee/Myaree/Melville underground power project.

Capital grants, subsidies and contributions

The budgeted $9.8 Mn in capital grants include funding for several Roads, Buildings, Environmental, Parks and Foreshore projects in the City's capital works program of 2025-2026 and is significantly higher compared to previous years due to the City's drive for grants advocacy.

Capital Expenditure

The City of Melville has a significant portfolio of built assets with a replacement value of approximately $1,585 Mn. In accordance with the City's Asset Management policy, it is a priority to fund the maintenance and renewal of existing assets as opposed to the creation of new assets which bring added maintenance and renewal costs.

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The 2025-2026 Budget includes $60.4 Mn in capital expenditure. This value represents the cash flow requirement during the 2025-2026 year for all capital works program projects inclusive of multi year projects with future cashflow commitments and ensuing budgetary requirements as well as an estimated $11.2 Mn of budgets carried forward from the previous budget year. The City's capital expenditure is predominantly funded from reserves maintained specifically for this purpose so as to mitigate the impact of significant spikes in the capital works expenditure and other capital expenditure year on year on the amount of general rates imposed.

Capital Works Program 2025-2026

Category	$	Key Projects
Buildings	17,312,893	New Library Cultural Centre Renewable Energy Projects Changeroom Upgrade - Karoonda Reserve Changeroom Upgrade - Leeming Recreation Centre Kardinya Netball - Morris Buzzacott Public Toilet Renewal - Bicton Baths
Roads and Carparks	12,308,745	North Lake Rd/Winterfold Rd – Stages 1 & 2 Preston Point Rd / Waddell Road – Roundabout Intermediate Road Remediation 25-26
Parks/Foreshores	5,936,255	Goolugatup Heathcote Lower Development Webber Reserve Redevelopment
Furniture, Plant and Equipment	8,916,150	Various
Streetscapes & Precincts	5,163,247	Canning Bridge Activity Centre Canning Bridge Park - The Esplanade
Paths	2,220,816	Path Panel Replacement Bike Plan Implementation
Drainage	2,120,000	Drainage Asset Renewal Program Pipe Relining Program Gully Infill Program
Jetties, Boardwalks and Riverwalls	2,000,000	Majestic Boardwalk Construction
Environmental	1,449,102	Foreshore Restoration Program Attadale Alfred Cove Masterplan
Irrigation	1,200,000	Irrigation Renewal Program
Playgrounds	963,252	Play Space Renewal Program
Lighting	907,525	The Esplanade Lighting Renewal Active Reserve Floodlighting
Total	**60,497,985**	

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Reserve Funds

Reserve funds continue to be a key source of funding for the City of Melville. The Council has built up a reasonable level of cash backed specific purpose reserves by exercising prudent financial management practices that consider the needs of current and future generations. Reserve funds are primarily utilised for the refurbishment, renewal and development of community and infrastructure assets.

Over the past few years, the City's reserves balances have seen a gradual drop due to a decline in funds set aside to reserves due to affordability and the escalating cost of the capital works program. Further reductions are anticipated in the future in view of the planned asset renewals, new and upgrades asset programs.

A key focus of the 2025-2026 budget has been to take remedial measures to address the declining trend in reserve balances with a view of achieving optimum reserve balance levels over the future years.

CONCLUSION

The financial principles of the City were recently reviewed by Elected Members and management, in a series of Corporate Planning/Budget workshops held up to June 2025. These workshops have informed the 2025-2026 Annual Budget as well as the update of the Corporate Business Plan and Long Term Financial Model. The 2025-2026 Budget has been drafted with a long term view of the ongoing and potential needs of the City and its residents in mind. The City of Melville believes that its community is best served by making long term decisions that builds its resilience and ability to respond effectively and positively to factors that affect the City of Melville community and economy while at the same time taking into account the real impacts of rising costs which over the recent years have been very significant particularly in respect to the cost of construction and maintenance of building and infrastructure assets.

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GAIL BOWMAN
CHIEF EXECUTIVE OFFICER

GARY TUFFIN
DIRECTOR CORPORATE SERVICES

Statutory Budget

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CITY OF MELVILLE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2026

	Note	2025/26 Budget	2024/25 Forecast	2024/25 Budget
Revenue		$	$	$
Rates	2(a)	114,863,860	108,684,365	107,684,36
Grants, subsidies and contributions		5,518,314	5,405,841	5,189,90
Fees and charges	18	19,556,875	16,466,347	16,575,69
Service charges	2(e)	6,186,810	2,774,702	2,774,70
Interest revenue	9(a)	7,922,369	8,738,780	9,845,00
Other revenue		1,117,481	1,389,185	983,82
		155,165,709	143,459,220	143,053,48
Expenses				
Employee costs		(72,190,946)	(66,298,468)	(66,069,69
Materials and contracts		(46,323,379)	(45,942,872)	(40,574,69
Utility charges		(4,496,931)	(4,255,700)	(4,344,401
Depreciation	6	(39,219,417)	(35,959,418)	(32,666,45
Finance costs	9(c)	(41,501)	(51,068)	(51,06
Insurance		(1,439,875)	(1,425,433)	(1,410,84
Other expenditure		(2,782,048)	(193,148)	(1,294,82
		(166,494,097)	(154,126,107)	(146,411,99
		(11,328,388)	(10,666,887)	(3,358,50
Capital grants, subsidies and contributions		9,848,879	9,116,176	5,378,41
Profit on asset disposals	5	0	551,900	
Loss on asset disposals	5	(90,600)	0	
		9,758,279	9,668,076	5,378,41
Net result for the period		**(1,570,109)**	**(998,811)**	**2,019,90**
Total other comprehensive income for the period		**0**	**0**	
Total comprehensive income for the period		**(1,570,109)**	**(998,811)**	**2,019,90**

This statement is to be read in conjunction with the accompanying notes.

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CITY OF MELVILLE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2026

	Note	2025/26 Budget	2024/25 Forecast	2024/25 Budget
CASH FLOWS FROM OPERATING ACTIVITIES		$	$	$
Receipts				
Rates		114,298,860	110,209,365	107,684,365
Grants, subsidies and contributions		5,971,304	6,435,841	5,189,900
Fees and charges		19,584,155	16,466,347	18,505,468
Service charges		6,186,810	2,774,702	2,774,702
Interest revenue		7,922,369	8,738,780	10,613,441
Goods and services tax received		9,000,000	8,400,000	8,100,000
Other revenue		1,117,481	1,389,185	983,826
		164,080,979	154,414,220	153,851,702
Payments				
Employee costs		(70,690,946)	(65,368,468)	(64,598,634)
Materials and contracts		(45,873,379)	(41,900,393)	(39,003,167)
Utility charges		(4,496,931)	(4,255,700)	(4,344,401)
Finance costs		(41,501)	(51,068)	(51,068)
Insurance paid		(1,439,875)	(1,425,433)	(1,410,843)
Goods and services tax paid		(9,000,000)	(8,400,000)	(8,100,000)
Other expenditure		(2,782,048)	(193,148)	(1,294,824)
		(134,324,680)	(121,594,210)	(118,802,937)
Net cash provided by operating activities	4	29,756,299	32,820,010	35,048,765
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	5(a)	(26,249,043)	(33,004,980)	(34,905,239)
Payments for construction of infrastructure	5(b)	(34,248,942)	(27,751,087)	(35,020,727)
Capital grants, subsidies and contributions		9,848,879	9,116,176	5,378,411
Proceeds from sale of property, plant and equipment	5(a)	2,100,300	1,019,615	467,715
Proceeds on financial assets at amortised cost - self supporting loans		175,711	209,656	197,280
Net cash (used in) investing activities		(48,373,095)	(50,410,620)	(63,882,560)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	7(a)	(202,991)	(209,511)	(197,135)
Proceeds on disposal of financial assets at amortised cost - term deposits		16,000,000	13,250,000	18,000,000
Net cash provided by financing activities		15,797,009	13,040,489	17,802,865
Net (decrease) in cash held		(2,819,787)	(4,550,121)	(11,030,930)
Cash at beginning of year		26,680,993	31,231,114	29,999,713
Cash and cash equivalents at the end of the year	4	**23,861,206**	**26,680,993**	**18,968,783**

This statement is to be read in conjunction with the accompanying notes.

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CITY OF MELVILLE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2026

OPERATING ACTIVITIES	Note	2025/26 Budget	2024/25 Forecast	2024/25 Budget
		$	$	$
Revenue from operating activities				
General rates	2(a)(i)	99,552,640	93,707,789	92,707,78
Rates excluding general rates	2(a)	15,311,220	14,976,576	14,976,57
Grants, subsidies and contributions		5,518,314	5,405,841	5,189,90
Fees and charges	18	19,556,875	16,466,347	16,575,69
Service charges	2(e)	6,186,810	2,774,702	2,774,70
Interest revenue	9(a)	7,922,369	8,738,780	9,845,00
Other revenue		1,117,481	1,389,185	983,82
Profit on asset disposals	5	0	551,900	
		155,165,708	144,011,120	143,053,48
Expenditure from operating activities				
Employee costs		(72,190,946)	(66,298,468)	(66,069,699
Materials and contracts		(46,323,379)	(45,942,872)	(40,574,699
Utility charges		(4,496,931)	(4,255,700)	(4,344,401
Depreciation	6	(39,219,417)	(35,959,418)	(32,666,459
Finance costs	9(c)	(41,501)	(51,068)	(51,068
Insurance		(1,439,875)	(1,425,433)	(1,410,843
Other expenditure		(2,782,048)	(193,148)	(1,294,824
Loss on asset disposals	5	(90,600)	0	
		(166,584,698)	(154,126,107)	(146,411,993
Non cash amounts excluded from operating activities	3(c)	39,982,891	36,006,117	33,265,05
Amount attributable to operating activities		**28,563,901**	**25,891,130**	**29,906,55**
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		9,848,879	9,116,176	5,378,41
Proceeds from disposal of property, plant and equipment	5(a)	2,100,300	1,019,615	467,71
Proceeds from financial assets at amortised cost - self supporting loans		175,711	209,656	197,28
		12,124,890	10,345,447	6,043,40
Outflows from investing activities				
Payments for property, plant and equipment	5(a)	(26,249,043)	(33,004,980)	(34,905,239
Payments for construction of infrastructure	5(b)	(34,248,942)	(27,751,087)	(35,020,727
		(60,497,985)	(60,756,067)	(69,925,966
Amount attributable to investing activities		**(48,373,097)**	**(50,410,620)**	**(63,882,560**
FINANCING ACTIVITIES				
Inflows from financing activities				
Transfers from reserve accounts	8(a)	55,755,595	69,664,033	80,454,27
		55,755,595	69,664,033	80,454,27
Outflows from financing activities				
Repayment of borrowings	7(a)	(202,991)	(209,511)	(197,135
Transfers to reserve accounts	8(a)	(35,743,410)	(45,312,252)	(46,281,136
		(35,946,401)	(45,521,763)	(46,478,271
Amount attributable to financing activities		**19,809,194**	**24,142,270**	**33,976,00**
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus at the start of the financial year		0	377,219	
Amount attributable to operating activities		28,563,901	25,891,130	29,906,55
Amount attributable to investing activities		(48,373,097)	(50,410,620)	(63,882,560
Amount attributable to financing activities		19,809,194	24,142,270	33,976,00
Surplus/(deficit) remaining after the imposition of general rates		**0**	**0**	

This statement is to be read in conjunction with the accompanying notes.

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CITY OF MELVILLE
FOR THE YEAR ENDED 30 JUNE 2026
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CITY OF MELVILLE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

1 BASIS OF PREPARATION

The annual budget of the City of Melville which is a Class 1 local government is a forward looking document and has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16 Leases* which would have required the City to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity
All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to the annual budget.

2024/25 Forecast balances
Balances shown in this budget as 2024/25 Forecast are estimates at the time of the preparation of the annual budget and are subject to final adjustments.

Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Rounding off figures
All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows
Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards
During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.
- *AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- *AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*
- *AASB 2023-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements*
- *AASB 2023-3 Amendments to Australian Accounting Standards - Disclosure of Non-current Liabilities with Covenants: Tier 2*
- *AASB 2024-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements: Tier 2 Disclosures*

It is not expected these standards will have an impact on the annual budget.

- *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*, became mandatory during the budget year. Amendments to AASB 13 *Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2025-26 statutory budget.

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:
- *AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2024-4b Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- *AASB 2022-9 Amendments to Australian Accounting Standards - Insurance Contracts in the Public Sector*
- *AASB 2023-5 Amendments to Australian Accounting Standards - Lack of Exchangeability*
- *AASB 18 (FP) Presentation and Disclosure in Financial Statements - (Appendix D) [for for-profit entities]*
- *AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements - (Appendix D) [for not-for-profit and superannuation entities]*
- *AASB 2024-2 Amendments to Australian Accounting Standards - Classification and Measurement of Financial Instruments*
- *AASB 2024-3 Amendments to Australian Accounting Standards - Standards – Annual Improvements Volume 11*

It is not expected these standards will have an impact on the annual budget.

Critical accounting estimates and judgements
The preparation of the annual budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Expected credit losses on financial assets
- Assets held for sale
- Impairment losses of non-financial assets
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions

2. RATES AND SERVICE CHARGES

(a) Rating Information

Rate Description	Basis of valuation	Rate in dollar	Number of properties	Rateable value*	2025/26 Budgeted rate revenue	2025/26 Budgeted interim rates	2025/26 Budgeted total revenue	2024/25 Forecast total revenue	2024/25 Budget total revenue
				$	$	$	$	$	$
(i) General rates									
Residential - Improved	Gross rental valuation	7.618139	32,768	962,629,676	73,334,467	618,552	73,953,019	69,130,588	69,130,58
Residential - Unimproved	Unimproved valuation	7.618139	382	13,234,450	1,008,219	50,000	1,058,219	1,184,018	1,184,01
Commercial - Improved	Gross rental valuation	9.385581	1,634	258,475,639	24,259,440	100,000	24,359,440	23,201,490	22,201,49
Commercial - Unimproved	Unimproved valuation	9.385581	23	1,885,470	176,962	5,000	181,962	191,693	191,69
Total general rates			34,807	1,236,225,235	98,779,088	773,552	99,552,640	93,707,789	92,707,78
		Minimum							
(ii) Minimum payment		$							
Residential - Improved	Gross rental valuation	1,491.80	9,376	158,217,684	13,987,117	0	13,987,117	13,538,056	13,538,05
Residential - Unimproved	Unimproved valuation	1,491.80	715	9,217,665	1,066,637	0	1,066,637	1,204,913	1,204,91
Commercial - Improved	Gross rental valuation	1,209.50	195	1,891,488	235,853	0	235,853	213,988	213,98
Commercial - Unimproved	Unimproved valuation	1,209.50	2	16,250	2,419	0	2,419	1,163	1,16
Strata Storage Units	Gross rental valuation	1,209.50	57	165,890	68,942	0	68,942	66,290	66,29
Total minimum payments			10,345	169,508,977	15,360,968	0	15,360,968	15,024,410	15,024,41
Total general rates and minimum payments			45,152	1,405,734,212	114,140,056	773,552	114,913,608	108,732,199	107,732,19
					114,140,056	773,552	114,913,608	108,732,199	107,732,19
Concessions (Refer note 2(g))							(49,747)	(47,833)	(47,83
Total rates					114,140,056	773,552	114,863,860	108,684,365	107,684,36
Instalment plan interest							204,000	196,595	190,00
Late payment of rate or service charge interest							200,000	200,000	200,00
							404,000	396,595	390,00

The City did not raise specified area rates for the year ended 30th June 2026.

*Rateable Value at time of adopting budget.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all unimproved land is rated using GRV which is calculated at 3% of the value of the land.

The general rates detailed for the 2025/26 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates.

The minimum payments have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Option 1 (Full Payment)
Full payment to be paid on or before the 29th of August 2025.

Option 2 (Four Instalments)
1st instalment to be paid on or beore 29th August 2025.
2nd Instalment to be paid on or before 28th October 2025.
3rd Instalment to be paid on or before 2nd of January 2026.
4th Installment to be paid on or before 6th of March 2026.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		$	%	%
Option one				
Single full payment	29/08/2025			
Option two				
First instalment	29/08/2025	0	2.0%	3.5%
Second instalment	28/10/2025	0	2.0%	3.5%
Third instalment	2/01/2026	0	2.0%	3.5%
Fourth instalment	6/03/2026	0	2.0%	3.5%

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the City the following rate categories have been determined for the implementation of differential rating.

(i) Differential general rate

Description	Characteristics	Objects	Reasons
Residential - Improved/Unimproved	Land held or used for the following purposes - residential, department of housing, strata, duplex and multi-unit improved properties and vacant residential land, that are zoned for residential purposes.	The overall objective of the proposed rates and charges in the 2025-2026 Budget is to provide for the net (i.e. after taking into account all other forms of revenue and expenditure) funding requirements of the City's services, activities, financing costs and the current and future capital requirements of the City as outlined in the City's Corporate Business Plan and Long Term Financial Plan which is termed by the Act to be the budget deficiency to be made up by way of Rates.	To fund services provided by the City.
Commercial - Improved/Unimproved	Land held or used for the following purposes - commercial, industrial, service stations, hotel/taverns, strata storage units, hospitals and vacant commercial or industrial land.	The overall objective of the proposed rates and charges in the 2025-2026 Budget is to provide for the net (i.e. after taking into account all other forms of revenue and expenditure) funding requirements of the City's services, activities, financing costs and the current and future capital requirements of the City as outlined in the City's Corporate Business Plan and Long Term Financial Plan which is termed by the Act to be the budget deficiency to be made up by way of Rates.	The positive differential rate for commercial land is proposed in order to fund the additional costs of servicing these types of properties. Commercial premises generate higher volumes of pedestrian and traffic movements than residential properties and this results in increased road and streetscape maintenance requirements, additional on-street parking needs and the requirement to install additional traffic treatments. Due to the increased presence of litter surrounding commercial and industrial land the City is also required to provide additional litter collection services to these areas. Patrons and employees of commercial and industrial premises are consumers of municipal services but unless they are also property owners within the City, are not contributing to the cost of services used by them in the City of Melville.

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2. RATES AND SERVICE CHARGES (CONTINUED)

(ii) Differential Minimum Payment

Description	Characteristics	Objects	Reasons
Residential - Improved/Unimproved	Land held or used for the following purposes - residential, department of housing, strata, duplex and multi-unit improved properties and vacant residential land, that are zoned for residential purposes.	The overall objective of the proposed rates and charges in the 2025-2026 Budget is to provide for the net (i.e. after taking into account all other forms of revenue and expenditure) funding requirements of the City's services, activities, financing costs and the current and future capital requirements of the City as outlined in the City's Corporate Business Plan and Long Term Financial Plan which is termed by the Act to be the budget deficiency to be made up by way of Rates.	The minimum rate for all residential land includes the bin charges.
Commercial - Improved/Unimproved	Land held or used for the following purposes - commercial, industrial, service stations, hotel/taverns, strata storage units, hospitals and vacant commercial or industrial land.	The overall objective of the proposed rates and charges in the 2025-2026 Budget is to provide for the net (i.e. after taking into account all other forms of revenue and expenditure) funding requirements of the City's services, activities, financing costs and the current and future capital requirements of the City as outlined in the City's Corporate Business Plan and Long Term Financial Plan which is termed by the Act to be the budget deficiency to be made up by way of Rates.	The positive differential rate for commercial land is proposed in order to fund the additional costs of servicing these types of properties. Commercial premises generate higher volumes of pedestrian and traffic movements than residential properties and this results in increased road and streetscape maintenance requirements, additional on-street parking needs and the requirement to install additional traffic treatments. Due to the increased presence of litter surrounding commercial and industrial land the City is also required to provide additional litter collection services to these areas. Patrons and employees of commercial and industrial premises are consumers of municipal services but unless they are also property owners within the City, are not contributing to the cost of services used by them in the City of Melville.

(d) Variation in Adopted Differential Rates to Local Public Notice

The following rates and minimum payments were previously set out in the local public notice giving notice of the intention to charge differential rates.

Differential general rate or general rate	Proposed Rate in $	Adopted Rate in $	Reasons for the difference
Residential - Improved	7.654765	7.618139	To reduce the impost on ratepayers, with consideration to cost of living pressures in the community.
Residential - Unimproved	7.654765	7.618139	To reduce the impost on ratepayers, with consideration to cost of living pressures in the community.
Commercial - Improved	9.430704	9.385581	To reduce the impost on ratepayers, with consideration to cost of living pressures in the community.
Commercial - Unimproved	9.430704	9.385581	To reduce the impost on ratepayers, with consideration to cost of living pressures in the community.

Minimum payment	Proposed Minimum $	Adopted Minimum $	Reasons for the difference
Residential - Improved	1,498.97	1,491.80	To reduce the impost on ratepayers, with consideration to cost of living pressures in the community.
Residential - Unimproved	1,498.97	1,491.80	To reduce the impost on ratepayers, with consideration to cost of living pressures in the community.
Commercial - Improved	1,215.31	1,209.50	To reduce the impost on ratepayers, with consideration to cost of living pressures in the community.
Commercial - Unimproved	1,215.31	1,209.50	To reduce the impost on ratepayers, with consideration to cost of living pressures in the community.

CONFIRMED

2. RATES AND SERVICE CHARGES (CONTINUED)

(e) Service Charges

	Amount of charge	2025/26 Budgeted revenue	Budget amount to be applied to costs	Budget amount to be set aside to reserve	Reserve amount to be applied to costs	2024/25 Forecast revenue	2024/25 Budget revenue
Service charge	$	$	$	$	$	$	$
Property Surveillance and Security Ser	67	3,022,412	2,891,416	130,996		2,774,702	2,774,702
Willagee/Myaree/Melville Underground Power Service Charge	2,141	3,164,398	3,164,398	0		0	0
		6,186,810	6,055,814	130,996	0	2,774,702	2,774,702

Nature of the service charge	Objects of the charge	Reasons for the charge	Area/Properties charge to be imposed on
Property Surveillance and Security Service Charge	To provide a 24 hour community safety response service.	The Service Charge is raised for the purpose of meeting the cost of operation of the Community Safety Patrol Service.	All residential and commercial properties within the City of Melville boundaries.
Willagee/Myaree/Melville Underground Power Service Charge	This Service Charge is raised for the purpose of meeting the cost of the 2025-2026 cash calls to Western Power for the Targeted Underground Power Project.	The City will sign a contract with Western Power to underground power in the Willagee/Myaree/Melville project area. This will improve public safety, reliability and security, street appearance and property value.	Residential and Commercial properties included in the Willagee/Myaree/Melville targeted Underground Power Program area.

(f) Other Charges

	2025/26 Budgeted revenue	Budget amount to be applied to costs	Budget amount to be set aside to reserve	Reserve amount to be applied to costs	2024/25 Forecast revenue	2024/25 Budget revenue
Swimming Pool Inspection Fee	$	$	$	$	$	$
Initial and Annual Inspection Fees	733,000	746,398	0	(13,398)	510,000	510,000

Emergency Services Levy
On 1 July 2003, the State Government introduced the Emergency Services Levy (ESL) that requires local governments to act as collection and administration agents for this levy on behalf of the State Government. The ELS rates declared by the Minister for Emergency Services for 2025-2026 will be included in the City's rate notices.

CONFIRMED

2. RATES AND SERVICE CHARGES (CONTINUED)

(g) Waivers or concessions

Rate, fee or charge to which the waiver or concession is granted	Type	Waiver/ Concession	Discount %	Discount ($)	2025/26 Budget	2024/25 Forecast	2024/25 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
					$	$	$		
Storage Unit Concession	Rate	Concession	50.0%	34,471	34,471	33,145	33,145	The small size of the property in physical terms, where less than 18m2.	Redress the perceived inequity issues of applying a standard minimum rate to these properties
Melville Glades Rates concession	Rate	Concession	100.0%	15,276	15,276	14,688	14,688	Maintenance of the vested golf course land.	Recognising their substantial contribution to the community
					49,747	47,833	47,833		

(h) Rates Incentives

In 2025-2026, the City of Melville will offer 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 as an incentive to encourage commercial and residential ratepayers to pay their rates in a timely manner. Elected members and staff are not eligible to win prizes as a sole or part owner of any property.

CONFIRMED

3. NET CURRENT ASSETS

(a) Composition of estimated net current assets

	Note	2025/26 Budget 30 June 2026	2024/25 Forecast 30 June 2025	2024/25 Budget 30 June 2025
Current assets		$	$	$
Cash and cash equivalents	4	23,861,206	26,680,993	18,968,78
Financial assets		106,441,347	122,445,453	138,000,00
Receivables		13,187,519	12,575,509	11,000,00
Inventories		164,590	189,590	170,00
Other assets		1,783,994	1,333,994	2,200,00
		145,438,656	163,225,539	170,338,78
Less: current liabilities				
Trade and other payables		(26,676,960)	(26,004,951)	(18,800,000
Contract liabilities		(3,675,879)	(3,006,905)	(2,900,000
Other financial liability		(168,974)	(168,974)	(1,200,000
Long term borrowings	7	(198,885)	(202,991)	(160,000
Employee provisions		(10,510,106)	(9,760,106)	(9,500,000
		(41,230,804)	(39,143,927)	(32,560,000
Net current assets		104,207,852	124,081,612	137,778,78
Less: Total adjustments to net current assets	3(b)	(104,207,852)	(124,081,612)	(137,778,782
Net current assets used in the Statement of Financial Activity		0	0	

(b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets				
Less: Cash - reserve accounts	8	(102,337,003)	(122,349,188)	(96,749,347
Less: Cash and cash equivalents - restricted municipal		(1,870,849)	(1,732,424)	(41,029,435
Total adjustments to net current assets		(104,207,852)	(124,081,612)	(137,778,782

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency
When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(c) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32.*

	Note	2025/26 Budget 30 June 2026	2024/25 Forecast 30 June 2025	2024/25 Budget 30 June 2025
Adjustments to operating activities		$	$	$
Less: Profit on asset disposals	5		(551,900)	
Add: Loss on asset disposals	5	90,600	0	
Add: Depreciation	6	39,219,417	35,959,418	32,666,45
Add: Plant Investment Provision		672,874	598,599	598,59
Non cash amounts excluded from operating activities		39,982,891	36,006,117	33,265,05

CONFIRMED

3. NET CURRENT ASSETS

(d) MATERIAL ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the City's intentions to release for sale.

TRADE AND OTHER PAYABLES
Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

PREPAID RATES
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

INVENTORIES
General
Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SUPERANNUATION
The City contributes to a number of superannuation funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

INVENTORY - LAND HELD FOR RESALE
Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Inventory - land held for resale is classified as current except where it is held as non-current based on the City's intentions to release for sale.

GOODS AND SERVICES TAX (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CONTRACT LIABILITIES
Contract liabilities represent the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

TRADE AND OTHER RECEIVABLES
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the City measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The City applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

PROVISIONS
Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE BENEFITS
Short-term employee benefits
Provision is made for the City's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the determination of the net current asset position.
The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits
Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

4. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2025/26 Budget	2024/25 Forecast	2024/25 Budget
		$	$	$
Cash on hand		10,000	10,000	3,500
Cash at bank (includes 11 am at call accounts)		7,244,266	10,064,053	6,968,783
Term deposits		16,606,940	16,606,940	11,996,500
Total cash and cash equivalents		23,861,206	26,680,993	18,968,783
Held as				
Cash Restricted Funds		10,500,000	12,700,000	7,500,000
Reserve Funds - Unspent grants restricted		850,000	300,000	850,000
Bonds and deposits held - restricted		8,500,000	10,000,000	7,000,000
Cash - unrestricted funds		4,011,206	3,680,993	3,618,783
	3(a)	23,861,206	26,680,993	18,968,783
Reconciliation of net cash provided by operating activities to net result				
Net result		(1,570,109)	(998,811)	2,019,907
Depreciation	6	39,219,417	35,959,418	32,666,459
(Profit)/loss on sale of asset	5	90,600	(551,900)	(
(Increase)/decrease in receivables		(612,010)	2,000,000	1,929,772
(Increase)/decrease in inventories		25,000	(20,000)	137,260
(Increase)/decrease in prepayments		(450,000)	600,000	(596,217
(Increase)/decrease in accrued income		350,000	(200,000)	768,441
Increase/(decrease) in payables		902,280	3,462,479	980,489
Increase/(decrease) in contract liabilities		500,000	555,000	1,050,000
Increase/(decrease) in acrrued liabilities		(350,000)	200,000	453,458
Increase/(decrease) in employee provisions		1,500,000	930,000	1,017,606
Capital grants, subsidies and contributions		(9,848,879)	(9,116,176)	(5,378,411
Net cash from operating activities		29,756,299	32,820,010	35,048,765

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

FINANCIAL ASSETS AT AMORTISED COST
The City classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

UNFIRED

5. PROPERTY, PLANT AND EQUIPMENT

The following assets are budgeted to be acquired and/or disposed of during the year.

	2025/26 Budget				2024/25 Forecast				2024/25 Budget		
	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds
(a) Property, Plant and Equipment	$	$	$	$	$	$	$	$	$	$	$
Buildings - non-specialised	17,408,158			0	26,085,746				29,111,189		
Furniture and equipment	3,299,644			0	4,329,598				3,765,400		
Plant and equipment	5,541,241	(2,190,900)	2,100,300	(90,600)	2,589,636	(467,715)	1,019,615	551,900	2,028,650	(467,715)	467,715
Total	26,249,043	(2,190,900)	2,100,300	(90,600)	33,004,980	(467,715)	1,019,615	551,900	34,905,239	(467,715)	467,715
(b) Infrastructure											
Infrastructure Assets	34,248,942				27,751,087				35,020,727		
Total	34,248,942	0	0	0	27,751,087	0	0	0	35,020,727	0	0
Total	60,497,985	(2,190,900)	2,100,300	(90,600)	60,756,067	(467,715)	1,019,615	551,900	69,925,966	(467,715)	467,715

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)* . These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

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6. DEPRECIATION

	2025/26 Budget	2024/25 Forecast	2024/25 Budget
	$	$	$
By Class			
Buildings - non-specialised	9,564,968	9,318,670	8,162,711
Furniture and equipment	175,432	173,203	173,203
Plant and equipment	5,235,784	5,550,634	5,199,634
Infrastructure Assets	24,243,233	20,916,912	19,130,912
	39,219,417	35,959,418	32,666,459
By Program			
Health	2,462	0	0
Education and welfare	314,422	311,177	311,177
Housing	46,821	46,806	46,806
Community amenities	89,386	44,513	44,513
Recreation and culture	11,040,833	11,186,111	10,078,152
Transport	19,650,476	16,364,235	14,656,196
Economic services	0	77,961	0
Other property and services	8,075,017	7,928,614	7,529,614
	39,219,417	35,959,418	32,666,459

MATERIAL ACCOUNTING POLICIES

DEPRECIATION
The depreciable amount of all fixed assets excluding freehold land vested land, Investment property including land & building and artworks, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Work in progress will not be depreciated as the assets are not considered available for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for depreciable assets are as follows:

General and Heritage Buildings (excluding Investment buildings)	
Sub structure	60 to 100 years
Sub structure only for heritage building	60 to 400 years
Super structure	25 to 80 years
Roof	20 to 60 years
Floor	15 to 30 years
Fitout & fittings	15 to 40 years
Services fire, security, electrical &transport	10 to 40 years
Services hydraulic and mechanical	10 to 30 years
Plant & Equipment	
Plant & equipment	1 to 10 years
Computer and electronic equipment	3 to 5 years
Furniture & fittings, fleet, mobile and other plant	1 to 10 years
Infrastructure	
Infrastructure – Footpath	10 to 60 years
Infrastructure – Stormwater drainage	40 to 130 years
Infrastructure – Roads	
Formation	Not Depreciated
Base	50 to 80 years
Surface	50 to 80 years
Kerbing and Pavement	50 to 80 years
Other Infrastructure	
Parks/ POS	3 to 100 years
Street furniture	5 to 30 years
Irrigation	5 to 30 years
Jetties and boardwalks	50 to 100 years
Freehold/Investment properties/vested land and artworks	Not Depreciated

AMORTISATION
The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2025	2025/26 Budget New Loans	2025/26 Budget Principal Repayments	Budget Principal outstanding 30 June 2026	2025/26 Budget Interest Repayments	Forecast Principal 1 July 2024	2024/25 Forecast New Loans	2024/25 Forecast Principal Repayments	Forecast Principal outstanding 30 June 2025	2024/25 Forecast Interest Repayments	Budget Principal 1 July 2024	2024/25 Budget New Loans	2024/25 Budget Principal Repayments	Budget Principal outstanding 30 June 2025	2024/25 Budget Interest Repayments
				$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Self Supporting Loans																		
Lighting of Tompkins Parks Reserve	399	Tompkins Park Community & Recreation Association	6.0%	137,191	0	(27,433)	109,758	(7,774)	175,435	0	(38,244)	137,191	(9,339)	175,435	0	(25,868)	149,567	(9,339)
Resurfacing Tennis Courts	406	Bull Creek Tennis Club	5.7%	3,636	0	(3,636)	(0)	(78)	10,610	0	(6,974)	3,636	(453)	10,610	0	(6,974)	3,636	(453)
Redevelopment of golf course and carpark	411	Melville Glades Golf Club	6.0%	443,938	0	(117,611)	326,327	(24,899)	554,798	0	(110,860)	443,938	(31,650)	554,798	0	(110,860)	443,938	(31,650)
To renovate building and playing facilites at Karoonda Park, Booragoon	415	Brentwood Karoonda Sporting Association	3.2%	129,877	0	(9,537)	120,340	(4,043)	139,119	0	(9,242)	129,877	(4,337)	139,119	0	(9,242)	129,877	(4,337)
Redevelopment of the clubrooms at Morris Buzacott Reserve, Kardinya	416	Windelya Sports Association Inc.	1.8%	252,623	0	(24,570)	228,053	(4,536)	276,747	0	(24,124)	252,623	(4,982)	276,747	0	(24,124)	252,623	(4,982)
Playing surface Replacement	417	Kardinya Bowling Club	0.7%	30,356	0	(20,203)	10,153	(172)	50,423	0	(20,067)	30,356	(308)	50,423	0	(20,067)	30,356	(308)
				997,621	0	(202,991)	794,630	(41,501)	1,207,132	0	(209,511)	997,621	(51,068)	1,207,132	0	(197,135)	1,009,997	(51,068)
				997,621	0	(202,991)	794,630	(41,501)	1,207,132	0	(209,511)	997,621	(51,068)	1,207,132	0	(197,135)	1,009,997	(51,068)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loan(s) repayment will be fully reimbursed.

CONFIRMED

7. BORROWINGS

(b) New borrowings - 2025/26

The City does not intend to undertake any new borrowings for the year ended 30th June 2026

(c) Unspent borrowings

The City had no unspent borrowing funds as at 30th June 2025 nor is it expected to have unspent borrowing funds as at 30th June 2026.

(d) Credit Facilities

	2025/26 Budget	2024/25 Forecast	2024/25 Budget
	$	$	$
Loan facilities			
Loan facilities in use at balance date	794,630	997,621	1,009,997

Loan Indebtedness

The City has borrowings that are entered to support clubs and associations in the upgrade of their facilities. All loan repayments are negotiated by the City with the WA Treasury Corporation. The loan repayments are paid by the City and then recouped from the respective clubs and associations in accordance with the signed agreements and repayment schedules.The estimated total principal amount owing by the City by way of loan as at 30 June 2026 is $794,630 ($1,009,998 as at 30 June 2025).

As a member of the Resource Recovery Group (RRG), formerly known as Southern Metropolitan Regional Council (SMRC), the City acts as a guarantor in respect of part of the loan liability of the RRG. Following the end of the financial year ended 30 June 2023, the City at its ordinary Council Meeting held on 21 November 2023 resolved to withdraw from the RRG) and all associated projects, effective 1 July 2025. The other remaining participant of the RRG, City of Fremantle, also resolved at its Ordinary Council Meeting held on 22 November 2023 to withdraw from the RRG and all associated projects, effective from 1 July 2024. Any financial impact to the City is unable to be estimated at the time of issue of the budget report.

MATERIAL ACCOUNTING POLICIES

BORROWING COSTS

The City has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied. Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate.

CONFIRMED

8. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

		2025/26 Budget				2024/25 Forecast				2024/25 Budget			
		Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
		$	$	$	$	$	$	$	$	$	$	$	$
	Restricted by legislation												
(1)	Funds in lieu of development on public open space reserve	33,013	0	0	33,013	33,013	0	0	33,013	33,013	0	0	33,013
		33,013	0	0	33,013	33,013	0	0	33,013	33,013	0	0	33,013
	Restricted by council												
(2)	Civic Centre Precinct Improvements Reserve	6,314	0	0	6,314	6,314	0	0	6,314	6,314	0	0	6,314
(3)	Commercial Refuse Reserve	5,254,963	330,000	(264,808)	5,320,155	4,992,388	291,500	(28,925)	5,254,963	4,796,967	291,500	(84,415)	5,004,052
(4)	Community Facilities Reserve	7,215,490	4,021,000	(10,532,746)	703,744	9,232,979	13,153,200	(15,170,689)	7,215,490	8,283,607	13,835,200	(19,883,720)	2,235,087
(5)	Community Centre Fitout, Furniture and Equipment Reserve	36,360	29,000	(31,800)	33,560	92,017	28,800	(84,457)	36,360	25,045	28,800	(7,300)	46,545
(6)	Community Surveillance and Security Reserve	309,164	160,996	0	470,160	799,366	15,900	(506,102)	309,164	527,071	15,900	(270,102)	272,869
(7)	Fleet Services Vehicles, Plant and Equipment Replacement Reserve	8,617,939	1,939,000	(3,472,941)	7,083,998	7,836,675	2,005,000	(1,223,736)	8,617,939	8,059,981	2,005,000	(1,394,650)	8,670,331
(8)	Information Technology Reserve	4,269,588	3,619,400	(5,395,769)	2,493,219	5,199,601	2,612,500	(3,542,513)	4,269,588	3,722,782	3,000,000	(3,289,000)	3,433,782
(9)	Infrastructure Asset Management Reserve	34,722,277	13,160,000	(18,803,222)	29,079,055	37,580,260	12,144,746	(15,002,729)	34,722,277	38,618,334	12,967,600	(23,470,721)	28,115,213
(10)	Land and Property Reserve	18,570,220	1,080,000	(2,200,000)	17,450,220	33,193,656	856,750	(15,480,186)	18,570,220	31,804,915	1,030,500	(15,400,300)	17,435,115
(11)	Leave Entitlement Reserve	3,165,153	209,000	0	3,374,153	2,982,153	183,000	0	3,165,153	2,957,870	183,000	0	3,140,870
(12)	Library, Museums & Arts Equipment & Specialised Fitout Reserve	389,589	102,000	(460,268)	31,321	440,989	115,700	(167,100)	389,589	269,987	115,700	(117,100)	268,587
(13)	Melville South Underground Power & Streetscape Enhancement Reserve	2,959	0	(2,959)	0	2,959	0	0	2,959	2,959	0	0	2,959
(14)	New/Upgrade Works Reserve (Previously Future Works Reserve)	8,598,773	5,570,357	(6,530,462)	7,638,668	8,809,694	9,287,440	(9,498,361)	8,598,773	4,256,475	8,567,440	(10,983,892)	1,840,023
(15)	Organisational Environment Sustainability Initiatives Reserve	8,614,009	500,000	(1,040,237)	8,073,772	8,103,046	602,400	(91,437)	8,614,009	7,332,721	602,400	(1,885,090)	6,050,031
(16)	Parking Facilities Reserve	382,273	42,000	(405,000)	19,273	388,553	66,300	(72,580)	382,273	384,321	66,300	0	450,621
(17)	Parking Management Reserve - Canning Bridge Activity Centre	912,410	61,000	0	973,410	771,510	260,900	(120,000)	912,410	595,300	260,900	(120,000)	736,200
(18)	Parking Management Reserve - Riseley Activity Centre	109,487	34,000	0	143,487	92,487	17,000	0	109,487	102,131	17,000	0	119,131
(19)	Private Swimming Pool Inspection Fee Reserve	110,640	7,000	(13,398)	104,242	104,043	6,597	0	110,640	34,930	6,597	0	41,527
(20)	Public Open Space and Urban Forest Reserve	2,110,158	2,137,000	(3,946,289)	300,869	3,609,307	1,166,000	(2,665,149)	2,110,158	2,176,383	1,166,000	(1,625,782)	1,716,601
(21)	Rates Equaisation Reserve	767,687	0	0	767,687	548,460	377,219	(157,992)	767,687	250,000	0	0	250,000
(22)	Recreation Centres Specialised Plant, Equipment and Structures Reserve	1,551,336	64,000	(592,341)	1,022,995	1,695,432	86,700	(230,796)	1,551,336	1,488,373	86,700	(88,000)	1,487,073
(23)	Refuse Bin Reserve	2,037,452	121,000	(204,250)	1,954,202	2,100,552	106,900	(170,000)	2,037,452	1,898,354	106,900	(170,000)	1,835,254
(24)	Refuse Facilities Reserve	13,097,332	864,000	0	13,961,332	12,725,893	749,200	(377,761)	13,097,332	12,442,097	749,200	(329,205)	12,862,092
(25)	Risk Management and Insurance Equalisation Reserve	699,702	47,000	0	746,702	659,202	40,500	0	699,702	653,977	40,500	0	694,477
(26)	Special Projects Reserve	764,900	1,645,657	(1,859,105)	551,452	1,260,216	1,138,000	(1,633,316)	764,900	198,580	1,138,000	(1,335,000)	1,580
(27)	Unexpended Works and Specific Purpose Grants Reserve	0	0	0	0	3,440,204	0	(3,440,204)	0	0	0	0	0
		122,316,175	35,743,410	(55,755,595)	102,303,990	146,667,956	45,312,252	(69,664,033)	122,316,175	130,889,474	46,281,136	(80,454,277)	96,716,334
		122,349,188	35,743,410	(55,755,595)	102,337,003	146,700,969	45,312,252	(69,664,033)	122,349,188	130,922,487	46,281,136	(80,454,277)	96,749,347

CONFIRMED

CITY OF MELVILLE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

8. RESERVE ACCOUNTS

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

	Reserve name	Anticipated date of use	Purpose of the reserve
	Restricted by legislation		
(1)	Funds in lieu of development on public open space reserve	Ongoing	Maintained for the purpose of retaining and using funds in accordance with section 154(2) of the Planning and Development Act 2005.
	Restricted by council		
(2)	Civic Centre Precinct Improvements Reserve	Ongoing	To be used for improvements to the buildings and associated landscaping and car parking located within the Civic Centre Precinct (Melville City Centre).
(3)	Commercial Refuse Reserve	Ongoing	To be used for the acquisition, replacement or upgrade of commercial refuse bins, vehicles, plant and equipment used for commercial waste operations and the development of commercial waste collection opportunities and to meet any shortfalls in the Refuse Facilities Reserve.
(4)	Community Facilities Reserve	Ongoing	To be used for the provision of new, renewed or upgraded community facilities/buildings.
(5)	Community Centre Fitout, Furniture and Equipment Reserve	Ongoing	To be used to fund the acquisition of and replacement of the fitouts, furniture and specialised equipment requirements for community centres and multipurpose rooms at venues owned by the City of Melville.
(6)	Community Surveillance and Security Reserve	Ongoing	To temporarily retain any surpluses that may arise from the Property Surveillance and Security Service Charge to be used to offset future years Property Surveillance and Security Service Charges or for the purchase of plant and equipment or upgrade of vehicles used for community surveillance and security services.
(7)	Fleet Services Vehicles, Plant and Equipment Replacement Reserve	Ongoing	To be used to fund the purchase of replacement vehicles, plant and equipment.
(8)	Information Technology Reserve	Ongoing	To be used to fund the acquisition and replacement of computer software, information technology hardware and costs of utilisation of service based and emerging technologies.
(9)	Infrastructure Asset Management Reserve	Ongoing	To be used to fund infrastructure asset management projects including the construction, maintenance and renewal of the City of Melville's road, path, kerbing, street furniture, park structures, playground, irrigation/reticulation and drainage infrastructure assets.
(10)	Land and Property Reserve	Ongoing	To be used to: a) fund the acquisition or construction of commercial revenue earning land and/or buildings, or b) fund the acquisition of land and buildings in structure plan areas to help encourage the redevelopment of those structure plan areas by assembling developable land parcels and fund with Council approval, infrastructure and other developments in line with structure plan principles; or c) internally fund the purchase or construction of City of Melville community facilities or infrastructure assets, on the basis that those funds will be returned to the Land and Property Reserve over a predetermined period of time with interest, with the interest rate being set at what would have been charged by the Western Australian Treasury Corporation for the term of the borrowing using the Semi Annual Annuity interest rate.
(11)	Leave Entitlement Reserve	Ongoing	To be used to fund the non-current liability amount of annual, sick and long service leave entitlements accrued in previous financial years beyond the amount provided for in the Provision for Leave current liability account.
(12)	Library, Museums & Arts Equipment & Specialised Fitout Reserve	Ongoing	To be used to fund the acquisition and replacement of the fit outs, furniture and specialised equipment for art centres, museums and libraries.
(13)	Melville South Underground Power & Streetscape Enhancement Reserve	Ongoing	To be used for underground power projects and streetscape enhancements in the Melville South Underground Power project area.
(14)	New/Upgrade Works Reserve (Previously Future Works Reserve)	Ongoing	To be used to fund the "New" and "Upgrade" components of the costs of Infrastructure Capital Works and Buildings as opposed to renewal of existing assets as per Asset Management Plans.
(15)	Organisational Environment Sustainability Initiatives Reserve	Ongoing	To be used to fund environmental initiatives which are intended to reduce the energy usage and/or carbon footprint of the corporation of the City of Melville or for debt servicing costs associated with any loan borrowings taken out for such purposes.
(16)	Parking Facilities Reserve	Ongoing	To be used to fund the provision, refurbishment or improvement of parking facilities and equipment.

CONFIRMED

8. RESERVE ACCOUNTS

	Reserve name	date of use	Purpose of the reserve
(17)	Parking Management Reserve - Canning Bridge Activity Centre	Ongoing	To fund public place improvement, business improvement, place activation and encourage a safer, more active and vibrant community and business precinct, through a place based grant program at the discretion of an internal assessment committee.
(18)	Parking Management Reserve - Riseley Activity Centre	Ongoing	To fund public transport, car parking, streetscape upgrades that improve opportunities for walking and cycling, footpaths and other pedestrian-related infrastructure, cycle paths and other cycling-related infrastructure, street trees, plants and landscaping that improves pedestrian amenity and/or Travelsmart programs and initiatives at the Riseley Activity Centre, or as per the discretion of the Council under the advice of a Parking Fund Advisory Committee.
(19)	Private Swimming Pool Inspection Fee Reserve	Ongoing	To temporarily retain any surpluses that may arise from the Swimming Pool Inspection fees to be used to offset any deficits that may occur in future years operations of the Private Swimming Pools Inspection Program.
(20)	Public Open Space and Urban Forest Reserve	Ongoing	To be used to fund the purchase, development and re-development of public open spaces, including streetscapes, bushlands, parks and reserves and to fund initiatives to enhance and improve the urban forest or for debt servicing costs associated with any loan borrowings taken out for such purposes.
(21)	Rates Equaisation Reserve	Ongoing	To temporarily retain any surplus carried forward funds as shown in the audited Annual Financial Report Rate Setting Statement in excess of the estimated surplus funds brought forward amount identified in the following years Annual Budget Rate Setting Statement to subsequently be used to reduce the need to raise rates in future years or to meet any budget shortfalls identified during budget reviews including expenditure on unbudgeted contingencies.
(22)	Recreation Centres Specialised Plant, Equipment and Structures Reserve	Ongoing	To be used to fund the acquisition, repair, upgrade and replacement of Recreation Centres specialised plant, equipment and structures.
(23)	Refuse Bin Reserve	Ongoing	To be used for the purchase and replacement of any non-commercial refuse, recycling or Food Organics Garden Organics bins or receptacles.
(24)	Refuse Facilities Reserve	Ongoing	To be used for payments relating to the establishment and operation of waste management facilities, funding associated costs, and the cost of landscaping, environmental and rehabilitation works of former refuse tip sites operated or funded by the City of Melville. The reserve is also used for any additional waste collection, management and disposal costs of waste associated with storm, disaster or major pollution events.
(25)	Risk Management and Insurance Equalisation Reserve	Ongoing	To be used to fund prior years insurance premium contingencies, the self insured element of insurance claims, risk reduction initiatives or projects, losses arising from investment activities and discretionary expenditure required as a consequence of unforeseen events beyond the control of the City.
(26)	Special Projects Reserve	Ongoing	To be used to fund costs associated with City of Melville Council Elections, infrastructure asset condition surveys, asset valuations and gross rental value revaluations and strategic planning projects.
(27)	Unexpended Works and Specific Purpose Grants Reserve	Ongoing	To be used to carry forward available funding for uncompleted projects and specific purpose grants that will be completed and expended in ensuing financial years.

(b) New Reserve Accounts

The City has resolved to add the following new reserve account.

Reserve name	Proposed new purpose of the reserve
Willagee/Myaree/Melville Underground Power & Streetscape Enhancement Reserve	To be used for underground power projects and streetscape enhancements in the Willagee/Myaree/Melvile Underground Power project area.

(c) Reserve Accounts - Funds used for different purposes.

The City of Melville has resolved to use funds in the Infrastructure Asset Management Reserve for a purpose other than the purpose for which the account was established. $1,000,000 will be used for a one off transfer to the Public Open Space and Urban Forest Reserve in order to address a funding shortfall in the Public Open Space and Urban Forest reserve which funds the capital works program of the City.

CONFIRMED

9. OTHER INFORMATION

The net result includes as revenues	2025/26 Budget	2024/25 Forecast	2024/25 Budget
	$	$	$
(a) Interest earnings			
Reserves	6,280,000	7,255,000	5,615,000
Other	1,210,369	1,031,000	3,815,000
Late payment of fees and charges	200,000	200,000	200,000
Other interest revenue	232,000	252,780	215,000
	7,922,369	8,738,780	9,845,000
The net result includes as expenses			
(b) Auditors remuneration			
Audit services	165,000	200,000	200,000
	165,000	200,000	200,000
(c) Interest expenses (finance costs)			
Borrowings (refer Note 7(a))	41,501	51,068	51,068
	41,501	51,068	51,068
(d) Write offs			
Fees and charges	0	0	17,604
	0	0	17,604

(e) Credit Card Surcharge Fee

A credit card surcharge fee of 0.6% will apply in 2025-2026.

(f) Interest Charge on late payments (Other than Rates and Service Charges)

Section 6.13 of the Local Government Act provides the opportunity for a Local Government to impose a maximum interest rate of 11% on all outstanding accounts in respect to commercial activities with such interest being charged thirty five days after the date which is stated on the account for payment.

50% of the maximum interest charge permitted under the regulations may be imposed on all outstanding accounts in respect to community clubs and organisations with such interest being charged sixty days after the date which is stated on the account for payment.

Interest charges outlined above will not apply where the account outstanding is $50.00 or less

The Chief Executive Officer has been granted delegated authority to determine which category a particular debt falls within.

CONFIRMED

10. COUNCIL MEMBERS REMUNERATION

	2025/26 Budget	2024/25 Forecast	2024/25 Budget
	$	$	$
Mayor			
Mayor's allowance	100,514	93,380	93,380
Meeting attendance fees	53,215	49,435	49,435
Mayors Vehicle	11,154	11,471	11,471
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Superannuation contribution payments	18,447	0	0
	193,080	164,036	164,036
Bicton - Attadale - Alfred Cove Ward			
Deputy Mayor			
Deputy Mayor's allowance	25,129	23,345	23,345
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Special Office Capital Equipment	1,800	0	0
Superannuation contribution payments	7,273	0	0
	79,432	66,055	66,055
Council member 1			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Superannuation contribution payments	4,258	0	0
	49,488	42,710	42,710
Palmyra - Melville - Willagee Ward			
Council member 2			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Superannuation contribution payments	4,258	0	0
	49,488	42,710	42,710
Council member 3			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Special Office Capital Equipment	1,800	0	0
Superannuation contribution payments	4,258	0	0
	51,288	42,710	42,710
Applecross - Mount Pleasant Ward			
Council member 4			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Superannuation contribution payments	4,258	0	0
	49,488	42,710	42,710

CONFIRMED

10. COUNCIL MEMBERS REMUNERATION

	2025/26 Budget	2024/25 Forecast	2024/25 Budget
	$	$	$
Council member 5			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Special Office Capital Equipment	1,800	0	0
Superannuation contribution payments	4,258	0	0
	51,288	42,710	42,710
Bateman - Kardinya - Murdoch Ward			
Council member 6			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Superannuation contribution payments	4,258	0	0
	49,488	42,710	42,710
Council member 7			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Special Office Capital Equipment	1,800	0	0
Superannuation contribution payments	4,258	0	0
	51,288	42,710	42,710
Bull Creek - Leeming Ward			
Council member 8			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Superannuation contribution payments	4,258	0	0
	49,488	42,710	42,710
Council member 9			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Special Office Capital Equipment	1,800	0	0
Superannuation contribution payments	4,258	0	0
	51,288	42,710	42,710
Central Ward			
Council member 10			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Superannuation contribution payments	4,258	0	0
	49,488	42,710	42,710

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10. COUNCIL MEMBERS REMUNERATION

	2025/26 Budget	2024/25 Forecast	2024/25 Budget
Council member 11			
Meeting attendance fees	35,480	32,960	32,960
Other expenses	1,500	1,500	1,500
Annual allowance for ICT expenses	3,500	3,500	3,500
Conference Fees	4,750	4,750	4,750
Special Office Capital Equipment	1,800	0	0
Superannuation contribution payments	4,258	0	0
	51,288	42,710	42,710
Total Council Member Remuneration	825,876	699,901	699,901
Mayor's allowance	100,514	93,380	93,380
Deputy Mayor's allowance	25,129	23,345	23,345
Mayors Vehicle	11,154	11,471	11,471
Meeting attendance fees	478,975	444,955	444,955
Other expenses	19,500	19,500	19,500
Annual allowance for ICT expenses	45,500	45,500	45,500
Conference Fees	61,750	61,750	61,750
Special Office Capital Equipment	10,800	0	0
Superannuation contribution payments	72,554	0	0
Total Council Member Remuneration	825,876	699,901	699,901

CONFIRMED

11. MAJOR LAND TRANSACTIONS

There are no major land transactions in accordance with section 8A of the Local Government (Functions and General) Amendment Regulations 2011, which is in line with section 3.59 of the Local Government Act 1995.

12. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

Melville City Centre Land Exchange, Booragoon

The Melville City Centre Structure Plan was approved in 2015. The Plan responded to a proposal by the owners of the Garden City Shopping Centre (Westfield Booragoon) to expand the existing centre. The Structure Plan requires the creation of a vibrant "High Street" generally in the area between the shopping centre and the City of Melville Administration Centre. Achievement of the High Street would be enhanced through an adjustment of the boundary between the City's land and the shopping centre site. A conditional "like for like" land swap had been agreed between the City and AMP Capital Funds Management to achieve a rationalisation of this boundary. The land exchange agreement was approved by Council and executed in 2015. The City of Melville's agreements with AMP Capital Funds Management expired in July 2020 when the Sunset Date lapsed. As a result that agreement has come to an end.

Late in 2019, AMP Capital Funds Management sold 50% of its interest in Westfield Booragoon to Scentre Custodian Pty Ltd (Westfield) including management and development rights. Due to the restructured ownership of the Westfield Booragoon, Scentre Group has revised the redevelopment scheme and High Street. As a result the location of the High Street has changed slightly but the need for the land exchange was still apparent. In March 2021 AMP Capital Funds Management sold its remaining 50% interest in Westfield Booragoon to Dexus Wholesale Property Limited.

Council approved the advertising of the proposed new land exchange under Section 3.58 of the *Local Government Act 1995* in December 2020. Public submissions were presented after the close of the Public Notice period and Council approved the preparation of the land exchange agreement between the City of Melville and Scentre Custodians Pty Ltd/ Dexus Wholesale Property Limited. Council approved the Agreement for Exchange of Land: Melville City Centre at the February 2022 Ordinary Meeting of Council. The Agreement was executed late in 2023.

Scentre Group lodged its Development Application with the State Development Assessment Unit (SDAU) in September 2021 for the redevelopment of Westfield Booragoon Shopping Centre and creation of the High Street. The application was approved by the SDAU in February 2023.No significant works have commenced as of yet. However, the first condition of precent in the Land Exchange Agreement (LEA) has been met by Scentre Group & Dexus.

In May 2025 Scentre group sought a further extension to their current DA which was approved by the SDAU on 15th May 2025, with a determination that substantial commencement must now occur by May 2029.

Therefore, the agreement and all conditions of the LEA remain on foot as at the 30th June 2025.

Carawatha "Gallery" Residential Development Project, Willagee

As identified as part of the Land Asset Strategy review and Council decision in December 2013, the City undertook a Request for Proposal (RFP) process in April 2015 to explore options for the potential redevelopment of a portion of the former Carawatha Primary School site in Willagee, which the City acquired from the State Government in June 2006. Subsequently a proponent (Satterley Property Group) was selected from the RFP assessment process and the City has finalised the redevelopment concepts, development model and agreements which will see Satterley Property Group as Project Manager, Satterley Carawatha Pty Ltd as Developer and the City of Melville as Owner. The appointment of the proponent followed the relevant provisions (Section 3.59) of the *Local Government Act 1995* which dealt with the Major Land Transactions. The City of Melville entered into a Development Agreement with Satterley Carawatha Pty Ltd and Project Management, Marketing and Sales Agreement with Satterley Property Group.

The project received subdivision approval from the Western Australian Planning Commission in March 2019. Satterley Property Group commenced the civil subdivision works in August 2019 with Practical Completion in March 2020. New Titles were issued for all the subdivided lots in May 2020 and these Titles remain in the name of the City of Melville (Owner) until sold or redeveloped and sold. The project includes 23 Cottage Lots, 16 Terrace Homes and 4 Apartments complex totalling 98 Apartments.

All 23 Cottage lots have now sold and settled and the project manager (Satterley) tendered to the building industry for the construction of the 16 Terrace Homes and appointed and contracted Inspired Homes to construction the homes in line. Construction commenced in late 2021 with completion and settlement expected early 2024 as per the revised project programme. The first stage of the apartment constructions will occur once the project's management committee has determined that it is feasible in-light of the inflationary climate in the Economy and Construction Industry.

On the 1st April 2025 Inspired Homes announce they were entering into voluntary administration, then on the 16th May 2025, they announced there formal liquidation. Satterley are currently in the process of appointing a new builder to complete the remaining 8 Townhouses, which are estimated to be 80% completed as at the end of May 2025.
The balance of the Townhouses (8) are expected to be completed prior to the end of the year.

An extension was granted by the SDAU to substantially commence by 17th November 2028.

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12. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

Melville District Centre - Stock Rd Palmyra Strategic Site Ground Lease Redevelopment Proposal

Council approved the ground lease redevelopment proposal by Hall & Prior Aged Care Group in December 2018. The ground lease development agreements were approved by Council in December 2020 and signed and executed. Hall & Prior are in the process of satisfying their conditions under the Agreement for Lease and lodged its Development Application on the 20 December 2022 which will be determined by the SDAU. Site handover is planned for not until the end of 2024 with construction and redevelopment of the site into a $60M+ integrated aged care and community facility to commence shortly after by Hall & Prior. The construction is expected to take 2 years with the ground lease income stream to commence flowing to the City at that time.

The ground lease term including options is up to 90 years. The commencing annual lease value is $350,000 p.a. resulting in an estimated cumulative notional ground lease value of approximately $112 Million.

Construction is expected to commence by July 2026.

13 The Esplanade site – Strategic Site Ground Lease Redevelopment Proposal

In accordance with previous Council decision and directive aligned with the land asset strategy the City undertook a detail request for proposal (RFP) campaign in May 2019 to either purchase or ground lease the site from the City. Submissions were assessed and Oryx Communities was selected as preferred proponent to ground lease and redevelop the site for aged care. Due diligence and negotiations with the preferred proponent was undertaken and Council approved the advertising of the Major Land Transaction in accordance with Section 3.59 of the LGA 1995 in April 2020. The submissions report was presented to Council and the proposal was approved in November 2020. Council resolved that the draft ground lease development agreements be presented to Council for approval before execution. The final ground lease agreements were presented to Council for approval at the Ordinary Meeting of Council in February 2022. At the meeting Council resolved to defer the decision and passed an alternate motion to not approve the ground lease and terminate the ground lease proposal with Oryx Communities and investigate turning the site into public open space. As a result, this Major Land Transaction will not be proceeding.

Oryx Communities through their solicitors Lavan Legal notified that City of Melville that they reserve the right to claim costs, losses and damages against the City resulting from the Council's decision to terminate the ground lease proposal which was against Officer's advice. If the matter proceeds to Court, it is likely the claim action will be lodged by Oryx's solicitors through the Supreme Court which presides over civil claims above $750,000.
This matter has now been finilased and further action will be taken.

Council at its meeting 18 April 2023 resolved to convert this site to POS.

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13. INVESTMENT IN ASSOCIATES

(a) Investment in associate

Resource Recovery Group (RRG)

The City is a participant of the Resource Recovery Group (RRG). The RRG is controlled by a regional local government established in accordance with the Local Government Act 1995. The regional local government, being the Resource Recovery Group (RRG), formerly known as Southern Metropolitan Regional Council (SMRC), consists of five local governments of which three are participants in the RRG. Participating Local Governments are required to contribute an annual fee to cover the capital cost in the establishment of the facility and pay gate fees for each tonne of waste they deliver to the facility to cover the operating costs. The capital costs for each participating Local Government member is based on a proportion using the Australian Bureau of Statistics population statistics. Each project participant will develop equity in the project equal to the relevant proportion of the total capital loan repayments made by that project participant. The City of Melville's RRG project proportional equity share in year 2023-2024 was 73.78%.

The City has provided formal notice of its intention to withdraw from the RRG, effective 31st December 2025. Therefore, the RRG will officially commence a formal wind-up process, which is expected to be completed prior to the next financial year.

14. JOINT ARRANGEMENTS

Carawatha "Gallery" Residential Development Project, Willagee

The City is an equal participant in the Carawatha Residential Redevelopment Project in Willagee with the Satterley Property Group via its Development Agreement with Satterley Carawatha Pty Ltd. The City's financial interest is represented by contributing the value of the land at market value to the project whilst Satterley Property Group contribute working capital to the project to fund development via payment of a Participation Fee which equates to the market value of land contributed by the City. In turn both participants will be called upon to contribute additional proportionate working capital to fund the building construction phase of the project. The City's capital is to be funded from the Land and Property Reserve with a maximum limit of $8M approved in the Long Term Financial Plan. The City and Satterley Carawatha Pty Ltd will receive profit distributions in equal proportion during and at the end of the redevelopment project together with a return of all capital and land value contributed.

MATERIAL ACCOUNTING POLICIES

Investments in associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss. recognised.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Investments in associates (continued)

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate. When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

Interest in Joint Arranagements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The City's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the Financial Statements.

15. TRUST FUNDS

Trust funds previously held in trust have been transferred to a reserve account under section 153 and *Local Government Act 1995* section 6.11 for the purposes set out in subsection (2)(a) to (d). There is no balance under Trust Fund.

16. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

REVENUES

RATES
All rates levied under the *Local Government Act 1995* . Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.
Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

GRANTS, SUBSIDIES AND CONTRIBUTIONS
All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.
Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under *Division 6 of Part 6 of the Local* Government Act 1995. Regulation 54 of the Local Government *(Financial Management) Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.
Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL
Gain on the disposal of assets including gains on the disposal of long-term investments.

EXPENSES

EMPLOYEE COSTS
All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.
Note *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.
Local governments may wish to disclose more detail such as contract services, consultancy, information technology and rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)
Expenditures made to the respective agencies for the provision of power, gas or water.
Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation and amortisation expenses raised on all classes of assets.

FINANCE COSTS
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

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16. REVENUE AND EXPENDITURE

(b) Revenue Recognition

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Output method based on goods

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CITY OF MELVILLE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

17. PROGRAM INFORMATION

Key Terms and Definitions - Reporting Programs

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Community Vision, and for each of its broad activities/programs.

OBJECTIVE	ACTIVITIES
Governance To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the City. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific local government services.
General purpose funding To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
Law, order, public safety To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
Health To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
Education and welfare To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home care programs and youth services.
Housing To provide and maintain housing.	Provision and maintenance of staff and housing.
Community amenities To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes and public conveniences.
Recreation and culture To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.	Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
Transport To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
Economic services To help promote the City and its economic wellbeing.	Tourism and area promotion. Provision of rural services including weed control, vermin control and standpipes. Building control.
Other property and services To monitor and control operating accounts	Private works operation, plant repair and costs.

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18. FEES AND CHARGES

	2025/26 Budget	2024/25 Forecast	2024/25 Budget
	$	$	$
By Program:			
General purpose funding	113,500	130,000	130,000
Law, order, public safety	284,200	204,200	204,200
Health	273,094	311,224	265,224
Education and welfare	126,575	125,396	127,579
Housing	108,263	100,536	51,816
Community amenities	4,659,476	4,634,569	4,478,993
Recreation and culture	9,869,604	7,563,320	7,842,410
Transport	1,851,500	1,459,000	1,450,500
Economic services	2,177,831	1,843,795	1,929,667
Other property and services	92,831	94,308	95,308
	19,556,875	16,466,347	16,575,696

The subsequent pages detail the fees and charges proposed to be imposed by the local government.

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Schedule of Fees and Charges

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Schedule of Fees and Charges
2025-2026

MANAGEMENT SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Preparation of specific printing requests will incur a staff cost	Per hour/page	1/07/2019	$47.25	$47.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Photocopier Charges - Black and White	(Per A4 page)	1/07/2019	$0.30	$0.30	GST Inc.	Section 6.16 of the Local Government Act 1995
Photocopier Charges - Colour	(Per A4 page)	1/07/2019	$0.60	$0.60	GST Inc.	Section 6.16 of the Local Government Act 1995
Photocopier Charges - Black and White	(Per A3 page)	1/07/2019	$0.40	$0.40	GST Inc.	Section 6.16 of the Local Government Act 1995
Photocopier Charges - Colour	(Per A3 page)	1/07/2015	$1.00	$1.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Delegated Authority Manual	Per page	1/07/2019	$0.70	$0.70	GST Inc.	Section 6.16 of the Local Government Act 1995
Freedom of Information	Per application	1/07/2008	$30.00	$30.00	No GST	Section 12(1)(e) of the Freedom of Information Act 1992, Regulation 4 of the Freedom of Information Regulations 1993
Management Licence/Lease Administration Fee		1/07/2025	$888.75	$914.55	GST Inc.	Section 6.16 of the Local Government Act 1995
Reissuing of Management Licence		1/07/2019	$80.65	$80.65	GST Inc.	Section 6.16 of the Local Government Act 1995
Coffee Cart Licence on Reserve	(10% of turnover)	1/07/2007	(10% of turnover)	(10% of turnover)	GST Inc.	Section 6.16 of the Local Government Act 1995
Electoral Roll - Electronic Disk Format		1/07/2019	$51.50	$51.50	No GST	Section 6.16 of the Local Government Act 1995

FINANCIAL SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Rate Account Enquiry Fee		1/07/2025	$30.00	$31.50	No GST	Section 6.16 of the Local Government Act 1995
Rate Instalment Administration Fee		1/07/2020	$0.00	$0.00	No GST	Section 6.45(3) of the Local Government Act 1995. Regulation 67 of the Local Government (Financial Management) Regulations 1996
Credit Card Surcharge Fee	0.60% of amount paid	1/07/2025	0.00% of amount paid	0.60% of amount paid	No GST	Section 6.16 of the Local Government Act 1995
Self Supporting Loan Applications						
Loan Application Fee		1/07/2019	$856.00	$856.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Loan Guarantee Fee based on the $ value of initial principal amount, where the total combined value of current and/or new self supporting loans where loan exceeds $250,000.	0.70% of amount paid	22/05/2002	0.70% of amount paid	0.70% of amount paid	No GST	

RECREATION

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Outdoor Event Application Fees						
Commercial	Large Events	1/07/2025	$383.00	$395.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial	Small Events	1/07/2025	$214.00	$220.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community*		1/07/2025	$82.00	$87.00	GST Inc.	Section 6.16 of the Local Government Act 1995
***Note** The Chief Executive Office (CEO) has Delegated Authority to reduce or waive the fee subject to the nature of the event with the value of such waived fee being charged to the Community Assistance Budget.	10% Discount for 2 or more subsequent events					
Events Administration Fee						
Events with free public admission - up to 500 people		1/07/2025	$95.00	$98.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Events with free public admission - 500 or more		1/07/2025	$148.00	$155.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Events with a fee for public admission		1/07/2025	$418.00	$430.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Bond		1/07/2025	$337.00	$500.00	No GST	Section 6.16 of the Local Government Act 1995
Sports Reserves						
Training and Match Play (Grassed Surfaces)	Per player					
Administration Booking Fee		1/07/2025	$60.00	$62.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Senior Players		1/07/2025	$55.00	$57.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Junior Players	17 Years & Under	1/07/2025	$19.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Training or Match Play only (Grassed Surfaces)	Per player					
Senior Players		1/07/2025	$41.00	$43.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Junior Players	17 Years & Under	1/07/2025	$16.00	$17.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Low impact users (RSPCA) etc.	Per application	1/07/2025	$179.00	$185.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Unauthorised use of ground fees	Per occurrence	1/07/2025	$112.00	$120.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Cost recovery fee for use of unauthorised line marking materials causing damage to reserve	Full cost Recovery	1/07/2025		Full cost Recovery	GST Inc.	Section 6.16 of the Local Government Act 1995
Sports Field Flood Lights						
Monitored sports field flood lights	Per kwh	1/07/2025	$0.60	$0.62	GST Inc.	Section 6.16 of the Local Government Act 1995
Un-monitored sports field flood lights	Per pole/hour	1/07/2025	$7.20	$7.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Hard Surface Courts						
Senior Players	Per player	1/07/2025	$31.00	$32.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Junior Players	17 Years & Under - Per player	1/07/2025	$12.00	$13.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Casual Users	Per hour	1/07/2025	$31.00	$32.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Note - Melville City Hockey Club participants that use the synthetic surface do not pay ground allocation fees. All other members will be required to pay the appropriate ground allocation fee.						
Statement of Registration non-reporting penalty	15% of previous Statement of Registration	1/07/2025	$0.00	15% of previous Statement of Registration	GST Inc.	Section 6.16 of the Local Government Act 1995
Other Reserves, Parks and Sports fields						
(Subject to availability and condition of the grounds)						
Administration Booking Fee		1/07/2025	$60.00	$62.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Maximum of 2 hours		1/07/2025	$53.00	$55.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Half Day		1/07/2025	$72.00	$75.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Full Day		1/07/2025	$133.00	$135.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Personal Training on Reserves (Annual Permit)						
Coaching/Group Training (Annual)	Up to 10 people	1/07/2025	$2,142.00	$2,145.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Administration Fee		1/07/2025	$128.00	$130.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Property Local Law						
Commercial Foreshore Activity Permit		1/07/2025	$2,244.00	$2,245.00	GST Inc.	Local Law (D) Section 6.16 of the Local Government Act 1995
Administration Fee		1/07/2025	$128.00	$130.00	GST Inc.	Section 6.16 of the Local Government Act 1995

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Other Hire Fees						
Administration Booking Fee		1/07/2025	$60.00	$62.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Bond	Refundable	1/07/2025	$333.00	$345.00	No GST	Section 6.16 of the Local Government Act 1995
Key Deposit for Gate Key	Refundable	1/07/2025	$110.00	$150.00	No GST	Section 6.16 of the Local Government Act 1995
Key Replacement		1/07/2025	$82.00	$150.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Liquor Licence		1/07/2025	$33.00	$35.00	No GST	Section 6.16 of the Local Government Act 1995
Change Room Cleaning Fee		1/07/2025	$0.00	$250.00	No GST	Section 6.16 of the Local Government Act 1995
Parks and Reserves with Specified bookable areas						
Up to 2 hrs		1/07/2025	$92.00	$100.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Half day (2-4hrs)		1/07/2025	$123.00	$130.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Full day (more than 4 hours)		1/07/2025	$224.00	$230.00	GST Inc.	Section 6.16 of the Local Government Act 1995
OTHER FACILITY & RESERVE HIRE						
Groups (other than not for profit, or located outside of the City of Melville) to be charged the full amount as per the schedule.						
CONDITIONS APPLYING TO CITY OF MELVILLE OUTDOOR EVENTS						
The CEO may apply up to a 50% discount on any fee for promotional events.	50% Discount					
The CEO may apply a waiver or reduction in fees for outdoor sporting events where the events are for a 'not-for-profit' community event.	50% Maximum					
CONDITIONS APPLYING TO CITY OF MELVILLE COMMUNITY/RECREATION FACILITIES						
Discounts / waivers						
The CEO may apply up to a 50% discount on any fee for promotional events.	50% Discount					
The CEO may apply a waiver or reduction in fees for outdoor sporting events where the events are for a 'not-for-profit' community event.	50% Maximum					
Commercial Rate						
Hire and administration fees may be subject to an additional loading for activities that are Commercial in nature (e.g. Activities run as a profit making venture).	up to 50%	2/01/2020				

LEISUREFIT

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Student Concessions						
Persons eligible for student concession are defined as; 'those patrons of the recreation centre/s who are 11 yrs or older and undertaking full time study at secondary or tertiary level'.						
Casual entry fees subsidy			10%	10%		
Membership fees subsidy			20%	20%		
(Note: Concession does not apply to Children Memberships)						
Pension Concessions						
Persons eligible for pension concession are defined as those patrons of the recreation centre/s who are the holder of either of the following:						
Centrelink Pensioner Concession Card						
Centrelink Health Care Card						
Dept. of Veteran's Affairs Concession Card OR						
Members previously entitled to Senior or Pensioner Subsidy, maintaining an existing membership.						
Casual entry fees subsidy			10%	10%		
Membership fees subsidy			20%	20%		
Existing members receiving seniors discount to apply Excludes Private Pilates Intro Pack / Children's Memberships / 14 Day Trial Memberships / Package Fees / Cancellation Fees / Assessments & Programs / Rehab / Forever Fit / Gym Only / All Fees Below						
All Commercial usage will be subject to a loading of up to 50% on normal non-commercial rates		1/07/2020	Up to 50%	Up to 50%		

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Schools / Vacation swimming						
Schools (pool entry)	Per student	1/07/2025	$3.50	$3.70	GST Inc.	Section 6.16 of the Local Government Act 1995
Vacation Casual Education Department	Single Visit	1/07/2025	$3.90	$4.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Vacation 9 days Education Department	9 x Visits	1/07/2025	$31.60	$32.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Vacation 10 passes Education Department	10 x Visits	1/07/2025	$35.10	$36.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Vacation Swim Parent Spectator	Single Visit	1/07/2024	$1.00	$1.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Swim School						
Aquababies	10 Lessons	1/07/2025	$168.50	$177.00	No GST	Section 6.16 of the Local Government Act 1995
Learn to Swim	10 Lessons	1/07/2025	$173.00	$181.50	No GST	Section 6.16 of the Local Government Act 1995
Swim Holiday Program	5 lessons	1/07/2025	$86.50	$90.75	No GST	Section 6.16 of the Local Government Act 1995
Support Needs	10 sessions	1/07/2025	$320.00	$336.00	No GST	Section 6.16 of the Local Government Act 1995
Carnival Coaching	3 sessions Per week	1/07/2025	$51.90	$54.45	No GST	Section 6.16 of the Local Government Act 1995
Casual Sports						
Casual Basketball	Per Person	1/07/2025	$5.50	$5.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Casual Pickleball	Per Person	1/07/2025	$11.30	$11.50	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Competition Swimming Program						
Bronze Squad	2 sessions / week - fortnightly payments	1/07/2025	$61.35	$64.40	GST Inc.	Section 6.16 of the Local Government Act 1995
Fitness Squad	2 sessions / week - fortnightly payments	1/07/2025	$61.35	$64.40	GST Inc.	Section 6.16 of the Local Government Act 1995
Silver Squad	3 sessions / week - fortnightly payments	1/07/2025	$67.70	$71.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Gold Squad	4 -5 sessions / week - fortnightly payments	1/07/2025	$86.70	$90.50	GST Inc.	Section 6.16 of the Local Government Act 1995
National Squad	6+ sessions Per week - fortnightly payments	1/07/2025	$101.30	$106.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Competition Swim Joining Fee	Per Month Direct Debit	1/07/2022	$25.00	$25.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Crèche						
Crèche visit	Single Visit	1/07/2025	$6.05	$6.30	GST Inc.	Section 6.16 of the Local Government Act 1995
MEMBERSHIPS						
14 Day Starter		1/07/2025	$69.00	$75.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Memberships "Joining Fee"		1/07/2018	$50.00	$50.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Swim Club Membership "Joining Fee"		1/07/2018	$25.00	$25.00	GST Inc.	Section 6.16 of the Local Government Act 1995
City of Melville Rehab Membership						
Rehab Membership Upfront 3 x Month		1/07/2025	$365.00	$374.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Rehab Healthy Life PLUS Membership Upfront 3 x Month		1/07/2025	$518.00	$531.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Rehab Membership Upfront 6 x Month		1/07/2025	$680.00	$698.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Rehab Healthy Life PLUS Membership Upfront 6 x Month		1/07/2025	$986.00	$1,013.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Forever Fit Membership (for existing members on this rate only)						
Forever Fit Upfront		1/07/2025	$598.50	$615.60	GST Inc.	Section 6.16 of the Local Government Act 1995
Forever Fit Monthly Direct Debit	12 month minimum term	1/07/2025	$52.50	$54.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Healthy Life Membership						
Healthy Life Upfront		1/07/2025	$997.50	$1,026.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Healthy Life Monthly Direct Debit	6 month minimum term	1/07/2025	$87.50	$90.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Healthy Life Fortnightly Direct Debit	6 month minimum term	1/07/2025	$40.38	$41.54	GST Inc.	Section 6.16 of the Local Government Act 1995
Healthy Life Direct Debit - Flexi Monthly	1 month minimum term	1/07/2025	$105.00	$108.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Healthy Life Direct Debit - Flexi Fortnightly	1 month minimum term	1/07/2025	$48.46	$49.85	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 70-74 years						
Fit for Life Membership 70-74 years Upfront		1/07/2025	$798.00	$820.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 70-74 years Monthly Direct Debit	1 month minimum term	1/07/2025	$70.00	$72.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 70-74 years Fortnightly Direct Debit	1 month minimum term	1/07/2025	$32.31	$33.23	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 75-79 years						
Fit for Life Membership 75-79 years Upfront		1/07/2025	$698.25	$718.20	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 75-79 years Monthly Direct Debit	1 month minimum term	1/07/2025	$61.25	$63.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 75-79 years Fortnightly Direct Debit	1 month minimum term	1/07/2025	$28.27	$29.08	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 80-84 years						
Fit for Life Membership 80-84 years Upfront		1/07/2025	$598.50	$615.60	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 80-84 years Monthly Direct Debit	1 month minimum term	1/07/2025	$52.50	$54.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 80-84 years Fortnightly Direct Debit	1 month minimum term	1/07/2025	$24.23	$24.92	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 85-89 years						
Fit for Life Membership 85-89 years Upfront		1/07/2025	$498.75	$513.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 85-89 years Monthly Direct Debit	1 month minimum term	1/07/2025	$43.75	$45.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 85-89 years Fortnightly Direct Debit	1 month minimum term	1/07/2025	$20.19	$20.77	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 90+ years						
Fit for Life Membership 90+ years Upfront		1/07/2025	$299.25	$0.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 90+ years Monthly Direct Debit	1 month minimum term	1/07/2025	$26.25	$0.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Fit for Life Membership 90+ years Fortnightly Direct Debit	1 month minimum term	1/07/2025	$12.12	$0.00	GST Inc.	Section 6.16 of the Local Government Act 1995

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Healthy Life Plus Membership						
Healthy Life Plus Upfront Membership		1/07/2025	$1,482.00	$1,524.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Healthy Life Plus - Monthly Direct Debit	6 month minimum term	1/07/2025	$130.00	$133.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Healthy Life Plus Fortnightly Direct Debit	6 month minimum term	1/07/2025	$60.00	$61.73	GST Inc.	Section 6.16 of the Local Government Act 1995
Healthy Life Plus Flexi Direct Debit Monthly	1 month minimum term	1/07/2025	$156.00	$160.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Healthy Life Plus Flexi Fortnightly Direct Debit	1 month minimum term	1/07/2025	$72.00	$74.08	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic						
LeisureFit Athletic Upfront Membership		1/07/2025	$1,482.00	$1,524.75	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Monthly Direct Debit	6 month minimum term	1/07/2025	$130.00	$133.75	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Fortnightly Direct Debit	6 month minimum term	1/07/2025	$60.00	$61.73	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Flexi Direct Debit Monthly	1 month minimum term	1/07/2025	$156.00	$160.50	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Fortnightly Flexi Direct Debit	1 month minimum term	1/07/2025	$72.00	$74.08	GST Inc.	Section 6.16 of the Local Government Act 1995
Aquatic ONLY						
Aquatic ONLY Upfront Membership		1/07/2025	$0.00	$855.00	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Monthly Direct Debit	6 month minimum term	1/07/2025	$0.00	$75.00	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Fortnightly Direct Debit	6 month minimum term	1/07/2025	$0.00	$34.62	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Flexi Direct Debit Monthly	1 month minimum term	1/07/2025	$0.00	$90.00	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Fortnightly Flexi Direct Debit	1 month minimum term	1/07/2025	$0.00	$41.54	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit @ Home						
Digital Membership (Members)	1 month minimum term	1/07/2024	$8.00	$8.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Digital Membership (Non-members)	1 month minimum term	1/07/2024	$12.00	$12.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Junior Program						
Junior ELITE Academy	Per Fortnight	1/07/2025	$0.00	$43.60	GST Inc.	Section 6.16 of the Local Government Act 1995
Junior Triathlon Academy	Per Fortnight	1/07/2025	$37.75	$39.90	GST Inc.	Section 6.16 of the Local Government Act 1995
Junior Duo Academy	Per Fortnight	1/07/2025	$31.10	$33.20	GST Inc.	Section 6.16 of the Local Government Act 1995
Junior Run Academy	Per Fortnight	1/07/2025	$19.45	$20.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Junior Triathlon School Holiday Camp	Per Day	1/07/2025	$33.75	$36.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Membership Fees						
Suspension Fee		1/07/2022	$15.00	$15.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Cancellation Fee	Charged to all cancellations within contract	1/07/2018	$200.00	$200.00	GST Inc.	Section 6.16 of the Local Government Act 1995
The Chief Executive Officer may apply up to 20% discount on the above membership fees						
Assessments & Programmes (By appointment only)						
Assessment & Program	1 hour	1/07/2025	$77.00	$80.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Program Pack (5 sessions)	5 Visits	1/07/2025	$375.00	$400.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Personal Training Intro Pack (2 sessions)	2 x Visit	1/07/2025	$105.00	$110.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Personal Training - Members						
One on One 30 minute session	Single Pass	1/07/2025	$55.00	$58.00	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 60 minute session	Single Pass	1/07/2025	$78.00	$82.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Personal Training Packs - Members						
One on One 30 minute session - 10 x Visits	10 Visits	1/07/2025	$495.00	$522.00	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 30 minute session - 20 x Visits	20 Visits	1/07/2025	$962.50	$1,015.00	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 30 minute session - 40 x Visits	40 Visits	1/07/2025	$1,870.00	$1,972.00	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 60 minute session - 10 x Visits	10 Visits	1/07/2025	$702.00	$740.25	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 60 minute session - 20 Visits	20 Visits	1/07/2025	$1,365.00	$1,439.38	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 60 minute session - 40 x Visits	40 Visits	1/07/2025	$2,652.00	$2,796.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Personal Training Packs - Non Members						
One on One 30 minute session	Single Pass	1/07/2025	$68.50	$72.25	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 60 minute session	Single Pass	1/07/2025	$91.25	$96.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Personal Training Packs - Non Members						
One on One 30 minute session - 10 x Visit	10 Visits	1/07/2025	$616.50	$650.25	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 30 minute session - 20 x Visit	20 Visits	1/07/2025	$1,198.75	$1,264.38	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 30 minute session - 40 x Visits	40 Visits	1/07/2025	$2,329.00	$2,456.50	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 60 minute session - 10 x Visit	10 Visits	1/07/2025	$821.25	$866.25	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 60 minute session - 20 x Visit	20 Visits	1/07/2025	$1,596.88	$1,684.38	GST Inc.	Section 6.16 of the Local Government Act 1995
One on One 60 minute session - 40 x Visits	40 Visits	1/07/2025	$3,102.50	$3,272.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Casual & Multi-Visit Health Club						
Health Club (gymnasium)	Single Pass	1/07/2025	$18.00	$18.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Health Club 10 x Visit	10 x Visit	1/07/2025	$162.00	$166.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Health Club 20 x Visit	20 x Visit	1/07/2025	$315.00	$323.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Health Club 40 x Visit	40 x Visit	1/07/2025	$612.00	$629.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Pension / Disability discounts apply (10% for casual / multi visit and 20% membership)						
LeisureFit Athletic Program						
LeisureFit Athletic - Supervised Session - Casual	Single Pass	1/07/2025	$0.00	$12.50	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Coaching Session - Casual	Single Pass	1/07/2025	$18.00	$19.50	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Supervised Session - 10 x Visit	10 x Visits	1/07/2025	$0.00	$112.50	GST Inc.	Section 6.16 of the Local Government Act 1995
LeisureFit Athletic - Coaching Session - 10 x Visit	10 x Visits	1/07/2025	$162.00	$175.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Strength for Life						
Casual Strength for Life		1/07/2025	$9.60	$10.20	GST Inc.	Section 6.16 of the Local Government Act 1995
Casual Strength for Life (City of Melville Pensioners or Seniors concessional rate)		1/07/2025	$8.70	$9.30	GST Inc.	Section 6.16 of the Local Government Act 1995
SFL Initial assessment	1/2 hour	1/07/2025	$23.50	$25.00	GST Inc.	Section 6.16 of the Local Government Act 1995
SFL Program Consultation	1 hour	1/07/2025	$39.00	$41.00	GST Inc.	Section 6.16 of the Local Government Act 1995

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Casual & Multi-Visit Group Exercise						
Group Fitness Single Pass	Single Pass	1/07/2025	$16.00	$17.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Group Fitness - 10 x Visit	10 Visits	1/07/2025	$144.00	$157.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Group Fitness - 20 x Visit	20 Visits	1/07/2025	$280.00	$306.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Group Fitness - 40 x Visit	40 Visits	1/07/2025	$544.00	$595.00	GST Inc.	Section 6.16 of the Local Government Act 1995
PLUS Group Fitness - Member Rate						
PLUS Group Fitness - Member	Single Pass	1/07/2025	$12.75	$13.50	GST Inc.	Section 6.16 of the Local Government Act 1995
PLUS Group Fitness Member - 10 x Visit	10 Visits	1/07/2025	$114.75	$121.50	GST Inc.	Section 6.16 of the Local Government Act 1995
PLUS Group Fitness - Non-Member Rate						
PLUS Group Fitness Non-Member Rate	Single Pass	1/07/2025	$25.50	$27.00	GST Inc.	Section 6.16 of the Local Government Act 1995
PLUS Group Fitness Non-Member - 10 x Visit	10 Visits	1/07/2025	$229.50	$243.00	GST Inc.	Section 6.16 of the Local Government Act 1995
PLUS Group Fitness Non-Member - 20 x Visit	20 Visits	1/07/2025	$446.25	$472.50	GST Inc.	Section 6.16 of the Local Government Act 1995
PLUS Group Fitness Non-Member - 40 x Visit	40 Visits	1/07/2025	$867.00	$918.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Private Pilates						
Intro Pack (2 sessions)	2 x Visit	1/07/2025	$105.00	$110.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Private Pilates 45 minute session (member)	Single Visit	1/07/2025	$64.00	$70.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Private Pilates 45 minute - 5 x Visit (member)	5 x Visits	1/07/2025	$256.00	$280.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Private Pilates 45 minutes (non-member)	Single Visit	1/07/2025	$79.00	$86.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Private Pilates 45 minute - 5 x Visit (non-member)	5 x Visit	1/07/2025	$316.00	$344.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Exercise for EveryBody						
Initial Consultation (45 minutes) - Physiotherapy-led		1/07/2025	$85.00	$90.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Group Education Sessions	2 x Visit	1/07/2025	$25.00	$26.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Exercise Program Classes - Physiotherapy-led	12 x Visit	1/07/2025	$372.00	$420.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Final Consultation (30 minutes) - Physiotherapy-led		1/07/2025	$70.00	$75.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Initial Consultation (45 minutes) - Exercise Physiologist-led		1/07/2025	$0.00	$80.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Exercise Program Classes - Exercise Physiologist-led	12 x Visit	1/07/2025	$0.00	$378.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Final Consultation (30 minutes) - Exercise Physiologist-led		1/07/2025	$0.00	$67.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Gymbakids						
Gymbakids Playtime (under 12 months)	Single Visit	1/07/2025	$5.30	$5.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Gymbakids Playtime (over 12 months)	Single Visit	1/07/2025	$8.30	$8.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Birthday Parties		1/07/2025	$180.00	$185.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Gymbakids Exclusive Party		1/07/2025	$230.00	$240.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Fitness Term Program						
Term participant per session	Per week	1/07/2025	$11.25	$12.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Term participant per session - PLUS	Per week	1/07/2025	$16.15	$17.55	GST Inc.	Section 6.16 of the Local Government Act 1995
Fitness Holiday Programs						
Holiday Program participant - Day Pass	Single Visit	1/07/2025	$67.50	$72.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Holiday Program participant - 3 x Day Pass	3 x Visit	1/07/2024	$65.00	$65.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Small Group Training/Specialised Courses						
Term participant per session - Member Rate	Single Visit	1/07/2025	$9.00	$9.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Term participant per session - Non-Member Rate	Single Visit	1/07/2025	$18.00	$19.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Admission						
Spectator (1 Person)	Single Visit	1/07/2018	$2.50	$2.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Additional spectator(s) - 2nd and subsequent, including Vacation Swim Parent Spectator	Single Visit	1/07/2018	$1.00	$1.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Aquatic entry						
Adult (16 yrs +)	Single Pass	1/07/2025	$7.50	$7.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Child Entry (0-15yrs) – If child is under 6 years, one parent/guardian is included.	Single Pass	1/07/2025	$0.00	$6.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Adult - 10 x Visit	10 Visits	1/07/2025	$67.50	$70.20	GST Inc.	Section 6.16 of the Local Government Act 1995
Adult - 20 x Visit	20 Visits	1/07/2025	$131.25	$136.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Adult - 40 x Visit	40 Visits	1/07/2025	$255.00	$265.20	GST Inc.	Section 6.16 of the Local Government Act 1995
Child (0 - 15 yrs)	Single Pass	1/07/2025	$5.75	$6.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Child (0 - 15yrs) - 10 x Visits	10 Visits	1/07/2025	$51.75	$54.00	GST Inc.	10% Discount on 10 x single passes / Section 6.16 of the Local Government Act 1995
Child (0 - 15yrs) - 20 x Visits	20 Visits	1/07/2025	$100.63	$105.00	GST Inc.	12.5% Discount on 20 x single passes / Section 6.16 of the Local Government Act 1995
Child (0 - 15yrs) - 40 x Visits	40 Visits	1/07/2025	$195.50	$204.00	GST Inc.	15% Discount on 40 x single passes / Section 6.16 of the Local Government Act 1995
Family Pass (2 Adults + 2 children)		1/07/2025	$20.00	$22.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Inflatable + Swim	Single Pass	1/07/2025	$0.00	$8.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Health Lounge (Spa/Sauna/Steam)						
Casual (single)	Single Pass	1/07/2025	$12.50	$13.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Health Lounge - 10 x Visits	10 Visits	1/07/2025	$112.50	$121.50	GST Inc.	10% Discount on 10 x single passes / Section 6.16 of the Local Government Act 1995
Health Lounge - 20 x Visits	20 Visits	1/07/2025	$218.75	$236.25	GST Inc.	12.5% Discount on 20 x single passes / Section 6.16 of the Local Government Act 1995
Health Lounge - 40 x Visits	40 Visits	1/07/2025	$425.00	$459.00	GST Inc.	15% Discount on 40 x single passes / Section 6.16 of the Local Government Act 1995
Health Lounge & Swim (single)	Single Pass	1/07/2025	$16.30	$17.60	GST Inc.	Section 6.16 of the Local Government Act 1995
Health Lounge & Swim - 10 x Visits	10 Visits	1/07/2025	$146.70	$158.40	GST Inc.	10% Discount on 10 x single passes / Section 6.16 of the Local Government Act 1995
Health Lounge & Swim - 20 x Visits	20 Visits	1/07/2025	$285.25	$308.00	GST Inc.	12.5% Discount on 20 x single passes / Section 6.16 of the Local Government Act 1995
Health Lounge & Swim - 40 x Visits	40 Visits	1/07/2025	$554.20	$598.40	GST Inc.	15% Discount on 40 x single passes / Section 6.16 of the Local Government Act 1995
Aquatic Birthday Parties						
Aquatic Birthday Party	Up to 15 Persons (entry & room use up to 2 hrs)	1/07/2024	$130.00	$130.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Pool Inflatable (8 - 12 yrs only)	1 hour	1/07/2025	$170.00	$180.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Pool Adventure Inflatable (8 years +)	1 hour	1/07/2025	$220.00	$230.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Additional child attending party (max 10 additional)	Per Person/day	1/07/2024	$6.00	$6.00	GST Inc.	Section 6.16 of the Local Government Act 1995

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Merchandise						
Duffel bag		1/07/2024	$25.00	$25.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Gym Towel		1/07/2025	$10.00	$11.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Beach Towel		1/07/2025	$32.00	$35.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Water bottle		1/07/2025	$10.00	$11.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Grip socks		1/07/2025	$17.00	$18.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Card/fob replacement fee (for all 'lost cards/fobs')		1/07/2025	$6.00	$3.00	GST Inc.	Section 6.16 of the Local Government Act 1995
RFID Wristband		1/07/2024	$8.00	$8.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Member Pack (Bag, Drink bottle & Gym towel)		1/07/2025	$35.00	$38.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Retail Stock in general to be sold at Recommended Retail Prices	RRP				GST Inc.	Section 6.16 of the Local Government Act 1995
Swim Equipment Hire						
Boards		1/07/2025	$2.50	$3.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Facility Hire / Meeting Rooms & Pool - LeisureFit Booragoon						
Meeting Room (Wellness)	Per hour	1/07/2025	$133.90	$140.60	GST Inc.	Section 6.16 of the Local Government Act 1995
Leisure Pool Meeting Room	Per hour	1/07/2025	$16.50	$17.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Group Fitness Studio (Aerobics Room) - equip. NOT included.	Per hour	1/07/2025	$77.50	$81.40	GST Inc.	Section 6.16 of the Local Government Act 1995
RPM Studio (includes cycles)	Per hour	1/07/2025	$165.00	$173.25	GST Inc.	Section 6.16 of the Local Government Act 1995
The Yard (Room Hire and Instructor)	Per hour	1/07/2025	$82.50	$86.60	GST Inc.	Section 6.16 of the Local Government Act 1995
Whole Dive Pool	Per hour	1/07/2025	$56.00	$58.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Water Polo Pool	Per hour	1/07/2025	$129.00	$135.45	GST Inc.	Section 6.16 of the Local Government Act 1995
Whole Warm Water Pool	Per hour	1/07/2025	$50.00	$52.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Half Warm Water Pool	Per hour	1/07/2025	$30.00	$31.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Lane Hire - 20m	Per hour	1/07/2025	$19.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Lane Hire - 25m	Per hour	1/07/2025	$19.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Lane Hire - 50m	Per hour	1/07/2025	$34.00	$35.70	GST Inc.	Section 6.16 of the Local Government Act 1995
Pool Hire - 50m	Per hour	1/07/2025	$400.00	$420.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Facility Hire - consult rooms LeisureFit Booragoon (non-commercial rates)						
Consult Room (booking single hour)	Per hour	1/07/2025	$18.00	$18.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Consult Room (booking 2-5 hours per week)	Per hour	1/07/2025	$18.00	$18.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Consult Room (booking 6-10 hours per week)	Per hour	1/07/2025	$16.10	$16.90	GST Inc.	Section 6.16 of the Local Government Act 1995
Consult Room (booking 11hrs+ per week)	Per hour	1/07/2025	$14.90	$15.65	GST Inc.	Section 6.16 of the Local Government Act 1995
Facility Hire - Sports Hall LeisureFit Melville						
Full Court Basketball	Per hour	1/07/2025	$70.00	$72.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Half Court Basketball	Per hour	1/07/2025	$39.00	$43.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Full Court Soccer	Per hour	1/07/2025	$71.00	$75.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Half Court Soccer	Per hour	1/07/2025	$40.00	$45.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Full Court Volleyball	Per hour	1/07/2025	$72.00	$78.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Full Court 1 & 2 Volleyball	Per hour	1/07/2025	$140.00	$150.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Badminton	Per hour	1/07/2025	$23.50	$24.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Pickleball	Per hour	1/07/2025	$23.50	$24.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Table Tennis	Per hour	1/07/2025	$23.50	$24.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Group Fitness Studio	Per hour	1/07/2025	$71.00	$73.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Group Training Studio	Per hour	1/07/2025	$87.50	$90.00	GST Inc.	Section 6.16 of the Local Government Act 1995
HALF DAY 'bulk' court bookings - same day (4hrs+)	10% off	1/07/2024	10% off	10% off	GST Inc.	Section 6.16 of the Local Government Act 1995
WHOLE DAY 'bulk' court bookings - same day (8hrs+)	15% off	1/07/2024	15% off	15% off	GST Inc.	Section 6.16 of the Local Government Act 1995
Facility Hire - Meeting Rooms LeisureFit Melville						
Meeting Room 1 (Library)	Per hour	1/07/2024	$50.50	$50.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room 2 (Library)	Per hour	1/07/2024	$39.00	$39.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room 3 (Library)	Per hour	1/07/2024	$33.50	$33.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room 5 (LFM Reformer Studio) + Duty Officer	Per hour	1/07/2024	$56.50	$56.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room 6 (LFM Reformer Studio) + Duty Officer	Per hour	1/07/2024	$39.50	$39.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room 5 and 6 (LFM Reformer Studio) + Duty Officer	Per hour	1/07/2024	$71.50	$71.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room 7 (LFM - Old Lease Space / Gym)	Per hour	1/07/2024	$92.00	$92.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room 9 (LFM - old MBC Sth)	Per hour	1/07/2024	$50.50	$50.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room 10 (LFM - Lease space mezanine)	Per hour	1/07/2024	$33.50	$33.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Library Lab	Per hour	1/07/2024	$30.50	$30.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Duty Officer	Per hour	1/07/2024	$42.00	$42.00	GST Inc.	Section 6.16 of the Local Government Act 1995
HALF DAY 'bulk' meeting room bookings - same day (4hrs+)	10% off	1/07/2024	10% off	10% off		Section 6.16 of the Local Government Act 1995
WHOLE DAY 'bulk' meeting room bookings - same day (8hrs+)	15% off	1/07/2024	15% off	15% off		Section 6.16 of the Local Government Act 1995
Facility Hire - Tompkins Park						
Hire Bond - small event (Canning Room OR Changeroom/s)		1/07/2023	$500.00	$500.00	No GST	Section 6.16 of the Local Government Act 1995
Hire Bond - Big event (Canning Room OR Changeroom/s)		1/07/2023	$800.00	$800.00	No GST	Section 6.16 of the Local Government Act 1995
Canning Room	Per hour	1/07/2024	$92.00	$92.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Room set-up / pack-up		1/07/2023	$250.00	$250.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Cleaning Fee	Per booking	1/07/2024	$75.00	$75.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Change Room Cleaning Fee	When required	1/07/2023	$250.00	$250.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Facility Hire - Shirley Strickland Reserve						
Room set-up / pack-up		1/07/2025	$102.00	$110.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Multi Purpose Room 1	Per hour	1/07/2025	$82.00	$85.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Multi Purpose Room 2	Per hour	1/07/2025	$56.00	$58.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Multi Purpose Rooms 1 & 2	Per hour	1/07/2025	$103.00	$105.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Club Bar	Per hour	1/07/2025	$56.00	$58.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Cleaning Fee	Per booking	1/07/2025	$75.00	$80.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Cleaning Fee (Rooms)	When required	1/07/2023	$250.00	$250.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Bond - small event / function		1/07/2023	$500.00	$500.00	No GST	Section 6.16 of the Local Government Act 1995
Bond - large event / function		1/07/2023	$800.00	$800.00	No GST	Section 6.16 of the Local Government Act 1995
Multi Purpose Kitchen - One Off Use	Per hour	1/07/2023	$110.00	$110.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Change Room Cleaning Fee	When required	1/07/2023	$250.00	$250.00	GST Inc.	Section 6.16 of the Local Government Act 1995
All Commercial usage will be subject to a loading of up to 50% on normal non-commercial rates						

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Schedule A		1/07/2017	$5.00	$5.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule B		1/07/2017	$5.50	$5.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule C		1/07/2017	$6.00	$6.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule D		1/07/2017	$6.50	$6.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule E		1/07/2017	$7.00	$7.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule F		1/07/2020	$7.50	$7.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 1		1/07/2016	$8.00	$8.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 2		1/07/2016	$8.50	$8.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 3		1/07/2016	$9.00	$9.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 4		1/07/2016	$9.50	$9.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 5		1/07/2016	$10.00	$10.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 6		1/07/2016	$10.50	$10.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 7		1/07/2016	$11.00	$11.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 8		1/07/2016	$11.50	$11.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 9		1/07/2016	$12.00	$12.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 10		1/07/2016	$12.50	$12.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 11		1/07/2016	$13.00	$13.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 12		1/07/2016	$13.50	$13.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 13		1/07/2016	$14.00	$14.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 14		1/07/2016	$14.50	$14.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 15		1/07/2016	$15.00	$15.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 16		1/07/2016	$15.50	$15.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 17		1/07/2016	$16.00	$16.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 18		1/07/2016	$16.50	$16.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 19		1/07/2016	$17.00	$17.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 20		1/07/2016	$17.50	$17.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 21		1/07/2016	$18.00	$18.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 22		1/07/2016	$18.50	$18.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 23		1/07/2016	$19.00	$19.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 24		1/07/2016	$19.50	$19.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 25		1/07/2016	$20.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 26		1/07/2016	$20.50	$20.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 27		1/07/2016	$21.00	$21.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 28		1/07/2016	$21.50	$21.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 29		1/07/2016	$22.00	$22.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 30		1/07/2016	$22.50	$22.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 31		1/07/2016	$23.00	$23.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 32		1/07/2016	$23.50	$23.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 33		1/07/2016	$24.00	$24.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 34		1/07/2016	$24.50	$24.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 35		1/07/2016	$25.00	$25.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 36		1/07/2016	$25.50	$25.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 37		1/07/2016	$26.00	$26.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 38		1/07/2016	$26.50	$26.50	GST Inc.	Section 6.16 of the Local Government Act 1995

HEALTH SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
6 DVD / Electronic Copy		1/07/2010	$39.00	$39.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Gathering DVD / Electronic Copy		27/11/2018	$39.00	$39.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Gathering/6 DVD Pack / Electronic Copy		27/11/2018	$80.00	$80.00	GST Inc.	Section 6.16 of the Local Government Act 1995

HEALTH

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
New Public Building Application to construct alter or extend (Form1)		1/07/2025	$315.00	$326.00	No GST	Section 176(2)(b)(ii) of the Health (Miscellaneous Provisions) Act 1911, Regulation 4 of the Health (Public Buildings) Regulations 1992, Schedule 1
Public Building, variation of certificate of approval		1/07/2025	$123.00	$127.00	No GST	Section 176(2)(b)(ii) of the Health (Miscellaneous Provisions) Act 1911, Regulation 4 of the Health (Public Buildings) Regulations 1992, Schedule 1
Registration lodging house		1/07/2025	$342.00	$354.00	No GST	Health Act (Part 8, Schedule 11) As Per Health Act 1911 Gazetted Fee
Pyrotechnics and Fireworks Permit		1/07/2025	$123.00	$127.00	No GST	Section 6.16 of the Local Government Act 1995
Pyrotechnics and Fireworks Permit Notification		1/07/2025	$87.00	$90.00	No GST	Section 6.16 of the Local Government Act 1995
Noise Management Plan Lodgement Fee		1/07/2025	$258.00	$267.00	No GST	Environmental Protection (Noise) Regulations (Regulation 13)
Noise Management for non complying event		1/07/2025	$258.00	$267.00	No GST	Environmental Protection (Noise) Regulations (Regulation 18)
All other application, assessment, analysis, inspections not specified		1/07/2025	$123.00	$127.00	No GST	Section 6.16 of the Local Government Act 1995
Reissue of certificate, registration, licence or approval documentation		1/07/2025	$32.00	$33.00	No GST	Section 6.16 of the Local Government Act 1995
Settlement Enquiry (Change of Business Ownership)						
No inspection required		1/07/2025	$123.00	$127.00	No GST	Food Act 2008 (D)
Inspection required		1/07/2025	$224.00	$232.00	No GST	Food Act 2008 (D)
Outdoor Eating Areas						
Alfresco area boundary delineators	Per disk	1/07/2025	$90.00	$93.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law
Breach of any prohibitions		1/07/2015	$5,000.00	$5,000.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law
Breach of a continuing nature	Per day, max $1,000	1/07/2015	$500.00	$500.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law
Transfer of Outdoor Eating Area		1/07/2024	$0.00	$0.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law
Application for the approval of an apparatus for Greywater reuse.	No Fee	1/07/2015	No Fee	No Fee	No GST	

CONFIRM

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
The Chief Executive Officer may apply a reduction or wavier on:						
Street Traders	Application fee	1/07/2025	$123.00	$127.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law
Stall Holders	Application fee	1/07/2025	$66.00	$68.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law
Street Traders Permit	Annual fee	1/07/2025	$267.00	$276.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law
Street Trader - mobile food vehicle	Application fee	1/07/2025	$972.00	$1,006.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law
Street Trader Renewal Fee	Renewal fee	1/07/2025	$66.00	$68.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law
Offence made under this law						
Unlicensed Trader		1/07/2015	$5,000.00	$5,000.00	No GST	Local Law (DLL)
Daily penalty for any offence under the local law	Maximum $500	1/07/2015	$500.00	$500.00	No GST	Local Law (DLL)
Liquor Licence Application Fee unless reduction or waiver applied by the Chief Executive Officer						
Liquor Licence Application (s.39) no inspection		1/07/2025	$123.00	$127.00	No GST	Section 6.16 of the Local Government Act 1995
Liquor Licence Application (s.39) inspection		1/07/2025	$224.00	$232.00	No GST	Section 6.16 of the Local Government Act 1995
Freezer Breakdown / Food Condemnation	Minimum charge	1/07/2025	$123.00	$127.00	No GST	Section 6.16 of the Local Government Act 1995
Food premises Notification/Registration	One off admin fee	1/07/2015	$55.00	$55.00	No GST	Food Act 2008 (D) - Prescribed fee
High Risk Food Business (annual)* (Pro rata monthly)	Score 3*=5%, 4-5*=10%	1/07/2025	$397.00	$411.00	No GST	Food Act 2008 (D) Discount for premises registered for scores on doors
Medium Risk Food Business (annual)* (Pro rata monthly)	Score 3*=5%, 4-5*=10%	1/07/2025	$397.00	$411.00	No GST	Food Act 2008 (D) Discount for premises registered for scores on doors
School canteens and medium risk sporting clubs	Score 3*=5%, 4-5*=10%	1/07/2025	$268.00	$277.00	No GST	Food Act 2008 (D) Discount for premises registered for scores on doors
Low risk community sporting clubs and associations	Score 3*=5%, 4-5*=10%	1/07/2025	$134.00	$139.00	No GST	Food Act 2008 (D) Discount for premises registered for scores on doors
Low Risk Food Business (annual)* (Pro rata monthly)	Score 3*=5%, 4-5*=10%	1/07/2025	$268.00	$277.00	No GST	Food Act 2008 (D) Discount for premises registered for scores on doors
Home Based Food Business	Score 3*=5%, 4-5*=10%	1/07/2025	$134.00	$139.00	No GST	Food Act 2008 (D) Discount for premises registered for scores on doors
For each additional food business classification within same business		1/07/2025	$268.00	$277.00	No GST	Food Act 2008 (D)
Each additional Assessment/Inspection		1/07/2025	$124.00	$128.00	No GST	Food Act 2008 (D)
Application Fee for construction and establishment of food premises		1/07/2025	$268.00	$277.00	No GST	Food Act 2008 (D)
Application Fee for amended or refurbished premises		1/07/2025	$268.00	$277.00	No GST	Food Act 2008 (D)
Application for public event approval (event not held on CoM land)		1/07/2025	$315.00	$326.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Local Law transfer of licence fee	Each	1/07/2025	$66.00	$68.00	GST Inc.	Section 6.16 of the Local Government Act 1995

LIBRARIES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Photocopying Charges						
A4 Black and White	A4 Black and White	1/07/2016	$0.20	$0.20	GST Inc.	Section 6.16 of the Local Government Act 1995
A3 Black and White	A3 Black and White	1/07/2016	$0.40	$0.40	GST Inc.	Section 6.16 of the Local Government Act 1995
A4 Colour	A4 Colour	1/07/2016	$0.40	$0.40	GST Inc.	Section 6.16 of the Local Government Act 1995
A3 Colour	A3 Colour	1/07/2016	$0.80	$0.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Computer Printing Charges						
A4 Black and White	A4 Black and White	1/07/2004	$0.20	$0.20	GST Inc.	Section 6.16 of the Local Government Act 1995
A3 Black and White	A3 Black and White	1/07/2016	$0.40	$0.40	GST Inc.	Section 6.16 of the Local Government Act 1995
A4 Colour	A4 Colour	1/07/2016	$0.40	$0.40	GST Inc.	Section 6.16 of the Local Government Act 1995
A3 Colour	A3 Colour	1/07/2016	$0.80	$0.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Laminating Charges						
A3	A3	1/07/2001	$4.50	$4.50	GST Inc.	Section 6.16 of the Local Government Act 1995
A4	A4	1/07/2002	$2.00	$2.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Credit Card Size	Credit Card Size	1/07/2001	$1.00	$1.00	GST Inc.	Section 6.16 of the Local Government Act 1995
SLWA and Local Stock Items						
SLWA and Local Stock Items	As Per SLWA Pricing structure	1/07/2015	As Per SLWA Pricing structure	As Per SLWA Pricing structure	GST Inc.	Section 6.16 of the Local Government Act 1995
Journals						
Journals (replacement cost)	As Per replacement cost	1/07/2015	As Per replacement cost	As Per replacement cost	GST Inc.	Section 6.16 of the Local Government Act 1995
Audio Earbuds						
Audio Earbuds	Each	1/07/2017	$5.00	$5.00	GST Inc.	Section 6.16 of the Local Government Act 1995
USB Thumb drive						
USB Thumb drive	Each	1/07/2015	$7.70	$7.70	GST Inc.	Section 6.16 of the Local Government Act 1995
Library Merchandise						
Library Merchandise	Price on request Variable RRP	1/07/2015	Price on request Variable RRP	Price on request Variable RRP	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room Hire (Civic Square Library)						
Commercial Use	Per hour	1/07/2014	$32.00	$32.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room Hire (Willagee Small Meeting Room)						
Non Commercial Use	Per hour	1/07/2014	$15.00	$15.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Use	Per hour	1/07/2014	$24.00	$24.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Regular Users	Per booking	1/07/2014	$21.00	$21.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Meeting Room Hire (Tech Lab)						
Non Commercial Use	Per hour	1/07/2022	$15.00	$15.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Use	Per hour	1/07/2014	$32.00	$32.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Regular Users	Per booking	1/07/2014	$27.00	$27.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Damaged DVD & CD Cases or inserts		1/07/1991	$7.70	$7.70	GST Inc.	Section 6.16 of the Local Government Act 1995
External Interlibrary Loans	Request	1/07/2018	$16.50	$16.50	GST Inc.	Section 6.16 of the Local Government Act 1995

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Library Program Fees - Per Person						
Schedules determined by the number of participants. Cost recovery to the centre equivalent to the cost of running the programme. Programme costs include instruction fees, promotion and a centre overhead recovery.						
Schedule 1		1/07/2015	$4.50	$4.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 2		1/07/2019	$5.50	$5.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 3		1/07/2019	$6.00	$6.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 4		1/07/2019	$6.50	$6.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 5		1/07/2019	$7.00	$7.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 6		1/07/2019	$7.50	$7.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 7		1/07/2019	$8.00	$8.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 8		1/07/2019	$8.50	$8.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 9		1/07/2019	$9.00	$9.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 10		1/07/2019	$9.50	$9.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 11		1/07/2019	$10.00	$10.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 12		1/07/2019	$10.50	$10.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 13		1/07/2019	$11.00	$11.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 14		1/07/2019	$11.50	$11.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 15		1/07/2019	$12.00	$12.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 16		1/07/2019	$12.50	$12.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 17		1/07/2019	$13.00	$13.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 18		1/07/2019	$13.50	$13.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 19		1/07/2019	$14.00	$14.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 20		1/07/2019	$14.50	$14.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 21		1/07/2019	$15.00	$15.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 22		1/07/2019	$15.50	$15.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 23		1/07/2019	$16.00	$16.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 24		1/07/2019	$16.50	$16.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 25		1/07/2019	$17.00	$17.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 26		1/07/2019	$17.50	$17.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 27		1/07/2019	$18.00	$18.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 28		1/07/2019	$18.50	$18.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 29		1/07/2019	$19.00	$19.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 30		1/07/2019	$19.50	$19.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 31		1/07/2019	$20.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 32		1/07/2019	$20.50	$20.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 33		1/07/2019	$25.00	$25.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 34		1/07/2019	$30.00	$30.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 35		1/07/2019	$35.00	$35.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 36		1/07/2019	$40.00	$40.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 37		1/07/2019	$45.00	$45.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 38		1/07/2019	$50.00	$50.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 39		1/07/2019	$55.00	$55.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 40		1/07/2021	$60.00	$60.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 41		1/07/2021	$65.00	$65.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 42		1/07/2021	$70.00	$70.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 43		1/07/2021	$75.00	$75.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 44		1/07/2021	$80.00	$80.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 45		1/07/2021	$85.00	$85.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 46		1/07/2021	$90.00	$90.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 47		1/07/2021	$95.00	$95.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 48		1/07/2021	$100.00	$100.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Cancellation Fee	To 15%		To 15%	To 15%	GST Inc.	Section 6.16 of the Local Government Act 1995

CULTURAL SERVICES

Cultural Services Program Fees - Per Person						
Schedules determined by the number of participants. Cost recovery to the centre equivalent to the cost of running the programme. Programme costs include instruction fees, promotion and a centre overhead recovery.						
Schedule 1		1/07/2016	$0.50	$0.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 2		1/07/2016	$1.00	$1.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 3		1/07/2016	$2.00	$2.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 4		1/07/2016	$3.00	$3.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 5		1/07/2016	$4.00	$4.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 6		1/07/2016	$5.00	$5.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 7		1/07/2016	$6.00	$6.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 8		1/07/2016	$7.00	$7.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 9		1/07/2016	$8.00	$8.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 10		1/07/2016	$9.00	$9.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 11		1/07/2016	$10.00	$10.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 12		1/07/2016	$11.00	$11.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 13		1/07/2016	$12.00	$12.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 14		1/07/2016	$13.00	$13.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 15		1/07/2016	$14.00	$14.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 16		1/07/2016	$15.00	$15.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 17		1/07/2016	$16.00	$16.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 18		1/07/2016	$17.00	$17.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 19		1/07/2016	$18.00	$18.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 20		1/07/2016	$19.00	$19.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 21		1/07/2016	$20.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 22		1/07/2016	$21.00	$21.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 23		1/07/2016	$22.00	$22.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 24		1/07/2016	$23.00	$23.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 25		1/07/2016	$24.00	$24.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 26		1/07/2016	$25.00	$25.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 27		1/07/2016	$26.00	$26.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 28		1/07/2016	$27.00	$27.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 29		1/07/2016	$28.00	$28.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 30		1/07/2016	$29.00	$29.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 31		1/07/2016	$30.00	$30.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 32		1/07/2016	$31.00	$31.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 33		1/07/2016	$32.00	$32.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 34		1/07/2016	$33.00	$33.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 35		1/07/2016	$34.00	$34.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 36		1/07/2016	$35.00	$35.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 37		1/07/2016	$36.00	$36.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 38		1/07/2016	$37.00	$37.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 39		1/07/2016	$38.00	$38.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 40		1/07/2016	$39.00	$39.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 41		1/07/2016	$40.00	$40.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 42		1/07/2016	$45.00	$45.00	GST Inc.	Section 6.16 of the Local Government Act 1995

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Schedule 43		1/07/2016	$50.00	$50.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 44		1/07/2016	$55.00	$55.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 45		1/07/2016	$60.00	$60.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 46		1/07/2016	$65.00	$65.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 47		1/07/2016	$70.00	$70.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 48		1/07/2016	$75.00	$75.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 49		1/07/2016	$80.00	$80.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 50		1/07/2016	$85.00	$85.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 51		1/07/2016	$90.00	$90.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 52		1/07/2016	$95.00	$95.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 53		1/07/2016	$100.00	$100.00	GST Inc.	Section 6.16 of the Local Government Act 1995

NEIGHBOURHOOD DEVELOPMENT

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
HIRE OF MELVILLE COMMUNITY BUS SERVICE						
Metropolitan Area / Community Rates						
Large Bus - Not for profit/community groups						
Half day rates based on a maximum journey of 100km (from bus garage). This includes: Rockingham, Armadale, Kalamunda, Midland and Hillarys.	Half Day (am or pm)	1/07/2025	$75.80	$78.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Full day rates based on a maximum journey of 100km (from bus garage). This includes: Rockingham, Armadale, Kalamunda, Midland and Hillarys.	Full Day (more than 5 hours) (If less than 100km)	1/07/2025	$148.20	$152.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Excess Fee	Add. fee Per km will apply for km's in excess of 100km.	1/07/2024	$1.10	$1.10	GST Inc.	Section 6.16 of the Local Government Act 1995
Van - Not for profit/community groups						
Half day rates based on a maximum journey of 100km (from bus garage). This includes: Rockingham, Armadale, Kalamunda, Midland and Hillarys.	Half Day (am or pm)	1/07/2025	$71.40	$73.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Full day rates based on a maximum journey of 100km (from bus garage). This includes: Rockingham, Armadale, Kalamunda, Midland and Hillarys.	Full Day (more than 5 hours) (If less than 100km)	1/07/2025	$115.75	$119.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Excess Fee	Add. fee Per km will apply for km's in excess of 100km.	1/07/2024	$1.10	$1.10	GST Inc.	Section 6.16 of the Local Government Act 1995
COMMUNITY CENTRES						
Willagee Community Centre/Bull Creek/Blue Gum Term Program Term Participant						
Schedule 1	Per hour/session /week	1/07/2018	$2.50	$2.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 2	Per hour/session /week	1/07/2018	$3.00	$3.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 3	Per hour/session /week	1/07/2018	$3.50	$3.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 4	Per hour/session /week	1/07/2018	$4.00	$4.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 5	Per hour/session /week	1/07/2018	$4.50	$4.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 6	Per hour/session /week	1/07/2018	$5.00	$5.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 7	Per hour/session /week	1/07/2018	$5.50	$5.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 8	Per hour/session /week	1/07/2018	$6.00	$6.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 9	Per hour/session /week	1/07/2018	$6.50	$6.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 10	Per hour/session /week	1/07/2018	$7.00	$7.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 11	Per hour/session /week	1/07/2018	$7.50	$7.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 12	Per hour/session /week	1/07/2018	$8.00	$8.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 13	Per hour/session /week	1/07/2018	$8.50	$8.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 14	Per hour/session /week	1/07/2018	$9.00	$9.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 15	Per hour/session /week	1/07/2018	$9.50	$9.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 16	Per hour/session /week	1/07/2018	$10.00	$10.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 17	Per hour/session /week	1/07/2018	$10.50	$10.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 18	Per hour/session /week	1/07/2018	$11.00	$11.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 19	Per hour/session /week	1/07/2018	$11.50	$11.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 20	Per hour/session /week	1/07/2018	$12.00	$12.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 21	Per hour/session /week	1/07/2018	$12.50	$12.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 22	Per hour/session /week	1/07/2018	$13.00	$13.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 23	Per hour/session /week	1/07/2018	$13.50	$13.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 24	Per hour/session /week	1/07/2018	$14.00	$14.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 25	Per hour/session /week	1/07/2018	$14.50	$14.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 26	Per hour/session /week	1/07/2018	$15.00	$15.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 27	Per hour/session /week	1/07/2018	$15.50	$15.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 28	Per hour/session /week	1/07/2018	$16.00	$16.00	GST Inc.	Section 6.16 of the Local Government Act 1995

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Schedule 29	Per hour/session /week	1/07/2018	$16.50	$16.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 30	Per hour/session /week	1/07/2018	$17.00	$17.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 31	Per hour/session /week	1/07/2018	$17.50	$17.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 32	Per hour/session /week	1/07/2018	$18.00	$18.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 33	Per hour/session /week	1/07/2018	$18.50	$18.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 34	Per hour/session /week	1/07/2018	$19.00	$19.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 35	Per hour/session /week	1/07/2018	$19.50	$19.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 36	Per hour/session /week	1/07/2018	$20.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 37	Per hour/session /week	1/07/2018	$20.50	$20.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Cancellation Fee (Term Programme Refunds - (if Medical Cert. is not produced)	15%	1/07/2007			GST Inc.	Section 6.16 of the Local Government Act 1995
Hire of Willagee Community Centre Activity Room 1 or 2						
Community Use	Per hour	1/07/2024	$16.25	$16.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Use	Per hour	1/07/2024	$21.50	$21.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Whole Activity Room						
Community Use	Per hour	1/07/2024	$18.50	$18.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Use	Per hour	1/07/2024	$23.75	$23.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Interview Room						
Community Use	Per hour	1/07/2024	$10.75	$10.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Use	Per hour	1/07/2024	$16.00	$16.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Hall						
Community Use	Per hour	1/07/2024	$20.50	$20.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Use	Per hour	1/07/2024	$26.00	$26.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Badminton Court Hire - Casual	Per hour/Per court	1/07/2024	$13.00	$13.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Playgroup Room						
Community Use - Regular	Per hour	1/07/2024	$16.00	$16.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Use - Regular	Per hour	1/07/2024	$22.00	$22.00	GST Inc.	Section 6.16 of the Local Government Act 1995
HIRE OF BULL CREEK COMMUNITY CENTRE						
Room 1 - Commercial rate	Per hour	1/07/2024	$37.50	$37.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Room 1 - Community rate	Per hour	1/07/2024	$24.50	$24.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Room 2 - Commercial rate	Per hour	1/07/2024	$31.00	$31.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Room 2 - Community rate	Per hour	1/07/2024	$17.25	$17.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Both rooms - Commercial	Per hour	1/07/2024	$67.00	$67.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Both rooms - Community	Per hour	1/07/2024	$40.50	$40.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Centre Office - Commercial	Per hour	1/07/2024	$25.75	$25.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Centre Office - Community	Per hour	1/07/2024	$16.25	$16.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Storage - Small	Per month	1/07/2024	$9.00	$9.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Storage - Medium	Per month	1/07/2024	$10.50	$10.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Storage - Large	Per month	1/07/2024	$17.00	$17.00	GST Inc.	Section 6.16 of the Local Government Act 1995
HIRE OF BLUE GUM COMMUNITY CENTRE						
Function Room - Commercial rate	Per hour	1/07/2023	$38.75	$38.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Function Room - Community rate	Per hour	1/07/2023	$26.00	$26.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Main Hall - Commercial rate	Per hour	1/07/2023	$41.00	$41.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Main Hall - Community rate	Per hour	1/07/2023	$28.25	$28.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Storage – small	Per month	1/07/2023	$12.75	$12.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Storage – large	Per month	1/07/2023	$21.00	$21.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Crèche hire - Community rate	Per hour	1/07/2023	$10.75	$10.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Centre Office - Commercial	Per hour	1/07/2023	$15.50	$15.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Centre Office - Community	Per hour	1/07/2023	$10.50	$10.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Administration charge - (cancellation of booking)	Per occasion	1/07/2023	$25.75	$25.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Non return of swipe card	Per occasion	1/07/2023	$25.25	$25.25	No GST	Section 6.16 of the Local Government Act 1995
Non return of key	Per occasion	1/07/2023	$50.25	$50.25	No GST	Section 6.16 of the Local Government Act 1995
HIRE OF CANNING BRIDGE COMMUNITY SPACE (63 Kishorn Road, Mount Pleasant)						
Commercial rate*	Per hour	1/07/2023	$28.25	$28.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Community rate**	Per hour	1/07/2023	$16.75	$16.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Half price commercial rate***	Per hour	1/07/2023	$14.25	$14.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Half price community rate***	Per hour	1/07/2023	$8.50	$8.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Full day rate Commercial	Per day	1/07/2022	$140.00	$140.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Full day rate Community	Per day	1/07/2022	$82.50	$82.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Exhibition Hire	10 days	1/07/2022	$400.00	$400.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Additional Community Centre Charges						
CSS Call Out Fee	up to 20 mins	1/07/2022	$55.00	$55.00	GST Inc.	Section 6.16 of the Local Government Act 1995
CSS Call Out Fee	longer than 20 mins	1/07/2022	$75.00	$75.00	GST Inc.	Section 6.16 of the Local Government Act 1995
KADIDJINY HALL						
Community Use	Per hour	1/11/2023	$17.50	$17.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Use	Per hour	1/11/2023	$26.50	$26.50	GST Inc.	Section 6.16 of the Local Government Act 1995
LEEMING COMMUNITY HALL						
Community Use	Per hour	1/07/2025	$0.00	$13.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Use	Per hour	1/07/2025	$0.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995

*The commercial rate applies to bookings used for the purpose of profit making activities or the promotion of the same.

**The non-commercial rate applies to bookings that do not contribute to profit making activities of a commercial nature, but may contribute to the ongoing operations of an established not for profit entity.

***Half price rates can be applied for up to one month at community centres and spaces, only if the booking is intended to be part of an ongoing program to be held at the relevant community centre or space.

CONFIRMED

COMMUNITY DEVELOPMENT - MUSEUMS & LOCAL HISTORY

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Guided Tours						
Individual sites (limited uptake of this service and price is competitive with other museums)	Per Person	1/07/2021	$6.40	$6.40	GST Inc.	Section 6.16 of the Local Government Act 1995
Individual sites (Wireless Hill Museum)	Per group - Max 12 people	1/07/2021	$54.00	$54.00	GST Inc.	Section 6.16 of the Local Government Act 1995
(Discretion of waiving of entry fee up to $2.00 by the CEO)						
Museums & Local History Research & Other Fees						
Research Fees - Business & Professional	Per hour	1/07/2021	$54.00	$54.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Research Fees - Community & Private Projects	Per research enquiry	1/07/2021	$37.80	$37.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Expedited Research Fee - additional (within 48 hours)		1/07/2021	$32.40	$32.40	GST Inc.	Section 6.16 of the Local Government Act 1995
Reproduction Fees - Business & Professional	Per image	1/07/2021	$64.80	$64.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Reproduction Fees - Community & Personal	Per image	1/07/2021	$37.80	$37.80	GST Inc.	Section 6.16 of the Local Government Act 1995
Museum Learning Program						
Museum Learning Program	Per student	1/07/2024	$5.00	$5.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Museum in a Box Program (Teacher professional development session)	Per hour/Per teacher	1/07/2021	$162.00	$162.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Museum in a Box Program (Student)	Per hour/Per student	1/07/2021	$19.40	$19.40	GST Inc.	Section 6.16 of the Local Government Act 1995
HIRE OF 6 HICKEY STREET						
Room 1 - Commercial rate	Per hour	1/11/2021	$16.50	$16.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Room 1 - Community rate	Per hour	1/11/2021	$16.50	$16.50	GST Inc.	Section 6.16 of the Local Government Act 1995

COMMUNITY DEVELOPMENT - ARTS

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Art Award Entry Fees						
Adult		1/07/2021	$25.00	$25.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Youth		1/07/2021	$15.00	$15.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Hire of Atwell House						
Room 1 - Commercial rate	Per hour	13/04/2025	$20.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Room 1 - Community rate	Per hour	13/04/2025	$16.00	$16.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Room 2/3 - Commercial rate	Per hour	13/04/2025	$18.00	$18.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Room 2/3 - Community rate	Per hour	13/04/2025	$14.00	$14.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Hire of Atwell Gallery						
Commercial rate	10 days	16/11/2023	$750.00	$750.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community rate	10 days	16/11/2023	$450.00	$450.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial rate	Per day	13/04/2025	$150.00	$150.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community rate	Per day	13/04/2025	$110.00	$110.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Additional Charges						
Curation and Hanging Services	Per hour	13/04/2025	$50.00	$50.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Open House session	Per session	16/11/2023	$5.00	$5.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Legacy Group Rate	Per hour	13/04/2025	$10.00	$10.00	GST Inc.	Section 6.16 of the Local Government Act 1995
* Legacy rate for the Atwell Spinners and Moira's group.						
Hire of Civic Centre Main Hall						
Main Hall - Private rate	12 Hours	1/07/2024	$1,000.00	$1,000.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Main Hall - Private rate	24 Hours	1/07/2024	$1,500.00	$1,500.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Cleaning Fee	Per Booking	1/07/2024	$250.00	$250.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Bond - Main Hall	Refundable	1/07/2024	$1,500.00	$1,500.00	No GST	Section 6.16 of the Local Government Act 1995
Administration Booking Fee		1/07/2024	$100.00	$100.00	GST Inc.	Section 6.16 of the Local Government Act 1995

HEATHCOTE CULTURAL PRECINCT

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Derbal Yerrigan Meeting Room Formerly Museum & Gallery Meeting Room						
Art Sales - commission	Based on sale price 25%	1/07/2021	Based on sale price 25%	Based on sale price 25%	GST Inc.	Section 6.16 of the Local Government Act 1995
Heathcote Cultural Precinct Term Programme						
Schedule 1	Per hour /session	1/07/2014	$4.50	$4.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 2	Per hour /session	1/07/2014	$5.00	$5.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 3	Per hour /session	1/07/2014	$5.50	$5.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 4	Per hour /session	1/07/2014	$6.00	$6.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 5	Per hour /session	1/07/2014	$6.50	$6.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 6	Per hour /session	1/07/2014	$7.00	$7.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 7	Per hour /session	1/07/2014	$7.50	$7.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 8	Per hour /session	1/07/2014	$8.00	$8.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 9	Per hour /session	1/07/2014	$8.50	$8.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 10	Per hour /session	1/07/2014	$9.00	$9.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 11	Per hour /session	1/07/2014	$9.50	$9.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 12	Per hour /session	1/07/2014	$10.00	$10.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 13	Per hour /session	1/07/2014	$10.50	$10.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 14	Per hour /session	1/07/2014	$11.00	$11.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 15	Per hour /session	1/07/2014	$11.50	$11.50	GST Inc.	Section 6.16 of the Local Government Act 1995

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Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Schedule 16	Per hour /session	1/07/2014	$12.00	$12.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 17	Per hour /session	1/07/2014	$12.50	$12.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 18	Per hour /session	1/07/2014	$13.00	$13.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 19	Per hour /session	1/07/2014	$13.50	$13.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 20	Per hour /session	1/07/2014	$14.00	$14.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 21	Per hour /session	1/07/2014	$14.50	$14.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 22	Per hour /session	1/07/2014	$15.00	$15.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 23	Per hour /session	1/07/2014	$15.50	$15.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 24	Per hour /session	1/07/2014	$16.00	$16.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 25	Per hour /session	1/07/2014	$16.50	$16.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 26	Per hour /session	1/07/2014	$17.00	$17.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 27	Per hour /session	1/07/2014	$17.50	$17.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 28	Per hour /session	1/07/2014	$18.00	$18.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 29	Per hour /session	1/07/2014	$18.50	$18.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 30	Per hour /session	1/07/2014	$19.00	$19.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 31	Per hour /session	1/07/2014	$19.50	$19.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 32	Per hour /session	1/07/2014	$20.00	$20.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Schedule 33	Per hour /session	1/07/2014	$20.50	$20.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Note Schedules are determined by the number of participants enrolled and to return a cost recovery to the cost of running the programme. Programme costs include instruction fees, promotion and a centre overhead recovery.						
Gyinning Ellen Brook Rooms for Hire formerly Administration Building						
Studio 1	Per month	1/07/2025	$283.76	$292.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Studio 2	Per month	1/07/2025	$271.95	$279.85	GST Inc.	Section 6.16 of the Local Government Act 1995
Studio 3	Per month	1/07/2025	$142.60	$146.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Studio 4	Per month	1/07/2025	$184.40	$189.75	GST Inc.	Section 6.16 of the Local Government Act 1995
Studio 5	Per month	1/07/2025	$196.70	$202.40	GST Inc.	Section 6.16 of the Local Government Act 1995
Admin. Meeting Room Commercial	Per hour	1/07/2019	$42.00	$42.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community	Per hour	1/07/2019	$32.00	$32.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Mandoon Helena Artist Studio's formerly Kitchen Artist Studio's						
Studio 1	Per month	1/07/2025	$265.58	$273.30	GST Inc.	Section 6.16 of the Local Government Act 1995
Studio 2	Per month	1/07/2025	$182.10	$187.35	GST Inc.	Section 6.16 of the Local Government Act 1995
Studio 3	Per month	1/07/2025	$268.55	$276.35	GST Inc.	Section 6.16 of the Local Government Act 1995
Studio 4	Per month	1/07/2025	$546.29	$562.15	GST Inc.	Section 6.16 of the Local Government Act 1995
Studio 5	Per month	1/07/2025	$172.22	$177.25	GST Inc.	Section 6.16 of the Local Government Act 1995
Studio 6	Per month	1/07/2025	$256.77	$264.20	GST Inc.	Section 6.16 of the Local Government Act 1995
Derbal Yerrigan Swan House Community Room (50 standing 30 seated)						
Commercial	Per hour	1/07/2019	$53.00	$53.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community	Per hour	1/07/2019	$42.00	$42.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Derbal Yerrigan Swan House Meeting Room						
Commercial	Per hour	1/07/2019	$42.00	$42.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community	Per hour	1/07/2021	$32.00	$32.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Mandoon Helena Room for Hire formerly Kitchen Block						
Commercial	Per hour	1/07/2019	$69.00	$69.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community	Per hour	1/07/2019	$58.00	$58.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community	Per day	1/07/2021	$282.00	$282.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Exhibition Rate	5 days - 2 week Period	1/07/2021	$918.00	$918.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Dandalup Murray House Artist Studio's						
Arts/Cultural Low commercial or Not For Profit	Per square metre	1/07/2025	$145.86	$150.10	GST Inc.	Section 6.16 of the Local Government Act 1995
Arts/Cultural High Commercial	Per square metre	1/07/2025	$280.50	$288.65	GST Inc.	Section 6.16 of the Local Government Act 1995
Wellness Low Commercial	Per square metre	1/07/2025	$280.50	$288.65	GST Inc.	Section 6.16 of the Local Government Act 1995
Wellness Commercial	Per square metre	1/07/2025	$336.60	$346.35	GST Inc.	Section 6.16 of the Local Government Act 1995
Hospitality Commercial	Per square metre	1/07/2025	$504.90	$519.55	GST Inc.	Section 6.16 of the Local Government Act 1995
Dandalup Murray House Workshop						
Commercial	Per hour	1/07/2021	$47.00	$47.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial	Per day (max 8 hours)	1/07/2021	$216.00	$216.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community	Per hour	1/07/2021	$36.00	$36.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community	Per day (max 8 hours)	1/07/2021	$110.00	$110.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Heathcote Reserve Hire						
Wedding Ceremony	Per hour	1/07/2019	$116.00	$116.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Bluewater Grill	Up to 100 People	1/07/2021	$336.00	$336.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Bluewater Grill	100 + People	1/07/2021	$536.00	$536.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Projector Hire		1/07/2020	$30.00	$30.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community Events with admission fee charged		1/07/2019	$368.00	$368.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community Event up to 500		1/07/2019	$84.00	$84.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Community Event 500 or more		1/07/2019	$137.00	$137.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial Events		1/07/2020	$788.00	$788.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Outdoor Performance stage		1/07/2020	$5.00	$5.00	GST Inc.	Section 6.16 of the Local Government Act 1995

CONFIRMED

SUSTAINABILITY AND CLIMATE ACTION

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Electric Vehicle Charging Station Supply Charge	Per kilowatt per hour	1/07/2025	$0.40	$0.55	GST Inc.	Section 6.16 of the Local Government Act 1995

WASTE SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
RESIDENTIAL PROPERTIES						
* ***Note*** Normal residential waste service costs included in residential rates notice						
Upgrade from a 140L Domestic Garbage (red top) Bin to 240L	Per annum	1/07/2025	$98.00	$100.85	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
Upgrade from a 240L Domestic Recycling (yellow top) Bin to 360L	Per annum	1/07/2025	$79.00	$81.30	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
Additional 240L Domestic Recycling Bin emptied at the same time as standard domestic recycling bin collection	Per annum	1/07/2025	$136.30	$140.25	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
Additional 240L Domestic Garbage Bin emptied at the same time as standard domestic garbage bin collection	Per annum	1/07/2025	$352.90	$363.15	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
Additional 140L Domestic Garbage (red top) Bin emptied at the same time as standard domestic garbage bin collection	Per annum	1/07/2025	$207.00	$213.00	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
Additional 240L FOGO (green top) Bin emptied at the same time as standard FOGO bin collection	Per annum	1/07/2025	$207.00	$213.00	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
NON RATEABLE PROPERTIES - RESIDENTIAL						
Non rateable residential dwelling domestic service (incl weekly MSW, Recycling and Bulk Verge Collection by arrangement)	Per annum	1/07/2025	$470.70	$484.35	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
NON RATEABLE PROPERTIES - NON-RESIDENTIAL						
240L Mobile Garbage Bin weekly collection	Per annum	1/07/2025	$639.50	$658.05	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
240L Mobile Recycling Bin weekly collection	Per annum	1/07/2025	$627.00	$645.20	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
660 litre rubbish bin	Per lift	1/07/2025	$29.60	$30.50	GST Inc.	Section 6.16 of the Local Government Act 1995
660 litre recycling bin	Per lift	1/07/2025	$26.90	$27.65	GST Inc.	Section 6.16 of the Local Government Act 1995
1,100 litre rubbish bin	Per lift	1/07/2025	$41.80	$43.00	GST Inc.	Section 6.16 of the Local Government Act 1995
1,100 litre recycling bin	Per lift	1/07/2025	$35.40	$36.45	GST Inc.	Section 6.16 of the Local Government Act 1995
COMMERCIAL BIN SERVICES						
240L Commercial Mobile Garbage Bin - Weekly Rubbish Waste Collection	Per annum	1/07/2025	$639.50	$658.05	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
240L Commercial Recycling Bin - Weekly Collection	Per annum	1/07/2025	$627.00	$645.20	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
Commercial Mobile FOGO single bin	Per annum	1/07/2025	$605.80	$623.35	GST Inc.	Section 6.16 of the Local Government Act 1995
Commercial 3-Bin charge	Per annum	1/07/2025	$1,497.84	$1,541.25	GST Inc.	Section 6.16 of the Local Government Act 1995
240L Commercial Mobile FOGO Bin	Per lift	1/07/2025	$11.65	$13.20	GST Inc.	Section 6.16 of the Local Government Act 1995
240L Commercial Mobile Garbage Bin	Per lift	1/07/2025	$12.30	$13.90	GST Inc.	Section 6.16 of the Local Government Act 1995
240L Commercial Recycling Bin	Per lift	1/07/2025	$12.10	$13.70	GST Inc.	Section 6.16 of the Local Government Act 1995
660 litre Commercial rubbish bin	Per lift	1/07/2025	$29.60	$30.50	GST Inc.	Section 6.16 of the Local Government Act 1995
660 litre Commercial recycling bin	Per lift	1/07/2025	$26.90	$27.65	GST Inc.	Section 6.16 of the Local Government Act 1995
1,100 litre Commercial rubbish bin	Per lift	1/07/2025	$41.80	$43.00	GST Inc.	Section 6.16 of the Local Government Act 1995
1,100 litre Commercial recycling bin	Per lift	1/07/2025	$35.40	$36.46	GST Inc.	Section 6.16 of the Local Government Act 1995
OTHER CHARGES						
Waste contamination charge		1/07/2022	$227.70	$227.70	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
Caddy liners	Per roll	1/07/2025	$4.50	$4.65	GST Inc.	Section 6.16 of the Local Government Act 1995
SPECIAL EVENTS/TEMPORARY SERVICES						
240L Mobile Garbage or Recycling Bins - Placement and 1st lift	Per lift	1/07/2025	$18.30	$18.80	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995
240L Mobile Garbage or Recycling Bins - Additional Empties	Per lift	1/07/2025	$13.60	$14.00	N/A	Tax Ruling CR2015/67 Section 6.16 of the Local Government Act 1995

WORKS SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Crossover (subsidies)						
Costs as per tendered rate for construction of crossovers and subsidies as per Local Government Act 1996 & Local Government (Uniform Local Provisions) Regulations 1996 Clause 15	Full Recovery	1/07/1998	Full Recovery	Full Recovery	GST Inc.	Section 6.16 of the Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996 Clause 15
Developments and Building						
Supervision fee - for works within the Road Reserve associated with Land development and building In accordance with Planning and Development Act of 2005 - Part 1 - Division 4 Section 159. 3 (b)	1.5% of Project cost (estimate)	1/07/2017	1.5% of Project cost (estimate)	1.5% of Project cost (estimate)	No GST	Planning and Development Act of 2005 - Part 1 - Division 4 Section 159. 3 (b)
Private Works						
Private Works Negotiable subject to full cost recovery:	Full Recovery	1/07/2003	Full Recovery	Full Recovery	GST Inc.	Section 6.16 of the Local Government Act 1995
Road Construction						
Road Sweeping						
Cleaning of Drains						
Painting of Kerbs						
Right of Way Construction						
Street Signs						
Landscaping						

WORKS KERBING

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Signs - manufacture and install	Full Recovery	1/07/2019	Full Recovery	Full Recovery		Section 6.16 of the Local Government Act 1995
Verge Bond Inspection Fee		1/07/2025	$100.00	$110.00	No GST	Section 6.16 of the Local Government Act 1995
Verge Bond Re-Inspection Fee		1/07/2025	$100.00	$110.00	No GST	Section 6.16 of the Local Government Act 1995

CONFIRMED

ENVIRONMENTAL SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Piney Lakes Environmental Education Centre						
Whole Venue Hire - (all four spaces) Commercial	Per hour (6.5hr max daily charge)	1/07/2023	$90.00	$90.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Top Floor Hire - (Binjar and Marlak Rooms) Commercial	Per hour (6.5hr max daily charge)	1/09/2024	$73.00	$73.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Bottom Floor Hire - (Ngoolark and Moodjar Rooms) Commercial	Per hour (6.5hr max daily charge)	1/09/2024	$43.00	$43.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Binjar (Wetland) Room Hire – Commercial	Per hour (6.5hr max daily charge)	1/07/2023	$43.00	$43.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Marlak (Bushland) Room Hire – Commercial	Per hour (6.5hr max daily charge)	1/07/2023	$43.00	$43.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Ngoolak (Black Cockatoo) Space Hire - Commercial	Per hour (6.5hr max daily charge)	1/07/2023	$21.50	$21.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Moodja (WA Christmas Tree) Room Hire - Commercial	Per hour (6.5hr max daily charge)	1/07/2023	$21.50	$21.50	GST Inc.	Section 6.16 of the Local Government Act 1995
Failure to close/CSS attendance	Per call out	1/07/2023	$60.00	$60.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Cancellation fee on all venue hire bookings (applies within 72 hours of booking)	25% booking cost	1/07/2024	25% of booking cost	25% of booking cost	GST Inc.	Section 6.16 of the Local Government Act 1995
Community Programs						
Family Events, Holiday Programs, Adult Education	Per head (min 20 Per group)	1/07/2018	$7.00	$7.00	GST Inc.	Section 6.16 of the Local Government Act 1995

TRAFFIC MANAGEMENT

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Traffic Management Plan Review	Cost Per hour	1/07/2025	$102.00	$105.00	GST Inc.	Section 6.16 of the Local Government Act 1995

NATURAL AREAS AND PARKS

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Removal / replacement of street trees	Full Recovery of costs	1/07/2025	Full Recovery of costs	Full Recovery of costs	GST Inc.	Section 6.16 of the Local Government Act 1995

BUILDING SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
BUILDING PERMIT APPLICATIONS FEES (Building,alterations, fencing and swimming pools)						
Certified Building Permit Application Fee for construction valued under $57,895 (Classes 1 or 10)	Minimum fee	1/07/2021	$110.00	$110.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Certified Building Permit Application Fee for construction valued over $57,895 (Classes 1 or 10) of the estimated value of the building work	0.19%	1/07/2021	$0.00	$0.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Uncertified Building Permit Application Fee for construction valued under $34,375 (Classes 1 or 10)	Minimum fee	1/07/2021	$110.00	$110.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Uncertified Building Permit Application Fee for construction valued over $34,375 (Classes 2 to 9) of the estimated value of the building work	0.32%	1/07/2021	$0.00	$0.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Certified Building Permit Application Fee for construction valued under $122,222 (Classes 2 to 9)	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Certified Building Permit Application Fee for construction valued over $122,222 (Classes 2 to 9) of the estimated value of the building work	0.09%	1/07/2021	$0.00	$0.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Uncertified Building Permit Application Fee for construction valued under $34,375 (Classes 2 to 9)	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Uncertified Building Permit Application Fee for construction valued over $34,375 (Classes 1 or 10) of the estimated value of the building work	0.32%	1/07/2021	$0.00	$0.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Demolition Permit Class 1 or 10 buildings or incidental structure	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Demolition Permit Class 2 to 9 building	Minimum Fee/Per storey	1/07/2021	$110.00	$110.00	No GST	Section 16(l) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Application to extend the time during which a building or demolition permit has effects. 32(3) (f)	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 32(3)(f) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Occupancy Permit Completed Buildings (s.46)	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 46 of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Occupancy Permit for a temporary occupancy permit for an incomplete building (s. 47)	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 47 of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Occupancy Permit for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 48 of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Occupancy Permit - replacement occupancy permit for Permanent change of the buildings use, classification (s 49)	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 49 of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Application Occupancy Permit or Building Approval Certificates for registration of Strata Scheme, plan of re sub division (s. 50 (1) and (2)	Each strata Unit $11.60, minimum $115	1/07/2019	$115.00	$115.00	No GST	Section 50 (1) and (2) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Application for a Building Approval Certificate for a building in respect of which unauthorised work has not been done (s.51(2))	Minimum Fee $110.00 or 0.18% est value	1/07/2021	$110.00	$110.00	No GST	Section 51(2) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Application Building Approval Certificate for a building in respect of which unauthorised work has been done [s. 51(3)]	Minimum Fee $110.00 or 0.38% est value	1/07/2021	$110.00	$110.00	No GST	Section 51(3) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Application to replace an Occupancy Permit for an existing building [s. 52(1)]	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 52(1) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Application for a Building Approval for an existing building where unauthorised work has not been done (s.52(2))	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 52(2) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Application to extend the time during which an Occupancy Permit or Building approval certificate has effect [s.65 (3) (a)]	Minimum Fee	1/07/2021	$110.00	$110.00	No GST	Section 65(3)(a) of the Building Act 2011, Regulation 11 of the Building Regulations 2012, Schedule 2
Other applications - application as defined in regulation 31 (for each Building Standard in respect on which declaration is sought)		1/07/2018	$2,160.15	$2,160.15	No GST	Regulation 31 of the Building Regulations 2012, Schedule 2
10 Yr Battery Smoke Alarm Application		1/07/2018	$179.40	$179.40	No GST	Building Act 2011, Regulation 61(3)(b) of the Building Regulations 2012
GOVERNMENT FEES						
Building Commission Fee & Services Levy for Building or Demolition Permits for construction valued under $45,000 of the estimated value of the building work	Minimum Fee	1/07/2019	$61.65	$61.65	No GST	Department of Mines, Industry Regulation and Safety (DMIRS)
Building Commission Fee & Services Levy for Building or Demolition Permits for construction valued over $45,000 of the estimated value of the building work	0.137%	1/07/2018	$0.00	$0.00	No GST	Department of Mines, Industry Regulation and Safety (DMIRS)
Building Commission Fee & Services Levy for Occupancy Permits regardless of the estimated value of the building work Section 47, Section 49, Section 50, Section 52	Minimum Fee	1/07/2019	$123.00	$123.00	No GST	Department of Mines, Industry Regulation and Safety (DMIRS)
Building Commission Fee & Services Levy for Building Approval Certificates regardless of the estimated value of the building work	Minimum Fee	1/07/2018	$61.65	$61.65	No GST	Department of Mines, Industry Regulation and Safety (DMIRS)
Building Commission Fee & Services Levy for Unauthorised Building Work for construction valued under $45,000	Minimum Fee	1/07/2018	$61.65	$61.65	No GST	Department of Mines, Industry Regulation and Safety (DMIRS)
Building Commission Fee & Services Levy for Unauthorised Building Work for construction valued over $45,000 Section 51	0.274%	1/07/2019	$0.00	$0.00	No GST	Department of Mines, Industry Regulation and Safety (DMIRS)
Construction Training Fund Levy (previously BCITF) for construction value over $20,000	0.2% of estimated cost	1/07/2018	0.2% of estimated cost	0.2% of estimated cost	No GST	Section 5 of the Building and Construction Industry Training Levy Act 1990
PROFESSIONAL ADVICE FEES BY THE CITY of MELVILLE						
Professional advice or services from a Qualified Building Surveyor, Environmental Health Officer, Planning Officer or Officers from Technical Services/Compliance Services.	Per Hour	1/07/2018	$120.00	$120.00	No GST	Department Mines, Industry Regulation and Safety (DMIRS)
VERGE FEES AND BONDS						
All BA's (Exceeding $20,000), swimming pools and demolitions		1/07/2008	$1,900.00	$1,900.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law 2014
Set down material on verge, to move into the site		1/07/2018	$75.00	$75.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law 2014
Verge Permit	Minimum fee $110.00 plus calculated at $1 Per m2 Per month	1/07/2021	$110.00	$110.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law 2014
*** SWIMMING POOLS - INSPECTIONS**						
Initial pool inspection fee		21/06/2024	$312.00	$312.00	No GST	Building Act 2011, Sub Regulation 53A(2) of the Building Regulations 2012
Annual Inspection Fee		1/07/2025	$51.00	$63.00	No GST	Building Act 2011, Regulation 53(2)(b) of the Building Regulations 2012
Inspection at the request of others E.g. Purchaser demolition and decommissioning inspections		1/07/2025	$51.00	$63.00	No GST	Building Act 2011, Regulation 53(2)(b) of the Building Regulations 2012
COPIES OF BUILDING PLANS						
Copies of Permits, Building Approval Certificates (s.129 Building Act 2011)		1/07/2021	$33.00	$33.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Copies of Building Records to an interested Person (s.131 Building Act 2011)		1/07/2021	$110.00	$110.00	GST Inc.	Section 6.16 of the Local Government Act 1995
Retrieval fee for building plans stored offsite		1/07/2010	$25.00	$25.00	GST Inc.	Section 6.16 of the Local Government Act 1995

PLANNING SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
PLANNING APPLICATIONS						
Planning Applications (including applications for which discretion under the R Codes is required)						
<= $50,000		1/07/2016	$147.00*	$147.00*	No GST	Planning and Development Act 2005
>$50,000 - <= $500,000		1/07/2016	0.32% of the cost of development*	0.32% of the cost of development*	No GST	Planning and Development Act 2005
> $500,000 - <= $2.5 million		1/07/2016	$1,700.00+ 0.257% for every $1 in excess of $500,000*	$1,700.00+ 0.257% for every $1 in excess of $500,000*	No GST	Planning and Development Act 2005
> $2.5 million - <= $5 million		1/07/2016	$7,161.00+ 0.206% for every $1 in excess of $2.5 million*	$7,161.00+ 0.206% for every $1 in excess of $2.5 million*	No GST	Planning and Development Act 2005
> $5 million - <= $21.5 million		1/07/2016	$12,633.00+ 0.123% for every $1 in excess of $5 million*	$12,633.00+ 0.123% for every $1 in excess of $5 million*	No GST	Planning and Development Act 2005
> $21.5 million		1/07/2016	$34,196.00*	$34,196.00*	No GST	Planning and Development Act 2005
Written advice that a proposal complies with the R-Codes, LPS6, policy and does not require Planning Approval per hour rate	100% of Planning Fee	1/07/2012	$73.00*	$73.00*	No GST	Section 6.16 of the Local Government Act 1995

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Determining an application to amend or cancel development approval <= $50,000			$147.00	$147.00	No GST	Planning and Development Regulations 2009
Determining an application to amend or cancel development approval > $50,000			$295.00	$295.00	No GST	Planning and Development Regulations 2009
Change of Use		1/07/2016	$295.00	$295.00	No GST	Planning and Development Act 2005
Change of Use - Development Application where works or use have already commenced		1/07/2016	$895.00	$895.00	No GST	Planning and Development Act 2005
Amendment to Approved Application		1/07/2016	Minimum fee of $147 up to a maximum of 50% of the original fee as determined by the Manager of Statutory Planning	Minimum fee of $147 up to a maximum of 50% of the original fee as determined by the Manager of Statutory Planning	No GST	Planning and Development Act 2005
Retrospective development applications		1/07/2016	The applicable fee plus, by way of penalty, twice that fee.	The applicable fee plus, by way of penalty, twice that fee.	No GST	Planning and Development Act 2005
Request for Deemed to Comply Check - Minor		15/02/2021	$73.00	$73.00	No GST	Planning and Development Act 2005
Request for Deemed to Comply Check - Standard		15/02/2021	$295.00	$295.00	No GST	Planning and Development Act 2005
Home Business - Application		1/07/2013	$222.00*	$222.00*	No GST	Planning and Development Act 2005
Retrospective Home Business		1/07/2012	$666* being the applicable application fee plus, by way, of penalty, twice that fee	$666* being the applicable application fee plus, by way, of penalty, twice that fee	No GST	Department Planning, Lands and Heritage (DPLH)
Restrictive Covenant Letter		1/07/2014	$66.00	$66.00	No GST	Section 6.16 of the Local Government Act 1995
GAMING PERMIT						
Single Day		1/07/2017	$149.00	$149.00	No GST	
Multiple Dates (more than 5 days in one calendar year)		1/07/2017	$303.00	$303.00	No GST	
Renewals- Multiple Dates (more than 5 days in one calendar year)		1/07/2017	$152.00	$152.00	No GST	
Additional cost if involving Licensed Premises (Council Approval)		1/07/2017	$337.00	$337.00	No GST	
For not for profit incorporated or community groups		1/07/2015	$75.00	$75.00	No GST	
Initial report, analysis and report to Council for Initiation		1/07/2017	$1,613.00	$1,613.00	No GST	
Gaming Act Certification		1/07/2017	$116.50	$116.50	No GST	
PAW/ROW/PRIVATE STREET CLOSURE REQUEST/ACCESS CLOSURE						
Advertising and further assessment following Council initiation. Finalisation and Council decision		1/07/2017	$1,301.00	$1,301.00	No GST	Section 6.16 of the Local Government Act 1995
HOUSE RE-NUMBERING REQUEST						
Where specifically for the benefit of the applicant		1/07/2017	$115.00	$115.00	No GST	Section 6.16 of the Local Government Act 1995
LIQUOR LICENCE SECTION 40						
Liquor Licence Section 40		1/07/2017	$128.00	$128.00	No GST	Section 6.16 of the Local Government Act 1995
FOR NOT FOR PROFIT INCORPORATED GROUPS SECTION 40						
For Not For Profit Incorporated Groups Section 40		1/07/2017	$65.00	$65.00	No GST	Section 6.16 of the Local Government Act 1995
PROPERTY CERTIFICATES - Zoning Certificate						
Zoning Certificate		1/07/2014	$73.00	$73.00	No GST	Section 6.16 of the Local Government Act 1995
Property Settlement Questionnaire		1/07/2014	$73.00	$73.00	No GST	Section 6.16 of the Local Government Act 1995
PUBLICATIONS						
LPS6 - Text & Scheme Map & Planning & Building Policies (Hardcopy) and plans	Per page (A4)	1/07/2017	$0.75	$0.75	No GST	Section 6.16 of the Local Government Act 1995
LPS6 - Text & Scheme Map & Planning & Building Policies (Hardcopy) and plans	Per page (A3)	1/07/2017	$1.05	$1.05	No GST	Section 6.16 of the Local Government Act 1995
Misc. Documents	Per page (A4)	1/07/2017	$0.75	$0.75	No GST	Section 6.16 of the Local Government Act 1995
Misc. Documents	Per page (A3)	1/07/2017	$1.05	$1.05	No GST	Section 6.16 of the Local Government Act 1995
SUBDIVISION CLEARANCE						
0-5 lots	Per lot	1/07/2013	$73.00	$73.00	No GST	Department Planning, Lands and Heritage (DPLH)
6-195 lots	Per lot	1/07/2013	$73.00 Per lot for the first five lots then $35.00 Per lot*	$73.00 Per lot for the first five lots then $35.00 Per lot*	No GST	Department Planning, Lands and Heritage (DPLH)
More than 195 lots		1/07/2013	$7,393.00*	$7,393.00*	No GST	Department Planning, Lands and Heritage (DPLH)
SCHEME AMENDMENTS, LOCAL DEVELOPMENT PLANS, ACTIVITY CENTRE AND STRUCTURE PLANS						
****Minor Text Only	Price on Application	1/07/2011	Price on Application*	Price on Application*	No GST	Planning and Development Act 2005, Regulation 48(1)(a) of the Planning and Development Regulations 2009
****Minor Text and Map	Price on Application	1/07/2011	Price on Application*	Price on Application*	No GST	Planning and Development Act 2005, Regulation 48(1)(a) of the Planning and Development Regulations 2009
****Major	Price on Application	1/07/2011	Price on Application*	Price on Application*	No GST	Planning and Development Act 2005, Regulation 48(1)(a) of the Planning and Development Regulations 2009
Cash In Lieu of Car Parking						
Cash In Lieu of Car Parking	Per bay	1/07/2015	$10,000.00 plus land valuation	$10,000.00 plus land valuation	No GST	Section 6.16 of the Local Government Act 1995 Car Parking Strategy

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Certificate of Approval for a Strata Plan re Subdivision or Consolidation						
0 - 5 lots	Per lot	1/07/2012	$656.00 & $65.00	$656.00 & $65.00	No GST	Department Planning, Lands and Heritage (DPLH)
6 - 100 lots	Per lot	1/07/2012	$981.00 & $43.50	$981.00 & $43.50	No GST	Department Planning, Lands and Heritage (DPLH)
100 + lots		1/07/2012	$5,113.50	$5,113.50	No GST	Department Planning, Lands and Heritage (DPLH)
NOTE:						
* The fee charge will be calculated as per the maximum fee prescribed under the Planning Regulations 2009 and the WAPC Planning Bulletin 93/2014. The planning bulletin is released July each year.						
** The fee charge will be calculated as per Planning and Development (Development Assessment Panels) Amendment Regulations 2014. The fees are released on 1 August each year.						
*** The fee charge will be calculated as per the Planning and Development Act 2005 and the Strata Titles Act 1985 and the associated Regulations. The fees are released on 1 August each year.						
**** The fee charge will be calculated in accordance with regulation 48 of the Planning and Development Regulations 2009.						

RANGER SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Parking and Vehicles						
Applecross Precinct						
Sleat Road On Street Parking	First hour free, Per hour thereafter (8am-6pm)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Forbes Road On Street Parking	First hour free, Per hour thereafter (8am-6pm)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Kishorn Road On Street Parking	First hour free, Per hour thereafter (8am-6pm)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Moreau Mews On Street Parking	First hour free, Per hour thereafter (8am-6pm)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
First Avenue On Street Parking	First hour free, Per hour thereafter (8am-6pm)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Canning Beach Road On Street Parking	First hour free, Per hour thereafter (8am-6pm)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Moreau Mews Off Street Parking	First hour free, Per hour thereafter (8am-6pm)	1/07/2025	$1.70	$2.20	GST Inc.	Parking Local Law 2023
Moreau Mews Off Street Parking	Maximum All Day (8am-6pm)	1/07/2025	$8.50	$9.50	GST Inc.	Parking Local Law 2023
Canning Bridge Library Carpark	First 3 hours free, Per hour thereafter (8am-10pm Mon-Sat)	1/07/2025	$3.00	$3.50	GST Inc.	Parking Local Law 2023
Raffles Underground Carpark	First hour free, Per hour thereafter (8am-10pm Mon - Sun)	1/07/2025	$1.70	$2.20	GST Inc.	Parking Local Law 2023
Raffles Underground Carpark	Maximum All Day (8am-10pm Mon-Sun)	1/07/2025	$8.50	$9.50	GST Inc.	Parking Local Law 2023
Aurora Parking Station (3 Kintail Road Applecross)	First hour free, Per hour thereafter (6am-6pm Mon - Sun)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Aurora Parking Station (3 Kintail Road Applecross)	Overnight flat rate (12.00am to 6.00 am)	1/07/2025	$6.00	$7.00	GST Inc.	Parking Local Law 2023
Sabina Parking Station (3 Kintail Road Applecross)	First hour free, Per hour thereafter (6am-6pm Mon - Sun)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Sabina Parking Station (3 Kintail Road Applecross)	Overnight flat rate (12.00am to 6.00 am)	1/07/2025	$6.00	$7.00	GST Inc.	Parking Local Law 2023
788, 790, 792 and 794 Canning Hwy Parking Station	Flat Fee (Monday – Friday) 8:00AM – 5:00PM	1/07/2025	$0.00	$5.00	GST Inc.	Parking Local Law 2023
788, 790, 792 and 794 Canning Hwy Parking Station adjacent verges	4hr fee free $5 flat rate thereafter (Monday – Friday) 8:00AM – 5:00PM	1/07/2025	$0.00	$5.00	GST Inc.	Parking Local Law 2023

CONFIRMED

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Mount Pleasant Precinct						
Ogilvie Road On Street Parking	First hour free, Per hour thereafter (8am-6pm Mon-Sat)	1/07/2025	$3.00	$3.50	GST Inc.	Parking Local Law 2023
Kishorn Road On Street Parking	First hour free, Per hour thereafter (8am-6pm Mon-Sat)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
The Esplanade On Street Parking	First hour free, Per hour thereafter (8am-6pm Mon-Sat)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
The Precinct (Ogilvie Road Carpark)	First hour free, Per hour thereafter (8am-6pm Mon-Sun)	1/07/2025	$1.70	$2.20	GST Inc.	Parking Local Law 2023
The Precinct (Ogilvie Road Carpark)	Maximum All Day (8am-6pm Mon-Sun)	1/07/2025	$8.50	$9.50	GST Inc.	Parking Local Law 2023
Apex Parking Station	First hour free, Per hour (8am-6pm Mon-Fri)	1/07/2025	$1.70	$2.20	GST Inc.	Parking Local Law 2023
Apex Parking Station	Maximum All Day (8am-6pm Mon-Fri)	1/07/2025	$8.50	$9.50	GST Inc.	Parking Local Law 2023
The Esplanade Off Street Parking	First hour free, Per hour (8am-6pm Mon-Fri)	1/07/2025	$1.70	$2.20	GST Inc.	Parking Local Law 2023
The Esplanade Off Street Parking	Maximum All Day (8am-6pm Mon-Fri)	1/07/2025	$8.50	$9.50	GST Inc.	Parking Local Law 2023
The Esplanade On Street Parking (between Hawkins Street and Queens Road)	First two hours free, Per hour thereafter (7am-6pm Mon-Sun)	1/07/2025	$2.30	$2.80	GST Inc.	Parking Local Law 2023
Riseley Precinct						
Kearns Crescent On Street Parking	First 3 hours free, Per hour thereafter (8am-6pm Mon-Sat)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Kearns Crescent East On Street Parking	First 3 hours free, Per hour thereafter (8am-6pm Mon-Sat)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Simpson Street Parking Station	First 3 hours free, Per hour thereafter (8am-6pm Mon-Sat)	1/07/2025	$1.70	$2.20	GST Inc.	Parking Local Law 2023
Simpson Street Parking Station	Maximum All Day (8am-6pm Mon-Sat)	1/07/2025	$4.25	$5.25	GST Inc.	Parking Local Law 2023
Willcock Street Parking Station	First 3 hours free, Per hour thereafter (8am-6pm Mon-Sat)	1/07/2025	$1.70	$2.20	GST Inc.	Parking Local Law 2023
Willcock Street Parking Station	Maximum All Day (8am-6pm Mon-Sat)	1/07/2025	$4.25	$5.25	GST Inc.	Parking Local Law 2023
Fiona Stanley Precinct						
Barry Marshall On Street Parking	First hour free, Per hour thereafter (8am-6pm Mon-Sun)	1/07/2025	$2.30	$2.80	GST Inc.	Parking Local Law 2023
Robin Warren On Street Parking	First hour free, Per hour thereafter (8am-6pm Mon-Sun)	1/07/2025	$2.30	$2.80	GST Inc.	Parking Local Law 2023
Winch Way On Street Parking	First hour free, Per hour thereafter (8am-6pm Mon-Sun)	1/07/2025	$2.30	$2.80	GST Inc.	Parking Local Law 2023
Fiona Wood Drive On Street Parking	First hour free, Per hour thereafter (8am-6pm Mon-Sun)	1/07/2025	$2.30	$2.80	GST Inc.	Parking Local Law 2023
Jennalup Street On Street Parking	First hour free, Per hour thereafter (8am-6pm Mon-Sun)	1/07/2025	$2.30	$2.80	GST Inc.	Parking Local Law 2023
Boat Ramps						
Point Walter Parking Station, Bicton	First hour free, Vehicles with trailers or trailers only. Per hour (7am-6pm Mon-Sun)	1/07/2025	$2.20	$2.70	GST Inc.	Parking Local Law 2023
Point Walter Parking Station, Bicton	Maximum All Day, Vehicles with trailers or trailers only (7am-6pm Mon-Sun)	1/07/2025	$12.00	$13.00	GST Inc.	Parking Local Law 2023
Deep Water Point Parking Station, Mount Pleasant	First two hours free, all vehicles. Per hour (7am-6pm Mon-Sun)	1/07/2025	$2.30	$2.80	GST Inc.	Parking Local Law 2023
Deep Water Point Parking Station, Mount Pleasant	Maximum All Day, all vehicles (7am-6pm Mon-Sun)	1/07/2025	$12.00	$13.00	GST Inc.	Parking Local Law 2023

CONFIDENTIAL

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
General Parking						
ACROD Permit Holders Parking	Applicable within all paid parking locations within Melville	1/07/2019	$0.00	$0.00	No GST	Parking Local Law 2023
DVA TPI Gold Card Holders Parking Permit (Maximum 1 Per holder)	Applicable within all paid parking locations within Melville	1/07/2019	$0.00	$0.00	No GST	Parking Local Law 2023
Parking Facility Annual Boat Ramp Voucher Valid Mon-Fri (except Public Holidays) - Only available to Senior Card Holders and Pensioners residing in City of Melville	Applicable to Point Walter Parking Station and Deep Water Point Parking Station	1/07/2016	$100.00	$100.00	GST Inc.	Parking Local Law 2023
Parking Permit Replacement Fee		1/07/2016	$25.00	$25.00	GST Inc.	Parking Local Law 2023
City of Melville Number Plates		1/07/2015	$220.00	$220.00	GST Inc.	
Work Zone Fee	Per bay, Per day	1/07/2017	$8.50	$8.50	GST Inc.	Parking Local Law 2023
General						
Recovery of any costs associated with damages / offences against Local Laws or impounded vehicles/goods (e.g. Solicitors, signage, line-marking)		1/07/2015	$800.00	$800.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law 2014
Recovery of Impounded vehicles/Goods		1/07/2018	$55.00	$55.00	GST Inc.	Activities in Thoroughfares, Public Places and Trading Local Law 2014
Towage Fees	Full Recovery plus 10%	1/07/2019	$0.00	Full Recovery plus 10%	GST Inc.	Activities in Thoroughfares, Public Places and Trading Local Law 2014
Storage Fee - Motor Vehicle	Per part or full day	1/07/2015	$20.00	$20.00	GST Inc.	Activities in Thoroughfares, Public Places and Trading Local Law 2014
Storage Fee - Other Goods	Per sqm Per part or full day, max $20/day	1/07/2015	$2.00	$2.00	GST Inc.	Activities in Thoroughfares, Public Places and Trading Local Law 2014
Impounding Fee (Abandoned Shopping Trolleys)		1/07/2015	$75.00	$75.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law 2014
Installation of firebreak - residential lot	Full Recovery plus 20%	1/07/2015	Full Recovery plus 10%	Full Recovery plus 20%	GST Inc.	Local Law Relating to Firebreaks
Impounding of illegal signs		1/07/2015	$120.00	$120.00	No GST	Activities in Thoroughfares, Public Places and Trading Local Law 2014
Animal Control/Impoundment						
Release of impounded registered dog during pound hours		1/07/2015	$65.00	$65.00	No GST	Local Law Relating to Dogs
Release of impounded registered dog outside of pound hours		1/07/2015	$100.00	$100.00	No GST	Local Law Relating to Dogs
Release of impounded unregistered dog outside of pound hours		1/07/2015	$150.00	$150.00	No GST	Local Law Relating to Dogs
Release of impounded unregistered dog during pound hours		1/07/2015	$95.00	$95.00	No GST	Local Law Relating to Dogs
Euthanasia for a dog		1/07/2025	$238.00	$250.00	GST Inc.	Local Law Relating to Dogs
Dangerous dog declaration fee		1/07/2025	$0.00	$60.00	No GST	Dog Act 1976
Surrender fee		1/07/2025	$0.00	$100.00	GST Inc.	Dog Act 1976
Sustenance & Maintenance of a dog in a pound	Per day	1/07/2025	$20.00	$25.00	No GST	Local Law Relating to Dogs
Licence to keep approved kennel establishment	Initial fee	1/07/2015	$100.00	$100.00	No GST	Local Law Relating to Dogs
Renewal licence to keep approved kennel establishment	Per year	1/07/2015	$60.00	$60.00	No GST	Local Law Relating to Dogs
Property inspection fee - Housed Dangerous Dog	Per year	1/07/2024	$100.00	$100.00	No GST	Local Law Relating to Dogs
Property inspection fee - Application to keep more than prescribed number of dogs	Per year	1/07/2024	$100.00	$100.00	No GST	Local Law Relating to Dogs
Release of impounded cat		1/07/2025	$50.00	$65.00	No GST	Cat Act 2011
Release of impounded registered cat outside of pound hours		1/07/2025	$0.00	$100.00	No GST	Cat Act 2011
Sustenance and pound cost of impounded cat	Per day	1/07/2015	$25.00	$25.00	No GST	Cat Act 2011
Licence to breed cats	Initial fee	1/07/2024	$100.00	$100.00	No GST	Cat Act 2011
Renewal licence to breed cats	Per year	1/07/2024	$100.00	$100.00	No GST	Cat Act 2011
Property inspection fee - Cat Breeder premises	Per year	1/07/2024	$100.00	$100.00	No GST	Cat Act 2011
Property inspection fee - Application to keep more than the prescribed number of cats	Per year	1/07/2024	$100.00	$100.00	No GST	Cat Act 2011

SECURITY SERVICES

Fee Description	Unit of Cost/%	Effective Date	Prior Year Rate 24-25	New Year Rate 25-26	GST	Narration/Ref
Property Surveillance and Security Charge		1/07/2025	$62.00	$67.00	No GST	Section 6.38(1) of the Local Government Act 1995, Regulation 54(a) of the Local Government (Financial Management) Regulations 1996
Alarm Responses						
Call out including first 20 minutes on site		1/07/2022	$60.00	$60.00	GST Inc.	Local Law(D) Section 6.16 of the Local Government Act 1995
Greater than 20 minutes on site (and every 30 minutes thereafter)		1/07/2022	$80.00	$80.00	GST Inc.	Local Law(D) Section 6.16 of the Local Government Act 1995
Unsecure Building						
First 20 minutes on site		1/07/2022	$60.00	$60.00	GST Inc.	Local Law(D) Section 6.16 of the Local Government Act 1995
Greater than 20 minutes on site (and every 30 minutes thereafter)		1/07/2022	$80.00	$80.00	GST Inc.	Local Law(D) Section 6.16 of the Local Government Act 1995
Unlock / Lock of Building		1/07/2022	$60.00	$60.00	GST Inc.	Local Law(D) Section 6.16 of the Local Government Act 1995

CONFIRMED

Proposed Capital Works Program 2025-26 with Estimated Future Cashflow

					$60,497,985	-$11,917,179	$94,516,502	-$22,175,000
Programme	Project Code/ Accounts Number	Project Description	Project Narration	Suburb	Proposed Total Expenditure 25/26 (incl c/f) $	Proposed Total Income 25/26 (incl c/f) $	Estimated Future Cash Outflow $	Estimated Future Cash Inflow $
Buildings	BCR01924	Additional Minor Capital Renewal	Additional Minor Capital Renewal	Various	$100,000	$0	$0	$0
Buildings	BCR04061	Public Toilet Renewal - Bicton Baths	Public toilet renewal at Bicton Baths	Bicton	$759,788	$0	$0	$0
Buildings	BCR05116	Aircon Renewal Program 25-26	Airconditioning replacement program - replacement of old R22 Gas systems & renewal in line with condition audits	Various	$150,000	$0	$0	$0
Buildings	BCR05118	Building Audit Renewal 25-26	Building renewal as per Inspection and Audit program	Various	$150,000	$0	$0	$0
Buildings	BCR05119	Distribution Board Renewal 25-26	Distribution Board renewal program to upgrade Site Main Switchboards in line with current standards and sustainability initiatives	Various	$100,000	$0	$0	$0
Buildings	BCR05120	Floor Sanding Program 25-26	Sand and seal hardwood/ parquetry floors to various sites including LeisureFit Melville, Willagee Community Hall and Blue Gum Recreation Centre	Various	$50,000	$0	$0	$0
Buildings	BCR05121	Hot Water System Replacements 25-26	Hot water system replacement program	Various	$35,000	$0	$0	$0
Buildings	BCR05123	Roof Renewal - Various Buildings 25-26	Major roof and storm water renewal identified by contractors while undertaking maintenance works. Sites tbc	Various	$80,000	$0	$0	$0
Buildings	BCR05230	Civic Centre - Office Refurbishment St 2	Funding for Stage 2 Construction for refurbishment of Environment & Infrastructure and Procurement office areas as per Business Case. Deferred from 2023-24	Booragoon	$100,000	$0	$0	$0
Buildings	BCR05241	Civic Centre HVAC Replacement	Design and Construction of replacement chiller compound to accommodate Westfield Booragoon redevelopment and replacement of HVAC equipment.	Booragoon	$147,257	$0	$0	$0
Buildings	BCR05315	LeisureFit Booragoon - Refurb (Construct	Construction costs associated with Replacement Leisure pool and refurbishment of existing 50m pool, Includes improved change/toilet facilities, replacement HVAC system and improved disability access	Booragoon	$250,000	$0	$0	$0
Buildings	BCR05758	Applecross Tennis Club Refurbishment	Applecross Tennis Club - Renew kitchen and toilet facilities (ladies, gents and accessible toilet) including ceilings. Replace all appliances, fittings, cabinetry, floor and wall tiling and ceilings. Deferred from 24-25	Applecross	$250,000	$0	$0	$0
Buildings	BCR06133	Tivoli Theatre - Refurbishment	Tivoli Theatre - Dressing room refurbishment (floors, repaint, replace carpets, install storage), Kitchen upgrade (new appliances, replace cabinetry, remove gas), External signage, Stairs to be made compliant. Architectual design required. Deferred from 24-25	Applecross	$300,000	$0	$0	$0
Buildings	BCR06169	LeisureFit Booragoon- SPA & Sauna	Minor refurbishment works on LeisureFit Booragoon Health Lounge / Spa Room HVAC renewal, and retiling, repainting ceiling replacement.	Booragoon	$267,494	$0	$0	$0
Buildings	BCR06276	Kardinya Community Hall - Air Con	Kardinya Community Hall - install new air conditioning system. Currently no existing air con for building. Consultant required to assess capacity in switchboard, if upgrade needed project will be deferred	Various	$120,000	$0	$0	$0
Buildings	BCR06289	Point Walter Golf - Roof Sheeting	Point Walter Golf Clubrooms Pro Shop - replace roof sheeting of main hall and the golfers hut/walkway as fibreglass is breaking down. Treat any corrosion of steel roof support beams and associated infrastructure	Bicton	$130,000	$0	$0	$0
Buildings	BCR06290	Willagee Boy Scouts - Refurb Kitchen/Toilets	Willagee Scouts kitchen & toilet refurbishment; includes benches, basins, towel racks, mirrors, level floors with rest of building, tiles, cisterns and repaint walls, doors, doorframes and ceilings. Recarpet 2 West end storerooms. Storage for garage and West storerooms	Willagee	$0	$0	$0	$0
Buildings	BCR06367	Applecross Tennis Club - Roof Drainage	Applecross Tennis soakwell failure, investigation revealed tennis courts 13 & 14 trench grate failure. Site is in a floodplain and water levels cause paving subsidence. Department of Biodiversity & Cultural Attractions approval provided	Applecross	$90,000	$0	$0	$0
Buildings	BCR06369	Melville Civic Centre 2nd Floor Balcony	Melville Civic Centre - Second floor balcony replace existing floor/slab. Stage 2. Floor replacement, asbestos removal & wall repairs. Causing internal leaks to ceilings and walls. Architectural design 24-25 and project funding in 25-26	Booragoon	$350,000	$0	$0	$0
Buildings	BCR06518	Southern Districts Senior Citizens - Air Con	Southern Districts Senior Citizens Centre - install new air conditioning, remove non compliant bar heaters in dining room (some rooms without either heating or cooling). Refer to Aust. HVAC Services Aircon Review	Willagee	$100,000	$0	$0	$0
Buildings	BCR06530	Mt Pleasant Bowling Club - Toilet Refurb	Mt Pleasant Bowling Club - Refurbishment of male toilets to include partitioned urinals and modernisation of space, e.g. fixtures and fittings, tiling, paint & lighting	Mount Pleasant	$70,000	$0	$0	$0

Proposed Capital Works Program 2025-26 with Estimated Future Cashflow

					$60,497,985	-$11,917,179	$94,516,502	-$22,175,000
Programme	Project Code/ Accounts Number	Project Description	Project Narration	Suburb	Proposed Total Expenditure 25/26 (incl c/f) $	Proposed Total Income 25/26 (incl c/f) $	Estimated Future Cash Outflow $	Estimated Future Cash Inflow $
Buildings	BCR06536	Sewer Line Renewal 25-26	Sewerage line renewal and replacement identified as a result of blockages, pump failures etc.	Various	$50,000	$0	$0	$0
Buildings	BCR06537	Asbestos Removal Program 25-26	Continuation of Asbestos removal program in City's Building Portfolio	Various	$200,000	$0	$0	$0
Buildings	BCR06544	Operations Distribution Board Upgrade	Operations Centre site main switch board upgrade to suit higher demand for EV charging/ sustainability requirements. Western Power upgrade required (currently 12 month minimum wait time on Western Power projects.)	Murdoch	$250,000	$0	$0	$0
Buildings	BCR06548	LeisureFit Melville - Mortar Repairs	Cracking mortar throughout facility - budget to cover Structural Engineer and make good works	Melville	$25,000	$0	$0	$0
Buildings	BCR06549	Operations Centre - Kitchen Refurbishment	Operations Centre kitchen requires new cabinetry, tiling, paint and fixture/ fittings	Murdoch	$30,000	$0	$0	$0
Buildings	BCR06550	LeisureFit Booragoon - Flooring	LeisureFit Booragoon - flooring replacement throughout Gym. Vinyl to be replaced in the RPM room and Wellness studio including moisture barrier (est $65k), gym carpet and weight room flooring to be replaced (est $75k)	Booragoon	$140,000	$0	$0	$0
Buildings	BCR06552	LeisureFit Booragoon - Wellness Studio AC	Replace 3 x cassette units in Wellness Studio ceiling - Units are at end of life	Booragoon	$48,000	$0	$0	$0
Buildings	BCR06553	Building Management Systems (BMS) Upgrades	Replace control gear across various sites due to aging parts becoming unavailable. Proposed sites include Operations Centre, LeisureFit Melville and Bull Creek Library & Community Hall	Various	$0	$0	$0	$0
Buildings	BCR06554	Blue Gum Tennis - Toilet Refurb	Refurbish Toilets at Blue Gum Tennis Club - Toilet facilities are at end of life	Brentwood	$65,000	$0	$0	$0
Buildings	BCR06558	Goolugatup Heathcote - Clock Tower Rectification	Goolugatup Heathcote Clock Tower - rectification works including 6 sash windows for replacement	Applecross	$250,000	$0	$0	$0
Buildings	BCR06568	Gas Disconnection Program - Stage 2	Second stage of swapping out aged gas services assets/ appliances to electric. Stove tops, hot water systems, etc.	Various	$50,000	$0	$0	$0
Buildings	BCR06569	Fire Detection Upgrades - Buildings TBC	Funding to improve fire detection systems across City-staffed sites. Scope to include Fire Indicator Panel, smoke and thermal detection, Department of Fire and Emergency Services connection and Emergency Warning & Intercom System	Various	$50,000	$0	$0	$0
Buildings	BCR06597	Public Toilet Renewal - Mt Henry Reserve	Public toilet renewal at Mount Henry Reserve	Mount Pleasant	$0	$0	$0	$0
Buildings	BCR06635	Tompkins Park Concourse Glass doors	Tompkins Park concourse/North East double glass doors. Doors onto patio from function/bar area are end of life, corroded. Have been repaired and holding, but need replacing	Alfred Cove	$50,000	$0	$0	$0
Buildings	BCR06663	Goolugatup Heathcote Site - Asset Management Plan	Goolugatup Heathcote Site - Asset Management Plan and building inspection	Applecross	$150,000	$0	$0	$0
Buildings	BLD04515	DAIP Upgrade Program 25-26	Upgrade disability access to City buildings in line with business case for DAIP upgrade program. Sites to include Kardinya, Bicton and Brentwood child health facilities plus Bicton Scouts. Deferred from 24-25	Various	$200,000	$0	$0	$0
Buildings	BLD04665	Changeroom Upgrade - Len Shearer	Funding for design and construction of the changeroom upgrade at Len Shearer Reserve	Booragoon	$50,000	-$850,000	$3,263,840	-$250,000
Buildings	BLD04936	Men's Shed Modifications	Modifications to Hayden Court property to accommodate Men's Shed. Unit 1, 12 Hayden Court, Myaree	Myaree	$600,000	$0	$176,215	$0
Buildings	BLD05186	Operations Centre - Office Refurbishment	Funding for Design for the refurbishment works to Operations Centre to increase seating capacity. Incorporates SES relocation	Murdoch	$20,000	$0	$0	$0
Buildings	BLD05201	Atwell House/ Gallery Redevelopment St 2	Funding for detailed design for Atwell House and Gallery Redevelopment (Melville Community Arts). As per Business Case	Alfred Cove	$300,000	$0	$4,261,906	-$1,400,000
Buildings	BLD05204	Southside BMX Facilities	Funding for Design and Construction for Southside BMX Facilities at Bob Gordon Reserve.	Bull Creek	$225,982	$0	$0	$0
Buildings	BLD06242	Tompkins Park Redevelopment 3B (Design)	Funding for Tompkins Park Stage 3B various external upgrade works - detailed design and tender	Alfred Cove	$450,000	$0	$5,576,337	$0
Buildings	BLD06261	Renewable Energy Projects (P)	Installation of PV, Battery energy storage systems and electric vehicle charging infrastructure. Proposed sites Civic Centre, Operations Centre and Point Walter	Various	$1,190,147	-$514,910	$0	$0
Buildings	BLD06294	Blue Gum Community Centre Redevelopment	Continuation of funding for construction for Blue Gum Community Centre Redevelopment. Includes nature play area	Mount Pleasant	$318,169	$0	$3,210,516	$0
Buildings	BLD06296	Changeroom Upgrade - Troy Park	Funding for detailed design of changeroom upgrade at Troy Park, Attadale. Final estimate pending	Attadale	$500,000	-$250,000	$2,500,000	-$750,000
Buildings	BLD06313	Renewable Energy Projects	Continuation of rollout program of Solar PV and Battery energy storage systems to City buildings. Proposed sites are Civic Centre, Operations Centre and Point Walter	Various	$265,000	$0	$0	$0

Proposed Capital Works Program 2025-26 with Estimated Future Cashflow

					$60,497,985	-$11,917,179	$94,516,502	-$22,175,000
Programme	Project Code/ Accounts Number	Project Description	Project Narration	Suburb	Proposed Total Expenditure 25/26 (incl c/f) $	Proposed Total Income 25/26 (incl c/f) $	Estimated Future Cash Outflow $	Estimated Future Cash Inflow $
Buildings	BLD06339	Operations Centre - Office Refurbishment	Construction funding for Operations Centre office refurbishment works to increase seating capacity. Incorporates SES relocation	Murdoch	$100,000	$0	$0	$0
Buildings	BLD06545	Piney Lakes Eco Hub - Detailed Design	A concept design for the refurbishment of Eco Hub has been undertaken. Undertake detailed design and schematic design for construction	Winthrop	$150,000	$0	$0	$0
Buildings	BLD06546	Energy Efficiency Program	Continuation of energy efficiency and electrification projects across City buildings	Various	$100,000	$0	$0	$0
Buildings	BLD06547	EV Charging Infrastructure Program	Design, supply and install EV Charging Infrastructure at Operations Centre for Net Zero Fleet Transition	Murdoch	$250,000	-$100,000	$0	$0
Buildings	BLD06555	LeisureFit Booragoon - Outdoor Spray Park	LeisureFit Booragoon - Replacement of outdoor spray park due to existing asset being at end of life. To include replacement of softfall and shade sails	Booragoon	$350,000	$0	$0	$0
Buildings	BLD06565	LeisureFit Booragoon - Staff Facilities	LeisureFit Booragoon - Refurbish staff facilities including changerooms, administration area, lunch and meeting rooms, kitchen design only.	Booragoon	$350,000	$0	$0	$0
Buildings	BLD06590	Changeroom Upgrade - Beasley Reserve	Funding for detailed design of changeroom upgrade at Beasley Reserve, Leeming	Leeming	$400,000	-$500,000	$3,656,335	-$1,500,000
Buildings	BLD06591	New Library Cultural Centre	Continuation of funding for detailed design of new Library Cultural Centre	Booragoon	$2,200,000	$0	$57,223,461	-$15,000,000
Buildings	BLD06592	Changeroom Upgrade - Leeming Rec Centre	Funding for construction of changeroom upgrade at Leeming Recreation Centre, Leeming. To include new lighting	Leeming	$1,200,000	$0	$0	$0
Buildings	BLD06593	Changeroom Upgrade - Karoonda Reserve	Funding for construction of changeroom upgrade at Karoonda Reserve, Booragoon	Booragoon	$1,500,000	-$100,000	$87,402	$0
Buildings	BLD06594	Changeroom Upgrade - Morris Buzacott	Funding for construction of changeroom upgrade at Morris Buzacott Netball. Scope to be confirmed. Moved back to 2025-26/$950k CSRFF grant funding	Kardinya	$0	$0	$2,700,000	-$900,000
Buildings	BLD06604	31 Moreau Mews Demolition	Demolish and make good 31 Moreau Mews, Applecross.	Applecross	$136,056	$0	$0	$0
Buildings	BLD06606	Main Hall - Civic Centre	Civic Centre Main Hall - renewal/upgrade of lighting and sound equipment	Booragoon	$100,000	$0	$0	$0
Buildings	BLD06629	Embedded Network - Metering Upgrades	Sub-metering of leased and licensed areas to meet current legislation	Various	$100,000	$0	$0	$0
Buildings	BLD06645	Changeroom Upgrade - Winnacott Reserve	Funding for detailed design of changeroom upgrade at Winnacott Reserve, Willagee	Willagee	$300,000	-$325,000	$3,600,000	-$975,000
Buildings	BLD06704	Kardinya Netball - Morris Buzzacott	New storage and club room facility at Morris Buzacott Reserve (Netball)	Kardinya	$1,000,000	-$900,000	$0	$0
Buildings Total					$17,312,893	-$3,539,910	$86,256,012	-$20,775,000
Drainage	SWD04057	Pipe Relining 25-26 (P)	Pipe Relining as identified from the Pipe Inspection Surveys	Various	$500,000	$0	$0	$0
Drainage	SWD05130	City Wide Minor Drainage 25-26 (P)	Drainage funding to address unforeseen or emergency drainage renewals to existing infrastructure based on reported incidents	Various	$125,000	$0	$0	$0
Drainage	SWD05131	Gully Renewal 25-26	Renewal of gully pits	Various	$100,000	$0	$0	$0
Drainage	SWD05132	Stormwater AMP Implementation 25-26 (P)	Stormwater Asset Management Plan Implementation - Review of various locations identified in the systems review plan for potential inundation. Design & investigation only	Various	$80,000	$0	$0	$0
Drainage	SWD05133	Sump Fence Renewal 25-26 (P)	Renewal of fencing around sumps, potentially with art work and graffiti coating	Various	$150,000	$0	$0	$0
Drainage	SWD05658	City Wide Minor Design 25-26 (P)	Drainage funding to address unforeseen or emergency drainage designs to existing infrastructure based on reported incidents	Various	$30,000	$0	$0	$0
Drainage	SWD05945	Gully Infill Program Ongoing 25-26 (P)	Various areas, i.e. Mt Pleasant, Bicton and Attadale etc.	Various	$400,000	$0	$0	$0
Drainage	SWD05958	Drainage Works to Reduce Flooding	David Road Gully infill at various locations	Mount Pleasant	$235,000	$0	$0	$0
Drainage	SWD06611	Lot 374 Winthrop Drive Sump Civil Works	Construction budget for sump review project SWD06531	Winthrop	$0	$0	$0	$0
Drainage	SWD06612	Lou Stonham Sump Civil Works	Construction budget for sump review project SWD06532	Palmyra	$0	$0	$0	$0
Drainage	SWD06613	Leverburgh Street Sump Civil Works	Construction budget for sump review project SWD06533	Ardross	$0	$0	$0	$0
Drainage	SWD06614	16 Adrian Street Sump Civil Works	Construction budget for sump review project SWD06534	Palmyra	$0	$0	$0	$0
Drainage	SWD06643	Drainage Asset Renewal (P)	Drainage asset renewal to pits, pipes, pumps and sumps, etc	Various	$500,000	$0	$0	$0
Drainage Total					$2,120,000	$0	$0	$0
Environmental	ENV00568	Foreshore Restoration Program 22-23 (P)	Weed and Erosion Control as part of Foreshore Restoration Plan including Goolugatup Heathcote West project design and implementation. Part funded by Department of Biodiversity and Cultural Attractions	Various	$13,623	$0	$0	$0
Environmental			Various sections of foreshore restoration - Weed and Erosion Control as part of Restoration Plan	Various	$19,000	$0	$0	$0

Proposed Capital Works Program 2025-26 with Estimated Future Cashflow

					$60,497,985	-$11,917,179	$94,516,502	-$22,175,000
Programme	Project Code/ Accounts Number	Project Description	Project Narration	Suburb	Proposed Total Expenditure 25/26 (incl c/f) $	Proposed Total Income 25/26 (incl c/f) $	Estimated Future Cash Outflow $	Estimated Future Cash Inflow $
Environmental	ENV05125	Foreshore Restoration Program 25-26 (P)	Weed and Erosion Control as part of Foreshore Restoration Plan including The Esplanade/Queens Road, Blackwall Reach Riverwall, Point Walter old boat ramp monitoring and renourishment, Foreshore strategy review	Various	$540,000	$0	$0	$0
Environmental	ENV05153	Foreshore Restoration Program 24-25 (P)	Projects as per Foreshore Management Plan/s	Various	$200,000	$0	$0	$0
Environmental	ENV05665	ABC Reserve SCRUF (U24MV01)	Swan Canning Riverpark Urban Forest (SCRUF) project U24MV01 to revegetate Attadale Bushland Conservation (ABC) Reserve. Removal of existing pathway and regrading of beach foreshore	Attadale	$155,000	-$185,806	$0	$0
Environmental		ABC Reserve SCRUF U24MV01	SCRUF (Swan Canning Riverpark Urban Forest) project U24MV01 to revegetate Attadale Bushland Conservation (ABC) Reserve. Removal of existing pathway and regrading of beach foreshore.	Attadale	$9,000	$0	$0	$0
Environmental	ENV05675	Heathcote West RB P21MV01	Riverbank Grant for Heathcote West P21MV01	Applecross	$0	-$29,000	$0	$0
Environmental	ENV05814	Dyoondalup Koort Foreshore RB G24MV03	Riverbank Grant G24MV03 for Point Walter old boat ramp location. Dyoondalup Koort = Point Walter Heart	Bicton	$122,479	$0	$0	$0
Environmental	ENV06209	Attadale Alfred Cove Masterplan 25-26	Various works as outlined in the Attadale Alfred Cove Foreshore Masterplan	Various	$200,000	$0	$0	$0
Environmental	ENV06567	Point Waylen Viewing Area	As part of Attadale Alfred Cove Foreshore Master Plan and Point Waylen Redevelopment, in association with Department of Biodiversity & Cultural Attractions and election promise	Attadale	$145,000	-$145,000	$0	$0
Environmental	ENV06658	ABC Reserve SCRUF (U24MV01)	Swan Canning Riverpark Urban Forest (SCRUF) project U24MV01 to revegetate Attadale Bushland Conservation (ABC) Reserve. Removal of existing pathway and regrading of beach foreshore	Attadale	$45,000	$0	$0	$0
Environmental Total					$1,449,102	-$359,806	$0	$0
IRRIGATION	IRR03112	Irrigation Renewal Program 25-26 (P)	Various irrigation and bore renewal (Projects identified)	Various	$1,200,000	$0	$0	$0
IRRIGATION Total					$1,200,000	$0	$0	$0
Jetties, Boardwalks and Riverwalls	JET06509	Aquatic Marine Renewal - Various	Aquatic Marine Renewal - various works arising from the 2024 Aquatic Marine Audit	Various	$500,000	$0	$0	$0
Jetties, Boardwalks and Riverwalls	JET06646	Majestic Boardwalk (Construction)	Continuation of funding for construction for Majestic Close Boardwalk as per structural investigation	Applecross	$1,500,000	$0	$0	$0
Jetties, Boardwalks and Riverwalls Total					$2,000,000	$0	$0	$0
LIGHTING	LIG00790	Carpark Crossover Private Lighting 25-26	Renewal of lights within road and carpark space to retain whole of space integrity or meet new requirements	Various	$75,000	$0	$0	$0
LIGHTING	LIG03172	NEW Lighting Public Open Space 25-26 (P)	Parent for new Capital Lighting within Public Open Space	Various	$10,000	$0	$0	$0
LIGHTING	LIG04122	Active Reserve Floodlighting 24-25	Installation of Flood lighting to CoM active reserves in response to SPARS report and as identified in LTFP. Funding to be utilised at Tompkins Park Soccer, to install additional poles and upgrade to 100 Lux	Various	$147,525	$0	$0	$0
LIGHTING	LIG04595	Lighting Renewal Public Open Space 25-26	Renewal of lights within public open space to retain whole of space integrity	Various	$75,000	$0	$0	$0
LIGHTING	LIG05126	Active Reserve Floodlighting 25-26	Installation of Floodlighting to CoM active reserves in response to SPARS report and as identified in Long Term Financial Plan	Various	$150,000	$0	$0	$0
LIGHTING	LIG05888	Lighting - New PAW 25-26 (P)	Parent for Minor new Capital Lighting - Public Access Way etc.	Various	$50,000	$0	$0	$0
LIGHTING	LIG06298	The Esplanade Lighting Renewal 25-26	Continuation of funding - Light poles too near and/or under water along The Esplanade foreshore area need to be redesigned and replaced/ re-established with new lighting system	Various	$400,000	$0	$0	$0
LIGHTING Total					$907,525	$0	$0	$0
PARKS/FORESHORES	PIM00736	Ric Vosper Reserve	Election promise - Installation of electric community BBQ and picnic tables at Ric Vosper Reserve, Brentwood	Brentwood	$40,000	-$40,000	$0	$0
PARKS/FORESHORES	PIM00834	Goolugatup Heathcote Lower Development	Continued progression of the redevelopment of this section of land. Includes Phase 2 Yarning Circle (LRCI4)	Applecross	$200,000	-$744,218	$1,314,340	$0
PARKS/FORESHORES	PIM01071	NEW POS Barrisdale Road, Mt Pleasant	A new POS on the southern and court D of Mount Pleasant Bowling Club as per Council Item CD20/8140	Mount Pleasant	$20,000	$0	$0	$0
PARKS/FORESHORES	PIM02039	NAPS Furniture Renewal 24-25 (P)	Various Park furniture renewal as per asset data	Various	$75,000	$0	$0	$0
PARKS/FORESHORES	PIM03817	Whole of Park Renewal/Upgrade 24-25 (P)	Renewal of turf, drainage, planting, seating as required to bring entire park up to current fit-for-use public open space.	Various	$350,000	$0	$0	$0
PARKS/FORESHORES	PIM04590	Lake and Water Body Renewal 24-25 (P)	Improve the water quality and aesthetics of lakes, including water sensitive urban design principles (WSUD), planting, swales, removal of weed species etc	Not Applicable	$5,569	$0	$0	$0
PARKS/FORESHORES	PIM04631	Point Walter Golf Course Renewal	Point Walter Golf Course - staged renewal	Bicton	$75,000	$0	$0	$0

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PARKS/FORESHORES	PIM05329	Webber Reserve Redevelopment (Construct)	Funding for construction (implementation) of the masterplan outcomes as identified through ARIS	Willagee	$1,000,000	$0	$0	$0
PARKS/FORESHORES	PIM05743	Melville Bird Sanctuary	Implementation of the bird sanctuary	Alfred Cove	$30,736	$0	$0	$0
PARKS/FORESHORES	PIM05849	Canning Beach Pump House Reinstatement	Reinstatement of Canning Beach foreshore adjacent to Water Corporation pump house. 100% Developer funded (Riviera multi-storey development)	Applecross	$42,600	$0	$0	$0
PARKS/FORESHORES	PIM05893	NAPS Furniture Renewal 25-26 (P)	Various Park furniture replacement as per asset pick-up data	Various	$100,000	$0	$0	$0
PARKS/FORESHORES	PIM05898	NAPS Structures Renewal Program 25-26(P)	Various Park structures replacement/ upgrade	Various	$215,000	$0	$0	$0
PARKS/FORESHORES	PIM05903	Sporting Infrastructure Renewal 25-26 (P)	Staged replacement of Sporting infrastructure including Basketball/hardcourts, as per asset pick-up data	Various	$200,000	$0	$0	$0
PARKS/FORESHORES	PIM05908	Whole of Park Renewal 25-26 (P)	Renewal of turf, drainage, planting and seating as required to bring entire park up to current fit-for-use public open space	Various	$165,000	$0	$0	$0
PARKS/FORESHORES	PIM05917	Lake and Water Body Renewal 25-26 (P)	Improve the water quality and aesthetics of lakes, including water sensitive urban design principles (WSUD), planting, swales, removal of weed species etc.	Not Applicable	$50,000	$0	$0	$0
PARKS/FORESHORES	PIM06148	WIP Open Space Design 25-26 (P)	Design allocation for future projects - Works in progress	Various	$20,000	$0	$0	$0
PARKS/FORESHORES	PIM06192	Park Hierarchy Modifications	Addition or removal of assets to meet the park Hierarchy requirements at various locations across the City	Various	$150,000	$0	$0	$0
PARKS/FORESHORES	PIM06199	Place Activation, Community Initiatives	Minor works to assist in placemaking and activaiton as required throughout the year	Various	$20,000	$0	$0	$0
PARKS/FORESHORES	PIM06342	Goolugatup Heathcote Lower Development	Extension of Goolugatup Heathcote precinct into the vacant lower lands	Applecross	$2,935,000	-$935,000	$4,400,000	-$1,400,000
PARKS/FORESHORES	PIM06535	Stair Wall Bridge Rectification	Renewal of stairs, walls and bridges to current standard. Locations as identified in the 2024 Audit	Various	$127,350	$0	$0	$0
PARKS/FORESHORES	PIM06700	Peter Ellis Court Resurfacing	Court resurfacing at Peter Ellis Reserve for Leeming Netball Club	Leeming	$75,000	-$60,000	$0	$0
PARKS/FORESHORES	PIM06703	Piney Lakes Dog Park	New paved path and additional bench seating at Piney Lakes Dog Park	Winthrop	$40,000	-$40,000	$0	$0
PARKS/FORESHORES Total					$5,936,255	-$1,819,218	$5,714,340	-$1,400,000
PATHS	CWY04087	Bike Plan Implementation Works 24-25	Bike Plan Implementation Works 24-25	Various	$200,000	$0	$0	$0
PATHS	CWY05135	Bike Plan Implementation Works 25-26	Bike Plan implementation works	Various	$200,000	$0	$0	$0
PATHS	PAT04273	Winterfold Rd (North Lake Campus - exit)	Winterfold Road - North Lake Senior Campus entry to exit. 94m x 2.1m width	Kardinya	$35,953	$0	$0	$0
PATHS	PAT05136	Universal Access Upgrade 25-26 (P)	New Path - Parent account for minor projects to increase access around the City - may include minor path connections and TGI's	Various	$25,000	$0	$0	$0
PATHS	PAT05194	Eng Design WIP - Paths 25-26 (P)	Engineering Design Only Projects for 2025-26 for forward planning of Footpath projects	Various	$50,000	$0	$0	$0
PATHS	PAT05456	Ainsworth Loop & Preen Street	New Path - 3 Ainsworth Loop to 36 The Ramble and 38 - 48 Ainsworth Loop, Preen Street from The Ramble to Marmion Street.	Booragoon	$123,209	$0	$0	$0
PATHS	PAT05457	Challenger Pl West - Marmion St to PAW	New Path - Marmion Street to Public Access Way. 104m long x 1.8m wide. Elected Member request	Melville	$66,349	$0	$0	$0
PATHS	PAT05661	Dunvegan Road Stage 1	New Path - Tweeddale Road to Nisbet Road. (Refer Road budget RRH05351)	Applecross	$0	$0	$0	$0
PATHS	PAT05799	Rogerson Road	New Path - Darnell Avenue to Canning Avenue	Mount Pleasant	$115,305	$0	$0	$0
PATHS	PAT05806	Moreing Road - Stoneham Rd to Burke Dr	New Path - Stoneham Road to Burke Drive. 125.2m length x 1.8m wide	Attadale	$118,750	$0	$0	$0
PATHS	PAT06165	Dunvegan Road Stage 2	New Path - Nisbet Road to Strome Road (Refer Road budget RRH06163)	Applecross	$0	$0	$0	$0
PATHS	PAT06468	Challenger Pl East - Marmion St to PAW	New Path - Marmion Street to Public Access Way. 92m long x 1.8m wide. Elected Member request	Melville	$42,774	$0	$0	$0
PATHS	PAT06607	Canning Avenue (Design only)	New Path - Rogerson Road bus stop to Reynolds Road roundabout, investigate the possibility of installing a crossing from bus stop to existing path as well as design of new path along Canning Avenue. Design Only	Mount Pleasant	$10,000	$0	$0	$0
PATHS	PRN05011	Winterfold Road	Path Renewal - Anglesey Drive to school entrance. Black Spot funding has been applied for Anglesey Drive which may impact on path alignment	Kardinya	$85,273	$0	$0	$0
PATHS	PRN05589	Blackwall Reach Reserve Paths - Concrete	Path Renewal - Between Kent Street Jetty and Point Walter - Stage 3	Bicton	$68,424	$0	$0	$0
PATHS	PRN05633	Path Panel Replacement 25-26	Path panel replacement as identified in the path condition audit	Various	$250,000	$0	$0	$0
PATHS	PRN06009	Groves Ave PAW	Path Renewal - Groves Ave to Hislop Road - 14m length	Attadale	$5,796	$0	$0	$0

Proposed Capital Works Program 2025-26 with Estimated Future Cashflow

					$60,497,985	-$11,917,179	$94,516,502	-$22,175,000
Programme	Project Code/ Accounts Number	Project Description	Project Narration	Suburb	Proposed Total Expenditure 25/26 (incl c/f) $	Proposed Total Income 25/26 (incl c/f) $	Estimated Future Cash Outflow $	Estimated Future Cash Inflow $
PATHS	PRN06015	TGSI & Grab Rail Renewal Stage 1	TGSI & Grab Rail Renewal as identified in the 2022-23 path audit as per Business Case - pending approval. Deferred from 24-25.	Various	$110,000	$0	$0	$0
PATHS	PRN06017	Woolshed Park	Path Renewal - Woolshed Park renewal of all park paths	Palmyra	$212,888	$0	$0	$0
PATHS	PRN06019	Three Bears Park	Path Renewal - Three Bears Park x 3 paths to McKimmie Rd (626m2)	Palmyra	$178,543	$0	$0	$0
PATHS	PRN06020	Clements Road	Path Renewal - Opposite # 25 to The Ramble (beginning of parking bays) - 529m2 - Construction Only	Booragoon	$136,640	$0	$0	$0
PATHS	PRN06021	Marmion Reserve/Street	Path Renewal - Marmion Reserve/Marmion Street - Mullings Way to Marmion Reserve Car Park - 532m2	Myaree	$116,235	$0	$0	$0
PATHS	PRN06022	Davidson Road	Path Renewal - Galloway to Money - 202m2	Attadale	$52,177	$0	$0	$0
PATHS	PRN06023	Bicton Quarantine (Design only)	Path Renewal - Bicton Quarantine - design only (upper lands and stairs - brickwork replaced with aggregate material)	Bicton	$7,500	$0	$0	$0
PATHS	PRN06499	Marmion Street (Design only)	Path Renewal - detailed design, 510 - 544 Marmion Street for DAIP compliance. Feature Survey completed	Booragoon	$10,000	$0	$0	$0
PATHS Total					$2,220,816	$0	$0	$0
PLAYGROUNDS	PLG00243	NEW Mount Pleasant Playspace - Ogilvie	Funding for Swing unit and additional Nature play elements. Business Case received	Mount Pleasant	$35,000	$0	$0	$0
PLAYGROUNDS	PLG02446	NEW Brentwood Playspace - Moonlight Bay	Funding for new playspace to be installed in the vicinity Moonlight Bay, Brentwood. Business Case received	Brentwood	$35,000	$0	$0	$0
PLAYGROUNDS	PLG03161	Montague Hillary - Playspace Renewal	Election promise - Playspace renewal and upgrade	Leeming	$100,000	-$100,000	$0	$0
PLAYGROUNDS	PLG03173	Point Walter Foreshore Playspace	Playspace renewal and increase to utilise embankment	Bicton	$43,252	$0	$0	$0
PLAYGROUNDS	PLG03936	Playspace Renewal Program 23-24 (P)	Playspace Renewal Program 23-24	Various	$50,000	$0	$0	$0
PLAYGROUNDS	PLG03938	Playspace Renewal Program 25-26 (P)	Parent for Various Playground Renewal projects	Various	$700,000	$0	$0	$0
PLAYGROUNDS	PLG06332	Wheeled Sport Facilities 25-26 (P)	Renewal, Upgrade, New Wheeled Sport infrastructure within our public open spaces in line with Strategy	Various	$0	$0	$0	$0
PLAYGROUNDS Total					$963,252	-$100,000	$0	$0
Roads and Carparks	MRG06346	Murdoch Drive (A) - NB	Murdoch Drive (A) - NB - North of Bramanti Road to Jennalup Street	Murdoch	$232,311	-$154,874	$0	$0
Roads and Carparks	MRG06347	Murdoch Drive (B) - SB	Murdoch Drive (B) - SB - Jennalup Street to North of Bramanti Road	Murdoch	$267,278	-$178,185	$0	$0
Roads and Carparks	MRG06348	Murdoch Drive (C) - NB	Murdoch Drive (C) - NB - Jennalup Street to Robin Warren Drive	Murdoch	$199,842	-$133,228	$0	$0
Roads and Carparks	MRG06349	Murdoch Drive (D) - SB	Murdoch Drive (D) - SB - Robin Warren Drive to Jennalup Street	Murdoch	$166,092	-$110,728	$0	$0
Roads and Carparks	MRG06350	Murdoch Drive (E) - NB	Murdoch Drive (E) - NB - Robin Warren Drive to Barry Marshall Parade	Murdoch	$207,634	-$138,423	$0	$0
Roads and Carparks	MRG06351	Murdoch Drive (F) - SB	Murdoch Drive (F) - SB - Barry Marshall Parade to Robin Warren Drive	Murdoch	$212,465	-$141,643	$0	$0
Roads and Carparks	MRG06352	Norma Road	Norma Road - Davy Street to Canning Highway (Project included in the 2025/26 MRRG Funding Submission)	Alfred Cove	$279,296	-$186,197	$0	$0
Roads and Carparks	NBS05239	North Lake Rd/Winterfold Rd St 1	Stage 1 Construction for the installation of new traffic signals (Civil works). Project being Designed externally by Consultants under supervision of Traffic & Safety	Kardinya	$695,950	$0	$0	$0
Roads and Carparks	NBS05240	North Lake Rd/Winterfold Rd St 2	Stage 2 Construction for the installation of new traffic signal (Traffic signals and electricals)	Kardinya	$759,691	$0	$0	$0
Roads and Carparks	NBS06578	Preston Point Rd / Point Walter Road	Install speed humps on all approaches to the existing roundabout	Bicton	$80,000	-$80,000	$0	$0
Roads and Carparks	PKG05761	Carpark Renewal - Blue Gum (East)	Carpark Renewal - Blue Gum Reserve Carpark eastern side - including kerbs, storm water	Brentwood	$200,000	$0	$0	$0
Roads and Carparks	PKG06432	Morris Buzacott - Carpark Renewal Stage1	Morris Buzacott carpark renewal - Stage1 Construction	Kardinya	$250,000	$0	$0	$0
Roads and Carparks	PKG06511	Webber Street	Webber Street / Stock Rd Shopping Centre Carpark (CoM owned)	Willagee	$82,071	$0	$0	$0
Roads and Carparks	PKG06515	Mitchell St and Coogee Rd Parking	Review and improve safety of existing parking along Mitchell Street and Coogee Road to prevent vehicle overhang onto adjacent path area (due to safety concerns raised by residents). Possible options include reducing parking length and/or increasing path width	Ardross	$70,000	$0	$0	$0
Roads and Carparks	RRE04566	Leeming Rec Centre Carpark - Stage 2	Leeming Recreation Centre carpark - West section - Design and Construct.	Leeming	$70,336	$0	$0	$0
Roads and Carparks	RRE04567	Leeming Rec Centre Carpark - Stage 3	Leeming Recreation Centre carpark - East section - Construction.	Leeming	$86,377	$0	$0	$0
Roads and Carparks	RRE04703	Leeming Rec Carpark Stage 1 - Lights	Leeming Recreation Centre carpark - North East section - Lighting Construction	Leeming	$44,037	$0	$0	$0
Roads and Carparks	RRE05138	Intermediate Road Remediation 25-26 (P)	Strip or section road remediation at various locations, e.g. Roundabouts	Various	$500,000	$0	$0	$0
Roads and Carparks	RRE05141	Road Sealing Parent 25-26 (P)	Crack sealing and other treatments to extend road useful life	Various	$150,000	$0	$0	$0

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Roads and Carparks	RRE05142	Direct Grant Funding Parent 25-26	Direct Grant funding parent for 2025-26 - Income Only. Income is an estimate which is subject to confirmation by the Minister	Various	$0	-$300,000	$0	$0
Roads and Carparks	RRE05144	RTR Funding Parent 25-26	Roads to Recovery funding parent for 2025-26 - Income Only. Income is an estimate which is subject to confirmation by the Minister	Various	$0	-$1,200,000	$0	$0
Roads and Carparks	RRE05168	Leeming Rec Carpark Stage 2 - Lights	Leeming Recreation Centre carpark - West section - Construction	Leeming	$199,237	$0	$0	$0
Roads and Carparks	RRE05190	Eng Design WIP - Roads 25-26 (P)	Engineering Design Only Projects for 2025-26 for forward planning of Road Resurfacing and Traffic related projects including MRRG and Black Spots	Various	$150,000	$0	$0	$0
Roads and Carparks	RRE06052	North Lake	Resurfacing (Mill & Fill) - North Lake from Marmion Street to McCoy Street (Intersections only)	Myaree	$442,000	$0	$0	$0
Roads and Carparks	RRE06055	Birdwood Circus	Resurfacing (Mill & Fill) - Birdwood Circus from Preston Point Road, East to Fraser Street, West to Fraser Street	Bicton	$200,000	$0	$0	$0
Roads and Carparks	RRE06066	Cromer Road	Resurfacing (Mill & Fill) - Cromer Road from Mooleyen Road to Sicklemore Street	Brentwood	$221,000	$0	$0	$0
Roads and Carparks	RRE06067	Daniel Street	Resurfacing (Mill & Fill) - Daniel Street from Ormond Road to Tanson Street	Attadale	$130,456	$0	$0	$0
Roads and Carparks	RRE06068	Disney Street	Rehabilitation - Disney Street from Cromer Road to Sicklemore Street including Rountree Road	Brentwood	$224,000	$0	$0	$0
Roads and Carparks	RRE06070	Flinders Crescent	Resurfacing (Mill & Fill) - Flinders Crescent from Windich Road to Donnes Street	Bull Creek	$184,430	$0	$0	$0
Roads and Carparks	RRE06071	Hesford Avenue	Resurfacing (Mill & Fill) - Hesford Avenue from Parkside Avenue to Bateman Road	Mount Pleasant	$53,568	$0	$0	$0
Roads and Carparks	RRE06075	Kitchener Road	Resurfacing (Mill & Fill) - Kitchener Road from North Lake Road to Norma Road	Alfred Cove	$370,000	$0	$0	$0
Roads and Carparks	RRE06076	Luff Crescent	Resurfacing (Mill & Fill) - Luff Crescent from Ormond Road to Daniel Street	Attadale	$93,840	$0	$0	$0
Roads and Carparks	RRE06077	McCoy Street	Resurfacing (Mill & Fill) - McCoy Street and Pitt Way	Myaree	$308,900	$0	$0	$0
Roads and Carparks	RRE06079	Murray Road	Resurfacing (Mill & Fill) - Murray Road from Reserve Street to Wrexham Street	Bicton	$218,268	$0	$0	$0
Roads and Carparks	RRE06080	Ormond Road	Resurfacing (Mill & Fill) - Ormond Road from Stoneham Road to Studley Road	Attadale	$201,848	$0	$0	$0
Roads and Carparks	RRE06081	Parkside Avenue	Resurfacing (Mill & Fill) - Parkside Avenue from Cranford Avenue to Canning Avenue	Mount Pleasant	$288,000	$0	$0	$0
Roads and Carparks	RRE06082	Polglass Way	Resurfacing (Mill & Fill) - Polglass Way from Glencoe Road to Bedford Road	Ardross	$302,742	$0	$0	$0
Roads and Carparks	RRE06083	Regent Avenue	Resurfacing (Mill & Fill) - Regent Avenue from Parkside Avenue to cul-de-sac	Mount Pleasant	$230,000	$0	$0	$0
Roads and Carparks	RRE06084	Renton Street	Resurfacing (Mill & Fill) - Renton Street from Freeman Street to Joiner Street	Melville	$90,528	$0	$0	$0
Roads and Carparks	RRE06090	Studley Road	Resurfacing (Mill & Fill) - Studley Road from Cawston Road to Calpin Crescent	Attadale	$162,932	$0	$0	$0
Roads and Carparks	RRE06091	Tanson Street	Resurfacing (Mill & Fill) - Tanson Street from Stoneham Road to Calpin Crescent	Attadale	$86,905	$0	$0	$0
Roads and Carparks	RRE06092	View Terrace	Resurfacing (Mill & Fill) - View Terrace from Petra Street to Bristol Avenue	Bicton	$230,000	$0	$0	$0
Roads and Carparks	RRE06096	Windich Road	Resurfacing (Mill & Fill) - Windich Road from Endeavour Avenue to Flinders Crescent / Donnes Street intersection	Bull Creek	$168,000	$0	$0	$0
Roads and Carparks	RRH04911	Ogilvie Road (Kavanagh St - Cul-de-sac)	Ogilvie Road - Kavanagh Street to cul-de-sac	Mount Pleasant	$177,775	$0	$0	$0
Roads and Carparks	RRH05351	Dunvegan Road - Stage 1	Full Rehab - Tweeddale Road to Nisbett Rd - Surface, kerb, drain, crossovers. (Refer Path budget PAT05661)	Applecross	$0	$0	$0	$0
Roads and Carparks	RRH05359	Park Road	Road Renewal (Mill & Fill) - Park Road from Bateman Road to Coogee Road	Mount Pleasant	$222,122	$0	$0	$0
Roads and Carparks	RRH06043	Dawson Road	Reconstruction from Moolyeen Road to Disney Street	Brentwood	$124,000	$0	$0	$0
Roads and Carparks	RRH06044	Glenelg Street	Reconstruction - Glenelg Street from Kintail Road to Munro Road and from Canning Highway to Macrae Road	Applecross	$222,979	$0	$0	$0
Roads and Carparks	RRH06047	Nolan Way	Road Renewal (Mill and Fill) - Nolan Way from Preedy Court to Loop End. Includes Preedy Court, and Mottee Road to Marsengo Road	Bateman	$209,515	$0	$0	$0
Roads and Carparks	RRH06163	Dunvegan Road - Stage 2	Full Rehab - Dunvegan Road Stage 2 - Nisbett Road to Strome Road. Surface, kerb, drain, crossovers. (Refer path budget PAT06165)	Applecross	$0	$0	$0	$0
Roads and Carparks	RRJ06660	Road Rejuvenation Ongoing Program 25-26	Parent project for 25-26 Road Rejuvenation Program	Various	$275,000	$0	$0	$0
Roads and Carparks	SBS06172	Adrian Street/Cleopatra Street	Install a roundabout at the intersection to improve traffic safety at the intersection	Palmyra	$213,361	$0	$0	$0
Roads and Carparks	SBS06182	Hammad Street	Install three speed humps on Hammad Street between Carrington Street and Petra Street	Palmyra	$43,168	$0	$0	$0

Proposed Capital Works Program 2025-26 with Estimated Future Cashflow

					$60,497,985	-$11,917,179	$94,516,502	-$22,175,000
Programme	Project Code/ Accounts Number	Project Description	Project Narration	Suburb	Proposed Total Expenditure 25/26 (incl c/f) $	Proposed Total Income 25/26 (incl c/f) $	Estimated Future Cash Outflow $	Estimated Future Cash Inflow $
Roads and Carparks	SBS06576	Preston Point Rd / Waddell Road - Roundabout	Install roundabout at the intersection to improve traffic safety	Bicton	$700,000	-$466,667	$0	$0
Roads and Carparks	SBS06577	Preston Point Rd / Stock Road	Install speed humps on all approaches to the existing roundabout	Bicton	$75,000	-$50,000	$0	$0
Roads and Carparks	TRF00626	Bull Creek Drive - Islands and Trees	Additional islands and trees. Construction deferred. Funding returned to Reserve and Quarantined.	Bull Creek	$23,100	$0	$0	$0
Roads and Carparks	TRF05137	Bike Infrastructure/Travelsmart 25-26 (P)	Minor Bike infrastructure and/or Travelsmart Capital upgrade projects	Various	$10,000	$0	$0	$0
Roads and Carparks	TRF05139	Minor Signage Upgrade 25-26 (P)	Various signage upgrades - parking etc.	Various	$21,095	$0	$0	$0
Roads and Carparks	TRF05140	Minor Traffic Upgrade 25-26 (P)	Minor Traffic upgrade projects	Various	$50,000	$0	$0	$0
Roads and Carparks	TRF05584	Costello Pl / Benningfield Rd	Modification of the intersection with relocation of the power pole to increase safety to new premier play space	Bull Creek	$59,864	$0	$0	$0
Roads and Carparks	TRF06175	Rome Road Speed Humps	Install speed humps on Rome Road between Canning Highway and Widdicombe St. Traffic and Road Safety Team will carry out Public consultation to ensure that the proposal is supported by the residents and business owners in the area	Melville	$22,499	$0	$0	$0
Roads and Carparks	TRF06204	The Esplanade Safe Active Street	Funding for construction of The Esplanade Safe Active Street. Part-funded by Department of Transport. (As per Feasibility Study).	Mount Pleasant	$0	$0	$0	$0
Roads and Carparks	TRF06232	Kishorn/Ullapool/Mackenzie-TrafficIsland	Install Traffic Islands at the intersection of Kishorn Rd/Ullapool Rd and Mackenzie	Applecross	$194,233	$0	$0	$0
Roads and Carparks	TRF06338	Rome Road - Speed Humps	Construction only. Install speed humps on Rome Road between Canning Highway and Widdicombe Street	Melville	$200,000	$0	$0	$0
Roads and Carparks	TRF06580	Mitchell Street - Speed Humps	Install two speed humps on Mitchell Street east and west of Tain Street to improve the safety of school children crossing Mitchell Street	Ardross	$40,000	$0	$0	$0
Roads and Carparks	TRF06581	Beasley Road - Speed Humps	Install five speed humps along the full width of Beasley Road and modify the existing speed humps by extending to the kerb	Leeming	$0	$0	$0	$0
Roads and Carparks	TRF06582	Karoonda Rd - Speed Humps	Install five speed humps along the full width of Karoonda Road	Booragoon	$80,000	$0	$0	$0
Roads and Carparks	TRF06589	Archibald St - Speed Cushions	Install speed cushions in Archibald Street between Winnacott Street and Race Street	Willagee	$60,000	$0	$0	$0
Roads and Carparks	TRF06701	Applecross Village - Bollards	Election promise - New bollards at roundabout near Cheeky Boy	Applecross	$95,000	-$95,000	$0	$0
Roads and Carparks	TRF06702	Mobile Speed Advisory Signs	Election promise - Mobile speed advisory signs to improve safety at schools	Not Applicable	$80,000	-$80,000	$0	$0
Roads and Carparks Total					$12,308,745	-$3,314,945	$0	$0
Streetscapes and Precincts	CCI00757	Local Activity Centre Renewal 24-25	Staged renewal of Local Activity Centres across the City - Moreing Road	Various	$250,000	$0	$0	$0
Streetscapes and Precincts	CCI00775	City Centre Activity Centre	Design development for Staged renewal/upgrade of City Centre Activity Centre	Various	$60,000	$0	$0	$0
Streetscapes and Precincts	CCI01697	City Centre Open Space 23-24	Planning stages for redevelopment around Cultural and shopping centre - including entrance artwork associated with chiller relocation	Various	$15,500	$0	$0	$0
Streetscapes and Precincts	CCI05415	Canning Bridge Park - The Esplanade	Development of new POS within CBAC - The Esplanade	Mount Pleasant	$150,000	-$150,000	$0	$0
Streetscapes and Precincts	CCI05780	NEW Canning Bridge POS - Moreau Mews	Development of Canning Beach Activity Centre Public Open Space - Moreau Mews, including demolition, engagement and detailed design	Various	$150,000	$0	$0	$0
Streetscapes and Precincts	CCI06134	Local Activity Centre Renewal 25-26	Staged renewal of Local Activity Centres across the City - design only	Various	$50,000	$0	$0	$0
Streetscapes and Precincts	CCI06137	Neighbourhood Activity Centres 25-26 (P)	Staged renewal of Neighbourhood Activity Centres across the City	Various	$50,000	$0	$0	$0
Streetscapes and Precincts	CCI06142	Canning Bridge Park - The Esplanade	Development of new POS within CBAC - The Esplanade	Mount Pleasant	$865,000	-$465,000	$0	$0
Streetscapes and Precincts	CCI06143	Canning Bridge Activity Centre Renewal	Ogilvie - Staged renewal/upgrade of Canning Bridge Activity Centre	Mount Pleasant	$500,000	$0	$0	$0
Streetscapes and Precincts	CCI06667	Canning Bridge Activity Centre	Staged upgrade of facilities within the Canning Bridge Activity Centre - Ogilvie Road	Mount Pleasant	$1,700,000	$0	$2,546,150	$0
Streetscapes and Precincts	FUR05134	Bus Shelter Program 25-26 (P)	Bus shelter program 25-26	Various	$50,000	$0	$0	$0
Streetscapes and Precincts	FUR06246	Bus Shelter DDA Compliance Year 3	Part funding from State election Promise	Various	$100,000	-$100,000	$0	$0
Streetscapes and Precincts	STS04579	Urban Forest Tree - Renewal 24-25 (P)	The implementation of urban forest renewal within the City of Melville - Succession and Management	Various	$38,000	$0	$0	$0
Streetscapes and Precincts	STS04583	Urban Forest Tree - New 24-25 (P)	The implementation of urban forest expansion within the City of Melville	Various	$307,507	$0	$0	$0
Streetscapes and Precincts	STS04584	Urban Forest Tree - New 25-26 (P)	Implementation of urban forest expansion within the City	Various	$340,000	$0	$0	$0
Streetscapes and Precincts	STS05128	Streetscape/ Landscape Renewal 25-26 (P)	Parent for minor renewal/upgrade streetscape and landscape projects as identified throughout year	Various	$150,000	$0	$0	$0

Proposed Capital Works Program 2025-26 with Estimated Future Cashflow

					$60,497,985	-$11,917,179	$94,516,502	-$22,175,000
Programme	Project Code/ Accounts Number	Project Description	Project Narration	Suburb	Proposed Total Expenditure 25/26 (incl c/f) $	Proposed Total Income 25/26 (incl c/f) $	Estimated Future Cash Outflow $	Estimated Future Cash Inflow $
Streetscapes and Precincts	STS05129	Urban Forest Tree - Renewal 25-26 (P)	Implementation of urban forest renewal within the City - Succession and Management	Various	$315,000	$0	$0	$0
Streetscapes and Precincts	VSB05344	Stair & Bridge Remediation Project - Y3	Stair, Bridge & Platform remediation project - Stage 3	Various	$72,240	$0	$0	$0
Streetscapes and Precincts Total					$5,163,247	-$715,000	$2,546,150	$0
Furniture and Equipment	320-80067-1535-000	LeisureFit capital equipment replacement	(blank)		$497,076	$0	$0	$0
Furniture and Equipment	320-85402-1545-000	LeisureFit capital Equipment replacement - LFB Pool F	(blank)		$95,265	$0	$0	$0
Furniture and Equipment	360-80106-1535-000	Bull Creek Library and Shelving Replacement	(blank)		$50,000	$0	$0	$0
Furniture and Equipment		Libraries and Museums furniture and equipment	(blank)		$39,000	$0	$0	$0
Furniture and Equipment		Riviere Library - Furniture and Equipment	(blank)		$146,268	$0	$0	$0
Furniture and Equipment		Riviere Library - Technology and Supporting Infrastruc	(blank)		$225,000	$0	$0	$0
Furniture and Equipment	372-80106-1535-000	Community Centre furniture and equipment renewal	(blank)		$31,800	$0	$0	$0
Furniture and Equipment Total					$1,084,409	$0	$0	$0
IT Equipment	260-80156-1565-000	Teams Room Upgrade	(blank)		$0	$0	$0	$0
IT Equipment	260-80156-1565-740	Telephone & Comms Equipment	(blank)		$85,000	$0	$0	$0
IT Equipment	260-80164-1565-000	Printer replacement	(blank)		$120,000	$0	$0	$0
IT Equipment	260-80164-1565-740	Printers	(blank)		$0	$0	$0	$0
IT Equipment	260-80303-1565-740	Server Hardware	(blank)		$0	$0	$0	$0
IT Equipment	260-80313-1565-000	Mobility Device Replacements	(blank)		$50,000	$0	$0	$0
IT Equipment	260-80313-1565-740	Mobility Business Equipment	(blank)		$65,000	$0	$0	$0
IT Equipment	260-80320-1565-000	Renewal hardware	(blank)		$150,000	$0	$0	$0
IT Equipment	260-80320-1565-740	PC's/Monitors/Citrix Hardware	(blank)		$0	$0	$0	$0
IT Equipment	260-80323-1565-000	Integration Platform as a Service (iPaaS)	(blank)		$127,500	$0	$0	$0
IT Equipment	260-80323-1565-740	Software (New Applications)	(blank)		$150,000	$0	$0	$0
IT Equipment	260-80334-1565-000	UPS Replacement (Civic centre, external sites)	(blank)		$50,000	$0	$0	$0
IT Equipment	260-80337-1565-000	Network core switch replacements	(blank)		$50,000	$0	$0	$0
IT Equipment	260-80369-1565-740	Intranet Future Vision Project	(blank)		$93,000	$0	$0	$0
IT Equipment Total					$940,500	$0	$0	$0
Other	310-80046-7550-000	CSRFF Fund Projects - Capital	(blank)		$300,000	$0	$0	$0
Other	378-80027-1585-000	Artworks capital expenses - Art Collection	(blank)		$36,000	$0	$0	$0
Other	378-80029-1585-000	Artworks capital expenses - Public Arts Program	(blank)		$194,000	$0	$0	$0
Other	378-80130-1535-000	Holiday lights 2025 - Permanent fixtures	(blank)		$220,000	$0	$0	$0
Other	420-8xxxx-xxxx-000	Fleet Program 25-26	(blank)		$5,541,241	-$2,068,300	$0	$0
Other	533-80011-1595-000	Mobile parking technology enhancement	(blank)		$280,000	$0	$0	$0
Other	533-80281-1545-000	Parking Meters	(blank)		$20,000	$0	$0	$0
Other	534-80106-7126-000	Building access control and security system upgrade -	(blank)		$300,000	$0	$0	$0
Other Total					$6,891,241	-$2,068,300	$0	$0
Grand Total					$60,497,985	-$11,917,179	$94,516,502	-$22,175,000

CONF

City of Melville
Statement of Financial Activity
Long Term Financial Model - 10 Years - 2025-2026 to 2034-2035

	2025-2026 Year 1	2026-2027 Year 2	2027-2028 Year 3	2028-2029 Year 4	2029-2030 Year 5	2030-2031 Year 6	2031-2032 Year 7	2032-2033 Year 8	2033-2034 Year 9	2034-2035 Year 10
	$'000	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*
Operating Activities										
Revenue from operating activities										
General rates	114,864	120,343	126,457	131,649	136,526	141,937	147,193	152,644	159,081	164,968
Operating grants, subsidies and contributions	5,518	5,573	5,629	5,686	5,742	5,800	5,858	5,916	5,976	6,035
Fees and charges	19,557	20,268	21,062	21,717	22,178	22,651	23,134	23,630	24,137	24,656
Service charges	7,010	7,085	3,175	3,255	3,336	3,420	3,505	3,593	3,683	3,775
Interest revenue	7,922	7,636	7,641	7,645	7,650	7,654	7,659	7,663	7,668	7,672
Other revenue	1,117	1,136	1,127	1,126	1,135	1,143	1,154	1,165	1,175	1,186
	155,988	**162,042**	**165,091**	**171,077**	**176,566**	**182,605**	**188,503**	**194,610**	**201,719**	**208,293**
Expenditure from operating activities										
Employee costs	(72,191)	(74,753)	(77,217)	(79,428)	(81,061)	(82,732)	(84,440)	(86,187)	(87,974)	(89,801)
Materials and contracts	(46,325)	(45,561)	(46,331)	(47,643)	(49,631)	(50,691)	(52,788)	(53,760)	(55,819)	(56,847)
Utility charges	(4,497)	(4,302)	(4,202)	(4,176)	(4,063)	(4,159)	(4,258)	(4,360)	(4,464)	(4,570)
Depreciation	(39,219)	(41,572)	(44,510)	(47,191)	(49,155)	(49,938)	(51,195)	(49,343)	(50,594)	(52,503)
Finance costs	(42)	(32)	(22)	(1,643)	(1,595)	(1,545)	(1,494)	(1,439)	(1,381)	(1,320)
Insurance	(1,440)	(1,476)	(1,513)	(1,599)	(1,639)	(1,680)	(1,722)	(1,766)	(1,810)	(1,855)
Loss on sale of assets	(91)	-	-	-	-	-	-	-	-	-
Other expenditure	(2,858)	(3,801)	882	832	780	728	674	618	562	504
	(166,662)	**(171,496)**	**(172,912)**	**(180,849)**	**(186,364)**	**(190,019)**	**(195,224)**	**(196,237)**	**(201,480)**	**(206,393)**
Operating activities excluded from budget										
(Profit)/Loss on Asset Disposals	91	-	-	-	-	-	-	-	-	-

CONFIRMED

	2025-2026 Year 1	2026-2027 Year 2	2027-2028 Year 3	2028-2029 Year 4	2029-2030 Year 5	2030-2031 Year 6	2031-2032 Year 7	2032-2033 Year 8	2033-2034 Year 9	2034-2035 Year 10
	$'000	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*
Depreciation & Notional Fleet	39,892	41,572	44,510	47,191	49,155	49,938	51,195	49,343	50,594	52,503
	39,983	**41,572**	**44,510**	**47,191**	**49,155**	**49,938**	**51,195**	**49,343**	**50,594**	**52,503**
Amount attributable to operating activities	**29,309**	**32,118**	**36,689**	**37,420**	**39,357**	**42,524**	**44,474**	**47,716**	**50,833**	**54,404**
Investing Activities										
Inflows from investing activities										
Capital grants, subsidies and contributions	9,849	13,630	10,134	8,454	3,558	3,664	3,774	3,888	4,004	4,124
Proceeds from disposal of assets	2,100	721	555	765	1,633	1,326	779	776	1,224	546
New borrowings	-	-	14,176	13,173	-	-	-	-	-	-
Recoup from self supporting loans	176	199	199	122	71	38	39	40	41	27
	12,125	**14,550**	**25,064**	**22,514**	**5,262**	**5,029**	**4,592**	**4,704**	**5,269**	**4,698**
Outflows from investing activities										
Purchase of furniture and equipment	(2,980)	(4,671)	(3,107)	(3,184)	(2,300)	(2,055)	(2,557)	(2,715)	(3,434)	(3,560)
Purchase of plant and equipment	(5,841)	(3,181)	(3,066)	(4,220)	(7,621)	(6,909)	(2,831)	(2,465)	(3,879)	(2,665)
Purchase of land and buildings	(18,032)	(24,859)	(37,033)	(23,591)	(6,292)	(10,339)	(8,105)	(8,801)	(14,516)	(17,157)
Purchase of infrastructure assets	(34,880)	(29,396)	(29,803)	(24,131)	(27,064)	(28,304)	(27,911)	(26,398)	(28,380)	(27,803)
	(61,733)	**(62,107)**	**(73,009)**	**(55,125)**	**(43,277)**	**(47,607)**	**(41,404)**	**(40,378)**	**(50,209)**	**(51,185)**
Amount attributable to investing activities	**(49,608)**	**(47,557)**	**(47,944)**	**(32,612)**	**(38,015)**	**(42,578)**	**(36,812)**	**(35,674)**	**(44,940)**	**(46,488)**

CONFIRMED

	2025-2026 Year 1	2026-2027 Year 2	2027-2028 Year 3	2028-2029 Year 4	2029-2030 Year 5	2030-2031 Year 6	2031-2032 Year 7	2032-2033 Year 8	2033-2034 Year 9	2034-2035 Year 10
	$'000	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*	*$'000*
Financing activities										
Inflows from financing activities										
Transfers from reserve	55,990	52,226	50,766	35,280	41,105	45,203	39,675	37,969	48,036	49,043
	55,990	**52,226**	**50,766**	**35,280**	**41,105**	**45,203**	**39,675**	**37,969**	**48,036**	**49,043**
Outflows from financing activities										
Repayment of self supporting loan	(203)	(199)	(199)	(122)	(71)	(38)	(39)	(40)	(41)	(27)
Repayment of borrowings	-	-	-	(738)	(783)	(830)	(881)	(934)	(991)	(1,052)
Transfers to reserve	(35,489)	(36,588)	(39,311)	(39,228)	(41,593)	(44,281)	(46,418)	(49,037)	(52,897)	(55,880)
	(35,692)	**(36,787)**	**(39,510)**	**(40,088)**	**(42,447)**	**(45,149)**	**(47,338)**	**(50,012)**	**(53,929)**	**(56,959)**
Amount attributable to financing activities	**20,298**	**15,439**	**11,256**	**(4,808)**	**(1,342)**	**54**	**(7,662)**	**(12,042)**	**(5,893)**	**(7,916)**
Movement in surplus or deficit										
Surplus at start of financial year	-	-	-	-	-	-	-	-	-	-
Amount attributable to operating activities	29,309	32,118	36,689	37,420	39,357	42,524	44,474	47,716	50,833	54,404
Amount attributable to investing activities	(49,608)	(47,557)	(47,944)	(32,612)	(38,015)	(42,578)	(36,812)	(35,674)	(44,940)	(46,488)
Amount attributable to financing activities	20,298	15,439	11,256	(4,808)	(1,342)	54	(7,662)	(12,042)	(5,893)	(7,916)
Surplus/(deficit) funds remaining after the imposition of general rates	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

CONFIRMED

City of Melville

ALTERNATIVE MOTION
Submitted in accordance with the
City of Melville Local Government (Meeting Procedures) Local Law 2022

Presented to	Ordinary Meeting of Council to be held Tuesday, 17 June 2025
Related to Item	Item C25/287 Consideration and Adoption of the 2025-2026 Budget
Submitted by	Cr C Ross
Attachments	Nil

MOTION

That the Council:

1. Adopt the following Rate in the Dollar and Minimum Rates for the purpose of the 2025-2026 financial year rate setting that equates to an increase of 3.5% compared to 2024-2025:

Rating Category	Proposed Rate in Dollar	Minimum Rate
Residential Improved/Unimproved	7.581514	$ 1,484.62
Commercial Improved/unimproved	9.340458	$1,203.68

2. Remove the budget allocation for the proposed footpath at Dunvegan Road from the Capital Works Program.

REASONS FOR THE MOTION

1. The Reserve Bank of Australia has recognised that there is a current cost-of-living crisis and is reducing interest rates to provide relief to struggling residents;
2. The State Government has indicated that the cost of Water and Electricity will be increased in the State Budget due to be released in mid June 2025;
3. Increasing the rates beyond 3.5% is unnecessary as the rate rise is predominantly to fund capital expenditure and there are no projects of such urgency that require placing any additional burden on ratepayers;
4. The State Government has recognised a spike in domestic violence which is attributed to increased financial stress on ratepayers;
5. The City can fulfil all of its obligations to City of Melville residents and ratepayers by only levying rates at an increase of 3.5% on 24/25 levels.
6. The proposed reduction of 1% down from the advertised 4.5% can be readily recouped in the 26/27 year, because that is a GRV revaluation year and the City has already recognised that the Rate in the Dollar will need to be reduced by approximately 6.28% in the 26/27 Rates.
7. Raising the rates by 4.5% or 7.654765 in 25/26 and then reducing by 6.28% to 7.202438, is an unnecessary spike in rates when ratepayers can least afford it.
8. The reduction to 3.5% or 7.581514 will require a reduction of 5.2% or 7.275689 cents in the dollar which is a lesser spike and will give ratepayers some breathing space.

CONFIRMED

City of Melville

UNDER DELEGATED AUTHORITY

FOR THE PERIOD OF
APRIL 2025
PRESENTED TO THE
ORDINARY MEETING OF COUNCIL
TO BE HELD ON 17 JUNE 2025

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6979	**1300 TEMPFENCE READY INDUUSTRIES PTY LTD T/AS**			**$**	**4,323.55**
.6979	Temporary fencing	15/04/2025	E128472	$	3,543.43
.6979	Temporary fencing	30/04/2025	E128776	$	780.12
.9646	**366 SOLUTIONS PTY LTD**			**$**	**6,072.00**
.9646	IT technical services	15/04/2025	E128599	$	6,072.00
.9667	**99 BIKES PTY LTD**			**$**	**2,500.00**
.9667	Security services	15/04/2025	E128603	$	2,500.00
.7359	**AARO GROUP PTY LTD**			**$**	**36,044.64**
.7359	Drainage works -pipe relining	15/04/2025	E128491	$	36,044.64
.9622	**AARON CLARINGBOLD**			**$**	**4,600.00**
.9622	Photography	30/04/2025	E128858	$	4,600.00
.9636	**AARYANNA DEVYANI CHELVATHURAI**			**$**	**100.00**
.9636	Community events	15/04/2025	E128597	$	100.00
.0366	**ABAXA WH LOCATION SERVICES PTY LTD T/AS**			**$**	**10,566.28**
.0366	Underground Service Location	15/04/2025	E128320	$	10,566.28
.9071	**ABCO WATER SYSTEMS BWATER PTY LTD T/AS**			**$**	**65,619.40**
.9071	Design, supply and installation of the UV Treatment System	15/04/2025	E128544	$	65,619.40
.4456	**ADVANCE PRESS (2013) PTY LTD**			**$**	**1,815.00**
.4456	Outsourced printing	15/04/2025	E128405	$	363.00
.4456	Outsourced printing	30/04/2025	E128732	$	1,452.00
.9048	**ADVERTISING - MARKETFORCE SUBSIDARY OF OMNICOM**			**$**	**2,758.72**
.9048	Marketing and communication services	15/04/2025	E128540	$	2,464.78
.9048	Marketing and communication services	30/04/2025	E128821	$	293.94
.6138	**AE HOSKINS BUILDING SERVICES THE TRUSTEE FOR M R HOSKINS FAMILY TRUST T/AS**			**$**	**228,755.61**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6138	Construction of the New Southside BMX Facility at Bob Gordon Reserve	15/04/2025	E128434	$	131,245.79
.6138	Re-location of the library office	30/04/2025	E128746	$	97,509.82
.6855	**AIR LIQUIDE AUSTRALIA LIIMITED**			**$**	**1,188.71**
.6855	Gas	15/04/2025	E128468	$	1,188.71
.2330	**ALINTA ENERGY ALINTA SALES PTY LTD T/AS**			**$**	**190.50**
.2330	Gas	15/04/2025	E128359	$	190.50
.9399	**ALL FLAGS AND SIGNS PTY LTD**			**$**	**2,073.50**
.9399	Signage and sign writing	15/04/2025	E128571	$	2,073.50
.3350	**ALL GARDENING SERVICES SCHNITTER, JOCHANAN SHANOAH T/AS**			**$**	**420.00**
.3350	Landscaping services and supplies	15/04/2025	E128380	$	210.00
.3350	Landscaping services and supplies	30/04/2025	E128718	$	210.00
.8208	**ALL GOOD GRUB GOODALL, STACEY MARIE T/AS**			**$**	**968.00**
.8208	Catering services and supplies	15/04/2025	E128515	$	968.00
.3806	**ALS LIBRARY SERVICES PTY LTD**			**$**	**8,521.60**
.3806	Library Expenses	15/04/2025	E128390	$	4,133.27
.3806	Library Expenses	30/04/2025	E128725	$	4,388.33
.7395	**ALSCO FRESH AND CLEAN ALSCO PTY LIMITED T/AS**			**$**	**442.72**
.7395	Hygiene services	30/04/2025	E128787	$	442.72
.6088	**ALYKA PTY LTD**			**$**	**2,200.00**
.6088	Website expenses	15/04/2025	E128432	$	2,200.00
.2755	**AMBIUS RENTOKIL INITIAL RENTOKIL INITIAL PTY LTD T/AS**			**$**	**5,056.56**
.2755	Facilities management services	15/04/2025	E128367	$	3,240.90
.2755	Facilities management services	30/04/2025	E128709	$	1,815.66
.9612	**AMBLE STUDIO PTY LTD**			**$**	**7,975.00**
.9612	Creative services and graphic design	30/04/2025	E128857	$	7,975.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.7052	**AMPED DIGITAL AMPED IT PTY LTD T/AS**			**$**	**335.50**
.7052	Marketing materials and promotional items	30/04/2025	E128781	$	335.50
.3016	**AMPOL PETROLEUM DISTRIBUTORS PTY LTD**			**$**	**711.73**
.3016	Fuel	15/04/2025	E128372	$	711.73
.9130	**ANDREW SCOTT GREEN COUNCILLOR**			**$**	**3,038.33**
.9130	Councillor expenses	15/04/2025	E128552	$	3,038.33
.6113	**ANIMAL PEST MANAGEMENT SERVICES THE TRUSTEE FOR BUTCHER FAMILY TRUST T/AS**			**$**	**3,745.50**
.6113	Animal management and pound expenses	15/04/2025	E128433	$	3,745.50
.8329	**ANNA RICHARDSON**			**$**	**38.06**
.8329	Artists and artworks	30/04/2025	E128807	$	38.06
.1149	**APACE AID INCORPORATED**			**$**	**7,917.80**
.1149	Nursery supplies	15/04/2025	E128340	$	7,917.80
.8783	**AQUA L'EAU AUSTRALIA PTY LTD**			**$**	**1,937.88**
.8783	Plumbing maintenance supplies and services	15/04/2025	E128532	$	200.64
.8783	Plumbing maintenance supplies and services	30/04/2025	E128815	$	1,737.24
.6015	**AQUATIC SERVICES WA PTY LTD**			**$**	**822.03**
.6015	Swimming pool costs	15/04/2025	E128430	$	822.03
.9260	**ARBOR URBAN PTY LTD**			**$**	**1,364.00**
.9260	Arborists and tree services	30/04/2025	E128840	$	1,364.00
.8287	**ARNOWA ARNOWA PTY LTD T/AS**			**$**	**29,776.00**
.8287	Annual Smartgrid software subscription	15/04/2025	E128517	$	29,776.00
.0014	**ARTEIL (WA) PTY LTD**			**$**	**15,313.10**
.0014	Furniture and Fit Out	15/04/2025	E128301	$	15,313.10

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.9223	**ARTIFY CONSULTING PTY LTD**			**$**	**4,510.00**
.9223	Artists and artworks	30/04/2025	E128836	$	4,510.00
.8202	**ARTISAN ALLEY PTY LTD GATHER FOODS T/AS**			**$**	**662.20**
.8202	Catering services and supplies	30/04/2025	E128803	$	662.20
.9611	**ARTISAN MUSIC VIVID PUBLISHING PTY LTD T/AS**			**$**	**560.00**
.9611	Entertainers	15/04/2025	E128592	$	560.00
.0202	**ASLAB PTY LTD**			**$**	**7,040.00**
.0202	Pavement construction and streetscape services	15/04/2025	E128315	$	7,040.00
.8197	**ATTADALE GARDEN BAGS THE TRUSTEE FOR BOWDEN FAMILY TRUST T/AS**			**$**	**110.00**
.8197	Waste collection and disposal	15/04/2025	E128514	$	110.00
.6797	**ATTURRA BUSINESS APPLICATIONS GALAXY 42 PTY LTD T/AS**			**$**	**4,070.00**
.6797	Training services	15/04/2025	E128466	$	4,070.00
.6724	**AUSQ TRAINING THE TRUSTEE FOR AUSQ UNIT TRUST T/AS**			**$**	**420.00**
.6724	Training services	15/04/2025	E128461	$	420.00
.5138	**AUST WEST AUTO ELECTRICAL PTY LTD**			**$**	**8,125.71**
.5138	Vehicle Repairs and Maintenance	15/04/2025	E128415	$	7,411.46
.5138	Vehicle Repairs and Maintenance	30/04/2025	E128736	$	714.25
.1523	**AUSTRALIA POST PERTH**			**$**	**11,134.15**
.1523	Postage	15/04/2025	E128348	$	10,642.40
.1523	Postage	30/04/2025	E128695	$	491.75
.1804	**AUSTRALIAN HVAC SERVICES AUSTRALIAN HVAC SERVICES PTY LTD T/AS**			**$**	**470,522.28**
.1804	Air conditioning maintenance and services	4/04/2025	E128248	$	212,191.27
.1804	Air conditioning maintenance and services	15/04/2025	E128352	$	251,610.27
.1804	Air conditioning maintenance and services	30/04/2025	E128701	$	6,720.74
.0022	**BAILEYS FERTILISERS AKC PTY LTD T/AS**			**$**	**12,206.05**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.0022	Landscaping services and supplies	15/04/2025	E128302	$	6,871.05
.0022	Landscaping services and supplies	30/04/2025	E128664	$	5,335.00
.6272	**BALSHAWS FLORIST ATF E.J BALSHAW & M.D BALSHAW & Z.F BALSHAW & B.M GIBB T/AS**			**$**	**533.50**
.6272	Flowers	15/04/2025	E128438	$	122.00
.6272	Flowers	30/04/2025	E128750	$	411.50
.9489	**BAY CONCRETE GRINDING SEAN ANTHONY HOLLAND T/AS**			**$**	**8,951.25**
.9489	Roads and paving supplies - concrete	15/04/2025	E128576	$	8,951.25
.5661	**BEACON EQUIPMENT BEPASSEY NOMINEES PTY LTD T/AS**			**$**	**15,801.50**
.5661	General hardware and tools	15/04/2025	E128425	$	3,588.00
.5661	General hardware and tools	30/04/2025	E128743	$	12,213.50
.3098	**BEE ADVICE NEWCOMBE, MICHAEL ROY T/AS**			**$**	**1,200.00**
.3098	Animal management and pound expenses	15/04/2025	E128374	$	500.00
.3098	Animal management and pound expenses	30/04/2025	E128714	$	700.00
.9118	**BEILBY DOWNING TEAL PTY LTD**			**$**	**11,880.00**
.9118	Recruitment expenses	15/04/2025	E128549	$	11,880.00
.8400	**BETTER RENT ACCEPTANCE PTY LTD**			**$**	**1,031.80**
.8400	Property rent	30/04/2025	E128811	$	1,031.80
.9693	**BEXX REBECCA SARAH PRICE T/AS**			**$**	**1,500.00**
.9693	Community events	30/04/2025	E128869	$	1,500.00
.6556	**BIN BATH BIN BATH CORPORATION PTY LTD T/AS**			**$**	**220.11**
.6556	Waste expenses	15/04/2025	E128452	$	220.11
.9248	**BINLEY FENCING THE TRUSTEE FOR FOXFISH TRUST T/AS**			**$**	**667.48**
.9248	Temporary fencing	30/04/2025	E128839	$	667.48
.8902	**BLAK LINE INDUSTRIES PTY LTD**			**$**	**10,653.83**
.8902	Creative services and graphic design	15/04/2025	E128535	$	1,595.00

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8902	Creative services and graphic design	30/04/2025	E128816	$	9,058.83
.1364	**BLUE GUM PARK TENNIS CLUB INC.**			**$**	**24,267.30**
.1364	Sport and recreation subsidies	15/04/2025	E128344	$	24,267.30
.0187	**BORAL CONSTRUCTION MATERIALS GROUP LTD**			**$**	**617.51**
.0187	Pavement construction and streetscape services	15/04/2025	E128314	$	176.43
.0187	Pavement construction and streetscape services	30/04/2025	E128671	$	441.08
.8185	**BOS CIVIL PTY LTD**			**$**	**598,130.85**
.8185	Ogilvie Rd Streetscape Upgrade	30/04/2025	E128801	$	598,130.85
.1075	**BOYA EQUIPMENT PTY LTD**			**$**	**2,469.99**
.1075	Plant maintenance	15/04/2025	E128338	$	2,469.99
.8771	**BRIDGE42 PTY LTD T/AS BRIDGE42**			**$**	**8,250.00**
.8771	IT project management and consultancy	15/04/2025	E128531	$	8,250.00
.6739	**BRIGHTMARK GROUP PTY LTD**			**$**	**21,799.88**
.6739	Commercial cleaning	15/04/2025	E128462	$	21,799.88
.0399	**BRITESHINE CLEANING SERVICES BRITESHINE CLEANING & MAINTENANCE SERVICES PTY LTD T/AS**			**$**	**100,198.60**
.0399	Commercial cleaning of City of Melville Buildings	15/04/2025	E128321	$	52,141.18
.0399	Commercial cleaning of City of Melville Buildings	30/04/2025	E128675	$	48,057.42
.6998	**BROWNES DAIRY BROWNES FOODS OPERATIONS PTY LIMITED T/AS**			**$**	**1,150.16**
.6998	Milk Supply	15/04/2025	E128474	$	431.20
.6998	Milk Supply	30/04/2025	E128779	$	718.96
.8215	**BRUNO OLIVER BOOTH**			**$**	**30.18**
.8215	Artists and artworks	30/04/2025	E128804	$	30.18
.0137	**BUCHER MUNICIPAL PTY LTD**			**$**	**2,729.31**
.0137	Engineering consulting services	15/04/2025	E128311	$	2,729.31

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
9995	**BUILDING COMMISSION DEPARTMENT OF COMMERCE T/AS**			**$**	**50,157.17**
9995	Regulatory fees and government charges	15/04/2025	E128651	$	50,157.17
.0036	**BUNNINGS GROUP LIMITED**			**$**	**5,591.33**
.0036	Building construction materials and services	15/04/2025	E128303	$	4,111.18
.0036	Building construction materials and services	30/04/2025	E128665	$	1,480.15
.6627	**C&H SWEEPING PINESHORE HOLDINGS PTY LTD T/AS**			**$**	**3,080.00**
.6627	Street sweeping services	15/04/2025	E128456	$	2,310.00
.6627	Street sweeping services	30/04/2025	E128765	$	770.00
.9408	**CAITRIONA EVA RYAN**			**$**	**1,500.00**
.9408	Artists and artworks	15/04/2025	E128572	$	1,500.00
.7812	**CAPITAL LETTERS AMANDA DICKERSON T/AS**			**$**	**210.00**
.7812	Community events	15/04/2025	E128502	$	210.00
.6752	**CAPITAL RECYCLING FARFIELD HOLDINGS P/L ATF THE R GULLOTTO FAMILY TRUST T/AS**			**$**	**7,364.50**
.6752	General recycling	15/04/2025	E128463	$	7,364.50
.7201	**CAR CARE ROCKINGHAM MARIO BAELI T/AS**			**$**	**1,920.00**
.7201	Vehicle Repairs and Maintenance	15/04/2025	E128482	$	1,200.00
.7201	Vehicle Repairs and Maintenance	30/04/2025	E128784	$	720.00
.8314	**CAREER LIFE TRANSITIONS PTY LTD**			**$**	**3,520.00**
.8314	HR and workforce services	15/04/2025	E128518	$	3,520.00
.8124	**CARLA ADAMS ADAMS, CARLA MELITA**			**$**	**15.00**
.8124	Artists and artworks	30/04/2025	E128799	$	15.00
.2184	**CASCADA GROUP ACCESS ICON PTY LTD T/AS**			**$**	**4,947.80**
.2184	Drainage services	15/04/2025	E128357	$	4,947.80
.5663	**CASTLEDEX PTY LTD**			**$**	**22,627.00**
.5663	Records management services	15/04/2025	E128426	$	22,627.00

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.0044	**CASTROL AUSTRALIA PTY LIMITED**			**$**	**18,959.81**
.0044	Greases and oils and lubricants	15/04/2025	E128304	$	18,959.81
.9637	**CATHARA CONSULTING PTY LTD**			**$**	**17,600.00**
.9637	Consulting services	15/04/2025	E128598	$	17,600.00
.7269	**CDM AUSTRALIA PTY LTD**			**$**	**8,472.81**
.7269	IT and telecommunications expenses	30/04/2025	E128785	$	8,472.81
.5677	**CHAMPION COMPRESSORS SULLAIR AUSTRALIA PTY LTD T/AS**			**$**	**2,633.75**
.5677	Maintenance and services	15/04/2025	E128427	$	2,633.75
.8232	**CHELSEY THOMSON**			**$**	**1,200.00**
.8232	Consulting services	30/04/2025	E128805	$	1,200.00
.0051	**CHILD EDUCATION SERVICES SAQUITE PTY LTD T/AS**			**$**	**3,007.68**
.0051	Community events	15/04/2025	E128305	$	3,007.68
.9682	**CHLOE OGILVIE**			**$**	**1,800.00**
.9682	Event equipment hire	30/04/2025	E128867	$	1,800.00
.5529	**CHOICEONE PTY LTD**			**$**	**46,330.25**
.5529	Temporary labour	15/04/2025	E128422	$	28,127.98
.5529	Temporary labour	30/04/2025	E128741	$	18,202.27
.0442	**CHRISTOU DESIGN GROUP PTY LTD**			**$**	**279,488.00**
.0442	Architectural and design services	15/04/2025	E128323	$	279,488.00
.8226	**CHUBB FIRE SAFETY CHUBB FIRE & SECUITY PTY LTD T/AS**			**$**	**759.00**
.8226	Fire equipment and maintenance services	15/04/2025	E128516	$	759.00
.0056	**CITY OF COCKBURN**			**$**	**10,777.24**
.0056	Tip fees March 2025	15/04/2025	E128306	$	10,175.79
.0056	LSL liability	30/04/2025	E128666	$	601.45

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.1670	**CITY OF FREMANTLE**			**$**	**3,300.00**
.1670	Contribution to joint expo March 2025	15/04/2025	E128350	$	3,300.00
.0001	**CITY OF MELVILLE - PETTY CASH**			**$**	**87.00**
.0001	Petty Cash	30/04/2025	070947	$	87.00
.9337	**CIVIL PRODUCTS WA ASCENTION PROPERTIES PTY LTD T/AS**			**$**	**1,379.40**
.9337	Traffic facilities	30/04/2025	E128844	$	1,379.40
.3393	**CLIMATE CHANGE RESPONSE PTY LTD**			**$**	**13,200.00**
.3393	Business and management consulting and services	15/04/2025	E128381	$	13,200.00
.7962	**CLIVE ROSS COUNCILLOR**			**$**	**3,038.33**
.7962	Councillor expenses	15/04/2025	E128508	$	3,038.33
.9599	**COHEZION THE TRUSTEE FOR RED TOTAL TRUST T/AS**			**$**	**3,245.00**
.9599	Consulting services	15/04/2025	E128589	$	3,245.00
.8107	**COLE BAXTER PHOTOGRAPHY COLE BAXTER T/AS**			**$**	**825.00**
.8107	Photography	30/04/2025	E128798	$	825.00
.6526	**COLONIAL PRINT AND PROMOTIONS ORIANNA PTY LTD T/AS**			**$**	**57,486.00**
.6526	Quest Duffle bags and Drink bottles for Leisure Centres	30/04/2025	E128760	$	57,486.00
.9192	**COMMERCIAL PEST MANAGEMENT SERVICES PTY LTD**			**$**	**4,135.00**
.9192	Pest & Weed Control	15/04/2025	E128556	$	1,018.00
.9192	Pest & Weed Control	30/04/2025	E128832	$	3,117.00
.7074	**COMPLETE OFFICE SUPPLIES**			**$**	**6,889.95**
.7074	Stationery	15/04/2025	E128479	$	6,889.95
.9275	**CONSOLIDATED TRAINING SERVICES PGC TRAINING PTY LTD T/AS**			**$**	**750.00**
.9275	Training services	15/04/2025	E128561	$	750.00

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.3935	**CONTRA-FLOW PTY LTD**			**$ 151,867.82**
.3935	Traffic control services	15/04/2025	E128393	$ 68,932.51
.3935	Traffic control services	30/04/2025	E128726	$ 82,935.31
.9528	**COOPER BOWMAN**			**$ 1,000.00**
.9528	Entertainers	30/04/2025	E128853	$ 1,000.00
.1116	**CORPUS CHRISTI COLLEGE**			**$ 326.00**
.1116	Rates and other rebates	30/04/2025	E128688	$ 326.00
.7070	**CORSIGN WA PTY LTD**			**$ 2,836.90**
.7070	Road signs	15/04/2025	E128478	$ 312.40
.7070	Road signs	30/04/2025	E128782	$ 2,524.50
.7250	**COUNTRY CLUB INTERNATIONAL PTY LTD**			**$ 761.51**
.7250	Sport and recreation equipment	15/04/2025	E128485	$ 761.51
.4161	**CREATIVE SPACES GINGER BLUE NOMINEES PTY LTD T/AS**			**$ 1,302.95**
.4161	Creative services and graphic design	15/04/2025	E128398	$ 1,302.95
.7859	**CS LEGAL THE PIER GROUP PTY LTD T/AS**			**$ 2,858.39**
.7859	Debt collection services	15/04/2025	E128504	$ 2,858.39
.1677	**CSE CROSSCOM PTY LTD**			**$ 3,710.20**
.1677	Creative services and graphic design	15/04/2025	E128351	$ 1,855.10
.1677	Creative services and graphic design	30/04/2025	E128700	$ 1,855.10
.4386	**DA CHRISTIE PTY LTD**			**$ 15,179.67**
.4386	Outdoor furniture and shades and exercise equipment	15/04/2025	E128404	$ 15,179.67
.2904	**DADAA LIMITED**			**$ 3,347.14**
.2904	Donations, Sponsorship & Contributions	30/04/2025	E128711	$ 3,347.14
.7389	**DAN MCCABE MCCABE, DANIEL T/AS**			**$ 6.00**
.7389	Photography	30/04/2025	E128786	$ 6.00

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.2009	**DARREN HUTCHENS ILLUSTRATOR HUTCHENS, DARREN T/AS**			**$**	**550.00**
.2009	Artists and artworks	15/04/2025	E128354	$	550.00
.2131	**DATA#3 LIMITED**			**$**	**6,042.28**
.2131	IT software/licensing and maintenance	15/04/2025	E128356	$	3,160.28
.2131	IT software/licensing and maintenance	30/04/2025	E128703	$	2,882.00
.9348	**DAVID ELIJHA JONES DAVID JONES**			**$**	**2,000.00**
.9348	Artists and artworks	15/04/2025	E128566	$	2,000.00
.0101	**DAVID GRAY & CO PTY LTD**			**$**	**2,360.60**
.0101	Bin supply	30/04/2025	E128668	$	2,360.60
.1615	**DELL AUSTRALIA PTY LTD**			**$**	**431.77**
.1615	IT software/licensing and maintenance	30/04/2025	E128697	$	431.77
.3107	**DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS**			**$**	**1,550.00**
.3107	Community events	15/04/2025	E128375	$	1,550.00
.4051	**DEPARTMENT OF FIRE AND EMERGENCY SERVICES**			**$**	**1,610,779.56**
.4051	ESL Remittance March 2025	15/04/2025	E128396	$	1,610,779.56
.9603	**DESTINATION PERTH PERTH REGION TOURISM ORGANISATION INC T/AS**			**$**	**2,292.40**
.9603	Marketing and communication services	30/04/2025	E128855	$	2,292.40
.4256	**DIRECT COFFEE SUPPLIES PTY LTD**			**$**	**570.00**
.4256	Catering services and supplies	30/04/2025	E128729	$	570.00
.6541	**DONOVAN PAYNE ARCHITECTS (A)POD PTY LTD T/AS**			**$**	**13,970.00**
.6541	Architectural and design services	30/04/2025	E128761	$	13,970.00
.0213	**DORMAKABA AUSTRALIA PTY LTD**			**$**	**467.50**
.0213	Maintenance and services	30/04/2025	E128672	$	467.50

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.3459	**DOWNER EDI WORKS PTY LTD**			**$**	**265.94**
.3459	Roads and paving supplies - asphalt and bitumen	15/04/2025	E128384	$	265.94
.6693	**DOWSING GROUP PTY LTD**			**$**	**121,994.44**
.6693	Roads and paving supplies - quarry products and rubble	15/04/2025	E128458	$	121,994.44
.8474	**DP STAMPALIA STAMPALIA, DARREN PHILLIP & DP EARTHMOVING WA T/AS**			**$**	**18,364.50**
.8474	Plant hire	15/04/2025	E128523	$	18,364.50
.3309	**DRAINFLOW SERVICES PTY LTD**			**$**	**15,589.75**
.3309	Drainage services	15/04/2025	E128378	$	5,112.25
.3309	Drainage services	30/04/2025	E128717	$	10,477.50
.6794	**DURACRAFT ACCIDENT REPAIR CENTRE DURACRAFT PTY LTD T/AS**			**$**	**1,250.00**
.6794	Vehicle Repairs and Maintenance	30/04/2025	E128771	$	1,250.00
.7544	**DUSHONG ART KICKETT, ROHIN PATRICK T/AS**			**$**	**5,500.00**
.7544	Artists and artworks	15/04/2025	E128494	$	5,500.00
.0986	**E & MJ ROSHER PTY LTD**			**$**	**6,887.85**
.0986	Plant purchase/Parts	15/04/2025	E128335	$	4,848.57
.0986	Plant purchase/Parts	30/04/2025	E128683	$	2,039.28
.9082	**ECO ACTION PTY LTD**			**$**	**667.50**
.9082	Community events	30/04/2025	E128825	$	667.50
.4756	**ECO RESOURCES PTY LTD THE TRUSTEE FOR THE M & S UNIT TRUST T/AS**			**$**	**3,224.27**
.4756	Landfill management services	15/04/2025	E128407	$	3,224.27
.7816	**ECOBLUE INTERNATIONAL ECOLBLUE INTERNATIONAL PTY LTD ATF ECOBLUE UNIT TRUST**			**$**	**3,359.95**
.7816	Fuel	30/04/2025	E128794	$	3,359.95
.9236	**ECOSCAPE AUSTRALIA PTY LTD**			**$**	**3,036.00**
.9236	Landscape design and architecture services	15/04/2025	E128560	$	3,036.00

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6445	**ELEMENT ADVISORY PTY LTD**			$	40,641.98
.6445	Booragoon City Centre Structure Plan	15/04/2025	E128448	$	40,641.98
.9665	**ELITE COMPLIANCE PTY LTD**			$	8,910.00
.9665	Surveyors	15/04/2025	E128602	$	4,290.00
.9665	Surveyors	30/04/2025	E128866	$	4,620.00
.6230	**ELITE LOCK SERVICE PERTH SECURITY SOLUTIONS ATF SIMS FAMILY TRUST T/AS**			$	8,080.24
.6230	Locksmith supplies and services	15/04/2025	E128437	$	6,532.06
.6230	Locksmith supplies and services	30/04/2025	E128749	$	1,548.18
.9514	**ELLA JEAN NAPIER**			$	300.00
.9514	Photography	15/04/2025	E128581	$	300.00
.7101	**ELLIOTTS FILTRATION ELLIOTTS IRRIGATION PTY LTD T/AS**			$	649.00
.7101	Irrigation and watering systems	15/04/2025	E128480	$	649.00
.1380	**EMSO MAINTENANCE CRAB CLAW HOLDINGS P/L ATF EMSO INVESTMENT TRUST T/AS**			$	75,266.21
.1380	Building construction materials and services	15/04/2025	E128345	$	36,901.02
.1380	Building construction materials and services	30/04/2025	E128691	$	38,365.19
.0091	**ENGINE PROTECTION EQUIPMENT**			$	4,540.75
.0091	To supply filters to vehicles	15/04/2025	E128309	$	4,085.78
.0091	To supply filters to vehicles	30/04/2025	E128667	$	454.97
.7316	**ENSIGN SERVICES (AUST.) PTY. LTD**			$	281.16
.7316	Laundering and dry cleaning	15/04/2025	E128488	$	281.16
.9332	**ENVIROPATH PTY LTD**			$	19,835.58
.9332	Carpark sweeping services	30/04/2025	E128843	$	19,835.58
.6611	**ERECTIONS (WA) LIGHTFORCE ASSET PTY LTD T/AS**			$	1,897.50
.6611	Road signs	30/04/2025	E128764	$	1,897.50
.7227	**ERIN COATES**			$	8,250.00

CONFIRMED

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Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.7227	Library Expenses	15/04/2025	E128483	$	8,250.00
.6989	**ESSENTIAL COFFEE PTY LTD**			**$**	**1,369.87**
.6989	Facilities management services	30/04/2025	E128778	$	1,369.87
.9602	**EUROTECH GROUP PTY LTD**			**$**	**491.22**
.9602	Signage and sign writing	15/04/2025	E128591	$	491.22
.7234	**FAT FROG CONSULTING THE TRUSTEE FOR LIVING STREAMS TRUST T/AS**			**$**	**4,400.00**
.7234	Sustainability services	15/04/2025	E128484	$	4,400.00
.0531	**FEDEX EXPRESS AUSTRALIA PTY LTD**			**$**	**3,703.50**
.0531	Subscriptions	15/04/2025	E128327	$	1,539.20
.0531	Subscriptions	30/04/2025	E128676	$	2,164.30
.4774	**FLEX FITNESS EQUIPMENT RUBY DISTRIBUTORS PTY LTD T/AS**			**$**	**3,884.52**
.4774	Sport and recreation equipment	15/04/2025	E128408	$	3,884.52
.8338	**FLEXI STAFF FLEXI STAFF GROUP PTY LTD**			**$**	**21,736.54**
.8338	Temporary labour hire	15/04/2025	E128519	$	15,280.41
.8338	Temporary labour hire	30/04/2025	E128808	$	6,456.13
.0204	**FLICK ANTICIMEX**			**$**	**348.68**
.0204	Hygiene services	15/04/2025	E128316	$	348.68
.9632	**FN FOCUS PTY LTD**			**$**	**9,240.00**
.9632	Community events	30/04/2025	E128861	$	9,240.00
.8606	**FORPARK AUSTRALIA 4PARK PTY LTD T/AS**			**$**	**62,700.00**
.8606	Playground equipment and maintenance	15/04/2025	E128524	$	62,700.00
.7327	**FOSTER'S SERVICES PTY LTD**			**$**	**10,907.66**
.7327	Electrical and lighting maintenance supplies and services	15/04/2025	E128489	$	10,907.66
.5369	**FOXTEL**			**$**	**350.00**

CONFIRMED

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Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.5369	Cloud services	15/04/2025	E128417	$	350.00
.9559	**FREMANTLE PA HIRE TRAVERS ENTERPRISES PTY LTD T/AS**			**$**	**4,318.82**
.9559	Event equipment hire	30/04/2025	E128854	$	4,318.82
.3227	**FULTON HOGAN INDUSTRIES PTY LTD**			**$**	**41,872.12**
.3227	Building construction materials and services	15/04/2025	E128377	$	1,980.00
.3227	Asphalt laying Burke St and Preston Point Rd	30/04/2025	E128715	$	39,892.12
.9537	**GAF TRAFFIC**			**$**	**7,854.00**
.9537	Traffic control services	15/04/2025	E128583	$	7,854.00
.9209	**GAIA PERMACULTURE BLACKHAM, FIONA CAROLINE T/AS**			**$**	**1,000.00**
.9209	Landscape design and architecture services	15/04/2025	E128558	$	500.00
.9209	Landscape design and architecture services	30/04/2025	E128834	$	500.00
.6824	**GFG TEMP ASSIST GLENN FLOOD GROUP PTY LTD T/AS**			**$**	**20,449.00**
.6824	Consulting services	15/04/2025	E128467	$	9,196.00
.6824	Consulting services	30/04/2025	E128772	$	11,253.00
.7017	**GLYNIS BARBER COUNCILLOR**			**$**	**3,038.33**
.7017	Councillor expenses	15/04/2025	E128476	$	3,038.33
.9024	**GO ORGANICS JD ORGANICS PTY LTD T/AS**			**$**	**316.80**
.9024	Landscaping services and supplies	30/04/2025	E128820	$	316.80
.9660	**GRACE MARGARET CONNORS**			**$**	**250.00**
.9660	Artists and artworks	30/04/2025	E128865	$	250.00
.5101	**GRAFFITI SYSTEMS AUSTRALIA THE TRUSTEE FOR ROBTHOR UNIT TRUST T/AS**			**$**	**5,359.82**
.5101	Graffiti removal services	15/04/2025	E128412	$	4,289.21
.5101	Graffiti removal services	30/04/2025	E128734	$	1,070.61
.9190	**GRASSTREES AUSTRALIA GRASSTREES AUSTRALIA (WA) PTY LTD T/AS**			**$**	**3,074.50**
.9190	Landscaping services and supplies	15/04/2025	E128555	$	3,074.50

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.6874	**GREENHOUSE DESIGN STUDIOS ASHLEY JANE GREENHOUGH T/AS**			**$ 2,354.00**
.6874	Marketing and communication services	15/04/2025	E128469	$ 2,321.00
.6874	Marketing and communication services	30/04/2025	E128773	$ 33.00
.7956	**H.W. & ASSOCIATES TOMLIN HOLDINGS (WA) PTY LTD T/AS**			**$ 1,650.00**
.7956	Surveyors	15/04/2025	E128507	$ 1,650.00
.9484	**HAITCH STUDIO PTY LTD**			**$ 1,072.50**
.9484	Artists and artworks	15/04/2025	E128575	$ 1,072.50
.8192	**HALYTECH PTY LTD**			**$ 2,640.00**
.8192	Data storage services	30/04/2025	E128802	$ 2,640.00
.4312	**HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD**			**$ 131,673.04**
.4312	Temporary labour	15/04/2025	E128402	$ 75,633.61
.4312	Temporary labour	30/04/2025	E128731	$ 56,039.43
.9214	**HFM ASSET MANAGEMENT PTY LTD**			**$ 9,009.00**
.9214	Business and management consulting and services	30/04/2025	E128835	$ 9,009.00
.7810	**HILTON HARVEST COMMUNITY GARDEN INC**			**$ 5,000.00**
.7810	Park maintenance charges	30/04/2025	E128793	$ 5,000.00
.1642	**HINDS SAND SUPPLIES**			**$ 7,083.78**
.1642	Building construction materials and services	15/04/2025	E128349	$ 6,236.34
.1642	Building construction materials and services	30/04/2025	E128699	$ 847.44
.6705	**HODGE COLLARD PRESTON ARCHITECTS HODGE COLLARD PRESTON UNIT TRUST T/AS**			**$ 8,635.00**
.6705	Architectural and design services	15/04/2025	E128460	$ 7,425.00
.6705	Architectural and design services	30/04/2025	E128769	$ 1,210.00
.1418	**HOLCIM (AUSTRALIA) PTY LTD**			**$ 2,415.20**
.1418	Roads and paving supplies - concrete	30/04/2025	E128693	$ 2,415.20

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.9015	**HOLTY'S HIAB THE TRUSTEE FOR HOLT INVESTMENTS TRUST T/AS**			**$**	**1,188.00**
.9015	Installation of posts at Various ovals	15/04/2025	E128539	$	1,188.00
.9623	**HORIZON SURVEYS PTY LTD**			**$**	**6,490.00**
.9623	Surveyors	15/04/2025	E128594	$	6,490.00
.5489	**HORIZON WEST LANDSCAPE & IRRIGATION PTY LTD**			**$**	**176,288.20**
.5489	Irrigation and watering systems	15/04/2025	E128421	$	102,247.20
.5489	Irrigation and watering systems	30/04/2025	E128739	$	74,041.00
.0064	**HOST CORPORATION PTY LTD**			**$**	**77.00**
.0064	Catering services and supplies	15/04/2025	E128307	$	77.00
.9107	**HURT LOCKER THE TRUSTEE FOR DAYBRO FAMILY TRUST T/AS**			**$**	**7,150.00**
.9107	Sport and recreation subsidies	30/04/2025	E128828	$	7,150.00
.9062	**HYDROQUIP PUMPS & IRRIGATION PTY LTD**			**$**	**10,349.63**
.9062	Irrigation and watering systems	15/04/2025	E128542	$	396.00
.9062	Irrigation and watering systems	30/04/2025	E128823	$	9,953.63
.8748	**ID CONSULTING PTY LTD**			**$**	**6,820.00**
.8748	Subscriptions	15/04/2025	E128527	$	6,820.00
.0114	**INDUSTRIAL PROTECTIVE PRODUCTS (WA) JELLOR PTY LTD T/AS**			**$**	**1,668.29**
.0114	General hardware and tools	15/04/2025	E128310	$	723.93
.0114	General hardware and tools	30/04/2025	E128669	$	944.36
.6016	**INDUSTRIAL RECRUITMENT PARTNERS IRP PTY LTD T/AS**			**$**	**5,590.75**
.6016	Temporary labour	15/04/2025	E128431	$	5,590.75
.9281	**INFRASTRUCTURE FOCUS GRAHAM R LANTZKE T/AS**			**$**	**4,950.00**
.9281	Engineering consulting services	15/04/2025	E128562	$	4,950.00
.0009	**INITIAL HYGIENE SOLUTIONS RENTOKIL INITIAL PTY LTD T/AS**			**$**	**4,608.47**
.0009	Hygiene services	15/04/2025	E128300	$	2,307.51

CONFIRMED

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Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.0009	Hygiene services	30/04/2025	E128663	$	2,300.96
.8793	**INNOVA GROUP PTY LTD**			**$**	**9,158.60**
.8793	Supply of Furniture	15/04/2025	E128533	$	9,158.60
.4326	**INTELIFE GROUP LIMITED**			**$**	**5,439.49**
.4326	Commercial cleaning	15/04/2025	E128403	$	5,439.49
.6985	**INTERIA DESIGN PTY LTD CRADDOCK FAMILY TRUST T/AS**			**$**	**13,537.70**
.6985	Furniture and Fit Out	15/04/2025	E128473	$	13,537.70
.9628	**JACK ROWAN WANSBROUGH**			**$**	**770.00**
.9628	Artists and artworks	30/04/2025	E128859	$	770.00
.5119	**JANA BRADDOCK COM EMPLOYEE**			**$**	**210.00**
.5119	Staff reimbursements	30/04/2025	E128735	$	210.00
.7967	**JANE EDINGER COUNCILLOR**			**$**	**3,038.33**
.7967	Councillor expenses	15/04/2025	E128509	$	3,038.33
.9073	**JANE LOUISE HEBITON**			**$**	**200.00**
.9073	Artists and artworks	30/04/2025	E128824	$	200.00
.1406	**JB HI FI COMMERCIAL JB HI-FI GROUP PTY LTD T/AS**			**$**	**31,116.00**
.1406	Purchase of Ipads	15/04/2025	E128346	$	26,131.00
.1406	Purchase of Iphones	30/04/2025	E128692	$	4,985.00
.5542	**JCB CONSTRUCTION EQUIPMENT AUSTRALIA CFC HOLDINGS PTY LTD T/AS**			**$**	**283.39**
.5542	Plant purchase/Parts	15/04/2025	E128423	$	283.39
.8045	**JENNIFER GAYE AGENCIES JERVIS, JENNIFER GAYE T/AS**			**$**	**3,000.00**
.8045	Artists and artworks	15/04/2025	E128511	$	3,000.00
.7971	**JENNIFER SPANBROEK COUNCILLOR**			**$**	**3,038.33**
.7971	Councillor expenses	15/04/2025	E128510	$	3,038.33

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.9508	**JESSICA LOUISE RUSSELL**			**$**	**825.00**
.9508	Photography	30/04/2025	E128852	$	825.00
.9600	**JOHN LE CRAS & ASSOCIATES PTY LTD**			**$**	**4,504.50**
.9600	Public relations	15/04/2025	E128590	$	4,504.50
.8546	**JULUWARLU GROUP ABORIGINAL CORPORATION**			**$**	**6,741.33**
.8546	Artists and artworks	30/04/2025	E128812	$	6,741.33
.9346	**KALYAKOORL PTY LTD**			**$**	**1,045.00**
.9346	Consulting services	30/04/2025	E128845	$	1,045.00
.6279	**KAREN WHEATLAND COUNCILLOR**			**$**	**4,983.74**
.6279	Councillor expenses	15/04/2025	E128439	$	4,983.74
.2898	**KATHERINE MAIR COUNCILLOR**			**$**	**9,621.75**
.2898	Councillor expenses	15/04/2025	E128368	$	9,621.75
.4781	**KELYN TRAINING SERVICES LNLC PTY LTD T/AS**			**$**	**630.00**
.4781	External training courses	15/04/2025	E128409	$	630.00
.6394	**KENNARDS HIRE PTY LTD**			**$**	**2,894.80**
.6394	Event equipment hire	15/04/2025	E128447	$	600.00
.6394	Event equipment hire	30/04/2025	E128756	$	2,294.80
.3971	**KERI ZENKE COM EMPLOYEE**			**$**	**25.24**
.3971	Staff reimbursements	15/04/2025	E128394	$	25.24
.6770	**KLEENIT PTY LTD**			**$**	**5,612.81**
.6770	Graffiti removal services	15/04/2025	E128465	$	275.00
.6770	Graffiti removal services	30/04/2025	E128770	$	5,337.81
.9669	**KOMATSU AUSTRALIA**			**$**	**2,573.87**
.9669	Minor machinery	15/04/2025	E128604	$	2,573.87

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8660	**LA PALETA**			**$**	**1,554.00**
.8660	Food and beverages for resale	15/04/2025	E128526	$	819.00
.8660	Food and beverages for resale	30/04/2025	E128814	$	735.00
.7292	**LAMINAR CAPITAL PTY. LTD**			**$**	**550.00**
.7292	Accounting and financial services	15/04/2025	E128487	$	550.00
.1115	**LANDGATE WESTERN AUSTRALIA LAND INFORMATION AUTHORITY T/AS**			**$**	**9,812.52**
.1115	Regulatory fees and government charges	15/04/2025	E128339	$	9,812.52
.9685	**LARRY D DJ DEGREE LAWRENCE MARCO DROWN T/AS**			**$**	**510.00**
.9685	Community events	30/04/2025	E128868	$	510.00
.0688	**LAUNDRY EXPRESS THE TRUSTEE FOR TEMA TRUST T/AS**			**$**	**861.11**
.0688	Laundering and dry cleaning	15/04/2025	E128331	$	861.11
.0490	**LGISWA**			**$**	**1,250.00**
.0490	Insurance premiums	15/04/2025	E128325	$	1,250.00
.9651	**LIBBY PANNELL**			**$**	**100.00**
.9651	Entertainers	15/04/2025	E128600	$	100.00
.6451	**LIVING TURF GREENSHED PTY LTD T/AS**			**$**	**41,635.00**
.6451	Turf and Equipment	15/04/2025	E128450	$	41,635.00
.9584	**LK ADVISORY PTY. LTD.**			**$**	**26,400.00**
.9584	Completion of Workshops 1, 2 and 3 (Statutory Planning, Building)	15/04/2025	E128586	$	26,400.00
.5475	**LOCHNESS LANDSCAPE SERVICES LLS AUST. PTY LTD ATF THE LOCHNESS UNIT TRUST T/AS**			**$**	**64,012.08**
.5475	Landscaping services and supplies	15/04/2025	E128420	$	64,012.08
.8367	**LO-GO APPOINTMENTS HELENE PTY LTD T/AS**			**$**	**10,159.95**
.8367	Recruitment expenses	15/04/2025	E128521	$	3,019.27
.8367	Recruitment expenses	30/04/2025	E128810	$	7,140.68

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.3607	**MAGNETISM ART & DESIGN DUGGAN, DANIEL ALLEN T/AS**			**$ 6,354.00**
.3607	Community events	15/04/2025	E128387	$ 3,177.00
.3607	Community events	30/04/2025	E128722	$ 3,177.00
.0141	**MAJOR MOTORS PTY LTD THE TRUSTEE FOR MAJOR MOTORS UNIT TRUST T/AS**			**$ 2,174.12**
.0141	Vehicle Repairs, parts and Maintenance	15/04/2025	E128312	$ 664.03
.0141	Vehicle Repairs, parts and Maintenance	30/04/2025	E128670	$ 1,510.09
.4228	**MASTEC AUSTRALIA PTY LTD**			**$ 39,721.39**
.4228	Purchase of Bins for the City of Melville Residents	30/04/2025	E128728	$ 39,721.39
.6469	**MATRIX PRODUCTIONS AUSTRALIA MATRIX PRODUCTIONS AUSTRALIA PTY LTD T/AS**			**$ 1,696.06**
.6469	Event equipment hire	30/04/2025	E128758	$ 1,696.06
.5232	**MATTHEW WOODALL COUNCILLOR**			**$ 3,038.33**
.5232	Councillor expenses	15/04/2025	E128416	$ 3,038.33
.2678	**MAXWELL AND ROBINSON AND PHELPS THE TRUSTEE FOR TEEKMAR FAMILY TRUST T/AS**			**$ 1,253.76**
.2678	Pest & Weed Control	15/04/2025	E128366	$ 634.15
.2678	Pest & Weed Control	30/04/2025	E128708	$ 619.61
.2420	**MCDOWALL AFFLECK PTY LTD MAD3 ENGINEERING T/AS**			**$ 2,200.00**
.2420	Consulting services	15/04/2025	E128361	$ 2,200.00
.1276	**MCINTOSH HOLDINGS PTY LTD MCINTOSH & SON T/AS**			**$ 268.91**
.1276	Building construction materials and services	15/04/2025	E128343	$ 268.91
.9324	**MCLEODS LAWYERS PTY LTD**			**$ 13,787.06**
.9324	Legal and conveyancing services	15/04/2025	E128565	$ 13,787.06
.8126	**MEAKINS, TIMOTHY BRYCE T/AS TIM MEAKINS DESIGN**			**$ 660.00**
.8126	Creative services and graphic design	15/04/2025	E128513	$ 660.00
.5493	**MELINDA TOGNINI**			**$ 500.00**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.5493	Community events	30/04/2025	E128740	$	500.00
.1060	**MELVILLE CARES**			**$**	**5,302.00**
.1060	Donations, Sponsorship & Contributions	30/04/2025	E128687	$	5,302.00
.0373	**MELVILLE COCKBURN CHAMBER OF COMMERCE INC**			**$**	**4,950.00**
.0373	Memberships	30/04/2025	E128674	$	4,950.00
.7291	**MELVILLE HYUNDAI & MELVILLE VOLKSWAGEN AL MELVILLE PTY LTD T/AS**			**$**	**473.00**
.7291	Vehicle Repairs, parts and Maintenance	15/04/2025	E128486	$	473.00
.6638	**MELVILLE TOYOTA SERVCO AUSTRALIA MELVILLE PTY LTD T/AS**			**$**	**1,476.66**
.6638	Vehicle Repairs, parts and Maintenance	15/04/2025	E128457	$	199.51
.6638	Vehicle Repairs, parts and Maintenance	30/04/2025	E128766	$	1,277.15
.6161	**MEND CONSULTING PTY LTD**			**$**	**2,277.00**
.6161	Engineering consulting services	30/04/2025	E128747	$	2,277.00
.9166	**MESSAGENET BY SINCH MESSAGEMEDIA MESSAGE4U PTY LTD**			**$**	**110.00**
.9166	IT and telecommunications expenses	30/04/2025	E128831	$	110.00
.8997	**METAL ARTWORK BADGES D&L STUDIO PTY LTD T/AS**			**$**	**83.60**
.8997	Office equipment	30/04/2025	E128818	$	83.60
.5382	**METRIX CONSULTING PTY LTD**			**$**	**9,633.25**
.5382	Business and management consulting and services	15/04/2025	E128418	$	9,633.25
.7686	**MIDLAND BRICK PTY LTD**			**$**	**3,972.07**
.7686	Building construction materials and services	30/04/2025	E128792	$	3,972.07
.9054	**MIDLAND MINI CRETE HIGGO NOMINEES PTY LTD T/AS**			**$**	**1,185.00**
.9054	Roads and paving supplies - concrete	15/04/2025	E128541	$	1,185.00
.1480	**MILES NOEL NOEL, MILES FELIX T/AS**			**$**	**3,366.00**
.1480	Photography	30/04/2025	E128694	$	3,366.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8969	**MILLIYAAN ABORIGINAL SERVICES YARRAN, CYRIL T/AS**			**$**	**15,983.47**
.8969	Artists and artworks	10/04/2025	E128271	$	15,983.47
.9228	**MINIQUIP HIRE THE TRUSTEE FOR FENTON FAMILY TRUST T/AS**			**$**	**1,181.40**
.9228	Plant hire	15/04/2025	E128559	$	1,181.40
.6694	**MINTERELLISON**			**$**	**23,730.03**
.6694	Legal and conveyancing services	15/04/2025	E128459	$	8,375.13
.6694	Legal and conveyancing services	30/04/2025	E128767	$	15,354.90
.0086	**MISS MAUD TOWN INN PTY LTD T/AS**			**$**	**493.00**
.0086	Catering services and supplies	15/04/2025	E128308	$	493.00
.9586	**MM PLASTICS PTY LIMITED GRAPHIC ART MART T/AS**			**$**	**357.25**
.9586	Signage and sign writing	15/04/2025	E128587	$	357.25
.2865	**MMM WA PTY LTD**			**$**	**-**
.2865	Building construction materials and services	2/04/2025	E128007	-$	6,103.35
.2865	Building construction materials and services	30/04/2025	E128710	$	6,103.35
.8768	**MODE DESIGN CORP PTY LTD**			**$**	**15,416.50**
.8768	Architectural and design services	15/04/2025	E128530	$	15,416.50
.7423	**MODERN MOTOR TRIMMERS THE SPOUGE FAMILY TRUST T/AS**			**$**	**992.86**
.7423	Technical equipment	30/04/2025	E128788	$	992.86
.7462	**MONAGHAN SURVEYING JOHN TIMOTHY MONAGHAN T/AS**			**$**	**1,344.00**
.7462	Surveyors	15/04/2025	E128492	$	1,344.00
.9096	**MONISSE, LAURA ROSE**			**$**	**600.00**
.9096	Community events	15/04/2025	E128546	$	600.00
.0212	**MPL LABORATORIES ENVIROLAB SERVICES (WA) PTY LTD T/AS**			**$**	**195.54**
.0212	Asbestos removal and disposal	15/04/2025	E128317	$	195.54

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.0259	**MYAREE CAR HIRE DAVIOT SC & SL PTY LTD T/AS**			$ 105.79
.0259	Vehicle Hire	15/04/2025	E128319	$ 105.79
.0152	**MYAREE CRANE HIRE SERVICES IVAN HOLDINGS PTY LTD T/AS**			$ -
.0152	Vehicle Hire	15/04/2025	E128313	$ 674.08
.0152	Vehicle Hire	17/04/2025	E128313	-$ 674.08
.9316	**NANI CREATIVE PTY LTD**			$ 396.00
.9316	Advertising and media buy	15/04/2025	E128564	$ 396.00
.7940	**NATURAL AREA CONSULTING MANAGEMENT SERVICES NATUURAL AREA HOLDINGS PTY LTD**			$ 73,715.83
.7940	Bush regeneration	15/04/2025	E128506	$ 26,249.38
.7940	Bush regeneration	30/04/2025	E128796	$ 47,466.45
.8764	**NEARMAP AUSTRALIA PTY LTD**			$ 19,064.65
.8764	Aerial photography	15/04/2025	E128529	$ 19,064.65
.6698	**NEVILLE JOSEPH COLLARD**			$ 2,400.00
.6698	Community events	30/04/2025	E128768	$ 2,400.00
.5114	**NEW EDITION BOOKSHOP FROGMOUTH (WA) PTY LTD T/AS**			$ 2,496.13
.5114	Library Stock	15/04/2025	E128413	$ 2,496.13
.2969	**NICOLE ROBINS COUNCILLOR**			$ 3,038.33
.2969	Councillor expenses	15/04/2025	E128370	$ 3,038.33
.9663	**NINTEX PTY LTD**			$ 49,747.50
.9663	Nintex Process Manager	15/04/2025	E128601	$ 49,747.50
.7658	**NORDA ARCHITECTS PTY LTD NORDA ARCHITECTS PTY LTD T/AS**			$ 8,607.50
.7658	Architectural and design services	15/04/2025	E128499	$ 8,607.50
.8649	**NORMAN DISNEY & YOUNG NDY MANAGEMENT PTY LTD T/AS**			$ 5,758.50
.8649	Engineering consulting services	15/04/2025	E128525	$ 2,471.70

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8649	Engineering consulting services	30/04/2025	E128813	$	3,286.80
.3408	**NORTHLAKE ELECTRICAL PTY LTD NORTH LAKE ELECTRICAL PTY LTD T/AS**			**$**	**40,962.92**
.3408	Electrical and lighting maintenance supplies and services	15/04/2025	E128383	$	23,388.70
.3408	Electrical and lighting maintenance supplies and services	30/04/2025	E128719	$	17,574.22
.5866	**NRP ELECTRICAL SERVICES**			**$**	**1,887.60**
.5866	Electrical and lighting maintenance supplies and services	15/04/2025	E128429	$	1,310.10
.5866	Electrical and lighting maintenance supplies and services	30/04/2025	E128744	$	577.50
.7336	**NUTRIEN AG SOLUTIONS LIMITED LANDMARK OPERATIONS LIMITED T/AS**			**$**	**4,604.86**
.7336	Landscaping services and supplies	15/04/2025	E128490	$	4,604.86
.1020	**NUTRIEN WATER TOTAL EDEN PTY LIMITED T/AS**			**$**	**23,288.10**
.1020	Irrigation and watering systems	15/04/2025	E128337	$	21,975.65
.1020	Irrigation and watering systems	30/04/2025	E128685	$	1,312.45
.9629	**OCEAN DISCOVERY EDUCATION CHARLOTTE KRAUSE T/AS**			**$**	**500.00**
.9629	Community events	30/04/2025	E128860	$	500.00
.3531	**OCLC (UK) LTD**			**$**	**3,506.64**
.3531	IT software/licensing and maintenance	15/04/2025	E128385	$	3,506.64
.0607	**OFFICE OF STATE REVENUE DEPARTMENT OF FINANCE T/AS**			**$**	**292.71**
.0607	Regulatory fees and government charges	15/04/2025	E128328	$	100.00
.0607	Regulatory fees and government charges	30/04/2025	E128677	$	192.71
.7543	**ON TAP PLUMBING & GAS PTY LTD**			**$**	**115,014.11**
.7543	Plumbing maintenance supplies and services	15/04/2025	E128493	$	101,624.85
.7543	Plumbing maintenance supplies and services	30/04/2025	E128789	$	13,389.26
.3905	**ONE ACHORD COMMUNITY CHOIR INC.**			**$**	**5,309.38**
.3905	Donations, Sponsorship & Contributions	15/04/2025	E128391	$	5,309.38
.3187	**ONE MUSIC AUSTRALIA APRA - AUSTRALASIAN PERFORMING RIGHT ASSOC LTD T/AS**			**$**	**4,880.68**

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.3187	Licences	15/04/2025	E128376	$	4,880.68
.2629	**PAPERBARK TECHNOLOGIES PTY LTD**			**$**	**3,580.00**
.2629	Nursery supplies	15/04/2025	E128363	$	3,580.00
.6488	**PARAMOUNT SECURITY SERVICES SILVERBACK ENTERPRISES PTY LTD T/AS**			**$**	**2,718.10**
.6488	Security services	15/04/2025	E128451	$	2,718.10
.9642	**PENTERPAPER NICOLE IVY PENTER T/AS**			**$**	**2,000.00**
.9642	Marketing and communication services	30/04/2025	E128862	$	2,000.00
.8339	**PEOPLESENSE BY ALTIUS PEOPLESENSE PTY LTS T/AS**			**$**	**3,703.02**
.8339	Workplace health and safety services	15/04/2025	E128520	$	3,703.02
.3681	**PERFEKT PTY LTD THE TRUSTEE FOR BERTRIKA TRUST & OTHERS T/AS**			**$**	**2,552.00**
.3681	IT technical services	30/04/2025	E128723	$	2,552.00
.6305	**PERTH ENERGY PTY LTD**			**$**	**15,250.32**
.6305	Gas Supply Tompkins Park and Mamion Street	15/04/2025	E128441	$	15,250.32
.9498	**PERTH HIRE SHOP ROMANA INVESTMENTS PTY LTD T/AS**			**$**	**605.00**
.9498	Portable toilet hire	15/04/2025	E128578	$	605.00
.9013	**PERTH MATTRESS & FURNITURE RECYCLING COMPANY SC GREIG & SM GREIG T/AS**			**$**	**8,679.00**
.9013	Waste collection and disposal	15/04/2025	E128538	$	8,679.00
.2987	**PERTH PARTY HIRE THE TRUSTEE FOR THE HENDIES UNIT TRUST T/AS**			**$**	**6,068.00**
.2987	Event equipment hire	30/04/2025	E128712	$	6,068.00
.9305	**PERTH SOUTH WEST METROPOLITAN ALLIANCE CITY OF KWINANA T/AS**			**$**	**146,451.80**
.9305	Memberships 2024-2025	30/04/2025	E128842	$	146,451.80
.3294	**PETER NEESHAM BICTON ENVIRONMENTAL ACTION GROUP INC**			**$**	**646.20**
.3294	Community events	30/04/2025	E128716	$	646.20

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.4206	**PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD**			**$**	**146,971.14**
.4206	Goolugatup Stage 1 Yarning Circle - Progress Billing Claim No 2	15/04/2025	E128399	$	146,971.14
.9149	**PHASE 3 MAINTENANCE PTY LTD**			**$**	**1,386.00**
.9149	Landscape design and architecture services	30/04/2025	E128829	$	1,386.00
.2648	**PLANNING INSTITUTE AUSTRALIA**			**$**	**1,250.00**
.2648	Advertising and media	15/04/2025	E128364	$	1,250.00
.0413	**PLANTECH GROUNDS MAINTENANCE ATF BRANDON PROPERTY TRUST T/AS**			**$**	**3,129.45**
.0413	Park maintenance	15/04/2025	E128322	$	3,129.45
.1590	**PLAYMASTER PTY LTD**			**$**	**143.00**
.1590	Playground equipment and maintenance	30/04/2025	E128696	$	143.00
.9244	**POOLWERX KARDINYA NEOLIGHTS HOLDINGS PTY LTD T/AS**			**$**	**1,020.40**
.9244	Swimming pool costs	30/04/2025	E128837	$	1,020.40
.0461	**PORTER CONSULTING ENGINEERS THE TRUSTEE FOR THE CONSULTING ENGINEERING UNIT TRUST T/AS**			**$**	**17,600.00**
.0461	Engineering consulting services	15/04/2025	E128324	$	17,600.00
.6362	**POWERLYT GROUP PTY LTD**			**$**	**2,373.14**
.6362	Electrical and lighting maintenance supplies and services	15/04/2025	E128445	$	2,373.14
.8099	**PRINT AND SIGN CO**			**$**	**1,870.00**
.8099	Signage and sign writing	30/04/2025	E128797	$	1,870.00
.4755	**PRO CRACK SEAL THE TRUSTEE FOR THE MILLER FAMILY TRUST T/AS**			**$**	**2,695.00**
.4755	Pavement construction and streetscape services	15/04/2025	E128406	$	2,695.00
.6558	**PROFESSIONAL SEARCH GROUP AUSTRALIA - PSG PROFESSIONAL SEARCH GROUP PTY LTD T/AS**			**$**	**4,651.36**
.6558	Temporary labour hire	15/04/2025	E128453	$	4,651.36
.5591	**PUMPS AUSTRALIA PTY LTD**			**$**	**163.90**
.5591	Water meters and backflow equipment and services	15/04/2025	E128424	$	163.90

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.3693	**QED ENVIRONMENTAL SERVICES PTY LTD**			$ 5,358.38
.3693	Environmental consultancy services	15/04/2025	E128388	$ 1,020.25
.3693	Environmental consultancy services	30/04/2025	E128724	$ 4,338.13
.0977	**QUALITY PRESS THE TRUSTEE FOR ALBA UNIT TRUST T/AS**			$ 2,916.10
.0977	Outsourced printing	15/04/2025	E128333	$ 104.50
.0977	Outsourced printing	30/04/2025	E128682	$ 2,811.60
.6280	**QUANTUM BUILDING SERVICES PTY LTD**			$ 25,454.68
.6280	Roofing services	15/04/2025	E128440	$ 14,121.23
.6280	Roofing services	30/04/2025	E128751	$ 11,333.45
.5402	**RANDSTAD PTY LTD**			$ 7,089.03
.5402	Temporary labour	15/04/2025	E128419	$ 1,328.58
.5402	Temporary labour	30/04/2025	E128738	$ 5,760.45
.9109	**REDIMED PTY LTD**			$ 2,621.47
.9109	Medical expenses	15/04/2025	E128548	$ 2,621.47
.8371	**REFACE INDUSTRIES PTY LTD**			$ 534.08
.8371	Electronic Equipment	15/04/2025	E128522	$ 534.08
.9397	**RENASCENT WESTERN AUSTRALIA PTY LIMITED**			$ 1,425,110.25
.9397	Len Shearer Reserve Clubroom and Changerooms	10/04/2025	E128272	$ 1,106,963.78
.9397	Len Shearer Reserve Clubroom and Changerooms	15/04/2025	E128570	$ 318,146.47
.0979	**RENTOKIL INITIAL PTY LTD**			$ 656.22
.0979	Hygiene services	15/04/2025	E128334	$ 656.22
.2203	**RESOURCE RECOVERY GROUP**			$ 737,590.58
.2203	MRF Gate Fees Feb 2025	15/04/2025	E128358	$ 99,140.49
.2203	FOGO, Red and Green Waste March 2025	30/04/2025	E128704	$ 638,450.09
.9406	**RESTORE ADVISORY SERVICES PTY LTD**			$ 2,007.50

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.9406	Property Advisory Services - Former Bridge Club Site & Adhoc Services	30/04/2025	E128848	$	2,007.50
.9194	**RIN THE GARDEN FAIRY BUNN, KATHERINE MARYANNE T/AS**			**$**	**336.00**
.9194	Entertainers	30/04/2025	E128833	$	336.00
.9383	**ROD GARLETT**			**$**	**2,000.00**
.9383	Artists and artworks	15/04/2025	E128569	$	2,000.00
.3986	**ROYAL WOLF AUSTRALIA UNITED RENTALS AUSTRALIA PTY LTD T/AS**			**$**	**729.73**
.3986	General hardware and tools	15/04/2025	E128395	$	472.93
.3986	General hardware and tools	30/04/2025	E128727	$	256.80
.7182	**RTRFM 92.1 LTD**			**$**	**1,347.50**
.7182	Advertising and media buy	30/04/2025	E128783	$	1,347.50
.1917	**RUTH BEHN COM EMPLOYEE**			**$**	**13.50**
.1917	Staff reimbursements	15/04/2025	E128353	$	13.50
.9621	**SAFETY SOLUTIONS WA SAFSOLWA PTY LTD T/AS**			**$**	**3,678.40**
.9621	Workplace health and safety services	15/04/2025	E128593	$	3,678.40
.8915	**SAI GLOBAL AUSTRALIA PTY LTD**			**$**	**368.06**
.8915	Business and management consulting and services	30/04/2025	E128817	$	368.06
.7664	**SANDY JAMIESON**			**$**	**350.00**
.7664	Community events	15/04/2025	E128500	$	350.00
.9626	**SAPIEN DYNAMICS THE TRUSTEE FOR TNT METTAM TRADING TRUST T/AS**			**$**	**302.50**
.9626	HR and workforce services	15/04/2025	E128596	$	302.50
.0615	**SATELLITE SECURITY SERVICES**			**$**	**6,138.06**
.0615	Security systems/Monitoring	15/04/2025	E128329	$	3,687.47
.0615	Security systems/Monitoring	30/04/2025	E128678	$	2,450.59
.2955	**SAVI SOUND AUDIO VISUAL INTERGRATION SYSTEMS RISUCCI, DOMENIC T/AS**			**$**	**2,512.00**

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.2955	AV equipment and cameras	15/04/2025	E128369	$	2,512.00
.6160	**SCAPE-ISM PTY LTD THE TRUSTEE FOR REES FAMILY TRUST T/AS**			**$**	**5,808.00**
.6160	Artists and artworks	15/04/2025	E128435	$	5,808.00
.0911	**SCOTT PRINTERS PTY LTD**			**$**	**3,995.20**
.0911	Outsourced printing	15/04/2025	E128332	$	2,675.20
.0911	Outsourced printing	30/04/2025	E128681	$	1,320.00
.9510	**SEA JEWELLS PTY LTD**			**$**	**650.00**
.9510	Swimming pool costs	15/04/2025	E128580	$	650.00
.9444	**SECURE FENCING WA**			**$**	**4,375.00**
.9444	Building maintenance and services	15/04/2025	E128574	$	4,375.00
.9003	**SERCUL SOUTH EAST REGIONAL CENTRE FOR URBAN LANDCARE INC T/AS**			**$**	**3,091.00**
.9003	Landscape design and architecture services	15/04/2025	E128537	$	396.00
.9003	Landscape design and architecture services	30/04/2025	E128819	$	2,695.00
.9502	**SERVO CLEAN PTY LTD**			**$**	**1,718.20**
.9502	Commercial cleaning	15/04/2025	E128579	$	1,718.20
.9369	**SHAY AZZARI**			**$**	**350.00**
.9369	Creative services and graphic design	15/04/2025	E128567	$	350.00
.6982	**SHERWOOD FLOORING PTY LTD**			**$**	**11,580.14**
.6982	Carpets and other floor coverings	30/04/2025	E128777	$	11,580.14
.6550	**SHRED-X PTY LTD**			**$**	**97.22**
.6550	Records management services	30/04/2025	E128762	$	97.22
.7882	**SIFTING SANDS CHELLEW HAWLEY PTY LTD T/AS**			**$**	**34,487.78**
.7882	Playground equipment and maintenance	15/04/2025	E128505	$	16,009.61
.7882	Playground equipment and maintenance	30/04/2025	E128795	$	18,478.17

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.6447	**SIGMA TELFORD GROUP CROMAG PTY LTD T/AS**			**$ 26,708.73**
.6447	Water chemicals	15/04/2025	E128449	$ 3,413.47
.6447	Water chemicals	30/04/2025	E128757	$ 23,295.26
.5122	**SIGNATURE PAVING AND EARTHWORKS PTY LTD**			**$ 92,413.12**
.5122	Building construction materials and services	15/04/2025	E128414	$ 92,413.12
.9430	**SKATE SCULPTURE PTY LTD**			**$ 7,920.00**
.9430	Landscape design and architecture services	30/04/2025	E128849	$ 7,920.00
.7595	**SONIC HEALTHPLUS SONIC HEALTHPLUS PTY LTD**			**$ 246.40**
.7595	Medical expenses	15/04/2025	E128496	$ 246.40
.9139	**SOO JEONG HONG COUNCILLOR**			**$ 3,038.33**
.9139	Councillor expenses	15/04/2025	E128553	$ 3,038.33
.6324	**SOURCE SEPARATION SYSTEMS PTY LTD**			**$ 4,395.09**
.6324	Bin supply	30/04/2025	E128753	$ 4,395.09
.5606	**SOUTH METROPOLITAN TAFE**			**$ 2,408.25**
.5606	External training courses	30/04/2025	E128742	$ 2,408.25
.5327	**SOUTH SHORE SWIMMING CLUB INC.**			**$ 14,711.64**
.5327	Sport and recreation subsidies	30/04/2025	E128737	$ 14,711.64
.6173	**SOUTH SIDE WIRE SEAGRIM, PHILIP LESLIE T/AS**			**$ 9,532.21**
.6173	Temporary fencing	15/04/2025	E128436	$ 6,611.43
.6173	Temporary fencing	30/04/2025	E128748	$ 2,920.78
.9482	**SPARE PARTS PUPPET THEATRE INC**			**$ 781.00**
.9482	Community events	30/04/2025	E128851	$ 781.00
.7813	**SPECTRUM ARTS B MITCHELL & G MITCHELL T/AS**			**$ 220.00**
.7813	Artists and artworks	15/04/2025	E128503	$ 220.00

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.9458	**SPINIFEX SHEDS SNK CONSTRUCTION PTY LTD T/AS**			**$**	**16,015.00**
.9458	Building construction materials and services	30/04/2025	E128850	$	16,015.00
.4153	**SPORTSWORLD OF WA THE TRUSTEE FOR SPORTSWORLD UNIT TRUST T/AS**			**$**	**316.80**
.4153	Sport and recreation equipment	15/04/2025	E128397	$	316.80
.1220	**ST JOHN AMBULANCE WESTERN AUSTRALIA LTD**			**$**	**4,059.28**
.1220	External training courses	15/04/2025	E128342	$	1,917.28
.1220	External training courses	30/04/2025	E128690	$	2,142.00
.0491	**STATE EMERGENCY SERVICE MELVILLE (SES MELVILLE) MELVILLE STATE EMERCENCY SERVICE UNIT (INC) T/AS**			**$**	**2,225.71**
.0491	Community services and respite	15/04/2025	E128326	$	2,225.71
.6617	**STATE WIDE TURF SERVICES JERRA NOMINEES PTY LTD & NB NORRISH PTY LTD T/AS**			**$**	**52,747.20**
.6617	Turf and Equipment	15/04/2025	E128455	$	52,747.20
.6476	**STATEWIDE PUMP SERVICES**			**$**	**528.00**
.6476	Sewerage expenses	30/04/2025	E128759	$	528.00
.9593	**STORMBOX GLOBAL1 PTY LTD T/AS**			**$**	**3,916.00**
.9593	Advertising and media buy	15/04/2025	E128588	$	3,916.00
.7635	**STRATAGREEN STRATA CORPORATION PTY LTD T/AS**			**$**	**6,084.26**
.7635	Landscaping services and supplies	15/04/2025	E128497	$	3,354.30
.7635	Landscaping services and supplies	30/04/2025	E128791	$	2,729.96
.9517	**SUN TABLE TENNIS CLUB**			**$**	**750.00**
.9517	Sport and recreation subsidies	15/04/2025	E128582	$	750.00
.3539	**SUPERIOR PAK PTY LTD**			**$**	**11,799.19**
.3539	Vehicle repairs,parts and maintenance	15/04/2025	E128386	$	11,799.19
.3396	**SUPERSEALING THE TRUSTEE FOR SUPERSEALING UNIT TRUST T/AS**			**$**	**274,911.52**
.3396	Roads and paving supplies - asphalt and bitumen	15/04/2025	E128382	$	274,911.52

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.9650	**SUPREME SHADES BELGRADE HOLDINGS PTY LTD T/AS**			**$**	**1,210.00**
.9650	Outdoor furniture and shades and exercise equipment	30/04/2025	E128863	$	1,210.00
.5917	**SURVEYTECH TRAFFIC SURVEYS PTY LTD**			**$**	**5,280.00**
.5917	Surveyors	30/04/2025	E128745	$	5,280.00
.9289	**SUSTAINABLE OUTDOORS THE TRUSTEE FOR S & F PAWLEY FAMILY TRUST T/AS**			**$**	**3,143.25**
.9289	Landscaping services and supplies	15/04/2025	E128563	$	1,600.50
.9289	Landscaping services and supplies	30/04/2025	E128841	$	1,542.75
.6605	**SYNERGY ELECTRICITY GENERATION & RETAIL CORPORATION T/AS**			**$**	**344,809.64**
.6605	Electricity	15/04/2025	E128454	$	324,623.92
.6605	Electricity	30/04/2025	E128763	$	20,185.72
.3014	**SYRINX SYRINX ENVIRONMENTAL PTY LTD T/AS**			**$**	**57,098.80**
.3014	Consulting services	15/04/2025	E128371	$	57,098.80
.8756	**TANGO INFORMATION TECHNOLOGY PTY**			**$**	**27,456.00**
.8756	IT project management and consultancy	15/04/2025	E128528	$	27,456.00
.9608	**TANITA MARIE SETON**			**$**	**500.00**
.9608	Photography	30/04/2025	E128856	$	500.00
.9659	**TARA LOUISE WILSON**			**$**	**3,500.00**
.9659	Artists and artworks	30/04/2025	E128864	$	3,500.00
.6881	**TASTY FRESH PTY LTD**			**$**	**378.20**
.6881	Food and beverages for resale	15/04/2025	E128470	$	294.60
.6881	Food and beverages for resale	30/04/2025	E128774	$	83.60
.8917	**TEAM GLOBAL EXPRESS PTY LTD**			**$**	**321.09**
.8917	Couriers	15/04/2025	E128536	$	321.09
.9372	**TELSTRA LIMITED**			**$**	**25,713.40**
.9372	Telecommunication services	15/04/2025	E128568	$	5,902.81

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.9372	Telecommunication services	30/04/2025	E128846	$	19,810.59
.6307	**TENDERLINK.COM ILLION AUSTRALIA PTY T/AS**			**$**	**841.47**
.6307	Advertising and media buy	15/04/2025	E128442	$	841.47
.9128	**TERRENCE TECK SUN LEE COUNCILLOR**			**$**	**3,038.33**
.9128	Councillor expenses	15/04/2025	E128550	$	3,038.33
.6940	**THE ART BRANCH PATON-WILLIAMS, JULIETTE ALLISON T/AS**			**$**	**440.00**
.6940	Artists and artworks	15/04/2025	E128471	$	440.00
.9558	**THE LAWNCARE MAN ANJALIE GROUP PTY LTD**			**$**	**2,299.00**
.9558	Park maintenance charges	15/04/2025	E128584	$	2,299.00
.7655	**THE NAPPY GURU KAMALIKA ANDREWS T/AS**			**$**	**500.00**
.7655	Community events	15/04/2025	E128498	$	500.00
.9060	**THE POSTER GIRLS THOMPSON, LEONIE HELEN T/AS**			**$**	**247.50**
.9060	Outsourced printing	30/04/2025	E128822	$	247.50
.8311	**THE TRUSTEE FOR GPS GEO GUARD TRUST**			**$**	**3,049.20**
.8311	Security services	30/04/2025	E128806	$	3,049.20
.9573	**THE TRUSTEE FOR MCQUOID FAMILY TRUST FIND WISE LOCATION SERVICES T/AS**			**$**	**3,957.25**
.9573	Gas	15/04/2025	E128585	$	3,957.25
.5749	**THOMPSON BRUSHES K & D THOMPSON PTY LTD T/AS**			**$**	**2,716.12**
.5749	General hardware and tools	15/04/2025	E128428	$	2,716.12
.9206	**THREE CHILLIES DESIGN PTY LTD**			**$**	**20,034.81**
.9206	Landscape design and architecture services	15/04/2025	E128557	$	20,034.81
.9418	**TIGER CONTAINERS THE TRUSTEE FOR THE TIGER CONTAINERS UNIT TRUST T/AS**			**$**	**619.74**
.9418	Sea freight	15/04/2025	E128573	$	619.74

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.2076	**TIGER TEK PTY LTD**			**$**	**2,936.11**
.2076	General hardware and tools	15/04/2025	E128355	$	127.38
.2076	General hardware and tools	30/04/2025	E128702	$	2,808.73
.1019	**TITAN FORD PERTH AUTO ALLIANCE PTY LTD T/AS**			**$**	**813.25**
.1019	Vehicle repairs,parts and maintenance	15/04/2025	E128336	$	387.00
.1019	Vehicle repairs,parts and maintenance	30/04/2025	E128684	$	426.25
.9624	**TIYAN MELISSA KILIE BAKER**			**$**	**1,197.89**
.9624	Artists and artworks	15/04/2025	E128595	$	1,197.89
.2528	**TNS PAYMENT PLATFORMS PTY LIMITED**			**$**	**1,617.09**
.2528	Cash collection services	15/04/2025	E128362	$	1,617.09
.9247	**TOBY HOWELL TOMLINSON**			**$**	**4,600.00**
.9247	Artists and artworks	30/04/2025	E128838	$	4,600.00
.7007	**TOMAS FITZGERALD COUNCILLOR**			**$**	**3,038.33**
.7007	Councillor expenses	15/04/2025	E128475	$	3,038.33
.8170	**TONE LIST TONE LIST INC. T/AS**			**$**	**9.00**
.8170	Artists and artworks	30/04/2025	E128800	$	9.00
.3917	**TOTAL GREEN RECYCLING PTY LTD**			**$**	**1,703.27**
.3917	General recycling	15/04/2025	E128392	$	1,703.27
.9099	**TOTAL TOOLS O'CONNOR TOOLCO PTY LTD T/AS**			**$**	**4,495.37**
.9099	General hardware and tools	15/04/2025	E128547	$	2,088.00
.9099	General hardware and tools	30/04/2025	E128827	$	2,407.37
.2663	**TOTALLY WORKWEAR FREMANTLE THE TRUSTEE FOR OMAC UNIT TRUST T/AS**			**$**	**4,550.42**
.2663	Uniforms and corporate wardrobe	15/04/2025	E128365	$	3,959.40
.2663	Uniforms and corporate wardrobe	30/04/2025	E128707	$	591.02
.1622	**TOWN OF VICTORIA PARK**			**$**	**251.50**

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.1622	Delivery of Cockitroughs	30/04/2025	E128698	$	251.50
.6898	**TOWN TEAM MOVEMENT LTD**			**$**	**2,145.00**
.6898	Conference fees	30/04/2025	E128775	$	2,145.00
.0214	**T-QUIP TURF EQUIPMENT SOLUTIONS TOCOJEPA PTY LTD T/AS**			**$**	**34,893.90**
.0214	Turf and Equipment	15/04/2025	E128318	$	7,228.90
.0214	Turf and Equipment	30/04/2025	E128673	$	27,665.00
.7037	**TREE CARE WA WESTWORKS GROUP PTY LTD AFT USSHERIDAN TRUST T/AS**			**$**	**127,105.59**
.7037	Arborists and tree services	15/04/2025	E128477	$	90,079.84
.7037	Arborists and tree services	30/04/2025	E128780	$	37,025.75
.4271	**TREE PLANTING & WATERING BARONESS HOLDINGS PTY LTD T/AS**			**$**	**238,274.15**
.4271	Arborists and tree services	15/04/2025	E128401	$	110,881.33
.4271	Arborists and tree services	30/04/2025	E128730	$	127,392.82
.9389	**TRISTAN FIDLER TRISTAN MICHAEL FIDLER T/AS**			**$**	**600.00**
.9389	Promotional videos	30/04/2025	E128847	$	600.00
.7588	**TRUCK CENTRE WA PTY LTD**			**$**	**12,555.02**
.7588	Vehicle repairs,parts and maintenance	15/04/2025	E128495	$	2,045.02
.7588	Repairs and parts as required	30/04/2025	E128790	$	10,510.00
.6320	**TURNER & TOWNSEND PTY LTD**			**$**	**22,000.00**
.6320	Business and management consulting and services	15/04/2025	E128443	$	18,700.00
.6320	Business and management consulting and services	30/04/2025	E128752	$	3,300.00
.8070	**UDLA UDLA PTY LTD ATF UDLA UNIT TRUST T/AS**			**$**	**8,306.65**
.8070	Landscape design and architecture services	15/04/2025	E128512	$	8,306.65
.4960	**ULTIMO CATERING & EVENTS PTY LTD**			**$**	**24,012.91**
.4960	Catering services and supplies	15/04/2025	E128411	$	9,245.50
.4960	Catering services and supplies	30/04/2025	E128733	$	14,767.41

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.3425	**UNICORN GROUP AUSTRALIA PTY LTD**			**$**	**10,609.00**
.3425	Vehicle repairs,parts and maintenance	30/04/2025	E128720	$	10,609.00
.0852	**UNIQCO (WA) PTY LTD**			**$**	**22,440.00**
.0852	Consulting time to complete Asset Management plan to transition to EV Plan	30/04/2025	E128680	$	22,440.00
.9164	**UNITING GLOBAL PTY LTD**			**$**	**58,498.72**
.9164	Commercial cleaning	15/04/2025	E128554	$	36,827.66
.9164	Commercial cleaning	30/04/2025	E128830	$	21,671.06
.8889	**UNIVERSITY OF WESTERN AUSTRALIA**			**$**	**550.00**
.8889	Scientific research services	15/04/2025	E128534	$	550.00
.7674	**UNIVERUS SOFTWARE PTY LTD**			**$**	**682.00**
.7674	IT software/licensing and maintenance	15/04/2025	E128501	$	682.00
.6754	**URBAN ASSET SOLUTIONS PTY LTD**			**$**	**1,320.00**
.6754	Water treatment services	15/04/2025	E128464	$	1,320.00
.9087	**VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD**			**$**	**56,694.82**
.9087	Disposal of bulk commercial waste	15/04/2025	E128545	$	56,694.82
.9089	**VISION INTELLIGENCE VISION INTELLIGENCE PTY LTD T/AS**			**$**	**11,986.80**
.9089	Security systems/Monitoring	30/04/2025	E128826	$	11,986.80
.4227	**VORGEE PTY LTD**			**$**	**1,777.60**
.4227	Swimming pool costs	15/04/2025	E128400	$	1,777.60
.8364	**WA FIRE PTY LTD**			**$**	**726.00**
.8364	Training services	30/04/2025	E128809	$	726.00
.3325	**WA HINO SALES & SERVICE THE TRUSTEE FOR TRUCK UNIT TRUST T/AS**			**$**	**1,171.50**
.3325	Repairs and parts as required	15/04/2025	E128379	$	1,171.50
.2334	**WATER CORPORATION**			**$**	**58,214.35**

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.2334	Water Corporation	15/04/2025	E128360	$	47,047.78
.2334	Water Corporation	30/04/2025	E128706	$	11,166.57
.1195	**WATTLEUP TRACTORS NANCY & SUSAN P ZUVELA T/AS**			**$**	**6,372.55**
.1195	Plant maintenance	15/04/2025	E128341	$	3,977.20
.1195	Plant maintenance	30/04/2025	E128689	$	2,395.35
.3473	**WC CONVENIENCE MANAGEMENT PTY LIMITED**			**$**	**2,011.66**
.3473	Maintenance and services	30/04/2025	E128721	$	2,011.66
.0674	**WEST COAST TURF SARATOGA HOLDINGS PTY LTD ATF THE JPD TRUST T/AS**			**$**	**82,597.90**
.0674	Turf and Equipment	15/04/2025	E128330	$	38,195.30
.0674	Turf and Equipment	30/04/2025	E128679	$	44,402.60
.2319	**WESTERN AUSTRALIAN LOCAL GOV ASSOC**			**$**	**242.00**
.2319	Local Government	30/04/2025	E128705	$	242.00
.1033	**WESTERN IRRIGATION PTY LTD**			**$**	**974.24**
.1033	Irrigation and watering systems	30/04/2025	E128686	$	974.24
.6382	**WESTERN RESOURCE RECOVERY PTY LTD**			**$**	**3,644.50**
.6382	Waste collection and disposal	15/04/2025	E128446	$	1,201.20
.6382	Waste collection and disposal	30/04/2025	E128755	$	2,443.30
.3782	**WEST-SURE GROUP**			**$**	**787.25**
.3782	Parking meters	15/04/2025	E128389	$	787.25
.3080	**WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD**			**$**	**30,004.26**
.3080	Landscaping services and supplies	15/04/2025	E128373	$	15,241.38
.3080	Landscaping services and supplies	30/04/2025	E128713	$	14,762.88
.1509	**WORKPOWER INCORPORATED**			**$**	**729.85**
.1509	Arborists and tree services	15/04/2025	E128347	$	729.85
.6328	**WORMALD AUSTRALIA PTY LTD**			**$**	**8,691.73**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
.6328	Fire equipment and maintenance services		15/04/2025	E128444	$	2,159.93
.6328	Fire equipment and maintenance services		30/04/2025	E128754	$	6,531.80
.7103	**WOW WIPES ATF LAWRENCE FAMILY & MACLACHLAN TRUST T/AS**				**$**	**1,199.00**
.7103	Hygiene services		15/04/2025	E128481	$	1,199.00
.4959	**YELAKITJ MOORT NYUNGAR ASSOCIATION INC. - MARIE TAYLOR**				**$**	**1,500.00**
.4959	Entertainers		15/04/2025	E128410	$	1,500.00
.9492	**ZALE CONSULTING ZALE PTY LTD T/AS**				**$**	**7,906.25**
.9492	HR and workforce services		15/04/2025	E128577	$	7,906.25
.9066	**ZALI REBECCA MORGAN**				**$**	**1,407.67**
.9066	Artists and artworks		15/04/2025	E128543	$	1,407.67
.9129	**ZHI HOONG LIM COUNCILLOR**				**$**	**3,038.33**
.9129	Councillor expenses		15/04/2025	E128551	$	3,038.33
9996	**SUNDRY TRUST CREDITOR**				**$**	**68,400.00**
9996	ABN Residential WA Pty Ltd	Verge Bond Refund	10/04/2025	E128273	$	1,900.00
9996	Tangent Nominees Pty Ltd	Verge Bond Refund	10/04/2025	E128274	$	1,900.00
9996	101 Residential Pty Ltd	Verge Bond Refund	10/04/2025	E128276	$	1,900.00
9996	Plunkett Homes Head Office	Verge Bond Refund	10/04/2025	E128277	$	1,900.00
9996	Plunkett Homes Head Office	Verge Bond Refund	10/04/2025	E128278	$	1,900.00
9996	Mr M De Silva	Verge Bond Refund	10/04/2025	E128279	$	1,900.00
9996	Marshall Homes Pty Ltd	Verge Bond Refund	10/04/2025	E128280	$	1,900.00
9996	ABN Residential WA Pty Ltd	Verge Bond Refund	10/04/2025	E128282	$	1,900.00
9996	Mr A M Kolle	Verge Bond Refund	10/04/2025	E128283	$	1,900.00
9996	D Simpson	Verge Bond Refund	10/04/2025	E128284	$	1,900.00
9996	Ashmy Pty Ltd	Verge Bond Refund	10/04/2025	E128285	$	1,900.00
9996	ABN Residential WA Pty Ltd	Verge Bond Refund	10/04/2025	E128286	$	1,900.00
9996	Dale Alcock Homes Pty Ltd	Verge Bond Refund	10/04/2025	E128287	$	1,900.00
9996	Dale Alcock Homes	Verge Bond Refund	10/04/2025	E128288	$	1,900.00
9996	Mr A Immanuel	Verge Bond Refund	10/04/2025	E128289	$	1,900.00
9996	Blueprint Homes (WA) Pty Ltd	Verge Bond Refund	10/04/2025	E128290	$	1,900.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19996	Bruanne Pty Ltd T/As Sertorio Homes	Verge Bond Refund	10/04/2025	E128291	$	1,900.00
19996	Form Pools WA	Verge Bond Refund	10/04/2025	E128292	$	1,900.00
19996	Patio and Shed Approvals	Verge Bond Refund	10/04/2025	E128293	$	1,900.00
19996	Perth Patio Magic Pty Ltd	Verge Bond Refund	10/04/2025	E128294	$	1,900.00
19996	Mr M W Drake	Verge Bond Refund	10/04/2025	E128295	$	1,900.00
19996	Robert Logan Homes Pty Ltd	Verge Bond Refund	10/04/2025	E128296	$	1,900.00
19996	Cover Co	Verge Bond Refund	10/04/2025	E128297	$	1,900.00
19996	Mrs L F De-Vries	Verge Bond Refund	10/04/2025	E128298	$	1,900.00
19996	Mr A Chiellini	Verge Bond Refund	10/04/2025	E128299	$	1,900.00
19996	Mr R M Webb	Cancelled payment	14/04/2025	E128275	-$	1,900.00
19996	Mr R M Webb	Verge Bond Refund	10/04/2025	E128275	$	1,900.00
19996	Mr R M Webb	Verge Bond Refund	24/04/2025	E128652	$	1,900.00
19996	AAA Demolition & Tree Services	Verge Bond Refund	24/04/2025	E128653	$	1,900.00
19996	Mr C S Simpson	Verge Bond Refund	24/04/2025	E128654	$	1,900.00
19996	Ms C J Tolmie	Verge Bond Refund	24/04/2025	E128655	$	1,900.00
19996	JAG Demolition	Verge Bond Refund	24/04/2025	E128656	$	1,900.00
19996	Mr H Lara Diniz	Verge Bond Refund	24/04/2025	E128657	$	1,900.00
19996	Mr R A Andrich	Verge Bond Refund	24/04/2025	E128658	$	1,900.00
19996	Travis Mitchell Construction Pty Ltd	Verge Bond Refund	24/04/2025	E128659	$	1,900.00
19996	Mr A R Fielding	Verge Bond Refund	24/04/2025	E128660	$	1,900.00
19996	Denaya Nominees P/L T/As Merit Consultin	Verge Bond Refund	24/04/2025	E128661	$	1,900.00
19996	Mr M P Cureton	Verge Bond Refund	24/04/2025	E128662	$	1,900.00
19996	AAA Demolition & Tree Services	Cancelled payment	14/04/2025	E128281	-$	1,900.00
19996	AAA Demolition & Tree Services	Verge Bond Refund	10/04/2025	E128281	$	1,900.00
19998	**SUNDRY EFT CREDITOR**				**$**	**84,961.90**
19998	Brazil Hink	Cancelled Refund	2/04/2025	E128236	-$	50.00
19998	Ben Ashwood	Cancelled Refund	2/04/2025	E128220	-$	16.20
19998	Lansbury & Associates	Rates Refund - 4th instalment paid twice	4/04/2025	E128249	$	438.45
19998	John D. Morris	Performance Fees: Roused At! 28/02/25	4/04/2025	E128250	$	3,250.00
19998	Australian Performing Arts Centres Limit	2025 PAC Australia membership	4/04/2025	E128251	$	2,295.00
19998	Laura De Rossi	WCC BBW, Music & Memories	4/04/2025	E128252	$	65.15
19998	CY & S Sutedja	Overpayment	4/04/2025	E128253	$	2,205.90
19998	Siew YEOH & Wei CHONG	Overpayment	4/04/2025	E128254	$	1,441.10
19998	Elena Brand	Stationery and catering reimb	4/04/2025	E128255	$	71.50

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19998	Childrens School of Art	Bond Refund	4/04/2025	E128256	$	1,729.55
19998	Angela Simms	Les Mils SHAPES Training Program Reimb	4/04/2025	E128257	$	196.95
19998	Rachel Shepherdson	Les Mills SHAPES Program Reimb	4/04/2025	E128258	$	196.95
19998	R & A Schier - Rebecca Laura Danielle	Refund - Dog Registration	4/04/2025	E128259	$	150.00
19998	Felix Ross	Murdoch University event Parking Reimb	4/04/2025	E128260	$	11.25
19998	Rebecca Laura Danielle Schier	Refund of Dog Registration	4/04/2025	E128261	$	77.50
19998	Samara Ainge	MYC Market Day stallholder deposit refun	4/04/2025	E128262	$	50.00
19998	Rachael Burns	Youth Grants Integrity Initiative	4/04/2025	E128263	$	1,000.00
19998	Vanessa Lombardo	Atwell Shop Sale	4/04/2025	E128264	$	320.00
19998	Vanja Marjanovic	Waste Toolbox Meeting and Service Recogn	4/04/2025	E128265	$	164.00
19998	Caesar Archidanc Pty Ltd	DA-2024-59 - Application withdrawn	4/04/2025	E128266	$	73.00
19998	Malvino Juwono	Overpayment - Refund	4/04/2025	E128267	$	565.80
19998	Mont Applecross	Overpayment - Refund	4/04/2025	E128268	$	1,557.12
19998	Maria Johanna Jenkin	Refund - Pensioner rebate paid by OSR	4/04/2025	E128269	$	853.44
19998	Kok Yong Tey	Refund due to UGP Kardinya project	4/04/2025	E128270	$	342.68
19998	Ben Ashwood	Staff Reimbursement - Parking	15/04/2025	E128605	$	16.20
19998	Louise Pivac	Welcome Wednesday Guest Speaker 19/03	15/04/2025	E128606	$	50.00
19998	Stacy Walter	Youth Sport Grant - YSG331 - L Kessell	15/04/2025	E128607	$	200.00
19998	Sebastian McGluggan	Youth Sport Grant - YSG338	15/04/2025	E128608	$	200.00
19998	Tiah Battista	Youth Sport Grant - YSG339	15/04/2025	E128609	$	200.00
19998	Lynn Crawford-Gray	Youth Sport Grant - YSG342	15/04/2025	E128610	$	200.00
19998	Gayle Emmerson	Youth Sport Grant - YSG344	15/04/2025	E128611	$	200.00
19998	Lucille Bazen	Youth Sport Grant - YSG345	15/04/2025	E128612	$	200.00
19998	Roslyn Frost	Youth sport Grant - YSG349	15/04/2025	E128613	$	200.00
19998	Melissa Sorci	Youth Sport Grant - YSG350	15/04/2025	E128614	$	200.00
19998	Erin Boston	Youth Sport Grant - YSG352	15/04/2025	E128615	$	200.00
19998	Chavaune Duckett	Youth Sport Grant - YSG353	15/04/2025	E128616	$	200.00
19998	Ava Tyson	Youth Sport Grant - YSG354	15/04/2025	E128617	$	200.00
19998	Tiana Ellery	Youth Sport Grant - YSG358	15/04/2025	E128618	$	200.00
19998	Madeline Hoole	Melville Summer Music March 22	15/04/2025	E128619	$	1,750.00
19998	M and T L Berkovic	Rates Refund - Demolition of building	15/04/2025	E128620	$	299.32
19998	H C J Butt	Rates Refund - overpaid	15/04/2025	E128621	$	3,510.00
19998	J V Barrett	Rates refund - State Govt rebate	15/04/2025	E128622	$	151.34
19998	Oh La La Mummy - Emma Hatch	Activelink AL249 - C Doyle	15/04/2025	E128623	$	300.00
19998	P. James Byrans	Artwork Purchase 'Fire' for Melville art	15/04/2025	E128624	$	700.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19998	Eloisa Malet	Youth Grants	15/04/2025	E128625	$	440.00
19998	Insite Residential	BA-2025-540, Refund duplicate submission	15/04/2025	E128626	$	2,120.58
19998	South Fremantle Football Club	Bond Refund - Gairloch Reserve	15/04/2025	E128627	$	100.00
19998	Ivy Lim-Mcpherson	Les Mills SHAPES Training	15/04/2025	E128628	$	196.95
19998	A Yusuf	Bond Refund - Family Gathering 01.04.25	15/04/2025	E128629	$	333.00
19998	Wahiba Tegmouss	Health App Refund (HA-2025-84)	15/04/2025	E128630	$	189.00
19998	S C Ferris	Bond Refund - Point Walter Reserve 29.03	15/04/2025	E128631	$	326.00
19998	Renee Tan	Youth Grants	15/04/2025	E128632	$	500.00
19998	Scripture Union Australia	Bond Refund - Point Walter Reserve 28.03	15/04/2025	E128633	$	326.00
19998	Capss C/O St Columba's Ps	Bond Refund - Karoonda Reserve 01.04.25	15/04/2025	E128634	$	326.00
19998	Stephanie Fienberg	Refund - Rebate claimed by OSR	15/04/2025	E128635	$	265.37
19998	Anna Antoine	Health App Refund - HA-2025-43	15/04/2025	E128636	$	189.00
19998	Jingshu Li	Friendly Neighbourhood Grant-FNG305	15/04/2025	E128637	$	200.00
19998	Graeme Smith	Friendly Neighbourhood Grant - FNG309	15/04/2025	E128638	$	200.00
19998	Myaree Ceramics	My Community Grant A24-2547	15/04/2025	E128639	$	6,600.00
19998	Frank Italiano	Rates Refund - Overpayment	15/04/2025	E128640	$	589.65
19998	Ernest Dibb	Rates Refund - UGP Kardinya Project	15/04/2025	E128641	$	342.68
19998	B J Minciullo	Rates Refund - Rebate to previous owner	15/04/2025	E128642	$	1,720.26
19998	Lansbury & Associates	Multiple Rates refund - Payment error	15/04/2025	E128643	$	6,596.45
19998	Spadaccini Homes Pty Ltd	BA-2024-1718 - Application withdrawn	15/04/2025	E128644	$	4,130.00
19998	Delstrat Pty Ltd	DA-2022-569 - Fee Refund	15/04/2025	E128645	$	80.00
19998	Girl Guides Western Australia	Creat Grant for Mural	15/04/2025	E128646	$	6,000.00
19998	Gabriella Loo	Artist Fee - DJ Rescue Dog	15/04/2025	E128647	$	300.00
19998	RECLINK Australia	My Community Grant - A24-2523	15/04/2025	E128648	$	4,500.00
19998	Virginia Lam	LMAP - Funstional Strength Training	15/04/2025	E128649	$	196.95
19998	Zoe Atkinson	Sustenance - Creative Leadership Program	15/04/2025	E128650	$	266.30
19998	Jingshu Li	Cancelled Refund	16/04/2025	E128637	-$	200.00
19998	Louise Pivac	Cancelled Refund	16/04/2025	E128606	-$	50.00
19998	Brazil Hink	MYC Market Day - stallholder deposit ref	30/04/2025	E128870	$	50.00
19998	Louise Pivac	Welcome Wednesday Guest Speaker 19/03	30/04/2025	E128871	$	50.00
19998	Jingshu Li	Friendly Neighbourhood Grant - FNG305	30/04/2025	E128872	$	200.00
19998	Leon Pratt	Jazz trio performance - Willagee Library	30/04/2025	E128873	$	308.00
19998	Felix Ross	Reimb - Youth Event Catering	30/04/2025	E128874	$	75.40
19998	Dora Zegrean	Parking Reimbursement - 9, 11 April 25	30/04/2025	E128875	$	49.38
19998	Joanne Oosterhoff	Stallholder deposit - MYC Market Day	30/04/2025	E128876	$	50.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19998	IC and SK Crawford	Refund rebate to previous owner	30/04/2025	E128877	$	853.44
19998	Jason & Melissa Osterhage	Refund overpaid rates	30/04/2025	E128878	$	668.30
19998	Teresa Castorina	Reimbursement - Milk Operations Centre	30/04/2025	E128879	$	21.95
19998	Tony Nguyen	Parking Reimbursement - EHA State Conf.	30/04/2025	E128880	$	19.18
19998	Emily Calalesina	CROSSOVER SUBSIDY	30/04/2025	E128881	$	495.00
19998	Ian Mawson	Bond Refund - Pt Walter Reserve - 22/03	30/04/2025	E128882	$	333.00
19998	Adelaide Gallegos	Cloth Nappy Rebate	30/04/2025	E128883	$	100.00
19998	Jonas Scott	Cloth Nappy Rebate	30/04/2025	E128884	$	100.00
19998	Jeyda Aktepe	Sustainability Rebate	30/04/2025	E128885	$	25.81
19998	Saint Pacheco	Cloth Nappy Rebate	30/04/2025	E128886	$	100.00
19998	Sarah Jefferson	Cloth Nappy Rebate	30/04/2025	E128887	$	100.00
19998	Wayne Lindsay Pethick	WPA-2025-11 - Application Withdrawn	30/04/2025	E128888	$	73.00
19998	Emma Pitchford	Vol gift and milk reimbursement	30/04/2025	E128889	$	30.98
19998	W A M M Wimalaratne and A D Wimalaratne	Rates Refund - Credit	30/04/2025	E128890	$	1,450.02
19998	Realmark Urban	Agents overpaid assessment in error	30/04/2025	E128891	$	1,360.90
19998	Beyond Real Estate Trust Account	Additional instalment paid in error	30/04/2025	E128892	$	427.05
19998	227 Leach Highway Pty Ltd	3rd instalment paid twice	30/04/2025	E128893	$	2,380.60
19998	Mario M Lomma	BA-2025-442	30/04/2025	E128894	$	805.02
19998	Patricia J Olde	Rates refund - sellers credit	30/04/2025	E128895	$	437.78
19998	Valerie Zimdahl	Staff Reimbursement - catering for event	30/04/2025	E128896	$	268.89
19998	Wei Ming Davina Ng	Bond refund - Wireless Hill Park 17.04	30/04/2025	E128897	$	333.00
19998	John Jutras	Food for participants and parking reimb	30/04/2025	E128898	$	132.04
19998	Santa Maria College	Bond Refund Attadale Reserve 04.04.25	30/04/2025	E128899	$	333.00
19998	The Potters House Melville	Bond Refund - Potters House 20.12.24	30/04/2025	E128900	$	333.00
19998	Tompkins Park Community & Recreational A	Bond refund	30/04/2025	E128901	$	333.00
19998	Ernie Polis	Welcome Wednesday Guest Speaker	30/04/2025	E128902	$	50.00
19998	Kyle Morrison	Consultancy. Creative Development Sessio	30/04/2025	E128903	$	350.00
19998	Anika Kalotay	Goolugatup Shop Sales - March 2025	30/04/2025	E128904	$	37.50
19998	Madlin Zamir	Shirley Strickland Pavilion Hire - Parti	30/04/2025	E128905	$	466.50
19998	KORO SHARDLOW BROWN	Goolugatup Shop Sales - March 2025	30/04/2025	E128906	$	307.50
19998	Lucille Bazen	Shirley Strickland Pavilion Hire - Bond	30/04/2025	E128907	$	800.00
19998	Pascale Giorgi	Goolugatup Shop Sales - March 2025	30/04/2025	E128908	$	37.50
19998	Penelope Forlano	Goolugatup Shop Sales - March 2025	30/04/2025	E128909	$	26.25
19998	Scott Alexander	Goolugatup Shop Sales - March 2025	30/04/2025	E128910	$	5.96
19998	Gurjot Kaur	Goolugatup Shop Sales - March 2025	30/04/2025	E128911	$	6.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19998	Tahir Usman	Shirley Strickland Pavilion Hire - Bond	30/04/2025	E128912	$	800.00
19998	Thom Stewart	Goolugatup Shop Sales - March 2025	30/04/2025	E128913	$	75.00
19998	Tia Tokic	Goolugatup Shop Sales - March 2025	30/04/2025	E128914	$	262.50
19998	Olivia Skalko	Les Mills Functional Strength Training	30/04/2025	E128915	$	196.95
19998	Chu Empire Pty Ltd	Refund of overpaid rates	30/04/2025	E128916	$	2,806.89
19998	Craig Pedersen	Performance at Goolugatup Sounds 05.04.2	30/04/2025	E128917	$	700.00
19998	Peter Drew	Compost Bin Rebate	30/04/2025	E128918	$	50.00
19998	Ellen-Jean Roberts	Worm Farm Rebate	30/04/2025	E128919	$	75.00
19998	Emma Hawkins	Cloth Nappy Rebate	30/04/2025	E128920	$	100.00
19998	Harry Bigg	Worm Farm Rebate	30/04/2025	E128921	$	75.00
19998	Lara Pratt	Sustainability rebate	30/04/2025	E128922	$	50.00
19998	Megan Keene	Sustainability Rebate	30/04/2025	E128923	$	22.75
19998	Michael Guthrie	Compost Bin Rebate	30/04/2025	E128924	$	50.00
19998	Natalie Elizabeth Paull	Sustainability Rebate	30/04/2025	E128925	$	50.00
19998	Benino/Fazio/Arangio Family Trusts	Rates Refund - Additional Payment Made	30/04/2025	E128926	$	420.00
19998	Alwyn Joyce King	Rates Refund - UGP Credit	30/04/2025	E128927	$	342.68
19998	Steve Lacava	Compost Bin Rebate	30/04/2025	E128928	$	49.99
19998	Isla Hodgskin	Artwork licensing 3 irrigation cubicles	30/04/2025	E128929	$	500.00
19998	Samara Ainge	Artwork licensing 3 irrigation cubicles	30/04/2025	E128930	$	500.00
19998	Tracey Collins	Artwork licensing 3 irrigation cubicles	30/04/2025	E128931	$	500.00
19999	**SUNDRY CHEQUE CREDITOR**				**-$**	**73.00**
19999	Caesar Chong	Cancelled Cheque	1/04/2025	070928	-$	73.00

Cancelled Payme	9	-$	10,966.63
Cheque Payments	1	$	87.00
EFT Payments	684	$	10,694,468.86
Total Payments	694	$	10,683,589.23

CONFIRMED

The list of payments made using Corporate and Purchase Cards during March 2025

Payee	Description	Date	Amount
EZI*SCULLY RSV Rocklea AU	Freezer Trailer Hire for QFly Control	17/03/2025	$ 1,375.00
REBEL MELVILLE MELVILLE AU	Goodwill Gesture Ref: PW1154599	24/03/2025	$ 50.00
COLES 0391 KARDINYA AU	Icy Poles for Field Staff	25/03/2025	-$ 43.20
COLES 0391 KARDINYA AU	Icy Poles for Field Staff	25/03/2025	$ 21.60
COLES 0391 KARDINYA AU	Icy Poles for Field Staff	25/03/2025	$ 57.60
WALLF.LY EVENTS CAIRNS AU	Treenet Seminar	26/03/2025	$ 1,233.21
COLES 0332 BOORAGOON AU	NITJA ARTIST CATERING	18/03/2025	$ 10.38
Bakers Delight Booragoon AU	NITJA ARTIST CATERING	18/03/2025	$ 9.00
WALGA EVENTS WEST LEEDERVI AU	WALGA FORUM TICKETS	19/03/2025	$ 570.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	MELVILLE SUMMER MUSIC RIDER	24/03/2025	$ 46.81
7-ELEVEN 3065 BOORAG BOORAGOON AU	MELVILLE SUMMER MUSIC RIDER	24/03/2025	$ 20.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	NITJA ARTIST CATERING	1/04/2025	$ 27.00
GOOD GROCER/39 ARDROSS APPLECROSS AU	NITJA ARTIST CATERING	1/04/2025	$ 51.96
COLES 0332 BOORAGOON AU	NITJA ARTIST CATERING	2/04/2025	$ 16.08
Marmion St Fresh and Melville AU	NITJA ARTIST CATERING	2/04/2025	$ 176.00
Bakers Delight Booragoon AU	NITJA ARTIST CATERING	2/04/2025	$ 17.60
ST JOHN AMBULANCE AUST BELMONT AU	First Aid Training	12/03/2025	$ 170.00
SQ *GOTCHA SECURITY SY 1800595310 AU	Fauna Monitoring Camera	21/03/2025	$ 421.95
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Batteries for Fauna Camera	2/04/2025	$ 27.50
MEGA MUSIC AUSTRALIA MYAREE AU	Studio Equipment	13/03/2025	$ 22.00
IGA WILLAGEE WILLAGEE AU	Consumables	14/03/2025	$ 3.39
KMART 1024 KARDINYA AU	Story Time Supplies	19/03/2025	$ 16.00
OFFICEWORKS 0616 O'CONNOR AU	iPad Cable	25/03/2025	$ 25.98
IGA WILLAGEE WILLAGEE AU	Consumables	26/03/2025	$ 3.39
IGA WILLAGEE WILLAGEE AU	Newspaper	28/03/2025	$ 2.50
SP ELIZABETH RICHARD KINGS PARK AU	Magazine Storage Boxes	28/03/2025	$ 86.96
MODERN TEACHING AIDS BROOKVALE AU	Floor Tape	31/03/2025	$ 36.61
KMART 1024 KARDINYA AU	Baby Rhyme Time Supply	2/04/2025	$ 5.00
IGA WILLAGEE WILLAGEE AU	Consumables	2/04/2025	$ 5.89
BUNNINGS 317000 MELVILLE AU	Tools Workshop	24/03/2025	$ 135.56
NEWS PTY LIMITED SURRY HILLS AU	The Australian Public Newspaper Subscription	11/03/2025	$ 728.00
SP SCB.COM.AU PRINCES HILL AU	Stock Purchasing - Junior Collection	14/03/2025	$ 725.95
POST CANNING BRIDGE AP APPLECROSS AU	Satchels - Regional ILLs postage	17/03/2025	$ 110.18
WANEWSDTI Osborne Park AU	The West Australian Public Newspaper Subscripti	17/03/2025	$ 150.00
SP SCB.COM.AU PRINCES HILL AU	Stock Purchasing - Junior Collection	20/03/2025	$ 983.95
THE NILE AX5T-6WH7 THENILE.COM.A AU	Stock Purchasing - Adult Collection	24/03/2025	$ 558.20
MYO*SMEDIA PTY LTD SOUTH YARRA AU	3 month Archive Subscription - The West	24/03/2025	$ 509.25
BIGW ONLINE BELLA VISTA AU	Stock Purchasing - Adult Collection	24/03/2025	$ 200.00
COLES 7545 HILTON AU	Catering for Library Event	7/03/2025	$ 178.15
COLES 0352 MELVILLE AU	Catering for Library Event	14/03/2025	$ 126.20
KMART 1162 BOORAGOON AU	Catering for Library Event	26/03/2025	$ 52.50
COLES 0352 MELVILLE AU	Catering for Library Event	28/03/2025	$ 102.39
LIQUORLAND 2469 BICTON AU	Catering for Library Event	28/03/2025	$ 78.00
AMAZON AU SYDNEY SOUTH AU	Local Stock Purchase	10/03/2025	$ 288.94
NEWS PTY LIMITED SURRY HILLS AU	Canning Bridge Australian Renewal	12/03/2025	$ 520.00
THE NILE AV7F-3ZH4 THENILE.COM.A AU	Local Stock Purchase	13/03/2025	$ 310.83
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchase	14/03/2025	$ 99.22
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchase	14/03/2025	$ 479.31
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchase	14/03/2025	$ 116.84
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchase	14/03/2025	$ 36.49
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Local Stock Purchase	17/03/2025	$ 56.49
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchase	17/03/2025	$ 45.00
AMAZON AU SYDNEY SOUTH AU	Local Stock Purchase	17/03/2025	$ 121.92
SP BOOK GROCER TULLAMARINE AU	Local Stock Purchase	19/03/2025	$ 759.62
THE NILE AZ2G-L8C5 THENILE.COM.A AU	Local Stock Purchase	21/03/2025	$ 137.94
BIGW ONLINE BELLA VISTA AU	Refund	21/03/2025	-$ 21.00
BIGW ONLINE BELLA VISTA AU	Local Stock Purchase	21/03/2025	$ 347.00
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchase	24/03/2025	$ 160.78
AMAZON AU SYDNEY SOUTH AU	Local Stock Purchase	24/03/2025	$ 45.60
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchase	25/03/2025	$ 99.88
OPEN BOOK Mosman Park AU	Local Stock Purchase	26/03/2025	$ 998.18
U.NU/CSND* CLICKSEND.C SOUTH PERTH AU	SMS Costs	5/03/2025	$ 50.00
MISS MAUD NORTH PERTH AU	Catering for Event	6/03/2025	$ 302.10
TICKETS*FREEDOM TO BELROSE AU	Tickets to Seminar	17/03/2025	$ 85.70
Arts Margaret River Margaret Rive AU	Tickets to Seminar	21/03/2025	$ 35.00
Arts Margaret River Margaret Rive AU	Tickets to Seminar	31/03/2025	$ 115.00

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Payee	Description	Date	Amount
SQ *AUNTY LUCY?S CAKER 1800595310 AU	Catering for Meeting	26/03/2025	$ 65.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering for Workshop	26/03/2025	$ 108.06
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering for Workshop	26/03/2025	-$ 3.40
MYAREE IGA/4/67 NORTH MYAREE AU	Catering for Workshop	27/03/2025	$ 9.99
MYAREE IGA/4/67 NORTH MYAREE AU	Catering for Workshop	27/03/2025	$ 380.97
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Consumables	5/03/2025	$ 33.05
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Team Leads Meeting Catering	6/03/2025	$ 27.76
Adobe Sydney AU	Adobe Acrobat Sub. for PDF Editing	10/03/2025	$ 251.86
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Volunteer Morning Tea	13/03/2025	$ 14.45
EB *SEMINAR SERIES Mus 801-413-7200 AU	Seminar	14/03/2025	$ 144.00
KMART 1162 BOORAGOON AU	Office Supplies	19/03/2025	$ 87.00
OFFICEWORKS 0616 O'CONNOR AU	Tree Festival Display	20/03/2025	$ 52.16
OFFICEWORKS Bentleigh Eas AU	Furniture for Local History Office	21/03/2025	$ 1,369.30
CPP HIS MAJESTYS PERTH AU	WA Planning Commission Chair	17/03/2025	$ 11.11
HAMILTON HILL IGA HAMILTON HILL AU	PHAZE Catering	2/04/2025	$ 22.50
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Electrolytes for Field Staff	10/03/2025	$ 147.10
STRATAGREEN CANNING VALE AU	Pins for Planting Netting	13/03/2025	$ 345.26
OMAC ENTERPRISES PTY MYAREE AU	Coveralls for Herb Application	19/03/2025	$ 185.42
ENFORCER GROUP Welshpool AU	Drop Overs for Spray Hoses.	28/03/2025	$ 340.38
OCONNOR L/MWR&C/SAW O CONNOR AU	Brush cutter Blades	2/04/2025	$ 164.00
DOLCE AND SALATO BUL BULL CREEK AU	Catering - Safety Meeting	17/03/2025	$ 197.00
HAMILTON HILL NEWS HAMILTON HILL AU	Newspapers for Library	19/03/2025	$ 14.00
COLES 0352 MELVILLE AU	Consumables	21/03/2025	$ 9.00
A I L A BRADDON AU	Landscape Architecture Awards Entry Fee	13/03/2025	$ 875.60
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	5/03/2025	$ 129.64
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	7/03/2025	$ 62.85
WOOLWORTHS/CNR STOCK R MELVILLE AU	Willagee Youth Drop in	10/03/2025	$ 19.28
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	11/03/2025	$ 70.82
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	13/03/2025	$ 40.94
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	14/03/2025	$ 10.99
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	17/03/2025	$ 15.78
JB HI FI BOORAGOON BOORAGOON AU	Willagee Youth Drop in	17/03/2025	$ 119.89
KMART 1162 BOORAGOON AU	Willagee Youth Drop in	17/03/2025	$ 87.50
Games World Booragoon Booragoon AU	Willagee Youth Drop in	17/03/2025	$ 29.99
KMART 1162 BOORAGOON AU	Willagee Youth Drop in	17/03/2025	$ 25.00
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	18/03/2025	$ 48.04
OFFICEWORKS 0616 O'CONNOR AU	Willagee Youth Drop in	19/03/2025	$ 55.91
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	19/03/2025	$ 11.57
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	20/03/2025	$ 61.16
BUNNINGS 317000 MELVILLE AU	Willagee Youth Drop in	24/03/2025	$ 101.04
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	25/03/2025	$ 84.13
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	27/03/2025	$ 16.98
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	28/03/2025	$ 20.88
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	31/03/2025	$ 30.60
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	31/03/2025	$ 14.29
IGA WILLAGEE WILLAGEE AU	Willagee Youth Drop in	1/04/2025	$ 79.47
THE GOOD GUYS WEB STOR SOUTHBANK AU	Lunch Room Coffee Machine	31/03/2025	$ 1,286.00
CARD FEE	Card Fee	2/04/2025	$ 10.00
FARMER JACKS SPEARWO SPEARWOOD AU	Consumables	2/04/2025	$ 120.34
COLES 0332 BOORAGOON AU	Catering for Meeting	5/03/2025	$ 23.15
SLIMLINE WAREHOUSE BROADMEADOWS AU	Display for Main Hall	11/03/2025	$ 213.32
COLES 0332 BOORAGOON AU	Catering for Meeting	10/03/2025	$ 51.05
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering for Event	12/03/2025	$ 28.35
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering for Event	25/03/2025	$ 45.49
EBSCO AUSTRALIA SUBS NORTH SYDNEY AU	Subscription Reader's Digest	6/03/2025	$ 95.27
GOOD GROCER/916 CANNIN APPLECROSS AU	Consumables	10/03/2025	$ 14.00
NEWS PTY LIMITED SURRY HILLS AU	Annual Subscription - Australian Newspaper	11/03/2025	$ 1,456.00
SP SCB.COM.AU PRINCES HILL AU	Local Stock Purchases	20/03/2025	$ 999.95
POST CANNING BRIDGE AP APPLECROSS AU	Medium Satchel Post Country Library	24/03/2025	$ 15.30
POST CANNING BRIDGE AP APPLECROSS AU	Small Satchel Post Country Library	24/03/2025	$ 110.18
BIGW ONLINE BELLA VISTA AU	Storage Tubs for Transporting Stock	26/03/2025	$ 150.00
W A LIBRARY SUPPLIES FORRESTDALE AU	Book Processing/Covering supplies	26/03/2025	$ 1,499.03
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Local Stock Purchases	27/03/2025	$ 88.23
GOOD GROCER/916 CANNIN APPLECROSS AU	Consumables	28/03/2025	$ 16.80
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchases	28/03/2025	$ 368.52
POST CANNING BRIDGE AP APPLECROSS AU	Medium Satchel Post Country Library	31/03/2025	$ 15.30
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Icy Poles Hydration	7/03/2025	$ 36.00
MIDDENDORP ELECTRIC CO BIBRA LAKE DC AU	Communication Pit Cover	13/03/2025	$ 190.03
Mazzegas L/Supplies Kelmscott AU	Sand Supply	13/03/2025	$ 1,350.00
MIDDENDORP ELECTRIC CO BIBRA LAKE DC AU	Communication Pit Cover	21/03/2025	$ 190.03

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Payee	Description	Date	Amount
KMART Mulgrave AU	EcoHub Office and Venue Supplies	13/03/2025	$ 148.25
SP ELITE OFFICE FURNIT BANKSTOWN AU	EcoHub Moodjar New Chairs	13/03/2025	$ 1,870.60
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Consumables	6/03/2025	$ 8.45
AMAZON AU RETAIL SYDNEY AU	Goo Remover	10/03/2025	$ 17.43
TRYBOOKING*WA BRANCH C SOUTH YARRA AU	Event Ticket	11/03/2025	$ 30.50
Etsy.com*Multiple Shop Sydney AU	School Holiday Materials	13/03/2025	$ 136.50
SP DISCOUNT PACKAGING RHODES AU	School Holiday Materials	14/03/2025	$ 25.47
TEMU.COM PARRAMATTA AU	Sensory Toys	26/03/2025	$ 144.85
MODERN TEACHING AIDS BROOKVALE AU	Hex Trays for Storytime	2/04/2025	$ 405.19
LUCKY CHARM BULL CREEK BULL CREEK AU	Newspapers	10/03/2025	$ 7.00
KMART Mulgrave AU	Terrarium Workshop	14/03/2025	$ 112.50
KMART Mulgrave AU	Refund	21/03/2025	-$ 22.50
COLES 0332 BOORAGOON AU	Events - Artist Catering TITN	10/03/2025	$ 128.63
7-ELEVEN 3065 BOORAG BOORAGOON AU	Events - Artist Catering MSM	10/03/2025	$ 15.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Events - Artist Catering MSM	10/03/2025	$ 62.63
LIQUORLAND 3374 BOORAGOON AU	Events - Artist Catering TITN	10/03/2025	$ 13.98
COLES 0332 BOORAGOON AU	Aboriginal Art Group Artist Catering	24/03/2025	$ 49.33
UBER *EATS HELP.UBER.C Sydney AU	Creative Learning Catering	26/03/2025	$ 28.13
AUS ELECTRICAL SRVS MYAREE AU	Dry Ice Mosquito Treatment	5/03/2025	$ 55.00
AUS ELECTRICAL SRVS MYAREE AU	Dry Ice Mosquito Treatment	12/03/2025	$ 44.00
COLES 0352 MELVILLE AU	Catering	17/03/2025	$ 73.05
KARDINYA KEBAB HOUSE KARDINYA AU	Catering	17/03/2025	$ 6.50
COLES 0391 KARDINYA AU	Catering	17/03/2025	$ 9.50
WINTHROP GARDENS SUP WINTHROP AU	Catering	18/03/2025	$ 19.99
COLES 0332 BOORAGOON AU	Catering	19/03/2025	$ 49.75
ALDI STORES - KARDINYA KARDINYA AU	Catering	19/03/2025	$ 6.01
PLANNING INSTITUTE AUS BARTON AU	Dev Compliance Workshop	19/03/2025	$ 150.00
KARDINYA KEBAB HOUSE KARDINYA AU	Catering	21/03/2025	$ 13.00
Bakers Delight Myaree AU	Catering	24/03/2025	$ 16.20
WINTHROP GARDENS SUP WINTHROP AU	Catering	24/03/2025	$ 26.97
JB HI-FI DIRECT SOUTHBANK AU	Office Equipment	24/03/2025	$ 129.00
INDUSTRIAL PROTECTIV MYAREE AU	Safety Boots	24/03/2025	$ 199.93
MEGA MUSIC AUSTRALIA MYAREE AU	Mixer for Noise Management	25/03/2025	$ 119.00
DELI DI MONDO ATTADALE AU	Ham Roll for Food Sampling	26/03/2025	$ 11.17
JB HI FI BOORAGOON BOORAGOON AU	Audio Technical for Noise Management	26/03/2025	$ 289.00
BLEND CAFE AND PIZZA MELVILLE AU	Food Sampling	27/03/2025	$ 8.09
BUNNINGS 317000 MELVILLE AU	GoBag Items	31/03/2025	$ 216.59
BUNNINGS GROUP LTD HAWTHORN EAST AU	GoBag	31/03/2025	$ 59.98
AUS ELECTRICAL SRVS MYAREE AU	Dry Ice Mosquito Treatment	1/04/2025	$ 55.00
PLANNING INSTITUTE AUS BARTON AU	Denver Crossie Training	1/04/2025	$ 390.00
LOCAL GOVERNEMENT MANA MT HAWTHORN AU	Critical Thinking Workshop	2/04/2025	$ 1,400.00
SUREPAK PTY LTD BRAESIDE AU	Asbestos Bags	2/04/2025	$ 169.95
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	4/03/2025	$ 39.67
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	4/03/2025	$ 33.77
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	4/03/2025	$ 44.48
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	4/03/2025	$ 53.45
EASYPARK MELBOURNEVIC AU	Canning Bridge Staff Parking	4/03/2025	$ 300.32
PAYPAL *PLUGINBOUTI 35314369001 GB	Software Willagee Library Sound Lab	5/03/2025	$ 284.94
PAYPAL *PLUGINBOUTI 35314369001 GB	Software Willagee Library Sound Lab	5/03/2025	$ 284.94
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	5/03/2025	$ 28.31
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	5/03/2025	$ 160.70
AMAZON AU SYDNEY SOUTH AU	Library Resources	5/03/2025	$ 68.94
AMAZON AU RETAIL SYDNEY AU	Library Resources	6/03/2025	$ 261.73
AMAZON AU RETAIL SYDNEY AU	Library Resources	6/03/2025	$ 463.35
AMAZON AU SYDNEY SOUTH AU	Refund	7/03/2025	-$ 14.00
AMAZON AU RETAIL SYDNEY AU	Library Resources	10/03/2025	$ 142.02
AMAZON AU RETAIL SYDNEY AU	Library Resources	10/03/2025	$ 391.44
PAYPAL *BIG W 4029357733 AU	Library Resources	10/03/2025	$ 54.00
PAYPAL *WORDERY 07388996713 GB	Library Resources	10/03/2025	$ 54.98
AMAZON AU SYDNEY SOUTH AU	Library Resources	10/03/2025	$ 147.75
PAYPAL *KMARTAUSTRA 4029357733 AU	Library Resources	10/03/2025	$ 34.00
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	11/03/2025	$ 26.99
PAYPAL *MERCURYRETA TH 0412041808 AU	Library Resources	11/03/2025	$ 283.63
PAYPAL *JB HI-FI 4029357733 AU	Library Resources	11/03/2025	$ 19.87
AMAZON AU RETAIL SYDNEY AU	Library Resources	11/03/2025	$ 510.00
AMAZON AU SYDNEY SOUTH AU	Library Resources	11/03/2025	$ 15.90
AMAZON AU RETAIL SYDNEY AU	Library Resources	12/03/2025	$ 115.79
WANEWSDTI Osborne Park AU	Newspaper Subscription	12/03/2025	$ 172.80
AMAZON AU SYDNEY SOUTH AU	Library Resources	18/03/2025	$ 37.47
NEWS PTY LIMITED SURRY HILLS AU	Newspaper Subscription	18/03/2025	$ 728.00

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Payee	Description	Date	Amount
PLATINUM BAGS PALMYRA AU	Library Bags for Home Delivery	26/03/2025	$ 2,915.00
THE GOOD GUYS WEB STOR SOUTHBANK AU	Fridge for Central Services	26/03/2025	$ 734.00
PAYPAL *PLUGINBOUTI 35314369001 GB	Software Willagee Library Sound Lab	27/03/2025	$ 158.48
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	28/03/2025	$ 30.43
PAYPAL *THEGOODGUYS 01800850821 AU	Refund	31/03/2025	-$ 705.00
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	31/03/2025	$ 68.46
PAYPAL *BIG W 4029357733 AU	Library Resources	31/03/2025	$ 78.00
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	31/03/2025	$ 33.96
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	31/03/2025	$ 41.48
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	31/03/2025	$ 32.00
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	31/03/2025	$ 68.36
PAYPAL *MERCURYRETA TH 01800987323 AU	Library Resources	31/03/2025	$ 64.01
PAYPAL *MERCURYRETA TH 01800987323 AU	Library Resources	31/03/2025	$ 202.96
PAYPAL *BIG W 4029357733 AU	Library Resources	31/03/2025	$ 153.00
AMAZON AU SYDNEY SOUTH AU	Library Resources	2/04/2025	$ 15.45
AMAZON AU SYDNEY SOUTH AU	Library Resources	2/04/2025	$ 0.14
AMAZON AU SYDNEY SOUTH AU	Library Resources	2/04/2025	$ 11.26
PRO SUB FEE EVENTBRITE.CO US	foreign fee	2/04/2025	$ 15.45
PAYPAL *BLACKWELLBO 35314369001 GB	Refund	2/04/2025	-$ 62.41
PRICELESS DISCOUNTS PH SPEARWOOD AU	Office Supplies	31/03/2025	$ 20.00
OFFICEWORKS 0616 O'CONNOR AU	LFB Reception Receipt Spikes	12/03/2025	$ 11.91
GILBERTS FRESH HILTO HILTON AU	Flowers - a staff's family pass away	17/03/2025	$ 44.99
SP WHOLESALE MOVEACT BRUNSWICK EAS AU	Grip Socks	24/03/2025	$ 1,627.96
GARDENFRESHB/125 RISEL BOORAGOON AU	Catering	13/03/2025	$ 38.54
COLES 0332 BOORAGOON AU	Catering	13/03/2025	$ 87.90
Bakers Delight Booragoon AU	Catering	13/03/2025	$ 16.50
SQ *PASTE THAI Ardross AU	Catering	31/03/2025	$ 136.00
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Consumables	20/03/2025	$ 1.55
TARGET 5076 BULL CREEK AU	Terrarium Workshop	21/03/2025	$ 15.00
LUCKY CHARM BULL CREEK BULL CREEK AU	Newspapers	24/03/2025	$ 2.50
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Consumables	28/03/2025	$ 1.55
FACEBK *682RKL4MS2 Dublin IE	Advertising	4/03/2025	$ 1,287.50
FACEBK *9C4URLLMS2 Dublin IE	Advertising	10/03/2025	$ 1,287.50
FACEBK *ECAHSMQLS2 Dublin IE	Advertising	12/03/2025	$ 1,287.50
FACEBK *YJDYZMQLS2 Dublin IE	Advertising	17/03/2025	$ 1,287.50
FACEBK *TYTQPMCMS2 fb.me/ads IE	Advertising	20/03/2025	$ 1,287.50
FACEBK *EGU3GNQLS2 Dublin IE	Advertising	24/03/2025	$ 1,287.50
FACEBK *F73P6NCMS2 fb.me/ads IE	Advertising	28/03/2025	$ 1,287.50
BLAZON DISPLAYS CANNING VALE AU	Display Box	31/03/2025	$ 116.18
FACEBK *X3NN2NULS2 fb.me/ads IE	Advertising	1/04/2025	$ 1,287.50
LOCAL GOVERNEMENT MANA MT HAWTHORN AU	Professional Membership Fee	14/03/2025	$ 75.00
FACEBK *2GF59NGNC2 fb.me/ads IE	Advertising	18/03/2025	$ 1,287.50
Canva* 04460-9915656 Sydney AU	Canva Subscription	21/03/2025	$ 21.14
FACEBK *SVT37N4PC2 fb.me/ads IE	Advertising	1/04/2025	$ 1,064.17
CHINA BOOKS MELBOURNE AU	Library Resources	7/03/2025	$ 81.60
AMAZON AU RETAIL SYDNEY AU	Library Resources	10/03/2025	$ 150.54
SP DOVETALE PRESS WELLINGTON NZ	Library Resources	10/03/2025	$ 73.13
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	10/03/2025	$ 76.95
THE NILE AQPG-H9F3 THENILE.COM.A AU	Library Resources	12/03/2025	$ 289.95
WWW.MARLOWESBOOKS.COM FERNY GROVE AU	Library Resources	12/03/2025	$ 28.80
THE NILE AHQZ-G8YF THENILE.COM.A AU	Library Resources	12/03/2025	$ 701.31
AMAZON AU SYDNEY SOUTH AU	Library Resources	14/03/2025	$ 544.80
THE NILE AWVH-F6T1 THENILE.COM.A AU	Library Resources	14/03/2025	$ 194.45
SP JB HI-FI ONLINE SOUTHBANK AU	Library Resources	14/03/2025	$ 65.95
BIGW ONLINE BELLA VISTA AU	Library Resources	14/03/2025	$ 228.00
LARRIKIN RETAILERS PTY COTTESLOE AU	Library Resources	17/03/2025	$ 908.58
AMAZON AU RETAIL SYDNEY AU	Library Resources	17/03/2025	$ 351.92
AMAZON AU RETAIL SYDNEY AU	Library Resources	19/03/2025	$ 18.77
AMAZON AU RETAIL SYDNEY AU	Library Resources	19/03/2025	$ 29.65
AMAZON AU RETAIL SYDNEY AU	Library Resources	20/03/2025	$ 162.24
AMAZON AU SYDNEY SOUTH AU	Library Resources	20/03/2025	$ 229.30
SP JB HI-FI ONLINE SOUTHBANK AU	Library Resources	21/03/2025	$ 99.93
AMAZON AU RETAIL SYDNEY AU	Library Resources	21/03/2025	$ 201.97
AMAZON AU RETAIL SYDNEY AU	Library Resources	25/03/2025	$ 26.98
BOOKTOPIA ST PETERS AU	Library Resources	28/03/2025	$ 113.22
TELSTRA SERVICES MELBOURNE AU	5G Internet - Melville State Emergency Service	19/03/2025	$ 85.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Atwell Consumables	6/03/2025	$ 174.55
AUSSIE NATURAL SPRIN WANGARA AU	Atwell Filtered Water	10/03/2025	$ 64.98
OFFICEWORKS 0616 O'CONNOR AU	Stationery	10/03/2025	$ 34.46
SQSP* INV172926115 SQUARESPACE.C US	Open Studios Web Hosting	10/03/2025	$ 339.90

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Payee	Description	Date	Amount
REMIDA PERTH INC WEST PERTH AU	Membership Fee	13/03/2025	$ 360.00
MYAREE IGA/4/67 NORTH MYAREE AU	Consumables	18/03/2025	$ 49.96
MYAREE IGA/4/67 NORTH MYAREE AU	Consumables	19/03/2025	$ 8.98
INVOICE / RECEIPT FREMANTLE AU	Art source Organisational Membership	21/03/2025	$ 210.00
COMMUNITY ARTS NETWORK PERTH AU	Organisational Membership	25/03/2025	$ 200.00
MYAREE IGA/4/67 NORTH MYAREE AU	Consumables	1/04/2025	$ 10.67
COLES 0332 BOORAGOON AU	Catering - Tea and Tech	14/03/2025	$ 6.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Quizdom	18/03/2025	$ 12.35
WOOLWORTHS/GARDEN CITY BOORAGOON AU	West Australian Newspaper	19/03/2025	$ 5.00
EZI*ALIA DEAKIN AU	Bibliotherapy Course	2/04/2025	$ 550.00
Dominos Estore Myaree dominos.com.a AU	Catering	5/03/2025	$ 39.20
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	5/03/2025	$ 57.40
LS Big Loaf Factory Ba O'Connor AU	Catering	5/03/2025	$ 300.00
Bakers Delight Booragoon AU	Catering	6/03/2025	$ 8.00
COLES 0332 BOORAGOON AU	Catering	6/03/2025	$ 50.80
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Staff Appreciation	11/03/2025	$ 111.90
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Staff Appreciation	12/03/2025	$ 55.95
PERTH ELECTRIC BICYCLE FREMANTLE AU	E-Bike Charger	12/03/2025	$ 120.00
ISCOUNCIL SYDNEY AU	WA Connect Event	13/03/2025	$ 521.40
ATI MIRAGE TRAINING PERTH AU	Staff Training	13/03/2025	$ 387.00
ATI MIRAGE TRAINING PERTH AU	Staff Training	13/03/2025	$ 589.05
SP JB HI-FI ONLINE SOUTHBANK AU	Screen Protector	14/03/2025	$ 64.94
INST.SUSTAINABLEEVENTS BINGIL BAY AU	Staff Training	21/03/2025	$ 549.25
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Staff Appreciation	24/03/2025	$ 213.90
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Staff Appreciation	26/03/2025	$ 320.85
COLES 0332 BOORAGOON AU	Office Supplies	27/03/2025	$ 74.44
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Staff Appreciation	27/03/2025	$ 106.95
WESTERN POWER PERTH AU	Connect/Disconnect Power	28/03/2025	$ 498.91
WESTERN POWER PERTH AU	Connect/Disconnect Power	28/03/2025	$ 498.91
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Staff Appreciation	31/03/2025	$ 55.95
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Staff Appreciation	1/04/2025	$ 167.85
LOYVERSE.COM LONDON GB	Subscription	4/03/2025	$ 8.32
Deputy deputy.com AU	Staff Scheduling App	6/03/2025	$ 72.82
POST APPLECROSS LPO APPLECROSS AU	Postage	14/03/2025	$ 87.00
BUNNINGS 317000 MELVILLE AU	Materials	17/03/2025	$ 40.48
SP OLDBRIDGECELLARS NORTH FREMANT AU	Heathcote's Event Drink	19/03/2025	$ 1,838.97
SQ *ROSA GLEN FARM Rosa Glen AU	Catering	19/03/2025	$ 648.00
Intuit Mailchimp Sydney AU	Advertising	24/03/2025	$ 71.40
W A PAINT HOLDINGS PTY MELVILLE AU	Supplies	26/03/2025	$ 60.69
BUNNINGS 317000 MELVILLE AU	Materials	31/03/2025	$ 159.53
OTHERSIDE CO MYAREE AU	Heathcote's Event Drink	2/04/2025	$ 689.70
CARALEE COMMUNITY SCHO WILLAGEE AU	Caralee School	6/03/2025	$ 40.00
CARALEE COMMUNITY SCHO WILLAGEE AU	Caralee School	6/03/2025	$ 400.00
Little Olive Leaf Willagee AU	Team Meeting	11/03/2025	$ 33.60
LS Jayleas Patisserie Willagee AU	Catering	14/03/2025	$ 16.47
WALGA EVENTS WEST LEEDERVI AU	WALGA Aboriginal Forum Tickets	14/03/2025	$ 950.00
WALGA EVENTS WEST LEEDERVI AU	WALGA Aboriginal Forum Tickets	14/03/2025	$ 190.00
PAYPAL *LIMEFLOWERS 0411023780 AU	Grieving Flowers	17/03/2025	$ 108.00
WILSON PARKING PER069 PERTH AU	Staff Parking for Training	19/03/2025	$ 22.28
SUBWAY NORTHBRIDGE NORTHBRIDGE AU	Catering	20/03/2025	$ 27.30
WILSON PARKING PER069 PERTH AU	Staff Parking for Training	20/03/2025	$ 22.28
SUSHI HUB WILLIAM ST PERTH AU	Youth Training Catering	21/03/2025	$ 28.80
WILSON PARKING PER069 PERTH AU	Staff Parking for Training	21/03/2025	$ 22.28
RUDHIVU PTY LTD NORTHBRIDGE AU	Youth Training Catering	21/03/2025	$ 16.40
GADTAAN PTY LTD NORTHBRIDGE AU	Youth Training Catering	21/03/2025	$ 16.45
Little Olive Leaf Willagee AU	Team Meeting	25/03/2025	$ 10.50
COLES 0391 KARDINYA AU	Youth Training Catering	26/03/2025	$ 138.40
Pluck Bicton AU	Team Meeting	31/03/2025	$ 13.17
GARDENFRESHB/125 RISEL BOORAGOON AU	Catering	5/03/2025	$ 18.23
Zushibento Aust Booragoon AU	Catering	5/03/2025	$ 14.22
COLES 0332 BOORAGOON AU	Catering	10/03/2025	$ 105.20
COLES 0332 BOORAGOON AU	Catering	11/03/2025	$ 246.93
SP WALLABYWATER ROMSEY AU	Catering	11/03/2025	$ 600.00
NO MORE PLASTIC PACKA 0414326248 AU	Cello Alternative Sample	12/03/2025	$ 5.39
SP COFFEE BEANS PERTH MYAREE AU	Catering	13/03/2025	$ 359.55
TARGET Williams Land AU	Refund	13/03/2025	-$ 50.00
TARGET Williams Land AU	Refund	13/03/2025	-$ 50.00
TARGET Williams Land AU	Black Uniform Pants	13/03/2025	$ 100.00
TARGET Williams Land AU	Black Uniform Pants	13/03/2025	$ 100.00
COLES 0332 BOORAGOON AU	Catering	19/03/2025	$ 64.00

CONFIRMED

Payee	Description	Date	Amount
SP WALLABYWATER ROMSEY AU	Refund	20/03/2025	-$ 600.00
GARDEN CITY NEWS BOORAGOON AU	Gift Bags for EMs Birthdays	21/03/2025	$ 77.89
NOMOREPLAST 0414326248 AU	Catering Supplies	24/03/2025	$ 83.99
Envirochoice 0892099500 AU	Catering Supplies	25/03/2025	$ 120.01
GARDENFRESHB/125 RISEL BOORAGOON AU	Catering	25/03/2025	$ 4.05
BIOPAK PTY LTD BONDI JUNCTIO AU	Catering Supplies	25/03/2025	$ 332.64
MISS MAUD BOORAGOON AU	Catering	26/03/2025	$ 8.25
JB HI FI BOORAGOON BOORAGOON AU	LAN Adapters for Kambarang Room	26/03/2025	$ 93.00
COLES 0332 BOORAGOON AU	ELT Meeting	26/03/2025	$ 40.03
MYAREE IGA/4/67 NORTH MYAREE AU	City Land Breakfast	27/03/2025	$ 230.68
COLES 0332 BOORAGOON AU	Catering	27/03/2025	$ 17.00
COLES 0332 BOORAGOON AU	ELT Lunch	28/03/2025	$ 39.75
COLES 0332 BOORAGOON AU	Catering	28/03/2025	$ 7.50
Zushibento Aust Booragoon AU	ELT Lunch	28/03/2025	$ 89.10
POST BOORAGOON POST SH BOORAGOON AU	Home Affairs Report	31/03/2025	$ 1.50
COLES 0332 BOORAGOON AU	Council Meeting Snacks	1/04/2025	$ 327.30
ZAI*OM ALINAL OMI20784 Sydney AU	Catering	1/04/2025	$ 494.02
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	1/04/2025	$ 30.70
TWILIO SENDGRID WWW.TWILIO.CO US	SendGrid Subscription	6/03/2025	$ 149.03
ACTIMED AUSTRALIA OSBORNE PARK AU	Consumables	7/03/2025	$ 198.00
ENVIRONMENTAL SITE SER BURSWOOD AU	Mask Face Fit	10/03/2025	$ 77.00
AUSIA AGENCIES LEEMING AU	Uniform Sample	10/03/2025	$ 70.79
ENVIRONMENTAL SITE SER BURSWOOD AU	Mask Face Fit	10/03/2025	$ 79.23
KMART 1162 BOORAGOON AU	Kitchen Supplies	12/03/2025	$ 56.20
COLES 0332 BOORAGOON AU	Kitchen Equipment	12/03/2025	$ 28.50
7-ELEVEN 3065 BOORAG BOORAGOON AU	Fuel for Outdoor Vacuum	12/03/2025	$ 36.21
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Consumables	14/03/2025	$ 20.00
GILBERTS FRESH HILTO HILTON AU	Staff Recognition	17/03/2025	$ 49.99
MYZONE* MYZONE WA AU	MyZone Subscription	17/03/2025	$ 182.92
SP HART SPORT BROOKVALE AU	Consumables	20/03/2025	$ 249.00
KMART Mulgrave AU	Consumables	21/03/2025	$ 29.00
Coles Online 0332 BOORAGOO AU	Consumables	21/03/2025	$ 161.90
PARTYSOURCE Canning Vale AU	Consumables	24/03/2025	$ 77.71
BIG W/RANFORD & NICHOL CANNING VALE AU	Consumables	24/03/2025	$ 62.00
PRIMIVOGRP FIRSTAIDKIT WEST END AU	First Aid	27/03/2025	$ 68.00
COLES 0332 BOORAGOON AU	Marketing	27/03/2025	$ 126.30
KMART 1162 BOORAGOON AU	Creche Consumables	28/03/2025	$ 67.50
MYAREE PHARMACY MYAREE AU	First Aid	28/03/2025	$ 41.98
KMART 1162 BOORAGOON AU	Supplies	28/03/2025	$ 14.00
SILVER SPRINGS HOLDING BOORAGOON AU	Marketing	31/03/2025	$ 167.75
SP CITY WEST WEST PERTH AU	Satterly Meeting 7 March	10/03/2025	$ 12.28
LOGITRAIN PTY LTD WEST MELBOURN AU	Staff Training	12/03/2025	$ 6,178.97
LOGITRAIN PTY LTD WEST MELBOURN AU	Refund	13/03/2025	-$ 1,797.29
RISK MNGT INST AUS BRIGHTON EAST AU	Membership Renewal 25/26 RMIA CPRM	19/03/2025	$ 730.00
MATCHWARE.COM WWW.MATCHWARE US	Software Licence x 10	2/04/2025	$ 1,840.47
WILSON PARKING PER120 PERTH AU	Parking Fee	14/03/2025	$ 7.00
THE REJECT SHOP 601 BOORAGOON AU	Community Centre Supplies	17/03/2025	$ 55.00
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Community Centre Supplies	19/03/2025	$ 29.50
IGA WILLAGEE WILLAGEE AU	Catering	21/03/2025	$ 31.76
BOOKTOPIA ST PETERS AU	Environmental Educational Resource	7/03/2025	$ 73.39
WIREMARKERS AUST P/L WYNNUM AU	Custom Label Printing	26/03/2025	$ 344.99
Actrol Oconnor OConnor AU	Equipment Maintenance	26/03/2025	$ 116.23
CARD FEE	Card Fee	2/04/2025	$ 10.00
FACEBK *CT9PJMLCG2 fb.me/ads IE	Advertising	26/03/2025	$ 43.71
FACEBK *T64PLMGCG2 fb.me/ads IE	Advertising	26/03/2025	$ 8.70
SP BESERK WINDSOR AU	Refund	5/03/2025	-$ 44.90
Vistaprint Australia P Derrimut AU	Vista Print - JP and CRT Stamps	5/03/2025	$ 79.97
SP EDIBLE BLOOMS KESWICK AU	Staff Appreciation	6/03/2025	$ 62.95
JB HI FI BOORAGOON BOORAGOON AU	Equipment	7/03/2025	$ 138.00
MARMION ST FRESH AND G MELVILLE AU	Catering	7/03/2025	$ 153.34
MYO*GESHA COFFEE CO BIBRA LAKE AU	Office Supplies	10/03/2025	$ 179.78
PREZZEE/AU04D0E2E6 SYDNEY AU	Staff Appreciation	12/03/2025	$ 81.01
OPENAI *CHATGPT SUBSCR OPENAI.COM US	Subscription	13/03/2025	$ 36.21
PREZZEE/AU90C7EB51 SYDNEY AU	Staff Appreciation	17/03/2025	$ 303.80
MYO*GESHA COFFEE CO BIBRA LAKE AU	Office Supplies	17/03/2025	$ 179.78
WALGA EVENTS WEST LEEDERVI AU	Training Libraries	18/03/2025	$ 1,140.00
CITYMELVILLE CIVIC BOORAGOON AU	Sandra - LL	21/03/2025	$ 33.00
MYO*GESHA COFFEE CO BIBRA LAKE AU	Office Supplies	24/03/2025	$ 356.55
Marmion St Fresh and Melville AU	Place Names Catering	26/03/2025	$ 129.66
PALMYRA VETERINARY H PALMYRA AU	Palmyra Vet Treatments	27/03/2025	$ 260.61

CONFIRMED

Payee	Description	Date	Amount	
DEPT OF RACING GAMIN EAST PERTH AU	Alcohol Licence	27/03/2025	$ 60.50	
Breadtop Booragoon Booragoon AU	Youth Phaze	28/03/2025	$ 7.39	
Dominos Estore Leeming dominos.com.a AU	Youth Phaze	28/03/2025	$ 119.85	
COLES 0332 BOORAGOON AU	Youth Phaze	28/03/2025	$ 26.70	
LOCAL GOVERNEMENT MANA MT HAWTHORN AU	LG Professional Leadership Program	31/03/2025	$ 3,000.00	
WORK CLOBBER O'CONNOR AU	BT Shoes Rangers	31/03/2025	$ 225.01	
EZI*Harvest Box Pty Lt Abbotsford AU	Event Supplies	31/03/2025	$ 395.00	
Bakers Delight Booragoon AU	Youth Phaze	31/03/2025	$ 8.00	
PREZZEE/AU245E01AE SYDNEY AU	Staff Appreciation	2/04/2025	$ 101.27	
KFC GARDEN CITY F/C BOORAGOON AU	Catering	2/04/2025	$ 55.70	
IGA WILLAGEE WILLAGEE AU	WCC Supplies for Community Centre	6/03/2025	$ 19.50	
HARVEY NORMAN AV/IT O'CONNOR AU	Fridge - WCC Playgroup Space	7/03/2025	$ 938.00	
JASONL BOTANY AU	Furniture	14/03/2025	$ 640.49	
SP ELITE OFFICE FURNIT BANKSTOWN AU	Desk - Counselling Office	14/03/2025	$ 374.00	
JASONL BOTANY AU	Lockers	17/03/2025	$ 239.84	
IGA WILLAGEE WILLAGEE AU	Consumables	27/03/2025	$ 3.39	
SQ *MELVILLE COMMUNITY 1800595310 AU	Repairs to Little Library	31/03/2025	$ 55.00	
FS *JotForm fsprg.nl NL	IT Subscription	27/03/2025	$ 70.60	
OFFICEWORKS Bentleigh Eas AU	Office Equipment	12/03/2025	$ 220.60	
CARD FEE	Card Fee	2/04/2025	$ 10.00	
ASANA.COM SYDNEY AU	Subscription	24/03/2025	$ 829.80	
CARD FEE	Card Fee	2/04/2025	$ 10.00	
POST WILLAGEE CENTRAL WILLAGEE AU	Postage	6/03/2025	$ 87.00	
SPLICE.COM* TRIAL SPLI SPLICE.COM US	Splice Plan Creator annual subscription – 1 PC	7/03/2025	$ 359.70	
SPLICE.COM* TRIAL SPLI SPLICE.COM US	Splice Plan Creator annual subscription – 1 PC	7/03/2025	$ 359.70	
MEGA MUSIC AUSTRALIA MYAREE AU	Equipment for Sound Lab	10/03/2025	$ 199.00	
		Total		**$ 100,154.15**

CONFIRMED

STATEMENT OF FINANCIAL ACTIVITY
For the period 1 July 2024 to 30 April 2025

	April Actual $	*YTD Rev. Budget $*	*YTD Actual $*	*Variance $*	*Variance %*	*Annual Budget $*
OPERATING ACTIVITIES						
Revenue from operating activities						
Grants & Contributions	50,960	690,936	706,069	15,134	2%	5,189,900
Fees & Charges	1,271,626	14,558,759	14,620,466	61,707	0%	16,575,696
Service Charges	9,857	2,774,369	2,801,745	27,377	1%	2,774,702
Investment Earnings	1,173,538	7,327,847	7,647,073	319,226	4%	9,845,000
Other Revenue	(40,682)	1,541,888	1,198,825	(343,063)		983,826
	2,465,299	26,893,798	26,974,178	80,380		35,369,124
Expenditure from operating activities						
Employee Costs	(5,129,127)	(53,708,143)	(52,636,326)	1,071,817	-2%	(66,069,699)
Materials & Contracts	(2,899,965)	(34,513,588)	(31,595,436)	2,918,152	-8%	(40,574,699)
Utilities	(383,855)	(3,534,280)	(3,413,062)	121,218	-3%	(4,344,401)
Insurance	1,250	(1,423,816)	(1,342,832)	80,985	-6%	(1,410,843)
Depreciation	(2,987,872)	(30,034,541)	(30,371,525)	(336,984)	1%	(32,666,459)
Finance Costs	-	(44,076)	(53,596)	(9,520)	22%	(51,068)
Other Expenditure	(124,963)	428,394	135,360	(293,034)	-68%	(1,294,824)
	(11,524,532)	(122,830,051)	(119,277,418)	3,552,633		(146,411,994)
Non-cash amounts excluded from operating activities						
(Profit)/Loss on Asset Disposals	144,917	(428,972)	186,940	615,912	-144%	-
Depreciation on Assets	2,987,872	31,674,542	30,371,525	(1,303,017)	-4%	33,029,753
Plant Capital Charge	-	-	-	-	100%	-
Plant Investment Provision						235,305
Movement in Deferred Rates	40,907	-	304,962	304,962	100%	-
	3,173,695	31,245,570	30,863,427	(382,143)		33,265,058
Investing Activities						
Capital grants, subsidies and contributions	222,210	3,925,335	4,072,443	147,108		5,378,411
Proceeds from Disposal of Assets	52,782	428,972	417,687	(11,284)	-3%	467,715
Recoup from self-supporting loans	13,873	177,645	177,646	1	0%	197,280
Purchase of Furniture & Equipment	(172,537)	(1,954,603)	(1,890,463)	64,141	-3%	(3,765,400)
Purchase of Plant & Equipment	(37,531)	(1,218,172)	(1,195,771)	22,400	-2%	(2,028,650)
Purchase of Land & Buildings	(2,329,745)	(16,930,677)	(17,511,767)	(581,090)	3%	(29,111,189)
Purchase of Infrastructure Assets	(2,094,903)	(18,776,576)	(17,897,702)	878,874	-5%	(35,020,727)
	(4,345,851)	(34,348,076)	(33,827,927)	520,149		(63,882,560)
Financing Activities						
Repayment of Carawatha Equity	-	-	-	-		-
Repayment of self supporting loans	-	(170,113)	(182,489)	(12,376)	7%	(197,135)
Transfer to reserve accounts	-	-	-	-	100%	(46,281,137)
Transfer from reserve accounts	-	-	-	-	100%	80,454,277
Carry Forward Funds	-		-	-	100%	
	-	(170,113)	(182,489)	#REF!		33,976,005
Estimated surplus / (deficit) - B/Fwd	24,345,609	-	377,219			
Estimated (surplus) / deficit - C/Fwd	(14,487,088)	(9,385,193)	(14,487,088)			
Amount to be raised from general rates	**(372,868)**	**(108,594,065)**	**(109,560,096)**			**(107,684,365)**

CONFIRMED

STATEMENT OF COMPREHENSIVE INCOME
For the period 1 July 2024 to 30 April 2025

	April Actual $	*YTD Rev. Budget $*	*YTD Actual $*	*Variance $*	*Variance %*	*Annual Rev. Budget $*
Revenue						
Rates	372,868	108,594,065	109,560,097	966,032	1%	108,684,365
Grants & Contributions	50,960	690,936	706,069	15,134	2%	5,405,841
Fees & Charges	1,271,626	14,558,759	14,620,466	61,707	0%	16,466,347
Service Charges	9,857	2,774,369	2,801,745	27,377	1%	2,774,702
Interest Earnings	1,173,538	7,327,847	7,647,073	319,226		8,738,780
Other Revenue	104,234	1,112,916	1,385,765	272,849	25%	1,389,185
	2,983,083	135,058,891	136,721,215	1,662,324	1%	143,459,220
Expenses						
Employee Costs	(5,129,127)	(53,708,143)	(52,636,326)	1,071,817	-2%	(66,298,468)
Materials & Contracts	(2,899,965)	(34,513,588)	(31,595,436)	2,918,152	-8%	(43,932,922)
Utilities	(383,855)	(3,534,280)	(3,413,062)	121,218	-3%	(4,255,700)
Insurance	1,250	(1,423,816)	(1,342,832)	80,985	-6%	(1,425,433)
Depreciation	(2,987,872)	(30,034,541)	(30,371,525)	(336,984)	1%	(35,881,457)
Finance Costs	-	(44,076)	(53,596)	(9,520)	22%	(51,068)
Other Expenditure	(124,963)	588,305	135,360	(452,945)	-77%	(379,738)
	(11,524,532)	(122,670,140)	(119,277,418)	3,392,723	-3%	(152,224,787)
	(8,541,449)	**12,388,751**	**17,443,798**	**5,055,046**	**41%**	**(8,765,566)**
Grants/Contributions for the Development of Assets						
Non-Operating Grants, Subsidies and Contributions	222,210	3,925,335	4,072,443	147,108	4%	9,631,084
(Profit)/Loss on Disposal of Assets						
Proceeds on Disposal	52,782	428,972	417,687	(11,284)	-3%	2,252,415
Net Book Value from Disposal of Assets	(197,699)	-	(604,628)	(604,628)	100%	(467,715)
	(144,917)	428,972	(186,940)	(615,912)	-144%	1,784,700
NET RESULT	**(8,464,155)**	**16,743,058**	**21,329,300**	**4,586,242**	**27%**	**2,650,218**
Other Comprehensive Income	-	-	-			-
Total Other Comprehensive Income	-	-	-			-
TOTAL COMPREHENSIVE INCOME	**(8,464,155)**	**16,743,058**	**21,329,300**			**2,650,218**

CONFIRMED

REPRESENTATION OF NET WORKING CAPITAL AS AT 30 APRIL 2025					
Net Current Assets Represented by	***30 APRIL 2025***			***31 MARCH 2025***	
Current Assets					
Cash & Cash Equivalents					
Cash in Hand	2,705			2,705	
Cash at Bank/(Overdraft)	1,486,937			963,022	
Investments	173,816,366			183,916,366	
		175,306,009			184,882,094
Trade & Other Receivables					
Debtors - Rates	6,121,155			7,099,145	
Debtors - Security Charge	132,396			134,038	
Debtors - Pool Inspection Fee	21,663			22,814	
Debtors - Instalment Fee	18			18	
Debtors - UGP	72,620			82,445	
Debtors - Refuse	71,559			88,030	
FESA Levy Debtors	1,056,870			1,262,496	
Pensioner Rebates	1,642,492			1,825,534	
Sundry Debtors	463,334			484,514	
Less : Provision for Doubtful Debts	(43,702)			(43,702)	
		9,538,405			10,955,331
Inventories	192,415	192,415		185,334	185,334
Other Financial Assets					
Accrued Income	1,652,004			1,454,216	
Prepayments	180,027			282,070	
Other	0			0	
GST Claim (Net)	678,533			576,954	
		2,510,563			2,313,241
Total Current Assets		**187,547,392**			**198,335,999**
Current Liabilities					
Trade & Other Payables					
FESA Levy Payable	1,683,487			3,287,596	
Sundry Creditors	14,807,510			14,600,773	
Amount Received in Advance	1,654,083			1,525,166	
		18,145,080			19,413,534
Provisions					
Provision for Long Service Leave	3,808,009			3,764,173	
Provision for Annual Leave	4,256,673			4,313,623	
Accrued Wages	10,056			10,056	
		8,074,738			8,087,852
Total Current Liabilities		**26,219,818**			**27,501,386**
Net Current Assets		**161,327,574**			**170,834,613**
Less: Restricted Assets					
Reserves	146,700,966			146,700,966	
		146,700,966			146,700,966
Timing Difference		139,520			(211,962)
Net Working Capital		**14,487,088**			**24,345,609**

CONFIRMED

NET WORKING CAPITAL RECONCILIATION

FOR THE MONTH OF APRIL 2025

	YTD Actual $
Net Result	**21,329,300**
Add:	
Surplus B/Fwd.	377,219
Proceeds on disposal of Assets	417,687
Carry Forward Reserve Transfers	-
Reserve: Funds to be Used	-
Self Supporting Loans - Principal (Net)	(4,843)
Depreciation Written back	30,371,525
Plant Capital Charge	-
(Profit)/Loss on Asset Disposal	186,940
Sub Total	**52,677,828**
Less:	
Acquisition of Fixed assets	20,598,001
Proceeds from Carawatha Equity	-
Expenditure on Infrastructure assets	17,897,702
Reserve: Funds to be Set Aside	-
Non Current Adjustments	(304,962)
Sub Total	**38,190,741**
Net Working Capital	**14,487,088**

CONFIRMED

Notes to the Statement of Financial Activity
Financial Year-To-Date Ending 30 April 2025

This report provides commentary on the year-to-date variances identified in attachment 6002B – Statement of Financial Activity, for the period ended 30 April 2025.

In accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, a local government is required each financial year, to adopt a percentage or value to be used in statements of financial activity for the reporting of material variances. The City's Accounting Policy CP-025, indicates that this will occur each year when adopting the annual budget. When adopting the 2024-2025 Annual Budget, a level of 10% or $100,000 (whichever is the greater) was adopted for the reporting of material variances for the 2024-2025 financial year. Variances less than 10% or $100,000 are not considered material and are not detailed in this report.

Variances are based on 'Actual' income raised and expenditure incurred, compared to the Year-to-Date Revised Budget and are shown in the Year-to-Date Budget Variance column in the tables below. The main reasons for the variances are outlined in this report.

In the tables below, positive variances are shown in black coloured font, and negative variances are shown in both parentheses and in red coloured font, i.e. (XXX.XX). These tables refer to the applicable nature and type variance.

Operating Revenue

General Rates	YTD Budget $	YTD Actual $	YTD Budget Variance $
	108,594,065	**109,560,097**	**966,032**
Commercial Rates shows a positive variance due to various interim rate adjustments across the City, particularly from the following residential developments; • *10 Forbes Road, Applecross* • *12 Fiona Wood Road, Murdoch* • *44 Barry Marshall Parade, Murdoch* *Residential Rates shows a positive variance due to various interim rate adjustments across the City, particularly from the following residential developments;* • *3 Kintail Road, Applecross* • *20 Kintail Road, Applecross* • *18 Ogilvie Road, Mount Pleasant*			*966,032*

Investment Earnings	YTD Budget $	YTD Actual $	YTD Budget Variance $
	7,327,847	**7,647,073**	**319,226**
Investment earnings show a positive timing variance following budget adjustments at the Mid Year Budget Review.			*242,372*
Net positive balance made up of minor amounts related to interest on deferred rates, rates late payment interest and rates instalment interest.			*76,854*

CONFIRMED

Notes to the Statement of Financial Activity
Financial Year-To-Date Ending 30 April 2025

Operating Revenue (cont.)

Other Revenue	YTD Budget $	YTD Actual $	YTD Budget Variance $
	1,541,888	1,198,825	(343,063)
Other Revenue shows a positive variance of $272,849 made up of various minor expenditure recoup amounts, offset mainly by $604,628 in transactions resulting from the disposal of assets. The transactions related to the disposal of assets are considered to be non-cash items and are excluded from the City's net operating position in the Statement of Financial Activity.			*(343,063)*

Operating Expenditure

Employee Costs	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(53,708,143)	(52,636,326)	1,071,817
The significant underspend in employment costs is mainly related to leave due to staff vacancies across the organisation and the pending leave adjustments that will take place at the end of the financial year. *At the organisational level, annual and personal leave shows a $1,353,390 positive variance, and workers compensation premiums show a $56,882 positive variance. Labour hire shows a negative variance of $1,980,107, as contract staff are being used to fill several vacant roles, particularly in Natural Areas and Parks, Resource Recovery and Fleet Services and Engineering and offset a significant underspend in ordinary time earnings. Overtime shows a negative variance of $404,491. Staff training and development shows an underspend of $216,473.*			
Information Technology shows a positive variance mainly related to a previous vacancies in the Chief Information Officer role and Process Improvement Auditor role.			*269,724*
Strategic Property and Leasing shows a positive variance mainly related to a vacancy in the Senior Strategic Property Advisor role.			*253,352*
Governance shows a positive variance related to vacancies in the Senior Governance Officer, Governance Project Officer and Governance Officer roles.			*248,770*
Community Safety shows a positive timing mainly due to current and previous vacancies in the Coordinator Community Safety Service and Safer Melville Coordinator roles.			*164,301*
Building and Environmental Health Services shows a positive variance related to previous vacancies in the Manager Environmental Health and Compliance, Coordinator Compliance Services and Environment Health Officer and Senior Building Surveyor positions, and a current Business Support Officer vacancy.			*137,705*

CONFIRMED

Notes to the Statement of Financial Activity
Financial Year-To-Date Ending 30 April 2025

Operating Expenditure (cont.)

Resource Recovery and Fleet Services shows a negative variance mainly related to labour hire and overtime costs incurred to cover vacant waste driver and mechanic positions.	*(363,563)*
The remaining net positive variance relates to minor amounts in other service areas.	*361,528*

Materials and Contracts	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(34,513,588)	**(31,595,436)**	**2,918,152**
Resource Recovery and Fleet Services positive variance made up mainly of underspends in stores and materials ($401,178), fuel expenditure ($208,851) related to the City's fleet program, and underspends in waste disposal costs ($256,308).			*843,538*
Engineering positive variance made up mainly of minor amounts in contractors – adhoc, due to contractor supply shortage affecting specialist plant operator availability and professional consultancies expenditure across various maintenance programs.			*701,182*
City Buildings and Projects shows a positive variance made up mainly of Contractors Ad-Hoc underspends of $310,404 across the City's various facilities, in particular, the Civic Centre ($193,235) and Blue Gum Recreation Centre ($33,137).			*333,637*
Cultural Development positive timing variances in contractors ad-hoc related mainly to underspends in Community Development Administration ($56,194), Noongar Place Names ($54,349), and Write Club Caralee & Melville ($27,764).			*220,605*
Natural Areas and Parks positive variance is made up of minor amounts across the City's parks and reserves.			*183,051*
Library Services positive variance made up of minor amounts in contract payments ($73,009) due to delays to deep cleaning to be undertaken at AH Bracks, Bull Creek and Civic Square libraries, and underspends in memberships, subscriptions and online resources ($19,296), due mainly to the implementation of the Patron Point project not going ahead as expected.			*140,765*

CONFIRMED

Notes to the Statement of Financial Activity
Financial Year-To-Date Ending 30 April 2025

Operating Expenditure (cont.)

Community Safety positive variance is made up of minor amounts across the City's car parking sites.	*104,539*
People and Culture positive timing variances in professional consultancies related to ER & IR Advisory & Projects ($36,566), Wellness Program ($26,222) and We Belong Initiatives ($22,168).	*103,305*
The remaining net positive variance relates to minor amounts in other service areas.	*287,530*

Utilities	**YTD Budget $**	**YTD Actual $**	**YTD Budget Variance $**
	(3,534,280)	**(3,413,062)**	**121,218**
Street lighting shows a positive timing variance of $165,567.			*165,567*
The remaining negative balance is made up of minor amounts in electricity, gas and water expenditure across the City's facilities.			*(44,349)*

Other Expenditure	**YTD Budget $**	**YTD Actual $**	**YTD Budget Variance $**
	428,394	**135,360**	**(293,034)**
Negative variance made up mostly of minor amounts in internally charged expenditure.			*(293,034)*

Capital Income

Non-Operating Grants, Subsidies and Contributions	**YTD Budget $**	**YTD Actual $**	**YTD Budget Variance $**
	3,925,335	**4,072,443**	**147,108**
City Buildings and Projects – Capital grant income for the Point Walter Mountain Bike Trail.			*148,844*
Other Minor amounts			*(1,736)*

CONFIRMED

Notes to the Statement of Financial Activity
Financial Year-To-Date Ending 30 April 2025

Capital Expenditure

Land and Buildings	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(16,930,677)	**(17,511,767)**	**(581,090)**
New Library Cultural Centre – Design work			*(546,648)*
The remaining net positive variance relates to minor amounts in other service areas.			*(34,442)*

Purchase of Infrastructure Assets	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(18,776,576)	**(17,897,702)**	**878,874**
Drainage			*31,525*
Environmental			*15,598*
Foreshore Facilities			*1,644*
Irrigation			*20,819*
Lighting			*6,229*
Parks Streetscapes Structures			*92,849*
Paths – Positive variance mainly in the Stock Road (between Preston Point Road and Lutey Road) ($98,881), and Emily Main Park Path Renewal ($82,501) projects.			*256,112*
Playgrounds			*(1,193)*
Roads - Positive Variances mainly related to the Engineering Design ($150,000), and Collinson Way (Hartfield to Matthew) ($162,126) projects.			*455,291*

CONFIRMED

STATEMENT OF FINANCIAL POSITION AS AT 30 APRIL 2025		
	2024-2025 30 April 2025 $	***2023-2024 30 June 2024 $***
Current assets		
Cash & cash equivalents	39,605,086	31,231,114
Trade and other receivables	11,909,710	14,575,509
Other financial assets	135,876,603	133,701,973
Inventories	192,415	169,590
Contract assets	-	-
Other assets	180,027	1,931,399
Total current assets	**187,763,840**	**181,609,585**
Non current assets		
Trade and other receivables	1,796,060	2,101,022
Other financial assets	15,810,968	15,326,577
Property, plant & equipment	488,752,063	496,497,951
Infrastructure	701,051,685	707,410,134
Investment property	60,846,541	60,846,541
Total non current assets	**1,268,257,317**	**1,282,182,225**
TOTAL ASSETS	**1,456,021,157**	**1,463,791,810**
Current liabilities		
Trade and other payables	15,250,242	22,539,878
Other liabilities		68,974
Contract liabilities	2,935,606	2,451,905
Borrowings	175,680	209,511
Employee related provisions	8,074,738	9,330,106
Total current liabilities	**26,436,266**	**34,600,374**
Non current liabilities		
Trade and other payables	282,642	286,510
Other liabilities		1,160,463
Borrowings	2,260,847	997,621
Employee related provisions	1,211,033	972,066
Other provisions	6,893,140	6,893,140
Total non current liabilities	**10,647,662**	**10,309,800**
TOTAL LIABILITIES	**37,083,928**	**44,910,174**
NET ASSETS	**1,418,937,229**	**1,418,881,636**
Equity		
Retained surplus	369,818,409	369,753,939
Reserve accounts	146,700,966	146,700,966
Revaluation surplus	902,417,853	902,426,731
TOTAL EQUITY	**1,418,937,229**	**1,418,881,636**

CONFIRMED

City of Melville

SUMMARY OF DEBTORS

FOR THE PERIOD ENDING : 30 April 2025

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*
RATE DEBTORS					
Opening Balance - 1 July	4,269,129	4,269,129	*0%*	3,379,289	*26%*
Rates & Charges Raised	109,971,790	109,562,535	*0%*	103,089,545	*7%*
Payments Received	(108,119,764)	(106,732,519)	*1%*	(100,528,707)	*8%*
Closing Balance	6,121,155	7,099,145	*-14%*	5,940,128	*3%*
REFUSE DEBTORS					
Opening Balance - 1 July	55,013	55,013	*0%*	44,432	*24%*
Rates & Charges Raised	1,770,052	1,773,958	*0%*	1,677,833	*5%*
Payments Received	(1,753,506)	(1,740,940)	*1%*	(1,660,857)	*6%*
Closing Balance	71,559	88,030	*-19%*	61,409	*17%*
FESA DEBTORS					
Opening Balance - 1 July	813,475	813,475	*0%*	650,906	*25%*
Rates & Charges Raised	19,546,831	19,544,389	*0%*	18,425,249	*6%*
Payments Received	(19,303,436)	(19,095,369)	*1%*	(17,965,247)	*7%*
Closing Balance	1,056,870	1,262,496	*-16%*	1,110,907	*-5%*
UNDERGROUND POWER DEBTORS					
Opening Balance - 1 July	166,494	166,494	*0%*	304,028	*-45%*
Rates Raised	(24,890)	(21,111)	*18%*	21,841	*-214%*
Payments Received	(68,983)	(62,938)	*10%*	(148,710)	*-54%*
Closing Balance	72,620	82,445	*-12%*	177,159	*-59%*
POOL DEBTORS					
Opening Balance - 1 July	17,903	17,903	*0%*	16,677	*7%*
Rates & Charges Raised	495,536	495,524	*0%*	492,589	*1%*
Payments Received	(491,776)	(490,614)	*0%*	(488,362)	*1%*
Closing Balance	21,663	22,814	*-5%*	20,904	*4%*
SECURITY DEBTORS (SECL)					
Opening Balance - 1 July	103,829	103,829	*0%*	92,407	*12%*
Rates & Charges Raised	2,803,817	2,793,743	*0%*	2,627,241	*7%*
Payments Received	(2,775,251)	(2,763,535)	*0%*	(2,596,790)	*7%*
Closing Balance	132,396	134,038	*-1%*	122,858	*8%*
INSTALMENT FEE DEBTORS					
Opening Balance - 1 July	22	22	*0%*	77	*-72%*
Rates & Charges Raised	0	0	*0*	4	*-100%*
Payments Received	(4)	(4)	*0%*	(59)	*-93%*
Closing Balance	18	18	*0%*	22	*-19%*

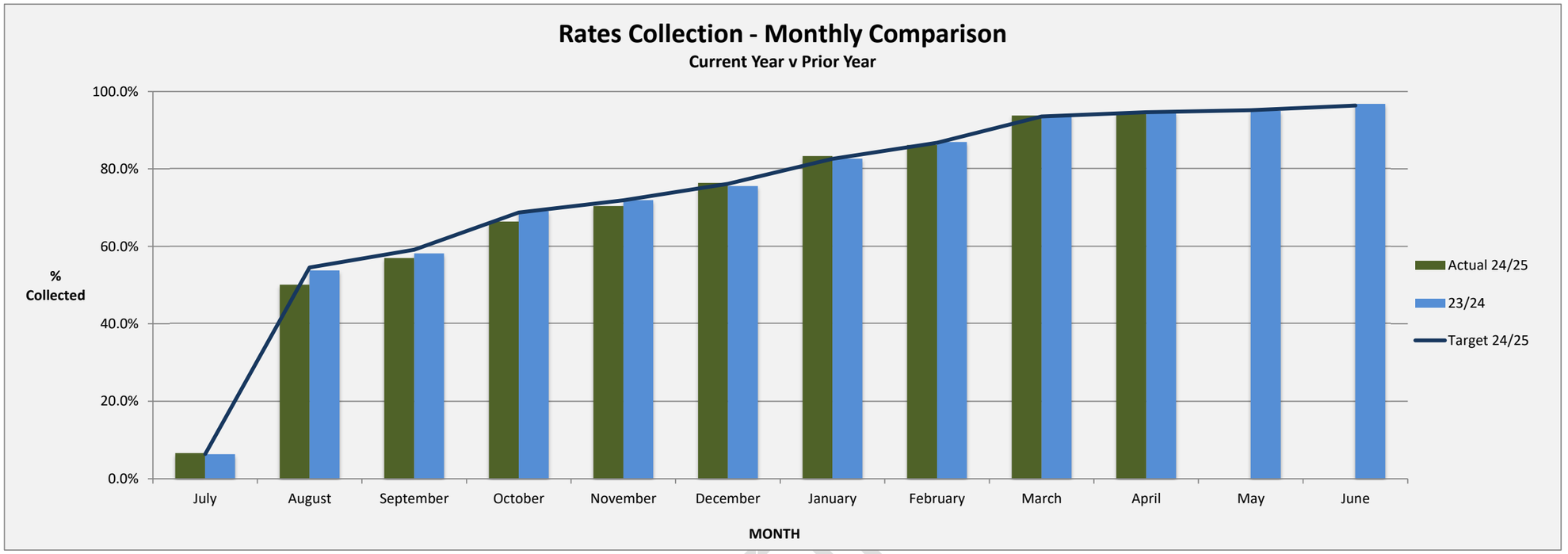
SUMMARY OF RATE DEBTOR MOVEMENT

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%*

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%*

COMMITTED


Rates Collection - Monthly Comparison
Current Year v Prior Year
100.0%
80.0%
60.0%
40.0%
20.0%
0.0%
% Collected
July
August
September
October
November
December
January
February
March
April
May
June
MONTH
Actual 24/25
23/24
Target 24/25

CONFIRMED

SUMMARY OF GENERAL DEBTORS AGED 90 DAYS OR GREATER
FOR THE MONTH ENDED 30 APRIL 2025

Debtor Number	Debtor Name	Amount	Comments and subsequent events
Accounts with Recoveries Legal - There are currently no account with Recoveries Legal.			
Payment arrangements			
832568	Individual	$12,298	Arrangement to Pay - maintaining $200.00 per fortnight.
853697	Perth Sup School	$812	Arrangement to Pay - $406.00 per month. Email reminder sent 17 April 2025.
861732	Healthcare WA	$10,162	Two missed payments, email reminder sent sent 30 April 2025.
862151	South Perth Futsal Club	$4,512	Arrangement to Pay - maintaining $200.00 per month.
862342	Perth AFC Futsal Club	$12,737	Arrangement to Pay - maintaining $1,500 per month.
863209	Individual	$1,847	Arrangement to Pay - maintaining $250.00 per fortnight.
864132	Individual	$4,435	Arrangement to Pay - maintaining $130.00 per fortnight.
869693	Velovelum Pty Ltd T/As Mastro Pizza	$1,482	Arrangement to Pay - maintaining $200.00 per fortnight.
873752	Individual	$500	Arrangement made with requesting officer to pay in July.
873760	Individual	$500	Arrangement made with requesting officer to pay in July.
	Total on Payment Arrangement	**$49,285**	
Ordinary Debtors			
505701	LGISWA Workcare	$6,794	Email reminder sent 1 April 2025.
507111	All Saints College Inc	$73	Disputing waste invoice.
508879	LGISWA	$33,441	Email sent 1 April 2025.
855783	Advanced Traffic Management	$920	Grant Thornton have advised that they are unable to estimate timing and quantum of a return.
857938	Individual	$177	Called debtor and they advised payment would be made in April.
858068	Altus Traffic	$204	Email sent 17 April 2025.
861815	Evolution Traffic	$204	Email sent 1 April 2025.
862573	Profutsal	$3,348	Matter is closed with CS Legal. Many attempts have been made to contact debtor with no response to letters or emails.
865212	Beyond Health Chiropractic	$1	This amount was paid in April but did not apportion to the invoice. This has now been recitfied.
866574	Artists Swimming WA	$19	Email sent 1 May 2025.
869826	WA State Futsal Club	$33,179	Matter is closed with CS Legal. Debtor cannot be found. Multiple postal and emails addresses tried. Unable to locate.
871632	Kelvar Group	$204	Email sent 1 April 2025.
872952	Individual	$2,579	File closed with CS Legal. Not economically viable to pursue.
872986	Double Double Coffee	$159.03	Email sent 17 April 2025.
873026	Tender Loving Care Dog Grooming	$77.90	Email sent 1 May 2025.
873331	EVDOMOS Pty Ltd	$0.01	This will be added to the next waste invoice.
873570	Melville Citizens Relief	$5,000	Waiting on approval for credit note as invoice should not have been issued.
	Total Ordinary Debtors	**$86,379**	
Sporting & Community Organisations			
505818	Kardinya Sporting Association	$440	Email sent 14 March 2025.
506014	Brentwood Karoonda Sporting Association	$39,756	Called debtor and they advised payment would be made in April.
508960	Melville Water Polo Club	$8,454	Currently reconciling account.
515510	Melville Mariners Tee-Ball Club	$3,235	Email sent 17 April 2025.
834549	Melville Cricket Club	$7,251	Debtor is waiting for WACA funding Grant.
862565	Cockburn Basketball Association Inc	$464	Email sent 1 May 2025.
865972	Melville Community Men's Shed	$87,500	Waiting for state government grant.
873901	Bull Creek Leeming Amateur Football Club	$252	
	Total Sporting & Community Organisations	**$147,352**	
Loans			
507491	Tompkins Park & Recreational Association	$89,533	Loan 399.
	Total Loans	**$89,533**	
GRAND TOTAL	**Total 90 Days and over**	**$372,549**	
	Total Sundry Debts Outstanding	**$464,261**	
	90 Days and Over % of Total Debt	**80%**	
	90 Days and over -Total No. of Debtors (excl Loans)	**36**	

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PROPOSED BUDGET AMENDMENTS

FOR THE MONTH OF APRIL 2025

					Budget Amendments >$100,000	
Journal Number	***Account Number***	***Description***	***DR***	***CR***	***Total Amount***	***Comments***
	499-85559-1545-000	Sports Lighting - Tompkins Park	20,000		$ 20,000	Budget created to represent funding from Department of Health and Aged Care for Sport Participation & Integrity in Sport program to upgrade floodlights at Tompkins Park.
	499-85559-5220-000	Sports Lighting - Grant Income		20,000		
			20,000	**20,000**	**20,000**	

CONFIRMED

DRAFT - NEEDS ANALYSIS FOR LEEMING RECREATION CENTRE

CITY OF MELVILLE
May 2025

PREPARED BY PAATSCH GROUP
BRAD PAATSCH / MANAGING DIRECTOR
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BRADP@PAATSCHGROUP.COM.AU

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Appendix B – Demographic Review Details

Appendix C – ActiveXchange IPM

Appendix D – O'Brien Harrop Access – Access Audit Report

Appendix E – Stantec Building Report

Appendix F – Consultation Report

Version Control

Version	Date	Comments
Version 1	April 2025	Draft Issued for City of Melville comments
Version 2	May 2025	Updated Draft following COM Review
Version 3		
Version 4		

DRAFT
CONFIRMED

1 EXECUTIVE SUMMARY

The City of Melville ('City') has engaged Paatsch Group to lead the delivery of Needs Analysis and Pre-Feasibility Study for the Leeming Recreation Centre (LRC). The existing LRC is approaching the end of its useful life, and portions of the LRC are no longer compliant or fit for purpose. With approximately five (5) years remaining on the existing main commercial tenancy of the LRC there is an opportunity to consider the City's future needs and viability of possible options for provision and management.

This Needs Analysis is the first step in the planning process and will explore the future requirements and opportunities for the LRC ahead of examining potential development options in the second stage of the project.

1.1 Overview of Outcomes

A summary of the outcomes is as follows:

- The Council Plan for the Future identifies five Strategic Directions, and this project is linked to the key outcome area of Healthy, Safe and Inclusive as well as Sustainable and Connected Development. Relevant Strategic Objectives are:
    - 1.4 – Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
    - 1.5 - Support sustainable sporting and community groups and volunteering.
    - 3.2 Deliver sustainable and well-planned infrastructure and public places and spaces.
- The Active Reserve Infrastructure Strategy identifies the potential opportunity to develop a shared use facility between Leeming SHS and Peter Ellis Park user clubs to supports the parks use as an overflow sports reserve.
- Relevant State Sports Association strategic plans and strategic facility plans (where available) have identified issues around participation growth particularly with places to play. The WA Cricket Infrastructure Strategy identified that sustainable and viable indoor cricket centres must be multipurpose and flexible space with identified infrastructure priorities including the upgrade of off court amenities and current centres.
- There has been steady increase in the population of the City since 2001 with an increase of 13,259 people or 14.7% between the 2001 and 2021 Census. Continued steady forecast population growth in the City is forecast with an increase of 15,010 person or 13.45% between the 2025 and 2046 to an estimated residential population of 126,586[1].
    - Suburbs around the LRC including Leeming, Bull Creek and Bateman are all forecast to see negative growth in population. The population of Murdoch is forecast to grow by 1,705 persons or 47.6%.
    - The forecast negative growth in Leeming occurs however with a significant increase to the population aged over 75, with 1181 persons in these age groups added to the forecast population.
- Catchment population predictions by .id (informed decisions) for the 5km catchment zones indicate that the area is forecast to add 26,527 persons in the 20 years to 2041 to a population of 135,613 from 109,086.
- The Investment Planning Model (IPM) completed by ActiveXchange indicated strong demand for basketball in the catchment area, with good levels of demand for badminton, volleyball and indoor cricket. Demand also exists for both futsal and squash. The IPM also supported the inclusion of Health Club facilities and potentially Learn to Swim facilities as complementary commercial facilities.
- The current facility enjoys shared usage with Leeming SHS with current design and condition of the facility being key challenges. The combination and mix of complementary activities work well for the current operators from a business perspective.
- The DDA compliance report completed by O'Brien Harrop Access noted the facility will require some significant refurbishment and modification to achieve compliance with the current legislated requirements for access.

[1] Source: https://forecast.id.com.au/melville/

DRAFT

- The Building Condition Report completed by Stantec highlighted issues identified in previous reports including lack of existing site information, multiple small modifications to the infrastructure over the years creating a lot of unknowns and aged infrastructure that was of need of replacement. The roof is in need of replacement with significant costs also for mechanical works associated. Major electrical switchboards appear of original building construction age and have reached the end of their economic life. Any major building refurbishment would require the removal of most of the existing electrical infrastructure and wiring and replacement with new. Works are also required on hydraulic systems that are in need of replacement either immediately or within the next five years.

1.2 Key Strategic Drivers

The following are the strategic drivers/guiding principles identified as being key for the development of sporting facilities in the City of Melville as identified in the City's draft Community Infrastructure Strategy that will be used to assist in guiding the needs analysis:

- **Accessible and Inclusive:** Infrastructure is accessible for residents in different catchment areas with different abilities, and inclusive of diversity.
- **Multi-Functional and Collocated Facilities:** a network of facilities provide for a range of diverse user groups with a high level of spatial flexibility. Single use facilities will be considered where shared use facilities are proven not to meet the functional needs of the users they service.
- **Shared Use:** the City facilitates shared use of community infrastructure to maximise cost efficiencies and avoid duplication of provision.
- **Optimise Use and/or community outcomes:** the use of existing facilities owned or controlled by the City of Melville is maximised for community benefit.
- **Evidence Base:** investment is prioritised through a transparent and objective process and a clear understanding of stakeholders through tailored community engagement.
- **Responsible Provision:** community infrastructure is well planned, and delivered and maintained in a socially, economically and environmentally sustainable manner.
- **Safety and Security:** access to all community facilities is safe and secure, with enhanced passive surveillance, CCTV and lighting.
- **Quality of Design:** design meets the needs of users efficiently and effectively, balancing functional requirements and flexibility to deliver optimum benefit and lifecycle performance.

1.3 Needs Analysis

A summary of the potential indicative development options or otherwise is provided below.

Facility	Comments
Community Facilities	
Administration and support facilities to meet the needs of the Operator.	• Facility is currently operated by an External Management Organisation having originally been operated by the City. • Future mode of operation is to be confirmed at a later stage of the Project. • Administration facilities required regardless of mode of operation.
Three or four multipurpose courts facility with support facilities.	• The number of courts will be dependent on the amount of available space and other inclusions. Recommendation is for three courts minimum. • PLAWA Guidelines suggest a minimum of three courts with four courts for a regional facility. Current Operators have indicated demand for at least one additional court. • Shared use of one court and preferably two noting this will require further discussion and agreement with the DoE, Leeming SHS and the City as the DoE have indicated one court only and Leeming SHS are wanting access to two which is the current arrangement. • Demand assessment for basketball, volleyball, futsal, badminton supports the inclusion of additional courts. • Multi line markings to allow for multi-sport usage prioritising badminton, basketball, pickleball, futsal and volleyball.

Facility	Comments

	• The facility is located in between two basketball Association facilities so there are opportunities to:
	  ○ Continue to support Association usage, and
	  ○ To fill the gap in the market that currently exists for other indoor court sports such as futsal, volleyball and badminton.

Shared use Satellite Club Pavilion servicing Peter Ellis Park.	• Peter Ellis Park is well used by local sporting clubs as a secondary/satellite facility in particular the junior sporting clubs. • Pavilion facility with basic amenities (change rooms, storage, public toilets) would assist with the usage. • Netball Club currently not moving due to lack of facilities. • Change rooms able to be used by school during terms and days and clubs after hours and on weekends. Opportunity to develop shared use with Leeming SHS and build on current shared usage. • Note: current location of cricket nets may need to be considered as that drives the Club to set up on eastern side of Oval for training and match days rather than the West. • Note: consideration separately on the lighting levels on the Oval to increase carrying capacity for nighttime games.
Optional Community Facilities	
Squash Courts	• The facility currently has eight squash courts of which seven are in use. • No specific guideline for court numbers with PLAWA guidelines recommending the number be based demand demonstrated through a Business Case. • Nearest alternative facility is located in Brentwood. • Demand for courts has been dwindling but the closure of facilities means that supply has also decreased.
Three indoor cricket courts	• No specific guidelines for the number of courts. However, Cricket Australia guidelines recommend including additional facilities (as is currently the case) to assist with facility viability. • Benchmark facility at Casey Stadium utilises courts for additional activity as currently is the case with netball, dodgeball, indoor soccer and inflatable world usage. • Potential opportunity to add pickle ball markings as an additional usage. • If included, potential need to keep existing facility operating whilst new facility is constructed to retain current users.
Indoor cricket training/coaching lanes	• Privately run business so arguably complementary commercial activity. • Complements indoor cricket courts with potential to increase usage in a re-designed facility. • Lack of indoor training nets in Perth although included in WACA redevelopment – demand mainly in winter. • If included, potential need to keep existing facility operating whilst new facility is constructed to retain current users.
Complementary Commercial Facilities	
Health Club inclusive of gym and group fitness rooms.	• Current inclusion in the existing facility. • Demand analysis indicates good level of demand for both gym and group fitness. • Existing operators indicate that current membership is in the older demographic. • Noting the aging demographic of the 5km catchment area, potential opportunity to target this market with the facility.
Childcare working with the existing providers.	• Currently a smaller operation but opportunity to work with current owners potentially in a new facility. Current operation is nature based so link to external areas important – may create space challenges. • Sub lease arrangement if continued provides guaranteed revenue stream to the future operator.

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Facility	Comments
	• If included, potential need to keep existing facility operating whilst new facility is constructed to retain current users.
Café/kiosk/F&B	• Offering which provides an external as well as internal offering in support of social sports within the facility and external users. • Basic provision will need to be included to support operations with final offering driven by the final composition of facilities.
Optional Complementary Commercial Facilities	
Learn-to-Swim Aquatic Facilities	• Potential inclusion of learn-to-swim facilities that could provide dual purpose with the potential health club facilities and servicing aging population. • Demand assessment completed by ActiveXchange supportive of inclusion. • City currently operating LTS at LeisureFit Booragoon so existing operations in place – extension of current programming. • Challenges may exist with spatial allocation.

Licenced Restaurant	• An opportunity may exist for a commercial licenced restaurant that caters for the needs of facility users, precinct users (netball and football) and the general community.
	• If included consideration could also be given to inclusion of modest competitive socialising facilities such as Flight Club (Darts), Holey Moley (Golf), Axe Throwing, F1 simulator which would add to activation, provide a point of difference and increase viability of the licenced restaurant.
	• It is envisaged at this early stage to optimise viability the licenced restaurant would require patronage from all three of:
	  ○ Facility users (multipurpose courts; squash; indoor cricket; other),
	  ○ Precinct users (netball; cricket; football); and
	  ○ General community

School Facilities	
Physical Education facilities	• Court/s and change rooms that can be shared either with the LRC or with a Community Sporting pavilion depending on design and layout. • Some challenges to ensure both school requirements and community needs can be met. • Shared use facility likely to provide funding opportunities for capital and operational costs.
Performing Arts and Music Centre	• Depending on space availability with the LRC and funding arrangements that could be negotiated with the DoE, this facility may be better placed within the school grounds.

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2 INTRODUCTION

The City of Melville is located approximately 8 kilometres south of the Perth CBD. The City has an area of 53km2. The City's eighteen suburbs are divided into six wards as shown by Image 1 below.

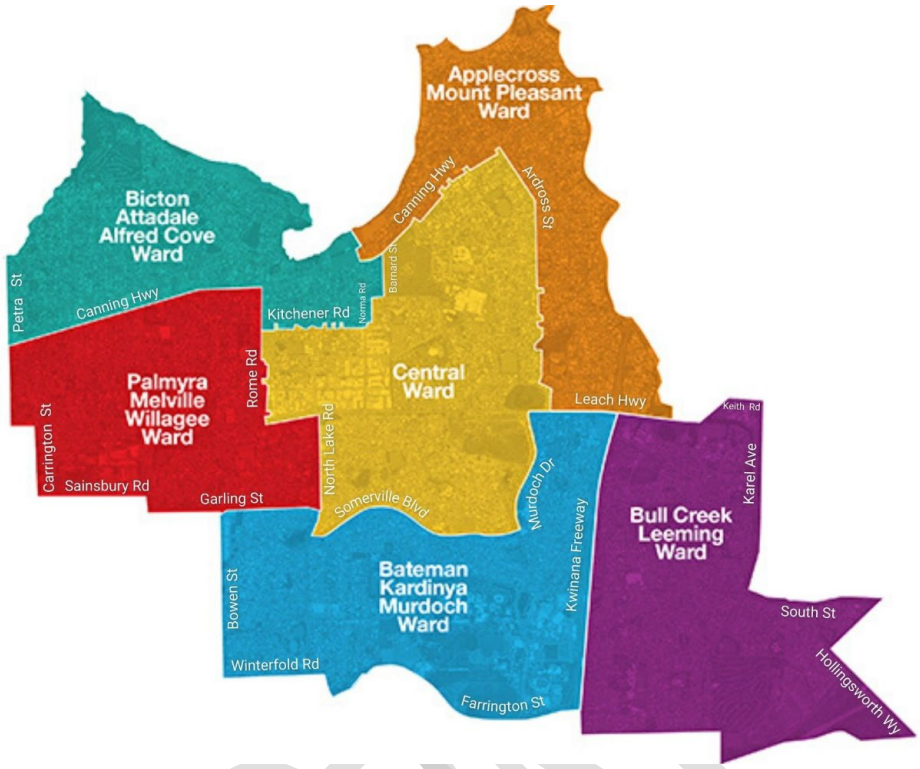

Image 1: City of Melville – Wards

The LRC is located in the south west of the Bull Creek Leeming Ward at 55 Farrington Road, Leeming. To note, the southern portion of the suburb of Leeming is located within the City of Cockburn.

In 1988, the City opened the LRC with dry facilities only (i.e. the indoor courts and gymnasium) and in 1992 the aquatic facility opened. The LRC was originally operated by the City. It is understood that in 1988, the State Government through the now Department of Education (DoE), funded approximately $300,000 (of a $3.5M overall facility cost) of the dry facility to support the Leeming Senior High School's (SHS) programming.

In 2008, the City decommissioned the aquatic portion of the facility and since late 2009 the City has leased the LRC to Cute Holdings Pty Ltd (trading as Striker Indoor Sports Centre).

Currently, the LRC comprises of:

- Two multi-marked indoor courts
- Three indoor cricket nets
- Seven squash courts
- Gymnasium
- Creche
- Group fitness areas
- Offices and supporting amenities
- Changerooms
- Pre-kindy (sub lessee)
- Indoor cricket facilities for specialised coaching and athlete development (sub lessee)

In addition, included as part of the overall LRC footprint:

- Shared use change rooms used by Leeming SHS in school hours 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 LRC is approaching the end of its useful life and portions of the LRC are no longer compliant or fit for purpose. With approximately five (5) years remaining on the existing main commercial tenancy of the LRC there is an opportunity to consider the City's future needs and viability of possible options for provision and management.

Key aspects of the project include:

- Conduct a thorough assessment (needs analysis) to identify indoor community recreation needs at Leeming Recreation Centre, also considering facility provision servicing the adjacent Peter Ellis Park, to meet current and future community demands.
- 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.
- Prepare a pre-feasibility study on a number of identified options from the Needs Analysis to evaluate current and viable alternatives, to determine the best community value, and prioritising sustainability.
- Clarification of the next steps following the pre-feasibility study. A master plan for the broader site and feasibility study are envisaged.
- Undertake and/or support internal and external engagement which includes preparation of a final report with the intent of obtaining approval from the Council.

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3 PROJECT AIM

The primary objectives for the overall scope of work include:

- Understand and objectively outline the community infrastructure needs to support the City of Melville and catchment of the site inclusive of consideration to the existing infrastructure within the LRC.
- Understand and objectively outline any commercial opportunities where demand may exist within the sites catchment that is complimentary or adds value to the community infrastructure requirements; is suitable within the existing and nearby land-uses and could contribute to a financially sustainable operating cost (e.g. minimum break-even or ideally net financial return).
- Undertake a pre-feasibility of various options to progress decision making (considerate of up-front capital cost, financing opportunities and operating cost) which may include, though are not limited to:
    - Undertake essential maintenance and renewal of the facility to meet basic compliance requirements and grant a lease extension to Striker Indoor Sports and Fitness.
    - Undertake essential maintenance and renewal of the facility to meet basic compliance requirements to seek another operator to lease the site.
    - Undertake essential maintenance and renewal of the facility to meet basic compliance requirements and the City operates the facility.
    - Upgrade/replace the facility, under City management.
    - Upgrade/replace the facility through a public-private partnership.
    - Demolish and dispose of the facility.
- Outline a clear and objective approach that ranks options for the Principal's decision making purposes and appropriately communicate with stakeholders.

The first stage of the project, the Needs Analysis, will seek to identify and understand the community infrastructure requirements of the LRC as well as identifying any potential complementary commercial facilities that add value to the community infrastructure requirements.

The provision of sport, recreation and healthy lifestyle opportunities links to the City's "Healthy, Safe and Inclusive" key outcome area as articulated in the Council Plan for the Future 2024 with the Vision of this strategy being:

"Vibrant, Sustainable, Inclusive Melville."

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4 PROJECT METHODOLOGY

The process used by Paatsch Group in developing this needs analysis incorporated the following methodology:

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5 STRATEGIC AND PLANNING DOCUMENT REVIEW

A review of relevant City of Melville Strategies and Plans, State Sporting Associations Plan, State and Federal Government Plans and other strategic documents was undertaken as part of the Needs Analysis process. A summary of the relevant key planning documents follows. Further summary details are provided at Appendix A.

5.1 Existing City of Melville Strategies and Plans

The following City of Melville strategies and documents were reviewed:

- Council Plan for the Future 2024 – 2034
- Long Term Financial Plan 2024 – 2034
- Community Infrastructure Strategy 2024 - 2044 (in development)
- Healthy Melville Plan 2019 – 2023
- Active Reserve Infrastructure Strategy 2020
- Needs Assessment – Netball, Indoor and Outdoor Multi Use Courts
- 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
- Infrastructure Strategy 2016-2036
- Building Asset Management Plan 2013-2032
- Parks Infrastructure Asset Management Plan 2014-2032
- Land Asset Management Plan (2017)
- Asset Management Framework (ask Geoff for a revised copy)
- Community Lease and Management License document template
- Safer Melville Plan 2023-2027
- Directions From Young People Youth Strategy 2022 – 2025

5.1.1 Council Plan for the Future, 2024 - 2034

The Council Plan is an integrated Strategic Community Plan and Corporate Business Plan. Key points noted in the Council Plan are:

- The vision for the City is “Vibrant, Sustainable, Inclusive Melville”.
- Strategic objectives are grouped around five key outcome areas:
    - **Healthy, Safe and Inclusive** – Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
    - **Clean and Green** – A clean, green and sustainable City for current and future generations.
    - **Sustainable and Connected Development** – Sustainable, connected development and transport infrastructure across our City.
    - **Vibrant and Prosperous** – Economic prosperity and vibrant, resilient communities and businesses.

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- **Good Governance and Leadership** – Leadership and good governance for the benefit of the whole community.

- The consultation completed to inform the Council Plan was conducted across two phases with 3,193 people contributing views.
  - Phase 1 conducted in October 2023 as part of the Markyt Community Scorecard included sport and recreation facilities and services as one of 6 key priorities for the community.
  - Phase 2 conducted by Catalyse independently and confidentially identified six key themes that guided the development of the outcomes and objectives. This identified Community and Recreation Facilities as one of the six key themes.
- Relevant Strategic objectives aligned to Social/Community outcomes are:
  - 1.4 – Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
  - 1.5 - Support sustainable sporting and community groups and volunteering.
- Relevant Strategic objectives aligned to Sustainable and Connected Development outcomes are:
  - 3.2 Deliver sustainable and well-planned infrastructure and public places and spaces.

The following should be considered in the development of the Needs Analysis:

- Ensure alignment with Council Plan and objectives.

5.1.2 Community Infrastructure Strategy (Draft May 2025)

To assist in this project, Paatsch Group were provided with an early draft of the Community Infrastructure for review. The key element of this Plan currently is the development of Guiding Principles to inform and underpin the planning and provision of community and sports facilities. The draft principles at the time of this report are as follows:

- **Accessible and Inclusive:** Infrastructure is accessible for residents in different catchment areas with different abilities, and inclusive of diversity.
- **Multi-Functional and Collocated Facilities:** a network of facilities provide for a range of diverse user groups with a high level of spatial flexibility. Single use facilities will be considered where shared use facilities are proven not to meet the functional needs of the users they service.
- **Shared Use:** the City facilitates shared use of community infrastructure to maximise cost efficiencies and avoid duplication of provision.
- **Optimise Use and/or community outcomes:** the use of existing facilities owned or controlled by the City of Melville is maximised for community benefit.
- **Evidence Base:** investment is prioritised through a transparent and objective process and a clear understanding of stakeholders through tailored community engagement.
- **Responsible Provision:** community infrastructure is well planned, and delivered and maintained in a socially, economically and environmentally sustainable manner.
- **Safety and Security:** access to all community facilities is safe and secure, with enhanced passive surveillance, CCTV and lighting.
- **Quality of Design:** design meets the needs of users efficiently and effectively, balancing functional requirements and flexibility to deliver optimum benefit and lifecycle performance.

These draft Guiding Principles will be used in the development of facility requirements and concepts. The consultants note that the City will also develop a Social Infrastructure Strategy in the second half of 2025.

5.1.3 Active Reserve Infrastructure Strategy 2020

The Active Reserve Infrastructure Strategy (ARIS) was developed to guide the provision of infrastructure on Active Reserves over the following 20 years.

Key points noted in the are:

- The guiding principles under which the ARIS was developed include ensuring that, wherever possible, the co-location of complementary users is maximised to ensure effective use of limited financial resources.
- The Strategy identifies Peter Ellis Park as “Overflow Sports Reserve Minor Secondary”.

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- The Site and Building Assessment includes the following in relation to Peter Ellis Park - “There is a need to confirm potential future community use with the High School with a view to potentially develop a club/school pavilion to promote increased activity and support club use centrally within the site (currently not provided for other than through an agreement to use the school changing facilities which have significant limitations for club-based activities). A centrally located pavilion would provide greater opportunities to activate the space and introduce a permanent club presence. This could be enhanced with the introduction of floodlighting to the northern grass field.
- In relation to Peter Ellis Park, the following recommendation is included: “Refurbish existing changing room and explore the option to develop an expanded modular club/school pavilion to promote increased activity and support club use. The rationale for the recommendation is “The current shared use agreement is highly beneficial and with the two larger shade pavilions being constructed, provides greater potential for use. There is a need to clarify position with the High School and develop a club/school pavilion to meet contemporary club needs and promote expanded club use. Early discussions have been held regarding this option. Existing commitments have been made to upgrade the existing shared use changing facilities.

5.1.4 Other City Documents

Key points noted from the remaining City of Melville documents reviewed include:

- **Healthy Melville Plan, 2019 - 2023** – The importance the City has placed on a Healthy Melville.
- **Needs Assessment – Netball and Multiuse Indoor and Outdoor Courts** – Consultation conducted with the Leeming Netball Club noted that the Club is seeking a clubhouse to include function/meeting space, storage, changerooms, which the City is currently working with the club on. Consultation with various indoor sports all highlighted a need for access to more indoor court provision (except for Netball).
- **Various City Policies -** Policies demonstrate a commitment from the City to increase the health and wellbeing of the residents and acknowledge the role community facilities broadly have to play. Strong commitment to climate action, sustainability and shared/multi use of facilities.

5.2 State Sporting Associations Documents

The following State Sports Associations Strategies were reviewed:

- Badminton WA Strategic Plan 2021-2023
- Basketball WA Strategic Plan, 2021-2025 and Basketball WA Facilities Plan, 2023
- Hockey WA Strategic Plan, 2021-2026
- Netball WA Strategic Facilities Plan, Davis-Langdon, 2015
- Table Tennis WA Strategic Plan 2020-2022
- Volleyball WA Places to Play Strategy, 2022-2024
- WA Cricket Infrastructure Strategy 2019 - 2028

Key points noted are summarised in Table 1 below:

Document	Key Points
Badminton WA Strategic Plan 2021-2023	The Badminton WA Strategic Plan includes a pillar for Facilities with the objective to facilitate and promote badminton activities at these venues. While the Plan does not specifically identify the City of Melville as an opportunity, it includes an action to work with sports centres to host more badminton activities with an increased focus on priority areas south of the river identified specifically.
Basketball WA Strategic Plan, 2021-2025	The first pillar of the Basketball WA Strategic Plan is focused on facilities or “Places to Play”. Two objectives are identified for this pillar, one of which are relevant to this project: • That every person in WA can access a basketball facility in their local neighbourhood. • That every regional level facility (including all NBL1 Clubs) has access to 6-8 courts. Relevant key initiatives and KPIs are as follows: • Community Facilities are available in every local community. ○ Shared use policies for indoor facilities on school property are agreed by the Education Department.

Document	Key Points
	○ 80% of the population of Western Australia can walk to a local facility in their local park. ○ 50% of new community facilities built allow for 3x3 competition.
Basketball WA Facilities Plan, 2023	To meet basketball demand and need Basketball WA is working towards 4 basketball courts for every 25,000 residents in Western Australia. The Plan identifies that at least 80% of programming capacity at peak hours of the week is required for basketball in a priority Basketball facility.
Hockey WA Strategic Plan, 2021-2026	"Building for tomorrow" is one of five key areas of focus within the Hockey WA Strategic Plan. Item 1.2 is the Strategic Facilities Plan with "More Local Indoor Venues - Increased access to local venues where indoor hockey can grow and develop as a genuine out of season option" identified as one of four initiatives.
Netball WA Strategic Facilities Plan, Davis-Langdon, 2015	This Plan was original developed in conjunction with Basketball WA. Given it was developed in 2015, it's continued relevancy will need to be validated. Focus for Netball on outdoor court development.
Table Tennis WA Strategic Plan 2020-2022	The Table Tennis WA Strategic Plan includes one facility objective under the "Participation" Strategic Priority Area. This is to have more access to better infrastructure (facilities) to grow the sport.
Volleyball WA Places to Play Strategy, 2022-2024	The 'Places to Play' Strategy aims to ensure that the right opportunities are provided in the right place at the right time to satisfy demand for the different types of volleyball i.e. beach, indoor etc. The Places to Play strategy relates to the Volleyball WA Strategic Plan 2022 – 2025 in the following ways that are relevant to this document: **Participation** – capture, engage and increase the number of volleyball participants. • Review and implement the places to play strategy with a focus on high growth local communities. • Build partnerships to provide 'places to play' for any participant within 20km from their home (all metro and regional centres). **Pathways** – provide development opportunities and support for the volleyball community. • Provide Places to Play state-wide to support the volleyball development, TID and HP pathway activities. **Profile** – build the visibility of volleyball in Western Australia. Build effective relationships with all levels of government (local, state and federal) and other stakeholders to expand the places to play network. **Through People** – Sustainable growth through empowered and connected people. • Develop and expand collaborative opportunities with venue and facility operators and owners.
WA Cricket Infrastructure Strategy (WACIS), 2019 - 2028	In relation to Indoor Cricket Facilities, the WACIS identifies that to make indoor cricket centres more sustainable and viable they must: • Be multipurpose/flexible spaces. • Be properly set up for indoor cricket to attract state and national events and local junior and senior competitions. • Have a welcoming environment and appropriate player and spectator amenities (i e change rooms, canteen, seating, social areas); and • Ensure they are connected to their local community and understand the opportunity to work closely with outdoor sporting clubs, social spaces and commercial opportunities. Identified infrastructure priorities are: • Upgrade off court amenities at current centres (i.e. change rooms, toilets, air conditioning) to make them inviting and attract players. • Renewal of net structures and court surfaces.
WA Football Strategic Facilities Plan and Key Findings Report, 2020-2030	• Three pillars of success identified: ○ Sustainability ○ Partnerships ○ Investment

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Document	Key Points

	• State wide infrastructure targets are:
	  ○ Lighting – provide a minimum 50 lux lighting at all primary club ovals.
	  ○ Female amenities – all female football venues to provide suitable amenities.
	  ○ New facilities – partner with government to deliver new ovals and amenities in growth areas and a home for the WAFC.
	• East Fremantle Zone Infrastructure Priorities
	  ○ Provide inclusive change rooms and amenities where all female football is played.
	  ○ Provide minimum standard floodlighting for training at all club level venues.
	  ○ Increase the size of player change rooms and amenities to meet preferred guidelines.
	  ○ Work with local government and co-tenants to improve the condition of existing playing surfaces.

Table 1 – State Sporting Associations Strategies.

5.3 Community Use of School Sporting Facilities Program

The Community Use of School Sporting Facilities Program was launched by the State Government in December 2024 and encourages partnerships and agreements between schools and community sporting groups to better utilise existing sporting facilities.

The program, developed by the Department of Local Government Sport and Cultural Industries (DLGSC) and the Department of Education, will identify, expand and enhance opportunities to:

- increase access to sporting facilities for community sporting groups
- improve school sporting facilities and their useability
- support schools in making their sporting facilities accessible outside school hours without compromising student safety or educational activities
- encourage partnerships between schools and community sporting groups through community use agreements
- focus on areas of high demand for community sporting facilities.

The funding will be allocated to ensure facilities are appropriate and accessible for community sporting use.

Further information on the program is provided here and may be relevant for future potential funding opportunities.

5.4 Other Relevant Documents

Other relevant documents reviewed include several Federal, State and Local Government documents including:

- Sports Australia, Sport 2030, National Sports Plan
- Australia's Sport Participation Strategy, November 2023
- Sport West, Sport in Western Australia: Social Return on Investment, 2022
- The Value of Community Sport Infrastructure, KPMG, 2018

Key points noted are summarised in Table 2 below:

Document	Key Points
Sports Australia, Sport 2030, National Sports Plan	This document outlines Australia's bold vision which is to ensure Australia is the world's most active and healthy nation, known for our integrity and sporting success. This document is built on four strategic priorities: • Building a more active Australia; • Achieving sporting excellence; • Safeguarding the integrity of sport; and • Strengthening Australia's sport industry.

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Document	Key Points
	The provision of recreation facilities has linkages to two of the four objectives and more specifically to the targets set underneath the strategic priorities which include: • More people of all ages engaged in sport and physical activity throughout every stage of their life; and • A strong, viable, contemporary and inclusive sports industry with high quality successful organisations driving economic and social benefits. To deliver against these objectives, the plan indicates some of the key commitments made by the Federal Government including: • Drive movement for life through sport and physical activity participation for all Australians. • Coordinated investment in sport and recreation facilities to achieve sustainable outcomes for communities, with a focus on universal design to ensure sport is accessible to all Australians. • Collaborate and partner across portfolios (State and Territory Governments, Local Governments, non-government organisations and the corporate sector) which share a vision to create more active communities. Alignment to the objectives captured in the National Sports Plan may provide potential funding opportunities through Federal Government if the project progresses to that stage of development.
Australia's Sport Participation Strategy, November 2023	Play Well - Australia's Sport Participation Strategy (Play Well Strategy) has been developed to create great sporting environments and experiences, where individuals of all ages, backgrounds, genders and abilities can come together to access the benefits of sport. The strategy will be delivered across four horizons leading up to and following the Brisbane 2032 Olympics. The first horizon covers the period 2024 to 2026 with activities in Horizon 1 focused on achieving alignment across the sport system. Activating Places and Spaces is one of six priority areas with objectives of: • Provide equitable access to and usage of community places and spaces ensuring they are available and welcoming for all people to engage in sport. • Unlock the multi-use potential of existing assets and maximise their versatility and sustainability through innovative partnerships and collaboration. • Establish processes to achieving optimum management practices including strategic planning, community engagement, policy change implementation and more equitable resource allocation. • Foster inclusive sport partnerships that address the demand for sport opportunities in local communities. • Implement aligned, coordinated and cooperative strategies for the design, upgrade, repurpose and construction of active places and spaces which are sustainable and resilient. The strategy also highlights a commitment to sustainability and highlights the following in relation to venues for sport: "The PLACES where these experiences take place, ensuring that they are resilient to growing financial pressures and the changing climate, and that environmental impact is minimised with existing spaces used where possible[2]."
SportWest, Sport in Western Australia: Social Return on Investment, 2022	Study completed by ACIL Allen on behalf of Sport West to attempt to quantify Social Return on Investment from organised Community Sport. • Headline findings: ○ Gross benefit of organised sport in WA annually is $10.3B. ▪ Benefits include mental health benefits, enhanced human capital, Labour market outcomes, youth life skills and enhanced social capital. ▪ 5,715 FTE jobs supported.

[2] Australia's Sport Participation Strategy, November 2023, p.19

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Document	Key Points
The Value of Community Sport Infrastructure, KPMG, 2018	In 2017, Sports Australia commissioned KPMG to undertake a study into the value of community sport facilities to Australia. In 2018, The Value of Community Sport Infrastructure report was released. The report identified the annual value supported by community sport infrastructure with the following being some of the key findings: • The annual value supported by community sport infrastructure in Australia is at least $16.2 Billion, with community and sporting infrastructure being utilised by eight million Australians. • The economic value of community sport infrastructure is $6.3 Billion. • Persons utilising community and sporting infrastructure regularly delivers a saving on the Australian health care system estimated at $0.5 Billion per annum. • Community sporting infrastructure generates the equivalent of 33,900 FTE positions in Australia.

Table 2 – Other Relevant Documents.

In addition, the following Federal Government programs may be relevant in future funding procurement with the Federal Government:

- Urban Precincts and Partnerships Program – $150m over 3 years commencing in 2024 - 2025

  https://www.infrastructure.gov.au/territories-regions-cities/cities/urban-precincts-and-partnerships-program

- Thriving Suburbs Program – $200m over 2 years commencing in 2024 - 2025

  https://www.infrastructure.gov.au/territories-regions-cities/cities/thriving-suburbs-program

5.5 Summary

The document review has identified several implications for the Needs Analysis for the LRC Project. These can be summarised as:

- The Council Plan for the Future identifies five Strategic Directions, and this project is linked to the key outcome area of Healthy, Safe and Inclusive as well as Sustainable and Connected Development.
- The use of guiding principles in the draft Community Infrastructure Strategy ensuring the concepts for the facility are developed in accordance with the Guiding Principles.
- The Active Reserve Infrastructure Strategy identifies the potential opportunity to develop a shared use facility between Leeming SHS and Peter Ellis Park user clubs to supports the parks use as an overflow sports reserve.
- Relevant State Sports Association strategic plans and strategic facility plans (where available) have identified issues around participation growth particularly with places to play. The WA Cricket Infrastructure Strategy identified that sustainable and viable indoor cricket centres must be multipurpose and flexible space with identified infrastructure priorities including the upgrade of off court amenities and current centres.
- Strong alignment for this project with key Federal Government sport strategies aimed at increasing sports participation for the benefits provided and providing places to play. Importantly, these facilities must be financially sustainable and minimise environmental impacts.
- The value of sport and recreation as an industry is starting to be quantifiable with key research project undertaken by SportWest and Sports Australia highlighting the social and economic benefits to the community and the economy.

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6 DEMOGRAPHIC REVIEW

This section identifies the key demographic influences on the LRC Needs Analysis. Full details of the demographic review and population forecasts are included at Appendix B.

6.1 Current Demographics

The 2021 Census Population of 103,523 represents an increase in the population of the City of 5,440 people from the 2016 census or 5.5%.

The Estimated Residential population in 2025 is 111,576[3] people.

The table below provides a snapshot of the City of Melville population compared with Western Australia overall.

Category	City of Melville	WA
Population (2021 Census)	103,523	2,660,026
Males	48.0%	49.7%
Females	52.0%	50.3%
Aboriginal and Torres Strait Islander Population	0.9%	3.3%
Born in Australia	62.1%	62.0%
Median Age	42	38
Median Income per person ($ Weekly)	$909	$848
Median Income per household ($ weekly)	$2,096	$1,815
Couple family with children	47.1%	44.6%
Couple family without children	38.6%	38.8%
Total dwellings	41,863	
Occupied private dwellings	92.1%	89.1%

Table 3 – Demographic Overview – Source: Australian Bureau of Statistics, 2021 Census.

Key points noted from the current demographic profile:

- Steady population growth in the City since 2001 with an increase of 13,259 people or 14.7% between the 2001 and 2021 Census.
- The age structure of the City, with a very even distribution of age groups from the 5-9 years group through to 65 – 69 years age group at approximately 6% in each category (except the 25-29 and 30-34 age group which are 5.1% and 5.4% respectively).
- Median Age of 42 which is 4 years greater than the WA median of 38.
- Median income per person and per household in the City are both above the WA median income.
- 62.1% of the population were born in Australia with 0.9% of the population Aboriginal and/or Torres Strait Islander people.

6.2 Population Growth Forecasts and 5km Catchment Forecasts

Population forecast information has been provided by .id (informed decision).

Key points noted from the population forecast and the 5km catchment forecast area are:

- Continued steady forecast population growth in the City with an increase of 15,010 person or 13.45% between the 2025 and 2046 to an estimated residential population of 126,586[4].
    - Suburbs around the LRC including Leeming, Bull Creek and Bateman are all forecast to see negative growth in population. The population of Murdoch is forecast to grow by 1,705 persons or 47.6%.

[3] Source: Forecast I.D.
[4] Source: https://forecast.id.com.au/melville/

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- The forecast negative growth in Leeming occurs however with a significant increase to the population aged over 75 with 1181 persons in these age groups added to the forecast population.

- Within the 5km catchment, 93 major residential development sites have been identified with the area forecast to add 26,527 persons in the 20 years to 2041 to a population of 135,613 from 109,086. This represents an average annual growth rate of 1.1%.
    - Within this catchment area, the 35 to 49 age brackets are the largest service age groups reflecting the presence of families. The percentage of the overall population for the age groups 5 - 17 declines (16.9% in 2021 as compared to 14.2% in 2041).
    - Within this catchment area, those aged over 70 are forecast to increase. The percentage of population increases from 13.2% in 2021 to 20.2% in 2041.

6.3 Implications and Relevance

The key points to note from the demographic analysis are:

- Steady growth in population both in the City of Melville and in the 5km catchment areas which is forecast to continue.
- Strong presence of families in the City which will continue to drive demand for sport and recreation facilities.
- Also noted is the increase in the percentage of population over 70 within the suburb of Leeming and the 5km catchment zone which may drive demand for alternative programming for older adults and for programming of facilities particularly during traditional down times during the day.
    - As noted on Page A3-2 of the City's Land Asset Management Plan, the increase in the number of people of retirement age has significant implications for infrastructure. The current generation of this age group are in general healthier and prefer to pursue more active recreation pursuits. They are greater users of gymnasiums, sporting and outdoor recreation facilities than their predecessors, and there is no reason to expect this trend to reverse. At the same time, infrastructure design and maintenance must consider the likelihood that more users may be physically impaired, and ensure facilities are accessible to and safe for these users.

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7 MARKET ANALYSIS

An Infrastructure Planning Model report was completed by specialist consultancy group, ActiveXChange to determine the demand for sports which could form part of the development. The full report is provided at Appendix C. The report also investigated the demand for complementary commercial recreation facilities (Gym, Group fitness and learn to swim) that could be incorporated as part of the future facility.

7.1 Demand Analysis –Sport

The demand analysis completed for sports draws on third party and first party data accessed by ActiveXchange to identify demographic splits of members and to be able to see which segments members fall under. The demand projections are then completed looking at the combination of segmentation groups and conversion figures for sports with actual up to date member data from across Australia supplemented by Ausplay data.

A 20-minute drive time catchment was used to establish the demand for each of the sports with competitor sites within that catchment area identified with the following sports analysed:

- Badminton
- Basketball
- Cricket – Indoor
- Futsal
- Squash
- Volleyball

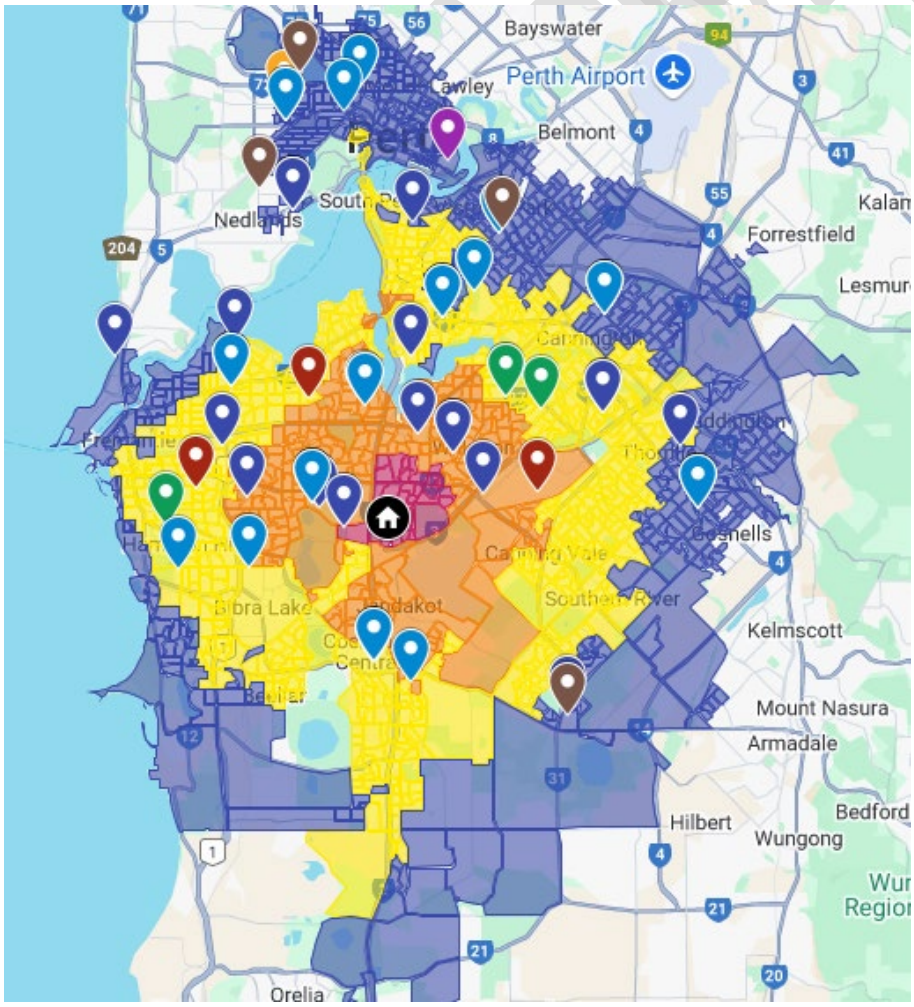

Image 2: Identified market catchment for the facility based on a 20-minute drive time.

Based on the catchment area and the demand assessment, Table 4 below summarises the casual and organised demand for each of the sports.

Sport	Organised Demand* (Current)	Organised Demand (2035)	Casual Demand*	Casual Demand (2035)
Badminton	5,471	7,717	14,002	19,751
Basketball	14,022	19,779	39,616	55,882
Cricket - Indoor	4,060	5,727	5,096	7,188
Futsal	1,667	2,352	1,832	2,585
Squash	892	1,258	3,061	4,318
Volleyball	5,823	8,214	11,300	15,940

Table 4 – Sports Demand Overview.

*Organised Demand - Participation through an organisation, such as a club or association, where structured activities and events are coordinated.
**Casual Demand - Participation for the purpose of engaging in sports, exercising, or recreational activities without any formal organisation or commitment.

The key findings of the analysis have been detailed below:

- Evident current and future basketball demand outweighs all other sports. It stands alone as the most important sport in the catchment for demand and court requirement.
- Significant demand for badminton, basketball, and squash within the catchment.
- Strong casual demand as well as organised demand for volleyball.
- Although a healthy casual demand for badminton there seems to be a moderate organised demand for the sport.
- Overall demand for cricket – indoor and squash is moderate. Casual demand is higher than the demand for organised participation.
- Although moderate demand in total for futsal, there is strong organised demand compared to casual demand.
- The above results coupled with the demographic analysis indicating a growing ageing population may provide the opportunity for targeting programs for older adults within these sports.

Based on this analysis, the following was noted:

- Strong demand for basketball and sports in general to support the need to redevelop the LRC to accommodate the expected demand.
- The organised demand for basketball is very high in the area. The LRC is located between two basketball association facilities being the Lakeside Recreation Centre (Lakeside) and the Willetton Basketball Association (WBA). WBA is currently hiring court space from the LRC and is always searching for more court space. The high organised demand correlates to an unmet demand in the area.
- Multi marked courts to provide opportunities for other sport researched is essential.
- High organised demand for cricket-indoor and futsal, shows there is still a niche market for organised competition and the LRC can use this intel to their advantage as a go to venue.
- Adapted and/or short form competitions in the above sports targeted at older adults.

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7.2 Health Club

The demand analysis completed for the health club utilises supply factors such as the catchment profile, drive time decay and competition along with demand factors such as data from sites around Australia and New Zealand, mosaic segmentation and other indicators such as age and gender to inform projections for member numbers and visits that subsequently informs optimal size of facilities, programming and pricing.

ActiveXchange utilised a market catchment based on a 10-minute drive time as this was the estimated maximum amount of time a visitor would travel to utilise a facility.

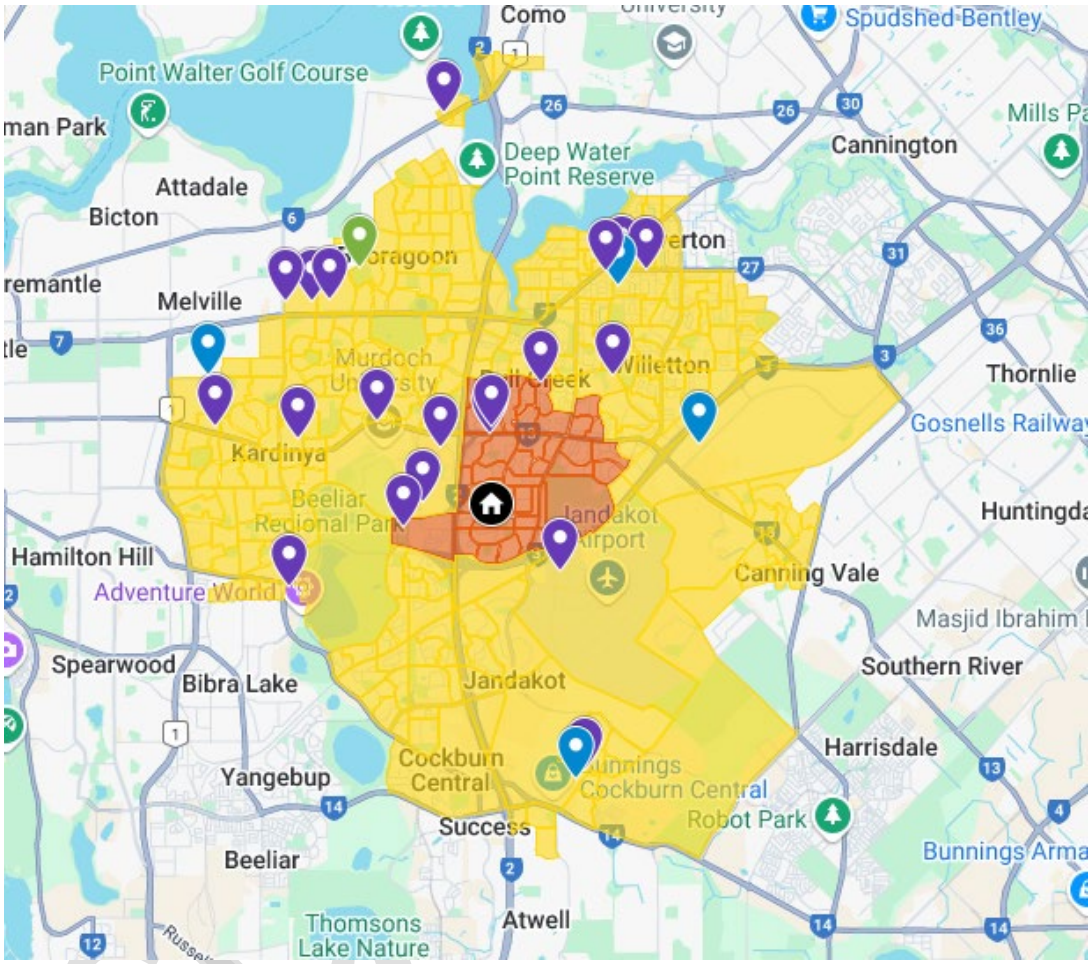

Image 3: Identified market catchment for the facility based on a 10-minute drive time.

Within this catchment, there is a total population of 127,994 residents. However, after applying the travel time decay, there is an estimated market catchment population of 78,505 residents. Health club demand within the catchment is estimated to be 26,748 after drive time decay is applied.

The projected demand for a health club includes two modelling approaches:

- Baseline projection which is a conservative modelling approach and is described as a minimum operating performance and how the site should perform as standard.
- Optimal projection, which is the 'best case' scenario and shows the full potential the site may achieve based on; site location, facility offering(s) and the catchment of population.

The projected demand has also utilised the existing floor space provided at the LRC being 250m^2 for the gym floor and 300m^2 for group fitness area being 140m^2 for the Circuit Training Room plus 160m^2 for the Group Exercise Room.

	Gym Members	Monthly Visits	Annual Visits
Baseline Gym Members - 2025	231	1,547	18,564
Baseline Gym Members - 2035	326	2,184	26,210
Optimal Gym Members - 2025	1,652	11,067	132,804
Optimal Gym Members - 2035	2,330	15,611	187,332

Table 5 – Health Club Demand Projections.

The figures above incorporate members who would use both the gym floor and group fitness classes. The optimal pricing per week is identified as $26.84 in 2025. Note, optimal pricing is based on the analysis of optimal pricing for each Experian (consumer classification tool utilised by ActiveXchange) segment and the optimal price may vary depending on specific factors and market conditions.

To note, Striker Sports have indicated a current membership of approximately 400 members across both the gym and group fitness which is above the current baseline forecast. This would indicate a possibility that demand could be at the higher end of the baseline and optimal figures provided above.

The ActiveXchange IPM also provides an indication of projected gym members and users per station based on a range of facility scenarios (quantity of stations) and utilises a standardised approach of 8.3 m2 per station based on facility specifications advised to ActiveXchange.

Stations	M2 Required	Gym Users	Users per Station
24	199.2	1,739	72.46
30	249	2,114	70.47
36	298.8	2,490	69.17
42	348.8	2,862	68.15
48	398.4	2,232	67.34
54	448.2	3,600	66.67

Table 6 – Optimal Gym Stations.

The draft Development Proposal at Section 11.4 provides for 500m2 of gym floor space plus 200m2 for a group fitness room and 80m2 for a studio space based on the potential to expand the membership base in a new facility. Spatial allowances will be tested further during the Pre-Feasibility Study.

Given the ageing population in the area, the large number of older adults utilising the current gym and the competitor gyms in the region, an opportunity exists for the new gym/health club to be targeted at older adults as a key point of difference.

7.3 Learn to Swim

Paatsch Group incorporated into the IPM Report an assessment of potential Learn to Swim (LTS) pool of 400m2 which is being used as a benchmark by commercial operators for similar facilities. ActiveXchange utilised a market catchment based on a 20-minute drive time. Aquatic demand within the catchment is estimated to be 49,977 after drive time decay is applied.

Based on the analysis undertaken, the project demand for LTS is captured below.

	Members	Monthly Visits	Annual Visits
Learn to Swim - 2025	1,987	7,948	95,376
Learn to Swim - 2035	2,803	11,212	134,544

Table 7 – Learn to Swim Demand Projections.

A specialised LTS pool which are traditionally run at higher water temperatures could also be used to provide programming for the ageing population in the area. This could be complimentary to a gym/health club targeted at older adults.

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7.4 Food & Beverage

Paatsch Group has identified food and beverage (F&B) establishments within a one-to-five-minute drive of the LRC in order to understand further the potential of integrating a F&B outlet within a new or redeveloped facility. Image 4 below shows the restaurants, bars, café and takeaway outlets within this catchment window and how they are geographically placed in relation to the LRC.

F&B facilities include:

- Bull Creek Shopping Centre Precinct
    - Bull Creek Tavern
    - The Coffee Club Café
    - Bunker Espresso Bar
    - Sushi Hub
    - Hungry Jacks
    - Red Rooster
    - Subway
    - Dolce & Salato Coffee & Cakes
- Leeming Forum
    - Emperor's Cantonese Kitchen
    - Domino's Pizza Leeming
    - Prima Pizza
    - Holy Mackerel Fish & Chips
    - Chins Noodle House
    - Minglee Sushi – Japanese Takeaway
- Sporting facilities – with food and/or beverage
    - Bull Creek Leeming Football Club
    - Lakeside Recreation Centre
    - Melville Glades Golf Club
    - Leeming Bowls Club
    - Leeming Spartans Cricket Club
- Bar Apothecary (Murdoch Square)
- Substance Restaurant and Bar (Murdoch Courtyard by Marriot)
- Soul Origin Murdoch Health
- Ichirin Japanese Food
- Citrus Indian Restaurant
- So Shifa Café

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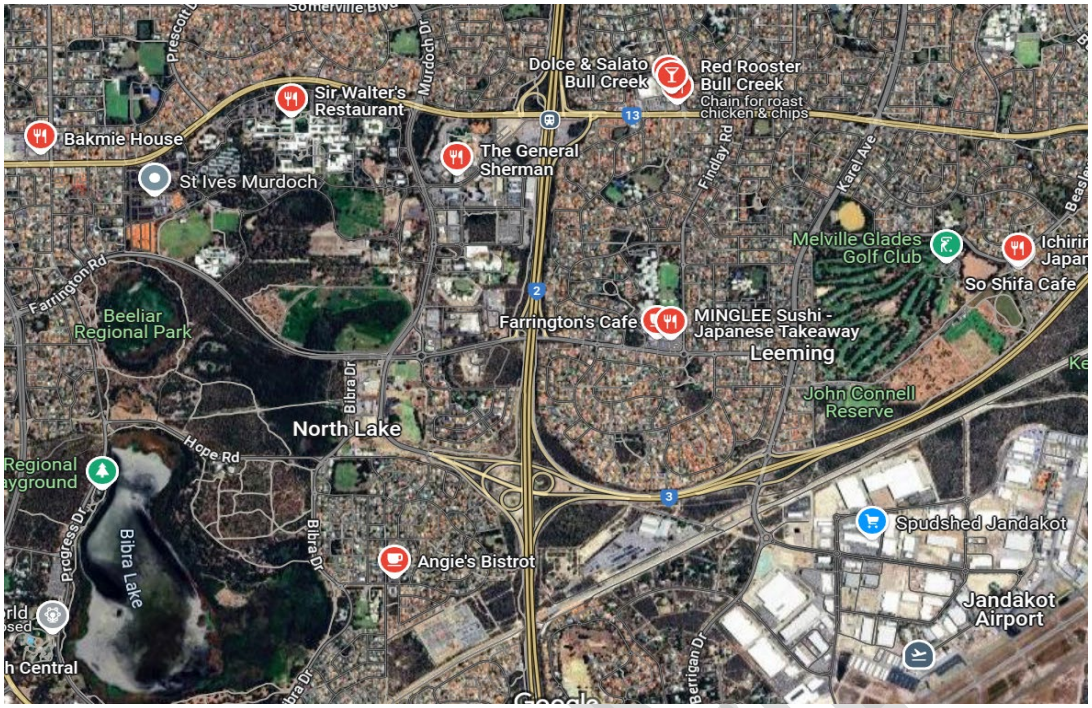

Image 4: F & B Venues in Area

In summary there are numerous food and beverage outlets in the LRC's direct vicinity with a variety of offerings. The review has identified that there doesn't seem to be multiple cafés in the direct area, within the one to five minutes' drive time, and only one main stream tavern in that area.

This suggests that further investigation into the potential of integrating a café/sports bar in a new facility servicing the users of the facility including potential new competitive socialising opportunities, broader precinct users (i.e.. netball and oval users as a quasi-social club) and the community as a whole could be viable. Paatsch Groups experience when looking at locating F&B venues is that attachment to a main arterial road and/or a well-positioned and signed facility is a key factor.

7.5 Other Potential Inclusions

Based on the background review, initial consultation and an environmental scan of the facility location, a high-level opportunity identification and assessment has been completed. This assessment is included at Table 8.

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OPPORTUNITY	SCOPE	PLANNING CHALLENGES	LOCATION REQUIREMENTS WITHIN SITE	SPATIAL REQUIREMENTS	CORE OR ANCILLARY FACILITY	PROFITABILITY	MANAGEMENT			DEMAND	COMPETITORS	COMMUNITY BENEFIT	GOVT FUNDING OPPORTUNITY	PRIVATE SECTOR FUNDING OPPORTUNITY	CAPITAL COST	RECOMMEND FURTHER PLANNING
							LEASE	OPERATE	HYBRID							
Courts	Minimum 3 courts with multi use of courts by basketball, volleyball, badminton, futsal etc	Low	If shared use proceeds, courts to be located adjacent to Leeming SHS.	High	Core	Medium	Y	Y	Y	High	Low	High	High	Low - would only be contemplated by Private Sector (ie. Operators) if they had Management rights	Medium	Yes
Kiosk/Café	Kiosk	Low	Potential two side multiple sport access. If café outward facing potential street frontage	Low	Core	Medium	Y	Y	Y	Medium	Low	Low	Low	Medium (Operator may be willing to cover fit out costs)	Low	Yes
Competitive Socialising Sport	Sport facility exclusive space	Medium	Mezzanine level	Medium	Ancillary	Medium/High	Y	Y	Y	Medium/High	Medium	Low	Low	Medium	High	Maybe
Community Meeting rooms	Meeting rooms to service site users and external use.	Low	Potential linkage to courts and administrations; could be upper level	Low	Ancillary	Low	N/A	N/A	N/A	Medium	Low	Medium	Medium	Low	Low	Maybe
Health Club/Gym	Health club with program rooms (targeted at older adults)	Low	If possible street frontage; integrated well into building	Medium	Core	High	Y	Y	Y	High	Medium	High	Medium	High (investor would require management); Operator would cover fitout costs at minimum	Low	Yes
							Operators would consider Capital but only with Management rights									
Licenced Restaurant	Full bar and restaurant facility	High	Street Frontage; could be upper level	Medium	Ancillary	High	Y	Y	Y	Medium	Low	Low	Low	High depending on demand	Medium	Maybe
Child Care	Mid-sized Child Care Facility; include a Creche facility to service mothers using health club	Medium	Secure area with easy drop off access	Medium	Core	High	Y	Y	Y	Medium	Low	High	High	High	Low	Yes
							Operators prefer Turn-Key Lease but will consider capital on basis of reduced lease payment									
Skate Park (retain existing)	Local Facility	Low	Access to public, away from residents	Low	Core	N/A	N/A	N/A	N/A	Medium	Low	Medium	High	Low	Low	Yes
Satellite Club Facility	Local Facility	Medium	Western side of Peter Ellis Park	Medium	Core	N/A	N/A	N/A	N/A	High	Low	High	Medium	Low	Medium	Yes
Aquatics	LTS, small pool - potential links to Health Club. Recovery facilities.	Medium	TBC	Medium	Ancillary	Medium	Y	Y	Y	Medium	High	High	Medium	Medium	High	Maybe

Table 8 – Opportunity Review.

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8 LEEMING RECREATION CENTRE - FACILITIES OVERVIEW

This section provides an overview of the current facility provision at the LRC.

In 1988, the City opened and managed the LRC with dry facilities and in 1992 the then aquatic portion of the facility opened. It is understood that in 1988, the State Government through the now Department of Education (DoE), funded approximately $300,000 (of a $3.5M overall facility cost) of the dry facility to support the Leeming SHS's programming.

In 2008, the City decommissioned the aquatic portion of the facility and since late 2009 the City has leased the LRC to Cute Holdings Pty Ltd (trading as Striker Indoor Sports Centre).

8.1 Location Summary

The LRC is situated at 55 Farrington Road, Leeming which is in the City's south-east nearby the border of the City of Cockburn and is approximately 500 metres from the nearest Kwinana Freeway northbound on and off ramp.

The image below shows the location of the LRC in relation to the other Recreation Centres in relative proximity.

Image 5 – Facility Locations

The table below provides a summary of the key facilities relative to the LRC and the driving distances between the facilities.

Facility	LRC		Notes
	Distance	Time	
Competitors			
Lakeside Recreation Centre (LRC)	2.4km	5 min	Lakeside Basketball Association facility incorporating four courts and gym facilities.
Willetton Stadium (WS)	5.1km	9 min	Willetton Basketball Association facility incorporating eight courts.
Squashworld Brentwood	6.4km	9 min	Eight court Squash centre.
Cockburn ARC (CARC)	7.8km	12 min	Regional Aquatic and Recreation Facility.
LeisureFit Booragoon	8km	14 min	Regional Aquatic and Recreation facility (no indoor courts).
Riverton Leisureplex	8.7km	14 min	Aquatic and Recreation facility (no indoor courts).
LeisureFit Melville	10.7km	18 min	Community and Recreation Facility.
LeisureLife Recreation Centre	14.8km	18min	Recreation Facility

Table 9 – Driving Distances between Facilities

The LRC 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 LRC 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). Image 5 below provides a high-level overview of the LRC and its relationship to Leeming Senior High School in the north, Robert Weir Park in the south and west; and Peter Ellis Park in east.

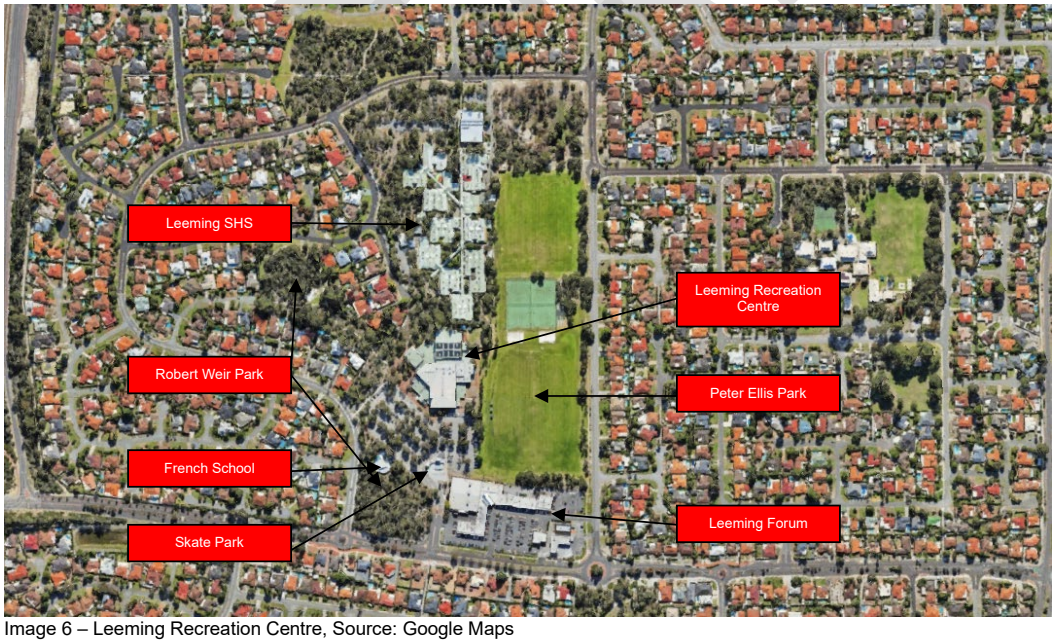

Image 6 – Leeming Recreation Centre, Source: Google Maps

8.2 Current Facilities

8.2.1 Current Facilities

Incorporated into the LRC are several facilities as described further below. Image 6 provides an overview of the floor plan.

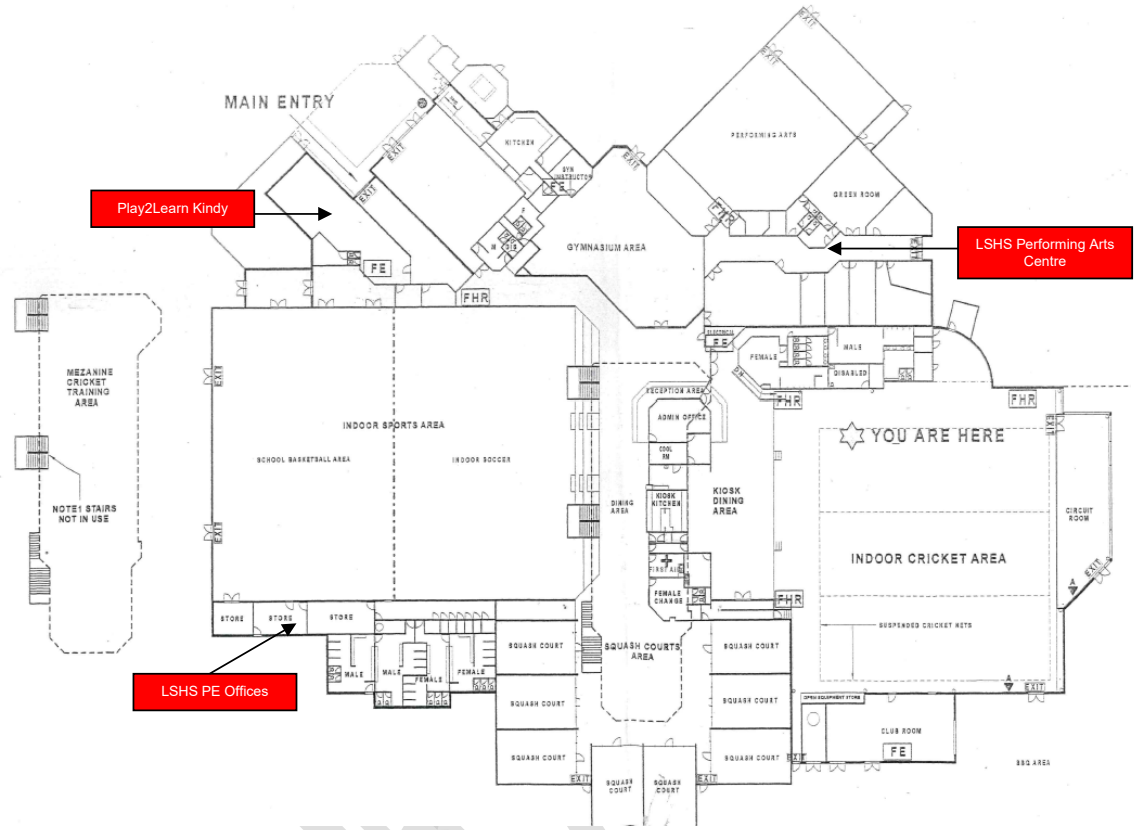

Image 7 – Leeming Recreation Centre Floor Plan

Currently, the LRC comprises of:

- **Ground floor:**
  - Two multi-marked indoor courts
  - Three indoor cricket nets
  - 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 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). This area was converted into offices that were previously store rooms (refer Image 6).
- Performing arts area for the Leeming SHS (leased to the DoE).

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.

8.2.1.1 Multi-Marked Indoor Courts

The two multi-marked indoor courts include the following court markings with commentary provided on court dimensions in relation to guidelines provided for court dimensions by the Department of Local Government, Sport and Cultural Industries (DLGSC) available here. Each court is marked with the following:

- One basketball court – dimensions meet the guidelines of 28m x 15m per court. Minimum run off of 2m is complied with on each court.
- Two volleyball courts – dimensions meet the guidelines of 18m x 9m per court. Service zones of a minimum of 3m are not complied between the courts with only 1.5m (total of 3m) available between the two courts. Note: volleyball is not currently offered by Striker Sports.
- Four badminton courts – dimensions meet the guidelines of 13.4 m x 6.1m and are marked for both doubles and singles. No run off requirements are documented.
- One futsal court – dimensions meet the guidelines (Source: Federation of Australian Futsal which provide for the courts to be between 28m to 40m long and between 15m to 20m wide. The dimensions are approximately 30.8m x 17.7m. Clearance requirements are at least 1m which the markings achieve (a minimum of 2m of clearance is available around the courts).
- One netball court – dimensions meet the guidelines which provide for the courts to be 30.5m x 15.25m. Run off zones of 3.05m are not available at each end of the court (approximately 2m at each end of the court) with compliant runoff provided between the two courts and on each side.

The following is also noted in relation to the squash and indoor cricket courts:

- The squash court dimensions meet the guidelines which provide for a 9.75m x 6.4m courts.
- The indoor cricket court dimensions meet the length requirements of the guidelines a minimum of 28m and maximum of 30m (courts are 28m long) but are just under the minimum width of 10.5m at 10m.

8.2.2 Major Issues and Opportunities

The facility, built in 1988 and converted over time with additional facilities added to the structure. A DDA compliance report was completed by O'Brien Harrop Access (OHA) in March 2025. The full report is provided at Appendix D. The following have been identified as the major issues with the LRC:

- Over the years, there have been other modifications to the building that creates paths of travel and doorways that are not coherent to the current use of space.
- The age of the building and subsequent modifications to the building also means that many of the legislated requirements for access are not met including but not limited to the following:
    - Some internal doorways have less than the required 850mm clear open widths.
    - 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.

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- Non-compliant signages with incorrect information and placement for all sanitary facilities.

- The report concluded, the current condition of the building, especially due to the non-compliant grades of the external footpaths, internal ramps and walkways, and insufficient internal door circulation spaces will require some significant refurbishment and modification to achieve compliance with the current legislated requirements for access.

    - The report notes that to address one issue, other issues will then need to be fixed. The example provided is as follows: “For example, if a new unisex accessible toilet was to be constructed in the Leeming Recreation Centre with the intended upgrade requiring building approval from the relevant authority, the toilets would be required to meet the Deemed-to-Satisfy-provision of Part F2 of the Premises Standards. Further, it would be a mandatory requirement that the accessible path of travel from the principal pedestrian entrance to these toilets would also need to be upgraded to meet the requirements of the Premises Standard. This may include, but not be limited to, for example, widening of corridors and doors to the (new part), the sanitary facility.

Other issues identified include:

- Roof has significant leaking issues in both the recreation centre and Leeming SHS areas that impact further on other components of the facility e.g. water damaged floors, slippery floors. The roof had been planned to be replaced by the City along with some associated works for drainage modification and ventilation, but this work has been put on hold whilst this project is completed.
- Connectivity of school spaces to the school and accessibility issues for students with disabilities that effects mobility.

Opportunities with the facility include:

- Location within a bushland/natural setting.
- Co-location with Leeming SHS and shared use agreements in place. Opportunity to build on these existing relationships with the community sporting club usage of Peter Ellis Park and the courts.
- Current diversity of facilities and uses provides an opportunity to build on existing operations within a modern facility.

8.2.3 Overall Condition

A condition review report was completed by Stantec with Stantec engineers undertaking a site visit to specifically review current electrical and hydraulic services. The full report is provided at Appendix E. The Report includes review and analysis of previous related reports completed by the City as follows:

- Leeming Recreation Centre – Roof Investigation – Airey Taylor Consulting 19 January 2023
- Roof Mounted Plant - Leeming Recreation Centre – Roof Replacement Feasibility - NDY – 17 May 2023
- Leeming Recreation Centre – Building Maintenance Report – SW19 10 March 2022.
- Site Investigation Outcome Report – HCP Architects 22 February 2024

The following have been identified as the major issues with the LRC:

- Over the past three to four years, the City of Melville has engaged with multiple consultants to review the condition of the existing building infrastructure for the purposes of planned building upgrades, roof leak remediation and general operating maintenance.
- The report authored in 2023 by Airey Taylor Consulting noted significant roof leak issues due to various factors which included but was not limited to deterioration of translucent roof material, corrosion, failure of window seals and roof plumbing. Significant roof remediation works were recommended along with options to provide air conditioning within areas of the facility to deal with the removal of nature ventilation opening that were contributing to water ingress.

    - The report authored in 2023 by NDY noted the requirement for major mechanical equipment replacement across the facility with works required in almost all areas and potential costs of up to $1.715mil at the time of the report’s writing.

- The Building Maintenance Report completed by SW19 outlines that the general condition of the facility was in fair condition commensurate with its age. Various non compliances relating to DDA

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were noted and a schedule of upgrade works were noted for most mechanical and hydraulic plant. It was noted that the electrical services switchboards were not noted for replacement and only upgrading of lighting should occur. Noticeable roof leaks were advised.

- The Site Investigation Report completed by HCP Architects suggests that there were many unknowns in relation to the building services components that need to be verified before considering refurbishment works. It was recommended that electrical load loggers should be installed on each of the facility's main switchboards to determine if the electrical infrastructure upgrades are required. The commentary provided in this report is in line with earlier reports relating to the poor condition of the roof and the leaks was again highlighted.
- The executive summaries and recommendations of the various consultant reports to varying degrees all pointed to a lack of existing site information, multiple small modifications to the infrastructure over the years creating a lot of unknowns and aged infrastructure that was of need of replacement.
- Stantec's inspection and review of the facility has again reiterated and highlighted that the electrical infrastructure is in poor to very poor condition commensurate with its age. Due to ongoing minor modifications/expansions/repurposing there is various localised domestic style distribution boards throughout the facility. Because of this and due to the lack of existing as constructed documentation, there are significant unknowns on the building's power distribution. This presents risks for maintenance staff/contractors and challenges when faults do ultimately occur.
- Major electrical switchboards appear of original building construction age and have reached the end of their economic life. Any major building refurbishment would require the removal of most of the existing electrical infrastructure and wiring and replacement with new.
- In relation to hydraulic services, Stantec's inspection and review of the facility noted that four (4) existing hot water units have been decommissioned since the last hydraulics condition report was authored in 2022. Two new units have been installed in their place. The remaining main hydraulic plant/hot water units have not been replaced since the last review and are either in need of replacement immediately or in less than five (5) years.
- The remaining hydraulic services (fixtures/fittings) for the facility were witnessed as has not having been updated or upgraded since the last review by the City of Leeming.

8.2.4 Support and Ancillary Facilities

The following support and ancillary facilities are provided on Peter Ellis Park and in the LRC precinct:

- AFL/Cricket Oval.
- Four tennis courts.
- Four multi-use (tennis, netball, basketball) courts (outdoor).
- Grass soccer and hockey fields.
- Skate Park.

The City recently completed an upgrade to the car park associated with the LRC and Peter Ellis Park which provided are 250 bays including 6 ACROD bays plus a bus bay and a drop off zone which can accommodate up to 4 cars at a time.

The City is in the process of finalising an amendment to the agreement with the DoE so that the City has control of the internal/external change rooms. This will allow community sporting groups to access these change room facilities outside of Leeming SHS exclusive access periods

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 regularly) 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

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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 2025 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 assist 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.

The existing change rooms, when used as two change rooms are 47m2 each, with wet areas totalling 25m2 (noting it is possible, for school use, to close dividing doors and operate as four change rooms, two accessible to Peter Ellis Park and two accessing the indoor courts). The proposed refurbishment will reduce the changing area to 40m2 for each change room, with wet areas for each change room totalling 25m2. The refurbishment will see the addition of a Universally Accessible Toilet (UAT) and an ambulant public toilet for club use. Although the refurbished change rooms will not meet the size guidelines for changing areas for local senior club use, the benefit of including and UAT and public toilet will improve the function of the facility for all club users.

8.3 Current Users

8.3.1 Striker Indoor Sports

Cute Holdings, trading as Striker Indoor Sports and Fitness ("Striker") as the lease holders are the primary users of the current facility along with Leeming SHS. Current operating hours for the facility are as follows:

Days	Opening Hours
Monday to Friday	5:30am – 11:00pm
Saturday/Sunday	7.30am – 6:00pm
Public Holidays	8.00am – 10.30pm Closed: Good Friday and Easter Sunday

Table 10 – Striker Operating Hours

To note: the hours of operation above may vary for events and activities within the facility.

To note: during school terms, Leeming SHS have exclusive use of the multi-purpose courts from 7.30am to 4.30pm, with current operational practice having Striker accessing the courts from 3.30pm.

Striker uses the facility for a range of competitions and programs delivered by them including:

- Indoor Cricket
- Indoor Netball
- Futsal
- Gym and Group Fitness
- Inflatable World

The facility is also available for casual hire with other users of the facility detailed in Table 11.

Sport	User Groups
Badminton	Social and casual users

Sport	User Groups
Basketball	Willetton Basketball Association
Cricket	Southern Cricket
Squash	Maddington and Hilton Squash Clubs
Others	Local Primary and High Schools

Table 11 – LRC User Groups

Willetton Basketball Association manage their own eight court facility which is approximately 5km from the LRC. They utilise the LRC to provide domestic basketball Clubs playing in their competitions with a training venue on weekday afternoons and use the courts on Saturdays to supplement their own courts for the delivery of domestic competitions.

Southern Cricket is a sub-lessee of the facility and operate a specialist cricket training facility from the mezzanine level of the LRC.

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Programming of the courts at LRC currently is as outlined in Table 12 below.

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Indoor Courts	School Hours	LSHS	LSHS	LSHS	LSHS	LSHS	Basketball	Badminton
	PM	Basketball Training	Basketball Training	Basketball Training	Basketball Training	Basketball Training	Basketball	Badminton
	Night	Futsal	Futsal	Futsal	Netball	Futsal		
Indoor Cricket Nets	AM						Inflatable World	Refer Notes.
	PM					JNR 5-a-side	Inflatable World	Refer Notes
	Night	Netball All Abilities Cricket Dodgeball	Indoor Cricket	Indoor Cricket	Indoor Cricket			
Squash Courts	AM						Casual	Social
	PM					Junior Training	Casual	Casual
	Night	General Hire	General Hire	General Hire	General Hire	General Hire		

Table 12 – LRC Usage

The Indoor Cricket Nets are used for a variety of purposes on Sundays depending on the time of year. These activities include:

- State Indoor Cricket Team Training
- State Dodgeball Team Training
- Super League Netball
- Super League Cricket

The Gym and Group Fitness operates year-round. Memberships are offered with members able to purchase a Gym Only, Group Fitness Only or combined Gym / Group Fitness Membership. The Gym is available for access during the venues opening hours. Striker offers Group Fitness Classes (32 per week) in the following:

- Resistance Endurance Circuit
- Light Resistance Endurance Circuit
- BodyCombat
- BodyBalance
- Step it Up
- Zumba and Zumba Gold
- Mat Pilates
- Yoga

8.3.2 Leeming SHS

As noted previously, the DoE contributed to the capital cost of the LRC. The Leeming SHS Performing Arts Centre forms part of the overall building structure on the northern side of the facility. The Leeming SHS PE offices are also part of the building structure on the eastern side providing staff with easy access to Peter Ellis Park and the LRC.

The following Agreements are in place between the City and the DoE in relation to the facilities at the LRC:

- Performing Arts Area – Management License between the City and the DoE.
- Health and PE Offices – Management License between the City and the DoE.
- Eastern Change Rooms – in the process of being removed from the Management License between the City and the DoE and transitioning to a Shared Use agreement.
- Peter Ellis Park, Northern Fields, Courts and Nets – Shared Use agreement between the City and the DoE.
- Indoor Courts – Shared Use agreement between the City and the DoE.

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Leeming SHS has access during school terms from 7.30am to 4.30pm to the indoor courts and Peter Ellis Park facilities. The courts and Oval are used constantly during terms and school hours.

As well as using the indoor courts for PE lessons, Leeming SHS uses them for a range of other activities such as school assemblies, wet weather alternative for Peter Ellis Park, award ceremonies and Year 12 lunch area.

8.3.3 Play2Learn Kindy

Play2Learn Kindy offer Long Day Care for children aged between 2 and 5 and provide a school readiness program to assist with the transition to primary school. They also offer school holiday programs for children aged 2 to 12 years old.

Play2Learn operate in the LRC under a lease from the City of Melville. The lease covers a portion of land used by Play2Learn at the northern end of the LRC as well as a portion of the LRC itself. The lease is for a period of five years from 1 January 2022 with an option for a further five years.

Play2Learn is currently licensed for twenty-eight children.

8.3.4 Other Users

Peter Ellis Park is used by local community sporting Clubs as an overflow Oval to their respective primary club locations including:

- Bull Creek Leeming Senior and Junior Football Clubs
- Leeming Spartan Senior and Junior Cricket Clubs

The City of Melville is in the process of amending the agreement with the DoE for the LRC Change Rooms to allow for greater community usage of these facilities in support of training and matches at Peter Ellis Park.

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8.3.5 Competitor Facilities

The tables below provide a summary of competitor facilities.

Facilities	Lakeside Recreation Centre	Willetton Basketball Stadium	LeisureFit Melville	Cockburn ARC
Facility Type	Recreation Centre	Basketball Stadium	Recreation and Community Facilities	Recreation and Aquatic Facilities
Facility Owner	Lakeside Baptist Church	City of Canning	City of Melville	City of Cockburn
Facility Operator	Lakeside Baptist Church	Willetton Basketball Association	City of Melville	City of Cockburn
Management Model	Owner Operator	Lease	Owner Operator	Owner Operator
Court Programming	**Lakeside Basketball Assn** • NBL1 • WABL • Domestic Senior and Junior Competitions • Daytime Ladies • Holiday Programs and Camps **Other Programming** • Social Netball – Monday Nights and Daytime • Church Services – Sunday Mornings	**Willetton Basketball Assn** • NBL1 • WABL • Domestic Senior and Junior Competitions • Daytime Ladies • Holiday Programs and Camps	Available for hire for: • Basketball • Badminton • Futsal • Netball • Soccer • Pickleball • Volleyball	**Basketball** • Social Mixed and Men's Competitions (not aligned to Basketball Association) **Other Programming** • Futsal • Netball • Volleyball
Other Users	Badminton Volleyball School Groups Community Groups	Badminton Netball Volleyball School Groups Community Groups	Cockburn Basketball Assn	Cockburn Basketball Assn Fremantle Football Club
Capacity/Participation/Ability to increase participation	Limited – potential expansion of court facilities required. Waitlist of approximately 500-600 players currently.	Waitlist of approximately 900 junior players currently.	Limited	Limited

Table 13 – Competitor Summary

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Area	Facilities	Lakeside	Willetton	LeisureFit Melville	Cockburn ARC
Courts	**Total Courts**	**4**	**8**	**3**	**6**
	Show Courts	1	1+1	Nil	Nil
	Other Courts	4	6	3	6
	Administration	Yes – facility and church.	Yes	Yes	Yes
	Outdoor Courts	No	No	Padel and Tennis Courts adjacent.	No
Other Facilities	Café/Kiosk	Yes	Yes – operating hours coincide with peak periods.	Yes	Yes
	Crèche	Yes	No	No	Yes
	Functions/Meeting Space	Yes	Yes 5 Meeting Rooms	Yes	Yes (see above)
	Gym/Health Club	Yes	No	Group Fitness Only	Yes
	Other Complementary Community or Commercial	Yes – small lease area available.	No	Bracks Library Melville Bridge Club	Yes - Community Sports Medicine Centre, Aquatic Facilities including aquatic recovery, sports merchandise outlet and Indoor play area
	Public Amenities	Yes	Yes	Yes	Yes

Table 14 – Competitor Facility Components

To note with the competitor facilities is the following:

- With the Indoor Cricket courts at the LRC, there are no indoor cricket facilities remaining south of the river with other facilities located at Joondalup, Balcatta and Ballajura.
- With the closure of squash courts (e.g. the recent re-purposing of the Hilton Squash Centre to a specialist basketball coaching facility) has meant that the number of courts available is reducing significantly as the popularity of the sport has declined. However, as demonstrated by the ActiveXchange Report there is a level of demand that still exists for squash.
- Each of the two basketball association facilities are at capacity even with Willetton undergoing an expansion to eight courts in 2020. Lakeside is currently undertaking a feasibility study for the expansion of their courts. With these facilities being predominantly basketball focussed, other indoor courts sports find it challenging to access court space.
- Presence of complimentary facilities to assist with visitation and financial viability.

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8.4 Summary

Observations and key points noted from the review of the existing facilities:

- The LRC is located in the south eastern corner of the City. It is located off Farrington Road behind the Leeming Forum. Whilst it is well located in relation to arterial road and freeway access, it is perhaps isolated from residential area with Jandakot Airport located to the south and Fiona Stanley Hospital and St John of God Murdoch Hospital located immediately to the west.
- The LRC is a good example of a shared use facility (noting that the current layout is not ideal). The indoor multi-purpose courts are well utilised from 7.30am through to 11pm. The planned update to change room facilities to provide access to these facilities to community sporting clubs, will increase the share use of the facility with users of Peter Ellis Park. To note: Peter Ellis Park also enjoys good levels of shared use between Leeming SHS and the various community clubs that utilise the Oval.
- The facility has a good mix if complementary sport/recreation, school and commercial facilities.
- With the building opening in 1988, it lacks modern amenity and standards expected in a modern sport and recreation facility.
- The DDA compliance report completed by O'Brien Harrop Access noted the facility will require some significant refurbishment and modification to achieve compliance with the current legislated requirements for access.
- The Building Condition Report completed by Stantec highlighted issues identified in previous reports including lack of existing site information, multiple small modifications to the infrastructure over the years creating a lot of unknowns and aged infrastructure that was of need of replacement. The roof is in need of replacement with significant costs also for mechanical works associated. Major electrical switchboards appear of original building construction age and have reached the end of their economic life. Any major building refurbishment would require the removal of most of the existing electrical infrastructure and wiring and replacement with new. Works are also required on hydraulic systems that are in need of replacement either immediately or within the next five years.

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9 RELEVANT INDUSTRY TRENDS AND BENCHMARKS

Trends in sport and recreation from both a planning perspective, participation and usage are important to understand for the future planning of sport and recreation facilities. Responses to trends can have impact on program provision and have impact on facility provision in both positive and negative ways.

9.1 Recreation Facility Planning and Provision

Planning for and provision of sport and recreation facilities has seen a trend away from single use facilities to multi-purpose facilities.

Governments are the provider of a significant proportion of sporting facilities and are often left to pick up the capital cost of new facilities when single use Club facilities as an example come to the end of their life and the Club is not in a position to fund a renovation or replacement.

National sporting bodies such as the AFL, Cricket Australia and Tennis Australia have recognised this important role and have produced guidelines for the development of community facilities to assist guiding councils on requirements for the sports to be played at different levels. Sports are also investing in varying degrees in those facility upgrades and prioritising elements such as lighting and change room upgrades.

Facilities are also including “complementary commercial” activities such as allied health facilities, cafes or health clubs that provide a community benefit while also contributing a revenue stream outside of visitations. The industry is also looking at ways to drive secondary spends at facilities through food and beverage and retail offerings.

Emerging trends in recreation and aquatic facilities also include the following:

- Integration of community facilities – this involves the inclusion places or activities where the public can interact with the facility without entering a controlled space. Café, libraries, and meeting rooms are all examples.
- Shared use of facilities with schools – this has become more prevalent around the usage of spaces such as ovals where the schools use the ovals during the day with clubs having access outside of school hours. The LRC and Peter Ellis Park are examples of this arrangement. The Lakelands Park development in Mandurah is a recent example of this approach. Facilities such as courts and aquatic facilities (school owned with limited public access for LTS, swim squads) are starting to be developed as shared use facilities with benefits similar to the shared use of ovals, noting the arrangements for the LRC have been in place for a number of years.
- Equity and accessibility particularly for people with a disability or who have a disability that effects mobility. For example, modern aquatic facilities include accessible ramps to provide easy access into and out of the pool spaces.

9.2 Lifecycle and Maintenance Planning

Local Governments are the provider of a significant proportion of sporting facilities including aquatic, recreation and club facilities. As noted above, in the past, many facilities were originally developed as single or dual use with the Club/s or Operators having a lease arrangement in place for the facility. Ongoing maintenance of the facility was often left to the Club with no requirement to reinvest in the facility. As these facilities age, and as NSOs introduce facility standards for community sporting infrastructure, the Clubs generally look to the Local Government for assistance, mainly financial, to replace or upgrade the facility. As an alternative method to address this issue, the City of Joondalup provides licenses to club to use facilities rather than leases and retains the responsibility for facility maintenance. Venues West is using a similar model for a number of its State Level facilities including the Bendat Basketball Centre, Rugby House and the new State Football Centre.

A similar issue has also occurred for Local Government owned and operated facilities. The capital cost for facilities has been budgeted for with assistance provided through other funding mechanisms such as government grants or, through community fund raising efforts. The ongoing maintenance costs are not allowed for, and the Local Government makes decisions based on needs at the time often at the cost of the regular maintenance required. For Local Governments with multiple facilities in similar condition, this creates a challenge in relation to prioritising and funding upgrades.

To avoid the issue noted above, Government funding and planning (especially State Government) now includes requirements for business plans inclusive of sinking funds/capital renewal. The WA State Government have introduced measures into grant funding sources such as the Community Sports and Recreation Facilities Fund (CSRFF) to ensure that planning incorporates business planning inclusive of life cycle costs and the establishment of a sinking fund for asset renewal during the lifecycle of the facility.

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Many National and State Sporting Association are trying to take a more proactive approach in ensuring facilities are developed and maintained at an appropriate level. The 'State of Aquatic Facility Infrastructure in Australia', Report commissioned by Royal Life Saving Australia is an example of a more proactive approach. This report identifies that up to $8 billion is required nationally to replace or upgrade Australia's ageing public pools by 2030 with a further $3 billion needed by 2035.

9.3 Formal to Informal Sports

An emerging trend in sport and recreation has been the shift away from formal sport to informal sports where structured team or individual sport is starting to give way to less structured activities.

As noted in Sport 2030, where once people planned their weeks around sporting and physical activity, today many Australians now look for sporting and physical activities that work around their week. Sport is more fragmented. Traditional sports now compete with less organised physical activities such as yoga, bushwalking, cycling, gym, and park runs for the physical activity demands of Australians.

In the report published in December 2022, *The Future of Australian Sport – Megatrends shaping the sport sector over the coming decades*[5], this trend is one of six identified as megatrends that will influence how Australians consume and participate in sport through to the Olympics in Brisbane in 2032.

Sports Australia's AusPlay Survey (AusPlay) provides national, state and territory data on almost 600 different sports and activities in Australia and who is participating in them. Surveys are conducted twice a year with results for the calendar year 2022 released in April 2023[6]. [Note: Ausplay is due to release new survey data in April 2025 utlising a new methodology. At the time of writing this report, that data was not available.]

At a national and state level, the most popular sports and physical activities are captured in Table 15. Traditional sports now compete with less organised physical activities such as yoga, bushwalking, cycling, gym, and park runs for the physical activity demands of Australians and participation in non-sport recreational activities such as walking, and fitness/gym have increased the most. This is reflected in the data below.

Rank	Adult (>15 years)		Juniors (<15 years)	
	Australia	WA	Australia	WA
1	Walking (Recreational) (44.6%)	Walking (Recreational) (41.8%)	Swimming (34.0%)	Swimming (29.0%)
2	Fitness/Gym (35.6%)	Fitness/Gym (36.0%)	Football/soccer (14.6%)	Australian football (11.4%)
3	Running/Athletics (17.0%)	Swimming (17.5%)	Gymnastics (9.9%)	Football/soccer (11.2%)
4	Swimming (15.9%)	Running/Athletics (16.3%)	Dancing (recreational) (8.9%)	Basketball (9.4%)
5	Cycling (12.6%)	Cycling (14.1%)	Australian football (8.1%)	Dancing (recreational) (8.7%)
6	Bush walking (7.3%)	Yoga (5.8%)	Basketball (7.5%)	Gymnastics (8.5%)
7	Yoga (5.8%)	Bush walking (5.4%)	Netball (6.6%)	Netball (7.0%)
8	Football/soccer (5.6%)	Golf (5.2%)	Tennis (5.9%)	Tennis (5.7%)
9	Golf (5.2%)	Football/soccer (5%)	Running/Athletics (5.1%)	Running/Athletics (5.3%)
10	Tennis (4.9%)	Basketball (4.7%)	Cricket (4.9%)	Cricket (5.1%)

Table 15 – AusPlay Participation Data.

[5] https://www.clearinghouseforsport.gov.au/research/future#escalate_the_exercise
[6] https://www.clearinghouseforsport.gov.au/research/ausplay/results

In comparative data tracked over the last 20 years, participation in non-sport recreational activities such as walking, and fitness/gym have increased the most.

In relation to organised sports and physical activities, Table 16 below provides the Top 10 activities for Adults and Children, Male and Females.

Rank	Top 10 Organised sport and physical activities			Top 10 Organised out-of-school sports and physical activities		
	Adults (>15 years)	Men	Women	Children (0-14)	Boys	Girls
1	Fitness/Gym (28%)	Fitness/Gym (24.5%)	Fitness/Gym (31.4%)	Swimming (34.0%)	Swimming (32.1%)	Swimming (35.9%)
2	Swimming (9%)	Swimming (7.9%)	Swimming (10.2%)	Football / soccer (14.6%)	Football / soccer (21.3%)	Dancing (recreational) (16.7%)
3	Golf (4.4%)	Golf (7.1%)	Yoga (6.6%)	Gymnastics (9.9%)	Australian football (12.9%)	Gymnastics (15.1%)
4	Football / soccer (4%)	Football / soccer (6%)	Pilates (5.6%)	Dancing (recreational) (8.9%)	Basketball (9.5%)	Netball (13.1%)
5	Running / Athletics (3.8%)	Running / Athletics (3.9%)	Netball (4.7%)	Australian football (8.1%)	Cricket (8.4%)	Football / soccer (7.4%)
6	Yoga (3.8%)	Basketball (3.6%)	Walking recreational (3.8%)	Basketball (7.5%)	Tennis (6.9%)	Basketball (5.5%)
7	Tennis (3.2%)	Tennis (3.6%)	Running / Athletics (3.8%)	Netball (6.6%)	Running / Athletics (5.0%)	Running / Athletics (5.1%)
8	Pilates (3.2%)	Cricket (3.5%)	Tennis (2.8%)	Tennis (5.9%)	Gymnastics (4.9%)	Tennis (4.8%)
9	Walking recreational (2.9%)	Australian football (3.3%)	Dancing (recreational) (2.1%)	Running / Athletics (5.1%)	Rugby League (4.9%)	Dancing sports (4.0%)
10	Netball (2.7%)	Walking (2%)	Football / soccer (2%)	Cricket (4.9%)	Karate (3.2%)	Australian football (2.9%)

Table 16 – Top 10 Organised Sport and Physical Activities.

Regarding organised participation, the following is noted[7]:

- Gym/fitness centre/leisure centre is the highest participation centre for the overall population followed by sports club or association.
- For males, sports club or associations are most popular followed by gym/fitness/leisure centre. For women most popular is gym/fitness/leisure centre followed by sports club or association.

9.4 Increases in Female Participation

Sports such as AFL football, soccer and cricket have placed an increase focus on female participation with the creation of professional leagues and the broadcasting of these competitions having a flow on affect to increasing participation at the grass roots level.

Whilst there has been a large focus on the lack of “female friendly” changerooms and pavilions, the real challenge for these sports is suitable “grass space” or playing space for the increased number of teams to train and play.

[7] AusPlay Data, Organised Participation Report

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9.5 Sustainability

Three key elements of sustainability are environment sustainable design, financial sustainability, and social sustainability of facilities.

The design process requires analysis of site-specific environmental conditions to assist in the design of a facility that will react to its surroundings rather than impose upon them. Major increases in energy and water costs in recent years (and predictions of higher energy costs into the future) require facilities to incorporate modern, environmentally sustainable features such as prioritising LED lighting and including solar PV systems.

The second element is the financial sustainability of facilities. As has been mentioned previously, the ongoing financial viability and affordability for Local Governments for the provision of aquatic and recreation facilities is now a key focus. Whilst Local Governments have a social responsibility to provide facilities for the community, they also need to ensure ongoing maintenance and asset renewal provisions and costs are balanced against the requirement to provide and maintain other services and infrastructure to the community.

The third element is social sustainability. Ensuring that the systems within facilities are designed to best practise links to social sustainability as the cost of facility operation such as electricity and water consumption is often paid via a rate payer funded budget. It is the Local Governments responsibility to the community to ensure that the facilities have energy systems field of play designs that don't result in any excess utilities usage and costs. Local Governments have a responsibility to the community to make changes to the operations of facilities that result in reductions to greenhouse gas emissions.

9.6 Health and Fitness Trends

Trends in participation are noted above and are reflective of changing trends in sport and recreation. Other key trends for consideration include:

- A gradual ageing of the population and the influence on facility provision requirements.
- Changes to employment structure and working hours with increased flexibility required to allow people to exercise around these times – the rise of 24/7 gyms.
- Expectations on quality and standards of facilities. As costs to use facilities rise, so too does the expectation of the facility provision.
- Emergence of non-traditional sports such as pickleball and catering for this demand.

9.7 Reporting on Benefits

SportsWest in 2022 released a report on the Social Return on Investment for sport in WA. Headline findings of the report included the gross benefit of organised sport in WA annually is $10.3 billion. Benefits include mental health and wellbeing, enhanced human capital, labour market outcomes, youth life skills and enhanced social capital.

The West Australian Football Commission has also undertaken a study into the economic and social benefits of local football to the WA community[8].

Completed by ACIL Allen, the report assesses the social and economic impact of club-based football in WA and provides a measurement tool that will enable the WAFC to track social return on investment (SROI) on an annual basis.

The report uses club-based participation as the key metric to quantify the social returns of the entire industry, which identifies that the broad range of community benefits from WA football include:

- Every dollar spent by club-based football in WA creates two dollars of economic activity.
- WA footy generates over $220 million in economic benefits to WA.
- Club-based footy generates an additional $225 million in social benefits to the community each year.

Royal Lifesaving Australia (RLS) has reported that $910 million annually would be the likely social, health and economic cost should only 10% of aquatic facilities fail to be renewed by the end of this decade. Further a report commissioned by PricewaterhouseCoopers (PwC) and RLS found that the aquatic industry contributes $9.1 billion annually in health, social and economic benefits to Australia. Another joint report by

[8] Source: https://wafootball.com.au/annual-reports/social-return-on-investment

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RLS and Swinburne University of Technology found that aquatic facilities and their programs play a critical role in creating social connections and reducing social isolation for at risk community members.

The PwC report notes that the aquatic industry through increased swimming capability and water safety education of children has annual benefits valued at $174 million in avoided health costs.

The study report by RLS and Swinburne University, also noted that for many aquatic facility users, the pool and/or its programs may be the only opportunity for regular and genuine social interaction for many members of the community, particularly those who have been identified as being vulnerable, or at- higher risk of drowning, or who do not engage in any other physical activity outside of aquatics.

RLS and PwC found that there is a $2.18 social return on investment for every dollar spent on aquatic facility operations in regional Australia. Other benefits that were not quantified included increased social cohesion, early childhood learning and long-term enjoyment of water.

PwC has calculated the collective value of these social benefits to Australia as $3.8 billion per year.

Research by RLS has shown that the aquatic industry employs 67,000 people across Australia in roles such as lifeguards, swimming and water safety teachers, aquatic technical operators, duty managers, aquatic program instructors and customer service officers.

Each year, 40,000 new staff enter the aquatic sector workforce, of which 73 per cent are female. An important element of the employment profile of the workforce is that approximately 22 per cent of the aquatic industry workforce are aged between 15 and 24, which equates to 14,500 employees. The total direct economic impact, which is predominantly generated through compensation paid to employees, has been estimated by PwC to be valued at $1.4 billion annually.

The PwC Report further established that the aquatic industry provides health benefits worth $2.5 billion per annum. A weekly visit to the pool has been found to take most people out of the 'physically inactive' category and generates $26.39 in health savings per visit. For those over 65 years of age, the AusPlay Sports and Physical Activity Reports reveal that 20 per cent of this age group obtain their physical activity at aquatic facilities.

The overall physical health benefits attained by the reduced occurrences of disease due to attendance at aquatic facilities have been valued by PwC at $1.65 billion per year.[9]

9.8 National Sports Conference – Design Shifts to meet generational and participation changes

Paatsch Group consultants attended the National Sport Conference held in Melbourne in late July 2023. One of the sessions focused on design shifts and the following key points were noted:

- Facilities have a built life of 40 to 50 years - what does that look like when one reflects back 50 years on facility design?
- Crèches are starting to reduce in usage.
- Increases in functional classes with some reduction in spin classes.
- Increases in demand for Pilates and yoga.
- Technology and virtual programs and impacts on design.
- Design for diversity - elements such as all gender change areas.
- Increased focus on personal wellbeing (average age increase, life expectancy increase, increase in population).
- Programming and usage of buildings leading to increased wellbeing as a sustainable element.
- Aquatic facilities moving to electric heating rather than gas for heating.
- Opportunity for community interaction before arriving at a control or access point.

[9] Source: Royal Life Saving: Aquatic Infrastructure Report, 2022

9.9 Facility Hierarchy and Guidelines

9.9.1 Department of Local Government, Sport and Cultural Industries

The Department of Local Government, Sport and Cultural Industries (DLGSC) in 2012 released the "Classification Framework for Public Open Space", that provides a framework to define terminology that can be universally used to describe Public Open Space (POS)[10]. The framework contains two central categories – function and catchment hierarchy.

Summary details of the open space functions is provided below.

Facility	Purpose	Description
Recreation Spaces	Recreation spaces provide a setting for informal play and physical activity, relaxation and social interaction.	Recreation spaces enhance physical and mental health through activity that provides relaxation, amusement or stimulation. Recreation spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward. Recreation spaces include gardens and open parklands, community gardens, corridor links, amenity spaces, community use facilities, civic commons or squares.
Sports Spaces	Sport spaces provide a setting for formal structured sporting activities.	Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training. Sport spaces are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity. Players and spectators attend with the express purpose of engaging in organised sporting activity, training or competition or watching the game. Most sport spaces can also be accessed by community members for informal sport and recreation.
Nature Spaces	Nature spaces provide a setting where people can enjoy nearby nature and protect local biodiversity and natural area values.	Nature spaces provide opportunity for low-impact recreational activities, such as walking, cycling, picnicking, playing, watching or exploring natural features. Nature spaces may include bushland, coastal areas, wetlands and riparian habitats, and geological and natural features. Sites are managed to enable recreational access while protecting local ecological and biodiversity values.

Table 17 – DLGSC POS Function

[10] Classification Framework for Public Open Space, DSR, 2012, p6

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Summary details of the hierarchy are provided below.

Facility	Purpose and Function	Access	Location and Design	Activities
Regional Open Space	Regional open space (ROS) may accommodate important recreation and organised sport spaces as well as significant conservation and/or environmental features. ROS may provide substantial facilities for organised sport, play, social interaction, relaxation and enjoyment of nature. ROS can assist to protect biodiversity conservation and environmental values through retention of bushland, wetlands and other natural features.	ROS serves one or more geographical or social regions and is likely to attract visitors from outside any one Local Government area. Users not living within close proximity will use either private vehicles or public transport systems.	• ROS should be well connected to major road and public transport networks. • Sport spaces allocated within ROS must have the capacity to accommodate required field dimensions for both junior and adult sporting competition and appropriate supporting amenity. • ROS should accommodate biodiversity principles and environmental management goals where possible.	ROS should be large enough to accommodate various concurrent uses, including organised sports, children's play, picnicking, bush walking, and protection of natural features.
District Open space	District open space (DOS) is principally designed to provide for organised formal sport. DOS will very likely include substantial recreation space and some nature space. DOS design and function should consider biodiversity principles and environmental management goals. DOS serves several neighbourhoods with players and visitors travelling from surrounding districts.	Within 2 kilometre or 5-minute drive. In regional WA, DOS may provide sporting facilities for the wider district and surrounding communities.	DOS should: • Be located central to the catchment to maximise accessibility. • Accommodate the recommended dimensions and supporting amenity for formal sport and recreation. • Be located on district distributor roads with good passive surveillance. • Be serviced by public transport networks. • Include accessible, safe pedestrian and cycling connectors. DOS may also: • Be collocated with a school or other community facilities to create a community hub.	DOS may: • Consist of sufficient space to accommodate a variety of concurrent uses, including organised sports, children's play, picnicking, exercising the dog, social gatherings and individual activities. • Include a combination of bushland, open parkland for casual play and space for organised sport. • Accommodate multiple user groups, clubs and associations.

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Facility	Purpose and Function	Access	Location and Design	Activities
Neighbourhood Open Space	Neighbourhood open space (NOS) serves as the recreational and social focus of a community. Residents are attracted by the variety of features and facilities and opportunities to socialise. NOS can assist to engender sense of place and protect specific conservation values through retention of nature spaces. NOS may be used for junior sport or sports training if appropriate space is available.	Within 800 metres or 10-minute walk	NOS should: • Be central to surrounding neighbourhoods. • Include accessible, safe pedestrian and cycling connections. • Form part of an overall pedestrian and cycling network to connect key destination points • Support good passive surveillance NOS may also: • Be co-located with schools to create a community hub. • Be large enough to enable different activities and uses to occur simultaneously.	NOS may include a combination of open parkland and bushland with activity spaces for casual play. NOS may include sport facilities, depending on ability to accommodate desirable field dimensions and necessary supporting amenity.
Local Open Space	Local open space (LOS) is usually small parklands that service the recreation needs of the immediate residential population. LOS is primarily used for recreation and may include small areas of nature space. LOS is unlikely to be used for any formal or informal sport.	Within 400 metres or 5-minute walk.	LOS should: • Be located within a 5 minute walk from surrounding residences. • Include accessible, safe pedestrian and cycling connections. • Form part of an overall pedestrian and cycling network to connect key destination points. • Support good passive surveillance. • Be responsive to natural site features. • Build on sense of place. • Assist to preserve local biodiversity and natural area values.	LOS activities may include: Children's play, dog walking, picnics, friends and family gatherings. Relaxation and rest spots. Casual team activities. Walking, running or cycling.

Table 18 – DLGSC Catchment Hierarchy

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9.9.2 Parks and Leisure WA

Parks and Leisure WA (PLAWA) has produced guidelines, "WA Guidelines for Community Infrastructure" in 2020, that provide guidance on recommended facility provision. The publication is one of several documents collectively referred to as the Community Facility Guidelines (CFG). In relation to facilities, the following guidance is provided[11]:

Facility	Definition	Population Guideline	Facility Hierarchy, Distance And Spatial Components
Outside School hours care	Outside School Hours Care (OSHC) services provide care before and/or after school and/or during vacation time. Some services may also provide care on pupil free days during the school term. Not for profit and for-profit providers may operate OSHC services or be incorporated within a school.	1:4,000 – 6,000	Incorporated within Long day care centres or school sites where possible.
Child care Centre (Long Day Care) 0–4-year-olds	Centre for the care of children in early stages of growth/development. Normally by private sector providers, although some local governments invest in facilities, particularly where their commercial viability is questionable.	1:4,000 – 8,000	Within broader community care and education-based infrastructure.
Occasional Care	Occasional Care Centre (OCC) or Creche is a centre based short term form of child care. OCC is generally operated out of a long day care facilities usually be private sector providers.	1:12,000 – 15,000 Lower for rural areas.	Incorporated within Long day care centres or community centres.
Indoor Sport and Recreation Centre (dry)	A multi-functional sport, recreation and community meeting place. A minimum 3 court facility with ancillary changing room space including ancillary storage, café, offices, reception, changing, gymnasium/fitness component etc PLAWA does not support the development of single sport hall facilities due to their lack of viability and poor return on investment.	1:50,000 – 100,000 – Regional 30,000 to 50,000 – District	1-2 court facility within 5km population catchment to provide neighbourhood recreational level opportunities. 5km population catchment and when combined with other functional uses can be considered as viable for district level opportunities. 4+ courts within a 10km population for regional (association) level facilities.
Aquatic Facilities – indoor/outdoor	Indoor and/or outdoor facility of various constructions but generally include rectangular 25m or 50m pool including 6 to 8 lanes of 2.5m each. Local government pool developed for recreational purposes include leisure water space in addition to formal lap swimming facilities.	1:150,000 – Regional 1:75,000 – District	50m lap pool and other water space – regional facility at a 10km population catchment. 25m – 50m lap pool for recreational and club water space – district facility at a 5-10km population catchment

[11] WA Guidelines for Community Infrastructure, PLA WA, July 2020, p.22

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Facility	Definition	Population Guideline	Facility Hierarchy, Distance And Spatial Components
		1:30,000 – Neighbourhood	25m lap and leisure pool and/or leisure water space – neighbourhood at a 5km population catchment.
Sports Space	Generic open space for the provision of grass sporting infrastructure that can be flexibly used to incorporate seasonal variations in sporting use. A minimum provision of 205m x 175m north to south (3.5ha) will meet the needs of the sporting community, maximise financial viability and use of the infrastructure. Floodlighting to minimum training level. A combination of Oval and rectangular pitch provision with a shared pavilion and associated infrastructure. Sports will be identified on local demand.	1:4,000 – 5,000	Provision of POS across all sub-regions per 1,000 head of population in 2019 indicated a provision of between 4.2ha and 5.68ha. District and regional POS (typically publicly accessible sports spaces) account for 1.93 ha to 3.04ha per 1,000 head of population)
AFL Ovals	Senior oval grass pitch provision	1:6,000 to 1:8,000 for senior sized Ovals. 1:1,500 – 1,800 lots i.e., a population between 4,050 and 4,860 at 2.7 resident per lot for school/junior facilities.	1 senior oval in a 2km population catchment for neighbourhood level facilities. 2+ senior sized ovals in a 5km population catchment for district level facilities. Junior sized shared use for primary school sites with associated club and training infrastructure.
Basketball Courts	A hard flat surface requiring 28m by 15m free from obstructions. Indoor provision requires 7m internal ceiling space and minimum 2m run-off. This does not include multi use court provision, but facilities which are principally dedicated to the delivery of netball.	1:3,000 – 4,000 (outdoor)	4-8 dedicated indoor courts for association/regional centre, with indoor/outdoor training courts within a 10km population catchment. 4-8 dedicated indoor courts for district/sub-regional centre, with associated indoor/outdoor training courts within a 5km population catchment. 1-4 dedicated courts for neighbourhood level provision within a 5km catchment. 2km catchment for outdoor court provision.

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Facility	Definition	Population Guideline	Facility Hierarchy, Distance And Spatial Components
Cricket Ovals	Oval grass pitch (adult varies between 137 and 150m) with smaller dimensions for junior competition. Oval space and associated infrastructure including synthetic surfaced match and practice wickets.	1:5,000 – 1:8,000	1 senior oval in a 2km population catchment for neighbourhood facilities. 2+ senior ovals in a 10km population catchment for district facilities.
Netball Courts	Indoor and outdoor hard flat surface requiring 30.5m by 15.25m with minimum run-off of 3.05m or 3.65m between courts. This does not include multi use court provision, but facilities which are principally dedicated to the delivery of netball.	1:5,00 – 8:000 (outdoor) for training purposes.	1 dedicated court/8,000 head of population, offset by school provision for dedicated training programs. 1-6 courts within a 5km population catchment for neighbourhood facilities. 7+ courts within a 5km population catchment for district facilities 10+ courts within a 5km catchment for sub-regional/regional facilities. Development for an Association requires consolidation of 10-12 courts on one site for the purpose of running league matches and festivals at a district /sub regional level.
Skate Park	Formal skate park facility generally within public open space.	1:25,000 – 50,000 – Regional 1:10,000 – 25,000 – District 1:5,000 – 10,000 – Neighborhood	Additional guidance is to be provided from a consultation process to establish need and the design of infrastructure to reflect youth within a specific given catchment. 2km local catchment population
Soccer Pitches	Rectangular grass pitch – full sized and including provision (adult 90 – 120m by 45-90m. Small-sided game for 6-12 age range varies from 30 by 20m to 60 by 34m.	1:4,800 – 1:6,600	1 senior pitch in a 2km population catchment for local facilities. 2-3 senior pitches in a 2km population catchment for neighbourhood facilities. 4+ senior pitches in a 2km population catchment for district facilities.
Squash Courts	A ball sport played by two or four players in a four walled court.	Not referenced – 2019 data did not provide base population triggers for community provision.	Given the low level of participation and other commercial facility provision, squash is not considered a priority for local government. Where a specific business case demonstrates local demand, facilities may be included in a district or regional level multiple use indoor sport and recreational facility.

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Facility	Definition	Population Guideline	Facility Hierarchy, Distance And Spatial Components
Tennis Courts	Rectangular synthetic surface preferred 23.77m by 10.97m with a 6.4m depth of baseline. Orientation of courts should be north-south. Club facilities rather than stand-alone single, double or triple court facilities. Club floodlit courts to be available for public booking uses.	1;15,000 to 30,000 – District facility 1:30,000 to 60,000 – regional. .	Within a 5km population catchment. 8 court minimum club/district facility 16 courts for a regional tennis centre Tennis Australia (2018) use a ratio of 1 court/5,000 residents for club/recreation provision by local governments.

Table 19 – PLAWA Community Infrastructure Guidelines – Extract

9.9.3 Sport Facility Guidelines and Strategies

National sporting bodies have invested over recent years in the development of facility guidelines for the provision of sporting infrastructure on a variety of levels from local clubs through to State level facilities. The guidelines have been developed to provide guidance to Clubs and Local Governments in understanding the on-field and off-field requirements for individual sports. These guidelines have subsequently been utilized by sports to audit facilities against the guidelines, assisting in informing strategies for the sports facilities. The guidelines can be used to inform the development of new facilities or the redevelopment or refurbishment of existing facilities.

Relevant guidelines developed include:

- AFL - Preferred Community Facilities Guidelines 2024 (based on current use, requirement for junior and training facilities). Link: https://play.afl/sites/default/files/2023-11/AFL_PFG-2024_DIGITAL%20%281%29.pdf
- Cricket Australia - Community Cricket Facility Guidelines 2023. (based on current use, requirement for club (satellite) Link: https://resources.playcommunity.pulselive.com/playcommunity/document/2024/01/05/a3d540dc-8841-42ea-a348-1e81adcd54f9/Community-Cricket-Facility-Guidelines-2023_Online-Version.pdf
- Netball Australia – Netball Facilities Policy – 2016. See also City of Melville – Needs Assessment, Netball and Multi Use Indoor & Outdoor Courts (2024). Link: https://netball.com.au/sites/default/files/2019-07/PDF-web-version-Netball-Australia-National-Facilities-Policy_mar16.pdf

As referenced in section 4.3, several State Sports Associations have developed facility strategies including:

- Basketball WA Facilities Plan, 2023. Link: https://basketballwa.asn.au/wp-content/uploads/2023/08/BWA-STRATEGIC-PLAN-2021-2025-FINAL-web.pdf
- Netball WA Strategic Facilities Plan, 2023. Link: https://wa.netball.com.au/sites/wa/files/2024-09/Netball%20WA%20Strategic%20Facilities%20Plan%202023-2034.pdf
- Volleyball WA Places to Play Strategy, 2022-2025. Link: https://volleyballwa.com.au/wp-content/uploads/2024/01/VWA-Places-to-Play-Strategy-2022-2025-Final.pdf
- WA Cricket Infrastructure Strategy 2019 – 2028. Link: https://resources.wa-cricket.pulselive.com/wa-cricket/document/2023/06/26/243d3c62-c00c-44cf-b1bf-1cb4a83a22fd/WA-Cricket-Infrastructure-Strategy-2019-28.pdf
- WAFC Strategic Facilities Plan and Key Findings Report, 2020-2030. Link: https://wafooty.com.au/download/d/utvuLuiv0bNb7OGRNsLmXBGGwLdLUzWvc0VMQNCkayY

The relevant sport facility guidelines and strategic priorities will be referenced as part of the Needs Analysis and Development Proposal.

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9.10 Benchmark Facilities

In order to inform the planning and schedule of accommodation for this project, a benchmarking exercise was undertaken against four facilities that incorporate either shared use arrangements with school and community facilities or incorporate indoor cricket facilities into a multipurpose recreation centre. These facilities are:

- Bundha Sports Centre located in Fitzroy, Victoria – a multi-level facility with shared use with the adjacent multi-level College.
- Casey Stadium located in Cranbrook, Victoria – incorporates multipurpose courts, gymnastics hall and indoor cricket facilities.
- Lakelands Sporting Complex located in Mandurah – shared use Ovals with a co-located college and a standalone community sporting facility.
- LeisureFit Melville – recreation and community facilities operated by the City.

A summary of each facility is provided in Table 20 below.

The overall consideration for the LRC Project and this Needs Analysis include the following:

- Bundha Sports Centre has been designed so that the “schools” court facilities are only accessible by the public after school hours.
- Casey Stadium provides alternate offerings to indoor cricket through the hard courts and gymnastics facilities. The indoor cricket courts are also designed for flexible usage through mainly soccer programs. To note, Health Club facilities are not included as the facility is located adjacent to the Casey Recreation and Aquatic. The City also has the Casey Aquatic and Recreation Centre located 14km north that also provides these facilities.
- Café/kiosk facilities in each to provide food and beverage offering. Function rooms and meeting rooms are also offered as hireable spaces to the community and business groups. This includes Lakelands with the City managing the hire of these facilities. The Club Room facilities at Lakeside are used by the Clubs on a license/hire basis.

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Facility	Description	Inclusions
Bundha Sports Centre Fitzroy Victoria	• Construction completed on the project in early April 2025. • The facility has been built adjacent to Wurun Senior Campus with the with the schools two courts integrated into the facility. • The facility is owned by the City of Yarra and the process of the appointment of a long-term Operator is currently underway. • Vertically designed sports centre due to its location in inner Melbourne area and size of the site. • The centre comprises of four courts for competition-level basketball, netball, and volleyball; a multi-purpose court for futsal; a gymnasium; café and lounge area; community facilities; all gender change rooms; a foyer and reception area. • Sports hosted include basketball and futsal.	• Courts ○ 6 courts in total with multi-sport line markings. 2 courts are shared use agreement with the school. ○ Multipurpose court for Futsal. • Operational Flexibility ○ Layout brings higher participation activities closer to the entry and ground level, while maximising indoor sport provision with five indoor courts that are separated to allow different sports to be played throughout the facility, or for a larger tournament to be accommodated in a 7 indoor courts facility. • Competition Compliance ○ All 4 Indoor Courts on Levels 2 & 4 achieve Netball competition compliant height of 7.5m after dispensation provided by Netball Victoria. ○ Additional dispensation received for indoor Courts on Level 2, where the Basketball Backboard and Ring system encroach into the Netball Run-off height clearance, when fully retracted. • Easy Access to Gym ○ The design enables easy access to the gym, the component of the facility which is likely to receive the most visitations by locating it on level l. • Year-round use of Court ○ With the outdoor court brought indoors and to the ground plane it enables multi-purpose use throughout the year regardless of external climate conditions. • Futsal Court & Extended Height ○ The space may be used for futsal and it may be used for group fitness classes, fitness circuits, community meetings or exhibitions ○ With the extension of building height to match with the school levels, the futsal court height is now extended by an additional 3.2m which gives it the flexibility to play additional sports that demand greater height.

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Facility	Description	Inclusions

		• Monitoring of Court
		  ○ The facility is likely to attract high levels of participation, particularly unorganised activity such as gym visitation and social indoor activities.
		  ○ As a response to this, it is critical that access to futsal court and the gym is convenient and easily monitored. Accordingly, we have developed a facility planning model that locates a futsal court at ground level with the gymnasium one level up on the mezzanine.

Casey Stadium
Cranbourne East Victoria
	• Two stage redevelopment. The first stage costing $18.3M focused on the indoor basketball/multipurpose courts and opened in October 2017.
	• The second stage included the gymnastics hall and the indoor cricket / soccer courts opened in 2019 and costs approximately $7 million.
	• Facility is owned by the City of Casey and is operated by Aligned Leisure. Aligned Leisure manage all of he City's facilities including Casey ARC, Casey RACE, Doveton Pool in the Park, Casey Stadium, Endeavour Hills Leisure Centre, Olive Road Sporting Complex and The Shed Skatepark.
	• The venue has hosted the National Indoor Cricket Championships since reopening in 2019.
	• The indoor cricket nets are designed to be able to operate as individual courts or be opened up to host other sports and activities. The courts are used by Melbourne Demons VFL affiliate for indoor training during inclement weather.
	• Casey Basketball who play in NBL 1 Victoria and operate domestic competitions are based at Casey Stadium.
	• The facility does not include health club facilities due to the proximity
		• Indoor Courts
		  ○ 10 courts with multi-sport line markings including basketball, netball, badminton, pickleball, volleyball and futsal.
		  ○ Includes a show court with up to 1500-person retractable seats
		  ○ Change rooms plus umpires change room.
		• Indoor Cricket Nets
		  ○ 5 indoor cricket nets / soccer pitches
		• Gymnastics Hall
		  ○ State of the art hall.
		• Support Facilities
		  ○ Café/kiosk – located at entry to building with external connection.
		  ○ Community spaces, formal meeting rooms, multipurpose rooms and a large function space available for hire
		  ○ At grade parking.

Lakelands Sporting Complex	• Owned and operated by the City of Mandurah.
	• The facility was built on a green fields site and opened in December 2020.
	• It is co-located with the Coastal Lakes College with a shared use agreement in place for the Ovals and outdoor multipurpose courts.
		• Playing Fields
		  ○ Three Ovals with facilities for AFL, cricket and Tee Ball
		  ○ Four lane cricket nets
		• Outdoor Courts
		  ○ 8 courts with multi-sport line markings
		• Club Room

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Facility	Description	Inclusions
	• Separate club room facilities (i.e. separate from school facilities) are provided. The club rooms are the primary facilities for the North Mandurah Senior and Junior Football Clubs in winter. • During summer months, the Club Rooms and playing fields are used by the Peel Diamond Sports Club (i.e. baseball, softball, tee ball.)	○ 180 capacity function room ○ 25 capacity meeting room ○ Internal / external kitchen servery. ○ Four unisex change rooms ○ Two Umpire change rooms • Other ○ At grade car parking
LeisureFit Melville	• Owned and operated by the City of Melville. The facility is located in the north west of the city. • The facility incorporates sport and recreation facilities and community facilities. • The sports courts are available for hire with the Cockburn Basketball Association a regular hirer of the courts to support their delivery of domestic competitions.	• Courts ○ 3 indoor multipurpose courts ○ Tennis courts and padel/pickleball court incorporated in adjacent Tennis Club. • Support Facilities ○ AH Bracks Library ○ Group training studio ○ Children's indoor playground ○ Café/kiosk ○ 5 Community Meeting Rooms ranging in size from 15 to 50-person capacity available for hire ○ At grade parking • Other ○ Group fitness. ○ Fitness Studio

Table 20 – Benchmark Facilities

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10 STAKEHOLDER CONSULTATION

Consultation was undertaken with key stakeholders including Striker Sports, Leeming SHS and the Department of Education, key tenants of the existing facility and users of the adjacent Peter Ellis Park.

The full Stakeholder Consultation Report is included at Appendix F with a summary of the key outcomes provided as follows:

- The existing multipurpose courts are well used by both Striker and Leeming SHS. 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 SHS. 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 a new facility, how the interface between shared use (if adopted) works needs to be considered. This includes shared use of any community facilities included for Club that utilise Peter Ellis Park.
- 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, the combination of each of the elements of the facility works well from a business perspective.
- The Department of Education has worked with Leeming SHS to develop a Schedule of Accommodation for potential facilities across three options:
    - Option 1 – Reconstruction of the LRC with Physical Education and Arts Learning Areas retained in the facility.
    - Option 2 – Refurbishment of the existing LRC with a new Performing Arts Theatre constructed separately.
    - Option 3 – New Sports Hall, drama, dance and music facility constructed on the school site.
- 2000 students is the number of students required for two courts. Redevelopment options will need to consider how school facilities could remain operational or implication and alternatives if the existing facility was demolished ahead of new facilities being constructed with further ongoing engagement with the DoE required.
- Each of the Cricket and Football Clubs utilise Peter Ellis Park as a satellite or secondary venue. The Junior components of both Club use the Park for both training and match days, with the football Club using the Park 5 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 Oval at Peter Ellis Park is in good condition.
- The Netball Club is looking to relocated to Peter Ellis Park, but the lack of access basic amenities is preventing them from doing so.
- Each of the Clubs is seeking the provision of basic amenities – change rooms, toilets, storage etc. – and are happy to work with the other sports to achieve a shared use facility.
- For the sub-lease holders in the existing facility (Play2Learn Kindy and Southern Cricket) the location of the facility works well for both businesses.
- 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.
- Play2Learn would be interested in a new facility that incorporates all their requirements into the one area. Southern Cricket indicated that their business would be unlikely to survive a closure of the facility.

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11 NEEDS ANALYSIS

Based on the strategic and planning document review, demographic review, review of industry trends, stakeholder consultation and facility review, this section details the key strategic drivers, facility needs and indicative development options for the development of concept plans and feasibility assessment.

11.1 Key Strategic Drivers/Guiding Principles

The following are the strategic drivers/guiding principles for facility development as identified as being key for the development of sport and recreation facilities in the City of Melville in the draft Community Infrastructure Strategy:

- **Accessible and Inclusive:** Infrastructure is accessible for residents in different catchment areas with different abilities, and inclusive of diversity.
- **Multi-Functional and Collocated Facilities:** a network of facilities provide for a range of diverse user groups with a high level of spatial flexibility. Single use facilities will be considered where shared use facilities are proven not to meet the functional needs of the users they service.
- **Shared Use:** the City facilitates shared use of community infrastructure to maximise cost efficiencies and avoid duplication of provision.
- **Optimise Use and/or community outcomes:** the use of existing facilities owned or controlled by the City of Melville is maximised for community benefit.
- **Evidence Base:** investment is prioritised through a transparent and objective process and a clear understanding of stakeholders through tailored community engagement.
- **Responsible Provision:** community infrastructure is well planned, and delivered and maintained in a socially, economically and environmentally sustainable manner.
- **Safety and Security:** access to all community facilities is safe and secure, with enhanced passive surveillance, CCTV and lighting.
- **Quality of Design:** design meets the needs of users efficiently and effectively, balancing functional requirements and flexibility to deliver optimum benefit and lifecycle performance.

11.2 Review of Current Facilities

The information below provides a review of the LRC based on information previously outlined.

Criteria	LRC
Facility Hierarchy	PLAWA – District Indoor Sport and Recreation Centre (Dry) Peter Ellis Park • District Open Space/Sports Space (PLAWA) • AFL Preferred Facility Guidelines 2024 – Local/Junior/School • Cricket Australia Community Cricket Facility Guidelines 2023 – Club (Satellite)
Year of Opening	1988
Distance from Alternate Centre	2.4km – Lakeside Recreation Centre 5.1km – Willetton Stadium 6.4km - Squashworld Brentwood 7.8km – Cockburn ARC 8km - LeisureFit Booragoon 27.5km – Seamer Indoor Sports Centre (closest alternate Indoor Cricket Venue)
Potential Space for Redevelopment	Utilising existing footprint of the facility plus underutilised and not used former external aquatic areas. Potential alternative to utilise existing car parking area to build new facility whilst current facility continues to operate (noting this would impact on car park availability). Potential opportunity to split out performing arts area and relocate to Leeming SHS.

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Criteria	LRC
Current Development and Works Plans	City of Melville works includes the following: • 25/26FY – upgrade of changeroom facilities for community usage. • Roof replacement and associated works put on hold due to this project. Approximately $5M initially budgeted for this project.
Sport Guidelines and Facility Audits Identified Gaps in Provision	**LRC** Basketball WA • https://www.fiba.basketball/documents/official-basketball-rules/2022/equipment.pdf Courts and support facilities do not meet modern requirements and expectations. **Peter Ellis Park** AFL Preferred Facility Guidelines 2024 – Local / Junior / School Cricket Australia Community Cricket Facility Guidelines 2023 – Club (Satellite) Netball Australia – National Facilities Policy 2016 Gaps in provision include: • Change rooms and amenities – noting City is in process of amending Shared Use agreement with DoE to improve access and is proceeding with a project to modern changerooms. • Public toilet facilities – noting City is adding in a publicly accessible toilet as part of the changeroom modernisation project. • Medical / first aid room • Storage – noting the City is providing storage as part of the changeroom modernisation project. • Kitchen/kiosk • Multipurpose room
Current Design Review	As noted, the facility does not meet modern design standards for sport and recreation facilities. The facility is shared use which is a positive, but the design allows for the general public to readily enter the facility when it is dedicated for school usage. The facility has been converted from an aquatic facility which makes good use of the space through the indoor cricket courts but has left some areas underutilised. Stantec completed a review of the facility that identified issues previously identified with roof which requires replacement and associated mechanical services. Major electrical switchboards appear of original building construction age and have reached the end of their economic life. Any major building refurbishment would require the removal of most of the existing electrical infrastructure and wiring and replacement with new. OHA completed a review of the facility that identified numerous issue with DDA compliance which would need to be rectified if any refurbishment works were undertaken.
Opportunities	Basketball has been going through a period of high growth and is in high demand for participation particularly for children. Other nearby dedicated basketball facilities are struggling to service basketball requirements let alone other indoor sports such as futsal, badminton, volleyball etc. Squash courts are also slowly closing or being removed from recreation facilities. The opportunity with the LRC is to increase the provision of courts and integrate into a new

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Criteria	LRC
	facility complementary offering e.g. gym/health club to assist with sustainability. Opportunity also to integrate in sports such as netball. Integration of community club facilities to make the facility shared use with both the Leeming SHS and the Clubs. Setting and bushland surrounds provides opportunities with the design to take advantage of.

Table 21 – Current Facility Summary

When assessing the number of indoor courts in the 5km catchment area, a total of approximately 19 courts are available:

- Kennedy Baptist College - 2 Courts
- Lakelands SHS - 2 courts
- Lakeside Recreation Centre - 4 courts
- Leeming Recreation Centre – 2 courts
- Samson Recreation Centre - 1 Court
- Willetton Basketball Stadium – 8 Courts

Basketball WA recommended benchmark for an Association is 4 courts for every 25,000 residents, noting this is for priority basketball usage during peak periods. Table 22 provides an assessment of the required provision and shortfalls both currently and in the future in the 5km catchment area.

	2021 5km Catchment	2041 Population
Population	109,086	135,613
Benchmark	4 courts/25,000	4 courts/25,000
Estimated Court Requirements	17.5	21.5
Court Provision – Basketball Priority Access	12	12-16*
Court Provision - Other	7	7
Shortfall	5.5	5.5 - 9.5

Table 22 – Demand Assessment

* Lakeside Recreation Centre are in the early stages of planning a court expansion of four courts. This number assumes that their expansion plans are completed by 2041.

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11.3 Indicative Development Options

A summary of the potential indicative development or otherwise is provided below. Further details are provided in the Development Proposal at Section 11.4.

Facility	Comments	Facility Required to Operate During Construction	Impact on Build Programme/Design/Cost	Location Requirement(s)	Other
Community Facilities					
Administration and support facilities to meet the needs of the Operator.	• Facility is currently operated by an External Management Organisation having originally been operated by the City. • Future mode of operation is to be confirmed at a later stage of the Project. • Administration facilities required regardless of mode of operation	• TBC • If the facility is required to continue to operate in some capacity then some form of Administration offices will be required during construction.	• Nil • These offices could be in temporary facilities. • Additional cost impact for temporary facilities only	• Generally central to the building adjacent reception	• Implications of retaining current overall Facility Operator into new facility without public procurement process under the WA Local Government Act 1995 to be reviewed.

Three or four multipurpose courts facility with support facilities.	• The number of courts will be dependent on the amount of available space and other inclusions. Recommendation is for three courts minimum.
	• PLAWA Guidelines suggest a minimum of three courts with four courts for a regional facility. Current Operators have indicated demand for at least one additional court.
	• Shared use of one court and preferably two noting this will require further discussion and agreement with the DoE, Leeming SHS and the City as the DoE have indicated one court only and Leeming SHS are wanting access to two which is the current arrangement.
	• Demand assessment for basketball, volleyball, futsal, badminton supports the inclusion of additional courts.
	• Multi line markings to allow for multi-sport usage prioritising badminton, basketball, pickleball, futsal and volleyball.
	• The facility is located in between two basketball Association facilities so there are opportunities to:
	  ○ Continue to support Association usage, and
	  ○ To fill the gap in the market that currently exists for other indoor court sports such as futsal, volleyball and badminton.
		• No
		• If the current courts were demolished and unavailable for 1-2 years while the new courts are built, then this should not impact on the future community demand for courts.
		• The school have indicated that it would not be able to Operate without at least one indoor court so consideration would need to be given to maintaining one court during construction or identification of alternative court.
			• No
			• Intent would be to demolish the multipurpose courts and build new.
			• Nil additional cost impact
				• To maintain the partnership with the school for multipurpose court(s) use the multipurpose courts need to remain in close proximity to the school.	• Ongoing usage agreement and terms to be agreed with school

Shared use Satellite Club Pavilion servicing Peter Ellis Park.	• Peter Ellis Park is well used by local sporting clubs as a secondary/satellite facility in particular the junior sporting clubs. • Pavilion facility with basic amenities (change rooms, storage, public toilets) would assist with the usage. Facility would be developed as a Satellite Facility with provision standards from AFL Preferred Facility Guidelines 2024 – Local / Junior / School and Cricket Australia Community Cricket Facility Guidelines 2023 – Club (Satellite) used to guide provision of facilities. • Netball Club currently not moving due to lack of facilities. • Change rooms able to be used by school during terms and days and clubs after hours and on weekends. Opportunity to develop shared use with Leeming SHS and build on current shared usage. • Note: current location of cricket nets may need to be considered as that drives the Club to set up on eastern side of Oval for training and match days rather than the West. • Note: consideration separately on the lighting levels on the Oval to increase carrying capacity for night time games.	• New facility so not relevant.	• N/A	• Would need to have location close to oval and netball courts.	
Optional Community Facilities					
Squash Courts	• The facility currently has eight squash courts of which seven are in use. • No specific guideline for court numbers with PLAWA guidelines recommending the number be based demand demonstrated through a Business Case. • Nearest alternative facility is located in Brentwood.	• Yes • If included, would need to keep existing facility operating whilst new	• Yes • Programme and design would need allowance for maintenance of current	• Would likely require building the new squash courts on existing carpark and maintaining current squash courts until they	• Council may wish to consider Blue Gum Squash Club in the City of Melville as part of decision on whether to

Facility	Comments	Facility Required to Operate During Construction	Impact on Build Programme/Design/Cost	Location Requirement(s)	Other
	• Demand for courts has been dwindling but the closure of facilities means that supply has also decreased.	facility is constructed to retain current users. • If squash courts were closed for 1-2 years during construction, it is envisaged that users would find alternative courts and not fully return to the new facility.	squash courts until new squash courts completed. • Additional cost impact due to extended programme	are complete and operating.	maintain squash facilities at Leeming Rec.
Three indoor cricket courts	• No specific guidelines for the number of courts. However, Cricket Australia guidelines recommend including additional facilities (as is currently the case) to assist with facility viability. • Benchmark facility at Casey Stadium utilises courts for additional activity as currently is the case with netball, dodgeball, indoor soccer and inflatable world usage. • Potential opportunity to add pickle ball markings as an additional usage. • If included, potential need to keep existing facility operating whilst new facility is constructed to retain current users.	• Yes • If included, would need to keep existing facility operating whilst new facility is constructed to retain current users and operator. • If indoor cricket facilities were closed for 1-2 years during construction, it is envisaged that the operator would need to find an alternative premises (which would require an investment beyond 1-2 years) or alternatively withdraw from the indoor cricket business.	• Yes • Programme and design would need allowance for maintenance of indoor cricket facilities until new indoor cricket facilities are completed. • Additional cost impact due to extended programme.	• Would likely require building the new indoor cricket facilities on existing carpark and maintaining current indoor cricket facilities until they are complete and operating.	• Implications of retaining current Indoor Cricket Operator into new facility without public procurement process under the WA Local Government Act 1995 to be reviewed.
Indoor cricket training/coaching lanes	• Privately run business so arguably complementary commercial activity. • Complements indoor cricket courts with potential to increase usage in a re-designed facility. • Lack of indoor training nets in Perth although included in WACA redevelopment – demand mainly in winter. • If included, potential need to keep existing facility operating whilst new facility is constructed to retain current users.	• Yes • If included, would need to keep existing facility operating whilst new facility is constructed to retain current users and operator. • If indoor cricket Indoor cricket training/coaching lanes were closed for 1-2 years during construction, it is envisaged that the operator would need to find an alternative premises (which would require an investment beyond 1-2 years) or alternatively withdraw from the indoor cricket training business.	• Yes • Programme and design would need allowance for maintenance of Indoor cricket training/coaching lanes until new Indoor cricket training/coaching lanes are completed. • Additional cost impact due to extended programme.	• Would likely require building the new indoor cricket training/coaching lanes on existing carpark and maintaining current Indoor cricket training/coaching lanes until they are complete and operating.	• Implications of retaining current Indoor Cricket Training Operator into new facility without public procurement process under the WA Local Government Act 1995 to be reviewed.
Complementary Commercial Facilities					
Health Club inclusive of gym and group fitness rooms.	• Current inclusion in the existing facility. • Demand analysis indicates good level of demand for both gym and group fitness. • Existing operators indicate that current membership is in the older demographic. Noting the aging demographic of the 5km catchment area, potential opportunity to target this market with the facility.	• Yes • If included, would ideally need to keep existing facility operating whilst new facility is constructed to retain current users. • If current gym was closed for 1-2 years during	• Yes • Programme and design would need allowance for maintenance of gym until new health club/gym is completed.	• Would likely require building the health club/gym on existing carpark and maintaining current gym until complete and operating.	

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Facility	Comments	Facility Required to Operate During Construction	Impact on Build Programme/Design/Cost	Location Requirement(s)	Other
		construction, it is envisaged users would find an alternative venue and may not return. • The impact on the health club not continuing to operate during construction is not considered as significant as the impact on squash and indoor cricket as it is envisaged that a newly developed health club will be able to attract new member sufficient to be viable.	• Additional cost impact due to extended programme.		
Childcare working with the existing providers.	• Currently a smaller operation but opportunity to work with current owners potentially in a new facility. Current operation is nature based so link to external areas important – may create space challenges. • Sub lease arrangement if continued provides guaranteed revenue stream to the future operator. • If included, potential need to keep existing facility operating whilst new facility is constructed to retain current users.	• Yes • If included, would ideally need to keep existing facility operating whilst new facility is constructed to retain current Operator and users. • If current childcare was closed for 1-2 years during construction, it is envisaged Operator and users would find an alternative venue and may not return. • The impact on the childcare not continuing to operate during construction is not considered as significant as the impact on squash and indoor cricket as it is envisaged that a newly developed childcare facility will be able to attract new member sufficient to be viable.	• Yes • Programme and design would need allowance for maintenance of childcare until new childcare is completed. • Additional cost impact due to extended programme.	• Would likely require building the childcare on existing carpark and maintaining current childcare until complete and operating.	• Implications of retaining current Childcare Operator into new facility without public procurement process under the WA Local Government Act 1995 to be reviewed.
Café/kiosk/F&B	• Offering which provides an external as well as internal offering in support of social sports within the facility and external users. • Basic provision will need to be included to support operations with final offering driven by the final composition of facilities.	• TBC • If the facility is required to continue to operate in some capacity, then some form of F&B will be required during construction.	• Nil • The F&B facilities could be in temporary facilities. • Additional cost impact for temporary facilities only.	• Need to be centrally located.	
Optional Complementary Commercial Facilities					
LTS Aquatic Facilities	• Potential inclusion of learn to swim facilities that could provide dual purpose with the potential health club facilities and servicing aging population. • Demand assessment completed by ActiveXchange supportive of inclusion. • City currently operating LTS at LeisureFit Booragoon so existing operations in place – extension of current programming. • Challenges may exist with spatial allocation.	• New facility so not relevant.	• TBC		

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Facility	Comments	Facility Required to Operate During Construction	Impact on Build Programme/Design/Cost	Location Requirement(s)	Other
Licenced Restaurant	• An opportunity may exist for a commercial licenced restaurant that caters for the needs of facility users, precinct users (netball and football) and the general community. • If included consideration could also be given to inclusion of modest competitive socialising facilities such as Flight Club (Darts), Holey Moley (Golf), Axe Throwing, F1 simulator which would add to activation, provide a point of difference and increase viability of the licenced restaurant. • It is envisaged at this early stage to optimise viability the licenced restaurant would require patronage from all three of: - Facility users (multipurpose courts; squash; indoor cricket; other), - Precinct users (netball; football); and - General community	• New facility so not relevant	• N/A	• Facility would need to be uniquely positioned so as to provide direct access/adjacency to - facilities within the new centre (ie. multipurpose courts; squash; indoor cricket; other); - the adjacent precinct oval(s) and netball courts; and - the general community via its own "front door". • In order to be seen as a licenced restaurant for the community the facility would require a prominent and independent front door and signage.	
School Facilities					
Physical Education facilities	• Court/s and change rooms that can be shared either with the LRC or with a Community Sporting pavilion depending on design and layout. • Some challenges to ensure both school requirements and community needs can be met. • Shared use facility likely to provide funding opportunities for capital and operational costs.	• Yes. • DoE have indicated that the school could not be without the indoor performing arts and physical education facilities for a 2- year period.	• Yes • Programme and design would need allowance for maintenance of facilities until new facility is completed. • Additional cost impact due to extended programme.	• Ideally located adjacent to school grounds to minimise distance of travel for students.	
Performing Arts and Music Centre	• Depending on space availability with the LRC and funding arrangements that could be negotiated with the DoE, this facility may be better placed within the school grounds.	• Yes. • DoE have indicated that the school could not be without the indoor performing arts and physical education facilities for a 2- year period.	• Yes • Programme and design would need allowance for maintenance of facilities until new facility is completed. • Additional cost impact due to extended programme.	• Ideally located adjacent to school grounds to minimise distance of travel for students. • Could be located separately to existing LRC facility.	

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11.4 Draft Development Proposal

No:	Item	Quantity	Capacity	Mandatory or Optional	M2	E	I	Notes
1.00	**EXTERNAL**							
1.01	Carparking - Permanent	250	250	M	12,800			Existing
1.02	All Abilities Playground	1		O				Provision of playground in support of the sporting infrastructure to provide alternate options for patrons to attend the venue. Potential external link to café.
1.03	Skate Park	1		M	800			Existing
1.04	Outdoor Courts	8		O	5,300			Existing - Eight outdoor multipurpose courts for Netball, basketball and tennis. Shared use with Leeming SHS.
2.00	**FACILITY GENERAL/ADMINISTRATION**							
2.01	Main Building Entry	1		M	15			Entry for all visitors and patrons. Shared use for facility.
2.02	Secondary Entry	1		O	15			Provision for secondary access to courts only.
2.03	Reception	1		M	20			Shared use for the facility.
2.04	Foyer	1		M	50			Shared use for the facility.
2.05	Venue Manager Office	1	2	M	15			Venue Manager – depends on operating model.
2.06	Administration Office	1	6	M	60			Venue Manager – depends on operating model and final composition of facilities.
2.07	Small Meeting Rooms	1	4	M	15			
2.08	Staff Break / Kitchenette	1	6	M	10			Includes kitchenette; tea prep; seating
2.09	IT / Server Room / Storage	1	N/A	M	8			
2.10	Male Staff WC	1		M	16			Includes EOT facilities
2.11	Female Staff WC	1		M	16			Includes EOT facilities
2.12	Storage	1		M	40			Storage for Venue Management.
3.00	**MULTI PURPOSE COURTS REQUIREMENTS**							
3.01	Multi-Purpose Court	1		M	936			Shared use court with Leeming SHS. M2 as per DoE SOA.
3.02	Multi-Purpose Courts	2		M	1,710			2 Courts including overuns and spectator areas
3.03	Multi-Purpose Courts	1		O	855			1 Court including overuns and spectator areas Inclusion dependant on final mix of facilities.
3.04	Storage for Courts	1		M	40			5% for each additional court added to the 6 courts
3.05	Female Changeroom	1		M	TBC			If required.
3.06	Male Changeroom	1		M	TBC			If required.
3.07	Male Public Toilets	1		M	50			Public Toilets for the facility.
3.08	Female Public Toilets	1		M	50			Public Toilets for the facility.
3.09	Female UAT	1		M	8			
3.10	Male UAT	1		M	8			
3.11	Viewing Area	1		M	TBC			Viewing areas to include an allowance for socialising. Potential shared space with Indoor Cricket.
3.12	Changing Places Facility	1	1	O	20			IAW with standards for Changing Places Facility Guidelines.
3.13	Duty Manager Booth	1	2	O	6			View of courts required.
3.14	First Aid/Medical Room	1		M	10			Public
4.00	**SATELLITE CLUB - AFL GUIDELINES**							
4.01	Change Rooms	2		M	TBC			Potential shared use with school
4.02	Amenities	2		M	TBC			Potential shared use with school.
4.03	Umpire Change Rooms	1		M	40			
4.04	External Covered Space	1		M	50			
4.05	Social Space	1		O	TBC			Use of LRC space - each club except netball has a home club facility.
4.06	Kiosk	1		M	20			Depending on LRC F&B.
4.07	Public Toilets	1		M	25			Depending on design and access to LRC.
4.08	Office/Admin/Meeting Room	1		M	20			
4.09	Cleaners Store	1		M	5			
4.10	Internal Storage	1		M	20			
4.11	External Storage	3		M	60			Netball, Cricket, Football
5.00	**OPTIONAL COMMUNITY**							
5.01	Squash Courts	4		O	260			
5.02	Indoor Cricket Courts	3		O	1,360			Includes 2m circulation/Run off around nets
5.03	Storage	1		O	30			
5.04	Viewing Area	1		O	TBC			

No:	Item	Quantity	Capacity	Mandatory or Optional	M2	E	I	Notes
5.05	Indoor Cricket Lanes/Nets	4		O	460			No allowance for run ups
5.06	Office	1		O	15			
5.07	Storage	1		O	30			
5.08	Kit Lay Down	1		O	20			
6.00	**F&B REQUIREMENTS**							
6.01	Cafeteria / Kiosk	1		M	150			Note: spatial requirements TBC.
6.02	Outdoor Café deck	1		O	100			
6.03	Kitchen	1		M	50			
6.04	Bar	1		M	50			Basic bar servicing facility users only
6.05	Kitchen Store	1		M	15			
6.06	Cool room	1		M	10			
6.07	Male Kitchen Staff WC & Change	1		O	15			
6.08	Female Kitchen Staff WC & Change	1		O	15			
7.00	**COMPLIMENTARY FACILITIES**							
7.01	Health Club							Gymnasium including amenities
7.02	Gym			M	500			To be confirmed in next stage or pre-feasibility
7.03	Group Fitness			M	200			
7.04	Studio			M	80			Usage TBC - spin or yoga or pilates.
7.05	Assessment Offices	1	2	M	10			
7.06	Male Change Rooms			M	60			
7.07	Female Change Room			M	60			
7.08	Creche			M	100			
7.09	Child care	1	50	M	513			Size may be scaled back depending on space availability
7.10	Aquatic Facilities (Learn to Swim)							
7.11	Learn to swim pool	1		O	535			Includes circulation and pool deck; excludes change rooms; pool assumed 23.5m X 11m;
7.12	Change Rooms	1		O	140			Includes male, female and UAT
7.13	Licensed Restaurant	1		O	500			Assumed full commercial bar/restaurant available to facility users, precinct users and general public
8.00	**SCHOOL FACILITIES**							
8.01	PE Facilities	1		M	1,135			Excludes Court but includes change rooms
8.02	Drama, Dance and Music	1		O	1,672			Includes circulation and unenclosed cover area.
9.00	**PLANT**							
9.01	Mechanical and Services Plant allowance							Allowance @10% of nett floor area
10.00	**OTHER**							
10.01	Lift & Stairs							
10.02	External Circulation							
	Bin Store				10			

Appendices

Appendix A –Document Review Summary

Appendix B – Demographic Review Details

Appendix C – ActiveXchange IPM

Appendix D – O'Brien Harrop Access – Access Audit Report

Appendix E – Stantec Building Report

Appendix F – Consultation Report

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Appendix A – Document Review Summary

Document	Key Points to Note	Project Implications

City of Melville
Council Plan for the Future
2024 - 2034
	• The Council Plan is an integrated Strategic Community Plan and Corporate Business Plan.
	• Vision – Vibrant, Sustainable, Inclusive Melville.
	• Strategic objectives are grouped into five key outcome areas:
	  ○ **Healthy, Safe and Inclusive** – Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	  ○ **Clean and Green** – A clean, green and sustainable City for current and future generations.
	  ○ **Sustainable and Connected Development** – Sustainable, connected development and transport infrastructure across our City.
	  ○ **Vibrant and Prosperous** – Economic prosperity and vibrant, resilient communities and businesses.
	  ○ **Good Governance and Leadership** – Leadership and good governance for the benefit of the whole community.
	• The consultation completed to inform the Council Plan was conducted across two phases with 3,193 people contributing views.
	  ○ Phase 1 conducted in October 2023 as part of the Markyt Community Scorecard included sport and recreation facilities and services as one of 6 key priorities for the community.
	  ○ Phase 2 conducted by Catalyse independently and confidentially identified six key themes that guided the development of the outcomes and objectives. This identified Community and Recreation Facilities as one of the six key themes.
	• Relevant Strategic objectives aligned to Social/Community outcomes are:
	  ○ 1.4 – Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
	  ○ 1.5 - Support sustainable sporting and community groups and volunteering.
	• Relevant Strategic objectives aligned to Sustainable and Connected Development outcomes are:
	  ○ 3.2 Deliver sustainable and well-planned infrastructure and public places and spaces.
	• Noted that $2M of funding allocated to construction funding for renewal works for roof, HVAC (heating, venting, aircon) and electrical system at Leeming Recreation Centre to address safety and operational needs and risks as part of the Sport and Recreation service delivery.
		The following should be considered in the development in the Project:
		• Ensure alignment with Council and objectives.
		• Outcomes from consultation conducted.

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Document	Key Points to Note	Project Implications

City of Melville
Long Term Financial Plan
2024 - 2034
	• The Long-Term Financial Plan forms a part of the local government Integrated Planning and Reporting Framework.
	• This Plan ensures that the City's priorities and services are affordable and align with community needs and aspirations both now and in the future.
	• The LTFP notes "The City's land mass is largely fully developed and additional population growth is being accommodated through densification in the form of in-fill development. High-rise development is being undertaken in specific nodes that are located close to public transport links within the City. Whilst densification generates significant additional revenue, it also increases the need for more public open spaces and upgrades to urban infrastructure and facilities."
	• The LTFP references Asset Management Planning and notes the following approach: "The City has previously completed Asset Management Plans (AMPS) for significant asset classes and this work has identified the life cycle costs of assets and, in particular, the annual renewal expenditure required to ensure they continue to deliver an appropriate level of service. The average renewal expenditure identified by the AMPS is transferred to appropriate specific-purpose cash-backed reserves each year and the actual amount required for renewal expenditure in each year is transferred from the appropriate reserve account. This helps ensure that the cost of asset consumption is spread equitably across all users over the life of the asset."
	• The City has a Community Facilities Reserve with the purpose of this Reserve being for the provision of new, renewed or upgraded community facilities/buildings. Funds set aside in this reserve represent the amount identified in the Asset Management Plans for renewal of community facilities at the end of their usable life. Transfers from the reserve represent the actual capital expenditure on community facilities.
	• The Plan notes higher expenditure on the buildings asset class with this increase primarily due to two projects:
	  ○ The New Library and Cultural Centre: We're investing in the vibrant Melville City Centre with a state-of-the-art library and cultural centre, designed to enrich our community's cultural and educational experiences.
	  ○ Upgraded Sports Change rooms: We're accelerating the renovation of change rooms at sports grounds to meet contemporary standards, ensuring that our facilities are modern and welcoming for all users.
		The following should be considered in the development in the Project:
		• The City's approach to asset management and planning for new, renewed or upgraded community facilities/buildings.

City of Melville
Healthy Melville Plan
2019 - 2023
	• The Healthy Melville Plan identifies 5 goals to create a Healthy Melville:
	  ○ Increase Physical Activity
	  ○ Increase healthy eating
	  ○ Create a mentally healthy community
	  ○ Reduce alcohol and other drug use
		The following should be considered in the development of the Project:
		• The importance the City has placed on a Healthy Melville.

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Document	Key Points to Note	Project Implications
	○ Create a safe and healthy urban environment • Actions to address increasing physical activity include planning and provision of fit for purpose infrastructure to support an active community.	
City of Melville Active Reserve Infrastructure Strategy 2020	• The Active Reserve Infrastructure Strategy (ARIS) was developed to guide the provision of infrastructure on Active Reserves over the following 20 years. • **The guiding principles under which the ARIS was developed include:** ○ Wherever practical, ensuring the resident population of the City has equality of access to active reserve infrastructure. ○ The critical outcomes of the plan are based on the needs of the community for recreational and community-based sporting outcomes on active reserves. ○ Developing a sound evidence base to identify both perceived and normative need through ongoing engagement with clubs, the community and key stakeholders. ○ Ensuring that, wherever possible, the capacity of existing active reserves and associated infrastructure is maximised having regard to design and operational limitations. ○ **Ensuring that, wherever possible, the co-location of complementary users is maximised to ensure effective use of limited financial resources.** ○ Ensuring active reserve infrastructure is planned and delivered in a timely manner which is flexible to changing demographic and development profiles. ○ Providing the optimum level of provision relevant to the functionality and use by the City of Melville Community. • The Strategy identifies Peter Ellis Park as "Overflow Sports Reserve Minor Secondary". • The Strategy identifies that the general catchment fulfilment of AFL (and Cricket) infrastructure across the City is good and indicates that the City is well provided for. • The Site and Building Assessment includes the following in relation to Peter Ellis Park; "There is a need to confirm potential future community use with the High School with a view to potentially develop a club/school pavilion to promote increased activity and support club use centrally within the site (currently not provided for other than through an agreement to use the school changing facilities which have significant limitations for club-based activities). A centrally located pavilion would provide greater opportunities to activate the space and introduce a permanent club presence. This could be enhanced with the introduction of floodlighting to the northern grass field. • In relation to Peter Ellis Park, the following recommendation is included:	The following should be considered in the development in the Project: • Use of the Guiding Principles in development of facility requirements and concepts.

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Document	Key Points to Note	Project Implications
	"Refurbish existing changing room and explore the option to develop an expanded modular club/school pavilion to promote increased activity and support club use. The rationale for the recommendation is "The current shared use agreement is highly beneficial and with the two larger shade pavilions being constructed, provides greater potential for use. There is a need to clarify position with the High School and develop a club/school pavilion to meet contemporary club needs and promote expanded club use. Early discussions have been held regarding this option. Existing commitments have been made to upgrade the existing shared use changing facilities.	

Otium Planning Group
Needs Assessment – Netball and Multiuse Indoor and Outdoor Courts
	• The Needs Assessment Netball and Multi Use Indoor and Outdoor Courts (Needs Assessment) explores the provision of indoor and outdoor court facilities within the City to determine existing and future need.
	• Recommendation based on the Needs Assessment for the courts at Peter Ellis Park are resurface Peter Ellis Park court infrastructure and provide access to club supporting facilities in line with the benchmark established in recommendation 1. These are:
	  ○ An undercover area/s (up to 50m2).
	  ○ Dedicated netball storage (up to 20m2).
	  ○ LED floodlighting for all courts used by clubs, to a training standard.
	  ○ Safe access to a toilet.
	  ○ Access to a flexible meeting space with kitchenette (20m2).
	  ○ Access to gender neutral change rooms (35m2 x 2) optional - as required.
	• The assessment of the current infrastructure notes:
	  ○ "The existing reserve infrastructure is all floodlit and provides a good level of community accessibility.
	  ▪ Scheduled court resurfacing, changeroom/toilet/storage renewal and provision at Peter Ellis Park, coupled with the recently renewed court floodlighting will complement Leeming Netball Club (and other clubs) use of the courts (and broader reserve precinct).
	  ○ Indoor court provision is good at both the Leeming Recreation Centre (commercial lease and shared use agreement) and LeisureFit Melville.
	• Consultation conducted with the Leeming Netball Club noted the following:
	  ○ Operate from West Leeming Primary School and Peter Ellis Park for training (though transitioning to Peter Ellis Park). Use Fremantle Netball Association for competition.
	  ○ Approximately 120 members per season.
	  ○ Require a home base as they cannot accommodate more teams.
	  ○ Awaiting outcome of Play Our Way Grant ($1.1m). (Advised unsuccessful, August 2024).
		The following should be considered in the development in the Project:
		• Note the recommendations for Netball Club support facility provisions.
		• Note the consultation completed with the Netball Club ahead of consultation with representatives for this project.

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Document	Key Points to Note	Project Implications
	○ Seeking clubhouse to include function/meeting space, storage, changerooms, which the City is currently working with the club on. There is currently no safe access to toilets or water. ○ Resurface of courts at Peter Ellis Park scheduled. • Consultation with various indoor sports all highlighted a need for access to more indoor court provision (except for Netball).	
City of Melville – Policies 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	**CP-037 – Community Hub Policy** • Policy objectives include: ○ Facilities consolidated into identified community hubs – which aim to provide: ▪ effective and efficient service coordination and delivery. ▪ place making and place activation. ▪ community building - a localised approach to the delivery of services; and ▪ a financially sustainable community asset. • Defines Community Hub as "A conveniently located public space that is recognised and valued in the local community as a gathering place for people and an access point for a range of community activities, programs, services and events. • Policy Statement includes: ○ supporting community facilities which are: accessible; multi-functional; and well utilised. ○ Community hubs are multipurpose places and spaces where a variety of activities occur, a range of goals are addressed, and different objectives can be pursued. The key to the hub concept is integration and adaptability to enable transitions as community requirements evolve. This can mean both integration of services, programs and activities within a multipurpose community facility or an integration of a range of activity generating various uses including community, sporting and cultural facilities/places, shops, transport, public parks and plazas. **CP-028 – Physical Activity Policy** • Objective of the policy is to increase opportunities for physical activity, leading to the improved health and wellbeing of the community. • Includes commitment to: ○ Providing or facilitating a safe environment, facilities and services to encourage physical activity. ○ The provision of reserves and facilities for structured community sport and recreation. ○ Promotion of shared and multi-use of community facilities. ○ Building partnerships with internal/external agencies to promote the use of existing community assets (i.e. Schools, Travel Smart).	The following should be considered in the development in the Project: • For noting and ensuring compliance with all Policy's in delivery of the project. • Policies demonstrate a commitment from the City to increase the health and well being of the residents and acknowledge the role community facilities broadly have to play. Strong commitment to climate action, sustainability and shared/multi use of facilities.

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Document	Key Points to Note	Project Implications

	CP-120 – Climate Action Policy
	• This policy applies to all services, programs, projects, facilities, and strategic and operational factors over which the City has control or where the City may influence (e.g., community behaviour, advocating to other levels of government).
	• Includes:
	  ○ Life Cycle Assessments for best value sustainable decisions by undertaking holistic sustainability assessments for any project, service, or decision, considering associated aspects, impacts and externalities across its lifecycle. Ensuring assessments evaluate sustainability across the spectrum of social, economic, environmental, and financial aspects, including potential opportunities and risks with a strong focus on climate change aspects and impacts.
	  ○ Appropriate business models and partnerships for shared assets will be explored with various stakeholders, including the community, to ensure assets can be sustainably funded and resourced for continuing efforts in climate change mitigation and adaptation.
	CP-119 – Active Reserve Parking Policy
	• This policy applies to all proposed and existing active reserves in the City of Melville.
	• Any new active reserve parking facilities meet the car parking requirements set out in LPP1.6 Car Parking and Access.
	CP-102 – Urban Forest and Green Space Policy
	• Policy Statement includes:
	  ○ The City is committed to locally targeted increases in tree canopy and understory cover to ensure equality of Green Infrastructure across the City.
	  ○ The City will foster and facilitate innovative ways to engage the community in increasing urban forest and other green space across the City in all urban environments including streetscapes, parks, civic facilities, infrastructure reserves and private land.
	CP-084 – Disability Access and Inclusion Policy
	• Policy Statement includes:
	  ○ The city recognizes that people with a disability have equal rights to quality facilities and services that enable them to live and fully participate in their communities.
	CP-002 – Stakeholder Engagement Policy
	• Details the City's Policy on Stakeholder and Community Engagement. Objectives include:	

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Document	Key Points to Note	Project Implications
	○ To ensure City of Melville residents and all relevant stakeholders are provided a fair and meaningful opportunity to participate and contribute to problem solving, planning and decisions made by the Council and its staff. **CP-109 – Cultural Awareness Policy** • Policy objective is recognising the uniqueness of our Traditional owners, the Bibbulmun people, the City commits to engage mutual learning and meaningful action in partnership with the local Aboriginal and Torres Strait Islander community; paying respect to the Whadjuk people and Elders both past and present towards inclusion and reconciliation. **CP-103 – Improving Public Spaces Policy** • Policy Objectives include: ○ To improve the quality, useability, amenity and safety of public spaces in the City of Melville. ○ To develop greener and more sustainable public spaces. ○ To improve accessibility and connections. ○ To create public spaces which are fit for their intended purposes. • Policy statement includes: ○ An independent assessment by POS Tool, developed by the University of Western Australia, calculated that public spaces occupy 25.8% of the City's total area. This percentage does not include other public spaces, such as club pay-for-use facilities and pedestrian-friendly streets. The City of Melville has more available public space than most comparable urban local governments in Perth. ○ The main issue for the City to address is not an overall lack of public spaces, but rather how to best improve existing spaces. There are a range of opportunities to enhance existing spaces by adding new amenities, providing shade and greenery, improving accessibility and connections, providing more things to do and making spaces more environmentally sustainable. • Principles to improve public spaces include: ○ Utilise a best value for money approach to improving public spaces. ○ Make public spaces more accessible and comfortable for seniors. ○ Respect and celebrate Aboriginal culture and history in public spaces. ○ Liaises as appropriate and works co-operatively with the state Agencies managing regional reserves in the city, community groups and other stakeholders to manage and improve public spaces. **CP-057 – Sustainability Policy** • The objectives of this policy include:	

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Document	Key Points to Note	Project Implications
	○ acknowledge that sustainability is an ongoing strategic and operational objective and to provide a commitment to ensure sustainability consideration across City's functions; and ○ embedding sustainability aspects and considerations in City's existing and new frameworks, projects, plans, products and services and developing sustainability focused programs. **CP-008 – Forward Financial Planning and Funding Allocation** • Funding Allocation Prioritisation is based on the following key principles and prioritised in the following manner: ○ Activities required to ensure compliance with statutory obligations or standards; ○ Risk mitigation activities or projects that are required to reduce extreme or high-level risks (as determined by using the City of Melville Risk Assessment Matrix or another agreed risk assessment method) to, as far as practicable, an acceptable level; ○ Current operational funding for programmes unless the operational need for any of those programmes has been superseded; ○ Maintenance of existing assets (infrastructure) in a manner that will maximise their useful life and ensure they remain fit for purpose; ○ New programmes or assets required to meet demonstrable organisational or community needs as identified through community and corporate planning activities and Council decisions based on advice of technical/professional staff.	
City of Melville Parks Infrastructure Asset Management Plan 2020 - 2040	• To ensure the City effectively manages park infrastructure, the Parks Hard Asset Management Plan PHAMP assists in this process by identifying the size and value of the assets within this class, establishing the current Levels of Service, and determining the future demand and the risk profile that ownership attracts. Finally, lifecycle management of the portfolio is examined to identify opportunities to achieve better value for money. • The purpose of this PHAMP is to demonstrate responsible management of assets (and services provided from assets), compliance with regulatory requirements (Acts, Australian Standards), and to indicate necessary whole of life funding to provide the required Levels of Service, as well as estimated replacement cost. • The City's park infrastructure asset hierarchy is grouped into asset classes; these being sporting infrastructure, irrigation, playspace, furniture, and structures, which are broken down further into asset components.	The following should be considered in the development in the Project: • For noting.

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Document	Key Points to Note	Project Implications
	• The City undertakes regular planned maintenance on reserves and inspection on relevant sporting infrastructure. Lifecycle planning is important for the City due to the high value ($24M) of the overall assets.	

City of Melville
Building Asset Management Plan
2011 - 2030
	• The City of Melville owns and maintains a building portfolio with a replacement valuation of approximately $263.1 million which includes sport and recreation facilities.
	• The Building Asset Management Plan will assist in the City taking a tactical approach to the effective management of the facilities process by identifying the size and value of the assets within this class, establish the levels of service, determine the future demand and the risk profile that ownership attracts. Finally, lifecycle management of the portfolio is examined to identify opportunities for to achieve great value for money.
	• The plan notes that the City undertakes comprehensive Building Condition Audits (BCA) on an ongoing basis.
	• A comparison of past expenditures and building values indicates there has been an under spend on the City's buildings in the past although this spend has recently been increased based on the results of the previous BAMP. This increased expenditure should be maintained to ensure the City continues to meet expectations in its provision of community building infrastructure. Opportunities for rationalisation should also continue to be pursued.
	• The extent of the building covered by the BAMP includes the structure (foundations and external walls), roof, services such as utilities and HVAC (heating ventilation and air conditioning) as well as fixtures and fittings (predominantly kitchen and bathrooms).
	• Note that many buildings or parts of buildings, particularly those associated with sporting clubs, are subject to lease arrangements with varying levels of commitment to maintenance. They are included in the relevant asset category to enable a contingent liability to be allocated in the case of the City resuming full control of the building should the organisation cease to exist.
	• The City's goal in managing its building assets is to meet the required level of service in the most cost-effective manner for both present and future consumers. The key elements of infrastructure asset management are:
	  ○ Taking a life cycle approach,
	  ○ Developing cost-effective management strategies for the long term,
	  ○ Providing a defined level of service and monitoring performance,
	  ○ Understanding and meeting the demands of growth through demand management and infrastructure investment,
	  ○ Managing risks associated with asset failures,
	  ○ Sustainable use of physical resources,
	  ○ Continuous improvement in asset management practices.
		The following should be considered in the development in the Project:
		• For noting.

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Document	Key Points to Note	Project Implications
	• The Plan notes (at the time) the current portfolio varies in age from 1 to 98 years with the average age being approximately 38 years. A number of the buildings were not originally constructed to provide their current service but rather tenants were found for them in preference to disposal, as such their 'fitness for purpose' is low.	

City of Melville
Infrastructure Strategy
2016 - 2036
	• The City delivers over 200 products and services to the community and manages over $700 million in physical infrastructure assets.
	• This is the first Infrastructure Strategy for the City of Melville (the City) and its purpose is to:
	  ○ Provide the City and the community a clear view of the state of the City's core infrastructure and priorities for investment over the next 20 years;
	  ○ Identify significant issues and possible solutions for infrastructure assets over the next 20 years and provide a strategic direction that reflects current and future expectations;
	  ○ Provide the basis for long term financial plans and budgets for infrastructure
	• The Strategy applies to the City's community infrastructure assets, which are:
	  ○ Roads
	  ○ Buildings
	  ○ Drainage
	  ○ Paths
	  ○ Parks and river infrastructure
	• The Building portfolio is the second largest infrastructure class at the City of Melville and a significant 'touch point' for the community as it includes libraries, aquatic and recreation centres, community centres and halls, public toilets, sporting club rooms and change rooms.
	• At the time of writing, the report noted "the City has not 'saved' sufficiently to upgrade or replace building assets at the end of their economic or useful life and needs to retain and build up building related reserves for future works. Initial work on modelling this indicates that the additional expenditure required averages out at approximately $1.2 million per annum. This is our "Inheritance Gap".
		The following should be considered in the development in the Project:
		• Planned approach to asset management and replacement.

City of Melville
Land Asset Management Plan
2017
	• The City delivers over 200 services to the community, manages 237 vested State reserves and owns 170 freehold properties.
	• The **purpose** of this Plan is to give practical effect to the implementation of the City's Land and Property Retention, Disposal and Acquisition Policy (CP-005) by:
	  ○ documenting the principles, goals, indicators that will guide land asset management within the relevant State and local legislative and policy boundaries:
	  ○ establishing consistent criteria for accountable and transparent decision making; and
		The following should be considered in the development in the Project:
		• Planned approach to asset management and replacement.

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Document	Key Points to Note	Project Implications
	○ indicating operational directions and priorities over the medium to longer term. • This Plan **applies** to the City's real estate assets, which are held for the following uses: ○ Undeveloped open space; ○ Property acquired to facilitate future redevelopment or regeneration to meet planning objectives (various current uses). ○ Community and municipal facilities; ○ Parks and recreation reserves; and ○ Infrastructure placement (roads, paths, drainage).	
City of Melville Community Lease and Management License document template	• The lease agreements provide a consistent approach and specify clear obligations on lessees. • License documents clearly delineate responsibilities of the Licensor and Licensee.	The following should be considered in the development in the Project: • For noting.
City of Melville Direction from Young People 2022 - 2025	• Provides a four year strategic road map for how the City will deliver initiatives and plans in partnership with young people that support their health, wellbeing, and connection to community. • Priority actions (four key actions) include "Explore the development of more dedicated youth spaces in the City". • At the time, people aged 12 to 25 living in the City made up 17.2% of the population. • Relevant actions in the strategy include: ○ Activate the City's outdoor spaces with initiatives that relate to active pursuits such as skateboarding, BMX, mountain biking, and parkour. ○ Recruit and maintain a Youth Steering Group or similar to oversee the delivery of this Strategy	The following should be considered in the development in the Project: • For noting. Should the Project proceed to include community consultation, engagement with youth and potentially Youth Steering Group to be included.
Sport 2030 National Sports Plan	This document outlines Australia's bold vision which is to ensure Australia is the world's most active and healthy nation, known for our integrity and sporting success. This document is built on four strategic priorities: • Building a more active Australia; • Achieving sporting excellence; • Safeguarding the integrity of sport; and • Strengthening Australia's sport industry. The provision of sport and recreation facilities has linkages to two of the four objectives and more specifically to the targets set underneath the strategic priorities which include: • More people of all ages engaged in sport and physical activity throughout every stage of their life; and • A strong, viable, contemporary and inclusive sports industry with high quality successful organisations driving economic and social benefits.	The following should be considered in the development in the Project: • For noting and ensuring alignment.

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Document	Key Points to Note	Project Implications
	To deliver against these objectives, the plan indicates some of the key commitments made by the Federal Government including: • Drive movement for life through sport and physical activity participation for all Australians. • Coordinated investment in sport and recreation facilities to achieve sustainable outcomes for communities, with a focus on universal design to ensure sport is accessible to all Australians. • Collaborate and partner across portfolios (State and Territory Governments, Local Governments, non-government organisations and the corporate sector) which share a vision to create more active communities.	
Australia's Sport Participation Strategy, November 2023	• Playwell Australia's Sport Participation Strategy (Play Well Strategy) has been developed to create great sporting environments and experiences, where individuals of all ages, backgrounds, genders and abilities can come together to access the benefits of sport. • The strategy will be delivered across four horizons leading up to and following the Brisbane 2032 Olympics. The first horizon covers the period 2024 to 2026 with activities in Horizon 1 focused on achieving alignment across the sport system. • Activating Places and Spaces is one of six priority areas with objectives of: • Provide equitable access to and usage of community places and spaces ensuring they are available and welcoming for all people to engage in sport. • Unlock the multi-use potential of existing assets and maximise their versatility and sustainability through innovative partnerships and collaboration. • Establish processes to achieving optimum management practices including strategic planning, community engagement, policy change implementation and more equitable resource allocation. • Foster inclusive sport partnerships that address the demand for sport opportunities in local communities. • Implement aligned, coordinated and cooperative strategies for the design, upgrade, repurpose and construction of active places and spaces which are sustainable and resilient. • The strategy also highlights a commitment to sustainability and highlights the following in relation to venues for sport: • "The PLACES where these experiences take place, ensuring that they are resilient to growing financial pressures and the changing climate, and that environmental impact is minimised with existing spaces used where possible ."	The following should be considered in the development in the Project: • For noting and ensuring alignment.
Sport West	• Study completed by ACIL Allen on behalf of Sport West to attempt to quantify Social Return on Investment from organised Community Sport. • Headline findings:	The following should be considered in the development in the Project:

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Document	Key Points to Note	Project Implications
Sport in Western Australia: Social Return on Investment 2022	○ Gross benefit of organised sport in WA annually is $10.3B. ▪ Benefits include mental health benefits, enhanced human capital, Labour market outcomes, youth life skills and enhanced social capital. ○ 5,715 FTE jobs supported.	• The value of investment in sport and recreation facilities from an SROI perspective.
The Value of Community Sport Infrastructure, KPMG, 2018	• In 2017, Sports Australia commissioned KPMG to undertake a study into the value of community sport facilities to Australia. In 2018, The Value of Community Sport Infrastructure report was released. The report identified the annual value supported by community sport infrastructure with the following being some of the key findings: • The annual value supported by community sport infrastructure in Australia is at least $16.2 Billion, with community and sporting infrastructure being utilised by eight million Australians. • The economic value of community sport infrastructure is $6.3 Billion. • Persons utilising community and sporting infrastructure regularly delivers a saving on the Australian health care system estimated at $0.5 Billion per annum. • Community sporting infrastructure generates the equivalent of 33,900 FTE positions in Australia.	The following should be considered in the development in the Project: • For noting.

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Appendix B – Demographic Review Details

The information in this section has been drawn from the most recent census data completed by the Australian Bureau of Statistics (ABS) in 2021 (https://www.abs.gov.au/) and, where relevant, compared and analysed the data against previous census data.

Population forecast information has been provided by .id (informed decision).

2021 CENSUS INFORMATION

The table below provides a snapshot of the City of Melville population compared with Western Australia overall.

Category	City of Melville	WA
Population (2021 Census)	103,523	2,660,026
Males	48.0%	49.7%
Females	52.0%	50.3%
Aboriginal and Torres Strait Islander Population	0.9%	3.3%
Born in Australia	62.1%	62.0%
Median Age	42	38
Median Income per person ($ Weekly)	$909	$848
Median Income per household ($ weekly)	$2,096	$1,815
Couple family with children	47.1%	44.6%
Couple family without children	38.6%	38.8%
Total dwellings	41,863	
Occupied private dwellings	92.1%	89.1%

Table 23 – Demographic Overview – Source: Australian Bureau of Statistics, 2021 Census.

Population

In the 20 years since the 2001 census, the population of the City has increased by 13,259 people. This represents an overall growth of approximately 14.7%.

The Estimated Residential population in 2025 is 111,576 people with the population forecast to increase to over 126,586 by 2046[12].

Census Year	2001	2006	2011	2016	2021
Population	90,264	93,003	95,700	98,083	103,523
Change		2,739	2,697	2,383	5,440
Percentage Growth		3.0%	2.9%	2.5%	5.5%

Table 24 – Population Growth – City of Melville – Source: Australian Bureau of Statistics.

Age Structure

The 2021 Census identifies that the largest age groups in the City as being:

- the 50 - 54 years age group with 6,899 persons or 6.7%;
- the 45 - 49 years age group with 6,853 persons or 6.6%; and
- the 40-44 years age group with 6,803 persons or 6.6%.

To note, there is an even spread of age groups from the 5-9 years group through to 65 – 69 years age group.

[12] Source: Forecast i.d.

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	2021			
Category	Persons	% of Population	Change (2016 to 2021)	% Change (2016 to 2021)
0-4 years	4,959	4.8	44	0.9%
5-9 years	6,181	6	331	5.4%
10-14 years	6,766	6.5	734	10.8%
15-19 years	6,536	6.3	40	0.6%
20-24 years	6,205	6	-461	-7.4%
25-29 years	5,326	5.1	-393	-7.4%
30-34 years	5,628	5.4	24	0.4%
35-39 years	6,603	6.4	772	11.7%
40-44 years	6,803	6.6	307	4.5%
45-49 years	6,853	6.6	-20	-0.3%
50-54 years	6,899	6.7	255	3.7%
55-59 years	6,486	6.3	-69	-1.1%
60-64 years	6,515	6.3	365	5.6%
65-69 years	6,242	6	782	12.5%
70-74 years	5,509	5.3	1,599	29.0%
75-79 years	3,920	3.8	834	21.3%
80-84 years	2,757	2.7	179	6.5%
85 years and over	3,336	3.2	115	3.4%

Table 25 – Age Structure and Change – City of Melville – Source: ABS

Family and Household Make Up

Category	City of Melville	%	WA	%
Couple family without children	11,072	38.6	272,493	38.8
Couple family with children	13,519	47.1	313,666	44.6
One parent family	3,670	12.8	106,035	15.1
Other family	426	1.5	10,930	1.6
Family Households	28,152	73.0	686,949	71.2
Single or lone person house	9,375	24.3	245,193	25.4

Table 26 – Family Composition – City of Melville - Source: ABS

To note, Leeming has a higher proportion of couple families with children (50.2%)

To note from the above:

- The number of family households with children residing in the City is above the State percentages and provides for a high proportion of households in the region.

Household Income

As provided in Table 19 – Demographic Overview, the following is noted in relation to household income levels in the City of Melville:

- In relation to household income levels in the City of Melville:
  - The median income per person is $909 which is above the WA median ($ 848)
  - The median income per household is $2,096 which is above that of WA ($1,815).

Cultural Profile

From the 2021 census, 62.1% of the population were born in Australia. 0.9% of the population are Aboriginal and/or Torres Strait Islander people. The other top 5 country of birth responses were:

- England – 6.6%

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- Malaysia – 3.4%
- China (excludes Special Administrative Regions and Taiwan) – 2.1%
- India – 1.9%
- New Zealand - 1.7%

POPULATION PROJECTIONS

City of Melville

Between 2025 and 2046, the population for the City of Melville is forecast to increase by 15,010 persons (13.45% growth), at an average annual change of 0.64%[13].

This table summarises the forecast population for the City of Melville.

Population growth in relevant suburbs including Leeming and those located in close proximity to Leeming include:

- Leeming -510 persons (- 5.9%)
- Bull Creek - 365 persons (- 4.3%)
- Bateman -254 (-6.4%)
- Murdoch +1,705 persons (+47.6%)

Year	2026	2031	2036	2041	2046
Estimated Population	113,132	118,693	121,670	123,979	126,586
Change		5,561	2,977	2,309	2,607
Percentage Growth		4.9%	2.5%	1.9%	2.1%

Table 27 – Forecast Population Growth – Forecast i.d.

Note: Please note that population numbers in forecast.id for the 2021 base year are derived from Estimated Resident Population from the Australian Bureau of Statistics. These differ from (and are usually higher than) Census counts as they factor in population missed by the Census and population overseas on Census night. They are generally considered a more accurate measure of population size than Census counts.

Leeming

As noted above, the forecast population in Leeming is anticipated to decline. To note, in that period of decline, the 20-24 year age group increases by 30.3% or 129 persons and both the 75-79 year age group and 80-85+ age group increase relatively significantly with a combined total of 1181 persons.

Age Group	2021		2046		Change between 2021 and 2046	
	Number	%	Number	%	Number	%
0-4	427	5.0	485	6.0	+58	+13.6
5-9	550	6.4	596	7.3	+46	+8.3
10-14	597	7.0	504	6.2	-93	-15.5
15-19	538	6.3	481	5.9	-57	-10.5
20-24	427	5.0	556	6.8	+129	+30.3
25-29	417	4.9	463	5.7	+46	+11.0
30-34	475	5.6	373	4.6	-102	-21.5
35-39	578	6.8	378	4.7	-200	-34.5
40-44	563	6.6	308	3.8	-255	-45.3
45-49	585	6.9	297	3.7	-288	-49.2
50-54	467	5.5	281	3.5	-186	-39.9
55-59	514	6.0	350	4.3	-164	-32.0
60-64	695	8.1	435	5.4	-260	-37.4
65-69	675	7.9	451	5.6	-224	-33.2

[13] Source: https://forecast.id.com.au/melville/

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Age Group	2021		2046		Change between 2021 and 2046	
	Number	%	Number	%	Number	%
70-74	512	6.0	466	5.7	-46	-9.0
75-79	234	2.7	444	5.5	+210	+89.9
80-85+	283	3.3	1,254	15.4	+971	+343.2
Total	**8,537**		**8,122**		**-415**	**-5.1**

Table 28 – Forecast Population Growth – Source: Population and household forecasts, 2021 to 2046, National Forecasting Program, .id (informed decisions), July 2024. https://www.id.com.au

5km and 10km Leeming Recreation Centre Catchments

Population forecast information has been provided by .id (informed decision) utilising Small Area Forecast information, or SAFi. SAFi is an independent set of population forecasts from .id (informed decisions). SAFi is based on a national view of population change that cascade down to the most granular forecasts in the country. The forecasts take into account the macro drivers of demographic change (fertility, mortality and migration) as well as a detailed understanding of future residential land development.

The selected catchment areas (5km and 10km radius from LRC) are created by aggregating ASGS 2021 (SA1) geographies. [To note: South Australian forecasts are 2021 based forecasts, while other States have been adjusted to 2021 ERP.]

To inform decisions in relation to aquatic and recreation facility planning in metropolitan areas, a 5km radius for population catchment from a potential site is generally used depending on the availability of alternative facilities. In regional areas, where residents are more prepared to (and often must) drive further to access facilities, a 10km radius for population catchment can be used.

5km Catchment – Leeming Recreation Centre

About the Catchment Area

As part of the forecasting process, current and future major development sites with a capacity of 10 or more dwellings have been identified. Each site is classified with a site status (from speculative to under construction) helps inform the timing of development and when dwellings are available for people to live.

Within this catchment, 93 major development sites have been identified.

By combining data about the current stage of development (from the Residential Development Layer) with future population demand (from SAFi population forecasts), .id (informed decisions) can provide a balanced view of population and dwelling growth based on detailed research about place.

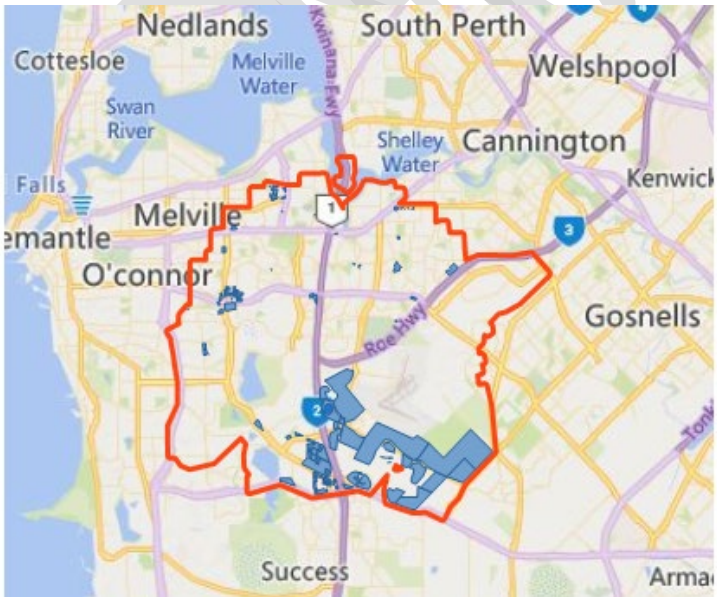


Image 8 – Major development sites identified in the forecasts.

Population/Dwelling Summary

This table summarises the population and dwelling forecast outlook for the LRC Project 5km catchment area.

		Total
Population 2021		**109,086**
Population 2041		**135,613**
Change 2021-2041		**24%**

Table 29 – Forecast Population Growth.

The LRC Project 5km catchment area is forecast to add 26,527 persons in the 20 years to 2041. This represents an average annual growth rate of 1.1%. This is lower than the Western Australia average of 1.4%.

Forecast summary, LRC Project 5km SA1 (SA1_2021) 2021 to 2041					
	2021	**2026**	**2031**	**2036**	**2041**
Total population	**109,085**	**116,708**	**125,035**	**130,784**	**135,613**
Change (Five year)		7,623	8,327	5,749	4,829
Average annual change (%)		1.36	1.39	0.90	0.73
Total Dwellings	**41,058**	**43,476**	**47,407**	**50,717**	**53,813**
Change (Five year)		2,418	3,931	3,310	3,096
Average annual change (%)		1.15	1.75	1.36	1.19

Table 30 – Forecast Summary Population Growth, 2021-2041.

These changes in population, dwellings and the average annual change as compared to Western Australia are demonstrated in the graphs that follow.

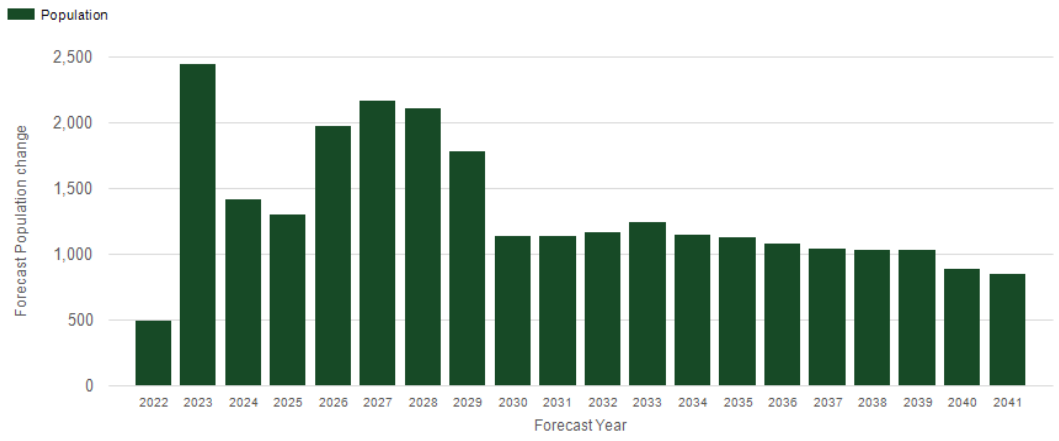


Image 9 – Change in Population – LRC 5km Catchment.

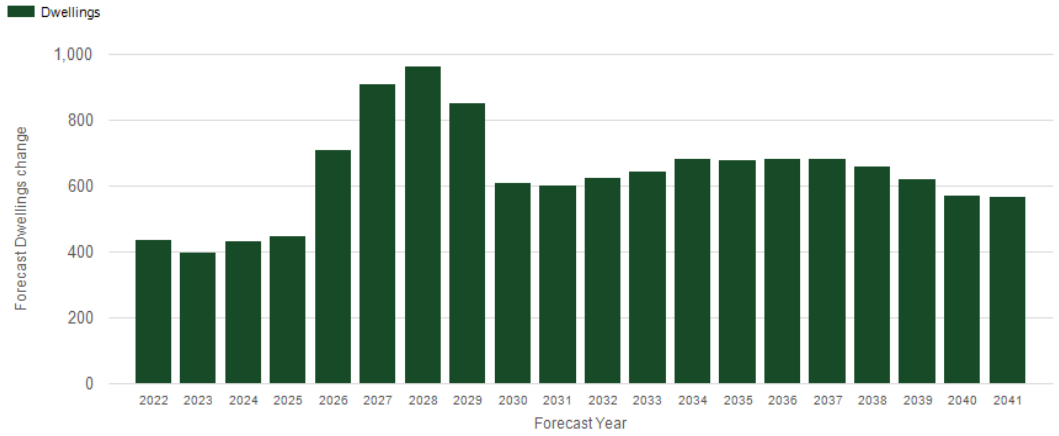


Image 10 – Change in Dwellings – LRC 5km Catchment.

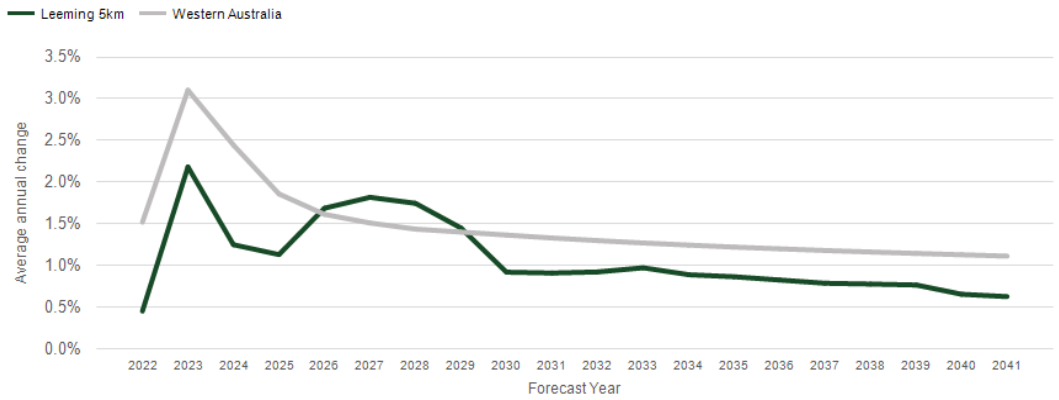


Image 11 – Average Annual Percentage Population Change Benchmarked against Western Australia – LRC 5km.

Forecast Age Structure

The Age Structure of Australia provides key insights into the level of demand for age-based services and facilities such as child care and aged care. It is an indicator of Australia's residential role and function and how it is likely to change in the future. Service age groups divide the population into age categories that reflect typical life-stages. They indicate the level of demand for services that target people at different stages in life and how that demand is changing.

Age group	2021			2026			2031			2036			2041		
	No.	%	BM%	No.	%	BM%	No.	%	BM%	No.	%	BM%	No.	%	BM%
Babies and pre-schoolers (0 to 4)	5,329	4.9	*6.2*	5,303	4.5	*5.6*	5,840	4.7	*5.4*	6,207	4.7	*5.2*	6,507	4.8	*5.2*
Primary schoolers (5 to 11)	9,463	8.7	*9.2*	9,299	8.0	*8.6*	9,186	7.3	*8.0*	9,514	7.3	*7.6*	9,845	7.3	*7.4*
Secondary schoolers (12 to 17)	8,986	8.2	*7.4*	9,524	8.2	*7.5*	9,464	7.6	*7.3*	9,180	7.0	*6.8*	9,300	6.9	*6.6*
Tertiary education and independence (18 to 24)	10,009	9.2	*8.3*	11,773	10.1	*8.8*	13,205	10.6	*9.3*	13,170	10.1	*9.2*	12,815	9.4	*8.7*
Young workforce (25 to 34)	12,501	11.5	*14.2*	12,840	11.0	*13.9*	14,307	11.4	*13.0*	15,470	11.8	*13.2*	16,004	11.8	*13.6*
Parents and homebuilders (35 to 49)	21,778	20.0	*20.8*	22,671	19.4	*21.0*	23,206	18.6	*21.0*	23,253	17.8	*20.0*	23,613	17.4	*19.0*
Older workers and pre-retirees (50 to 59)	13,654	12.5	*12.6*	14,000	12.0	*11.9*	14,314	11.4	*11.5*	15,079	11.5	*12.0*	15,812	11.7	*12.6*
Empty nesters and retirees (60 to 69)	13,009	11.9	*10.4*	13,603	11.7	*10.6*	13,926	11.1	*10.8*	14,107	10.8	*10.6*	14,266	10.5	*10.4*
Seniors (70 to 84)	11,559	10.6	*9.0*	14,472	12.4	*10.0*	17,160	13.7	*11.3*	18,612	14.2	*12.1*	19,533	14.4	*12.7*
Elderly aged (85 and over)	2,799	2.6	*1.8*	3,224	2.8	*2.0*	4,426	3.5	*2.5*	6,192	4.7	*3.3*	7,918	5.8	*3.9*
Total	**109,086**	**100.0**	***100.0***	***#####***	**100.0**	***100.0***	**125,035**	**100.0**	***100.0***	**130,785**	**100.0**	***100.0***	**135,613**	**100.0**	***100.0***

Table legend: Leeming 5km | Western Australia

Table 31 – Forecast Service Age Groups, 2021-2041.

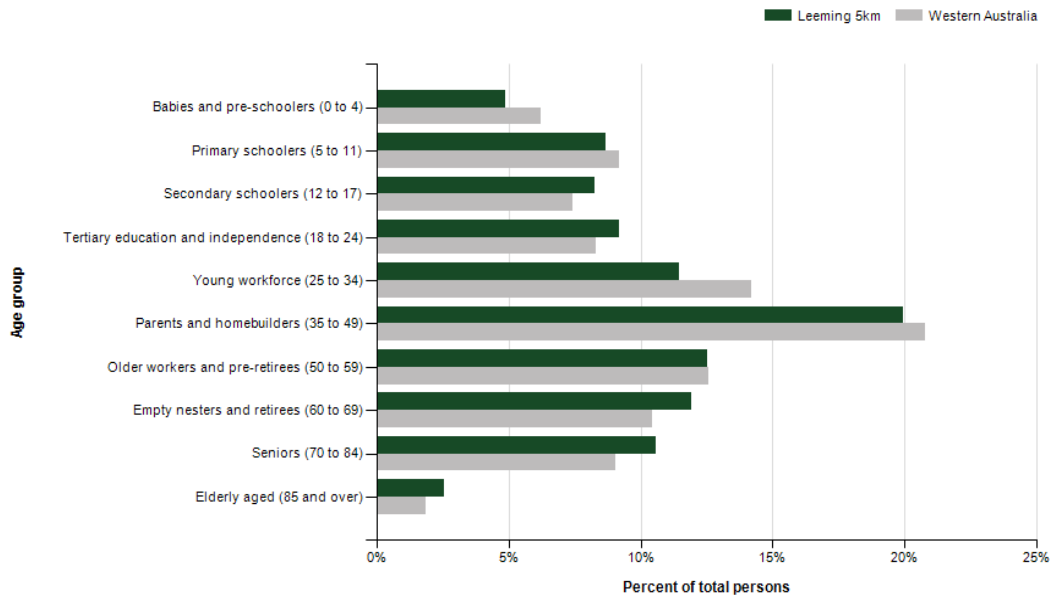


Image 12 – Forecast Service Age Groups Benchmarked against Western Australia – LRC 5km Catchment.

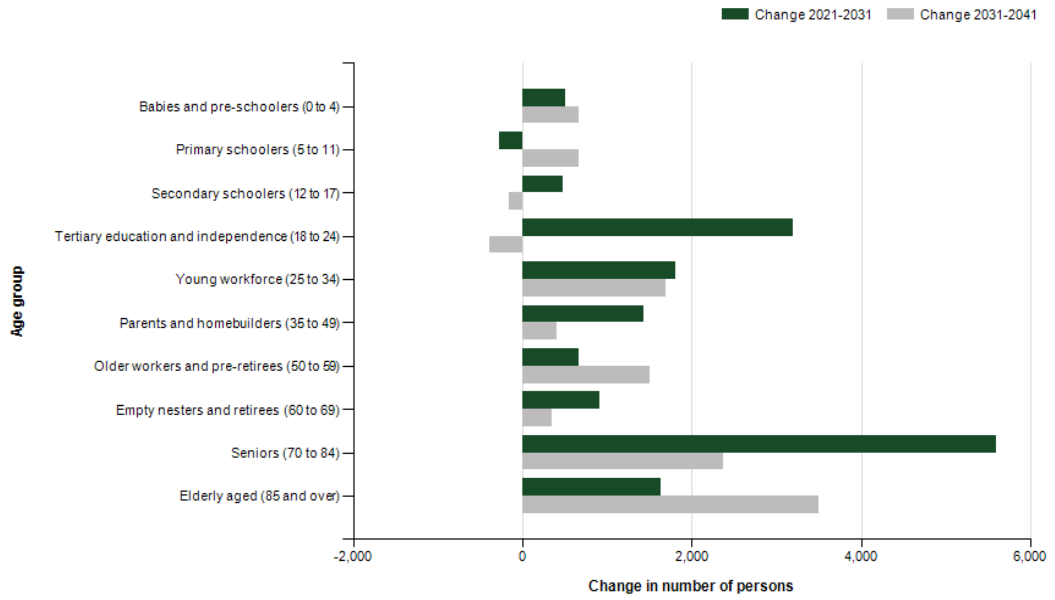


Image 13 – Change Forecast Service Age Groups Benchmarked – LRC 5km Catchment.

10km Catchment - Leeming Recreation Centre

About the Catchment Area

As part of the forecasting process, current and future major development sites with a capacity of 10 or more dwellings have been identified. Each site is classified with a site status (from speculative to under construction) helps inform the timing of development and when dwellings are available for people to live.

Within this catchment, 831 major development sites have been identified.

By combining data about the current stage of development (from the Residential Development Layer) with future population demand (from SAFi population forecasts), .id (informed decisions) can provide a balanced view of population and dwelling growth based on detailed research about place.

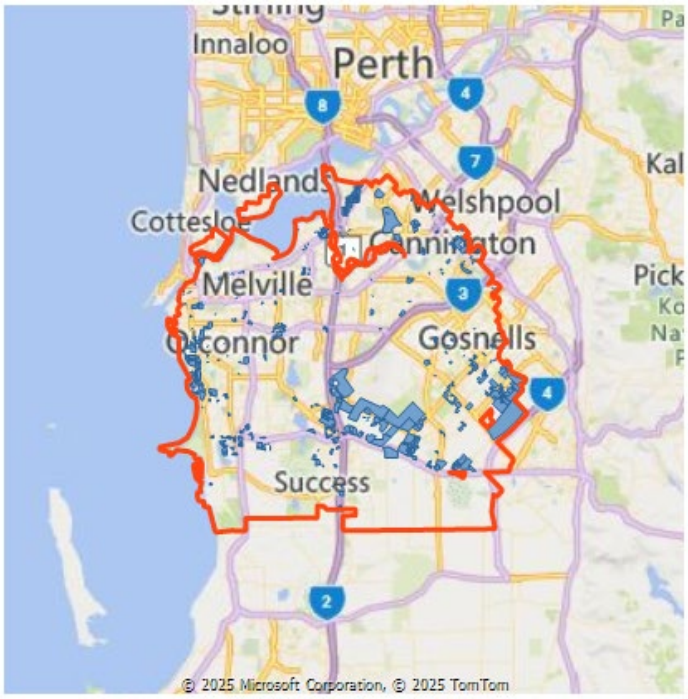


Image 14 – Major development sites identified in the forecasts.

Population/Dwelling Summary

This table summarises the population and dwelling forecast outlook for the LRC Project 10km catchment area.

		Total
Population 2021		**478,157**
Population 2041		**604,723**
Change 2021-2041	⬆	**26%**

Table 32 – Forecast Population Growth.

The LRC Project 10km catchment area is forecast to add 126,566 persons in the 20 years to 2041. This represents an average annual growth rate of 1.2%. This is lower than the Western Australia average of 1.4%.

Forecast summary, LRC Project 10km SA1 (SA1_2021) 2021 to 2041					
	2021	**2026**	**2031**	**2036**	**2041**
Total population	**478,156**	**516,287**	**548,666**	**576,753**	**604,722**
Change (Five year)		38,131	32,379	28,087	27,969
Average annual change (%)		1.55	1.22	1.00	0.95
Total Dwellings	**184,578**	**195,398**	**210,337**	**225,852**	**242,088**
Change (Five year)		10,820	14,939	15,515	16,236
Average annual change (%)		1.15	1.48	1.43	1.40

Table 33 – Forecast Summary Population Growth, 2021-2041.

DRAFT

These changes in population, dwellings and the average annual change as compared to Western Australia are demonstrated in the graphs that follow.

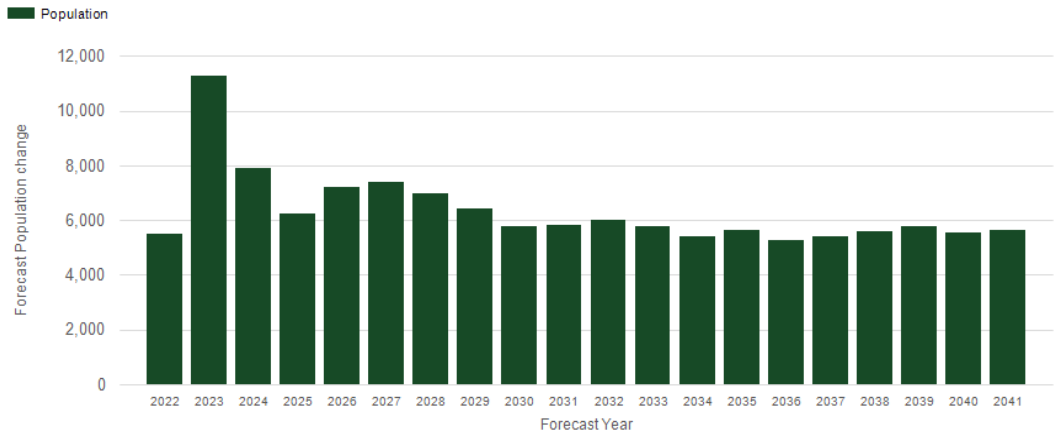


Image 15 – Change in Population – LRC 10km Catchment.

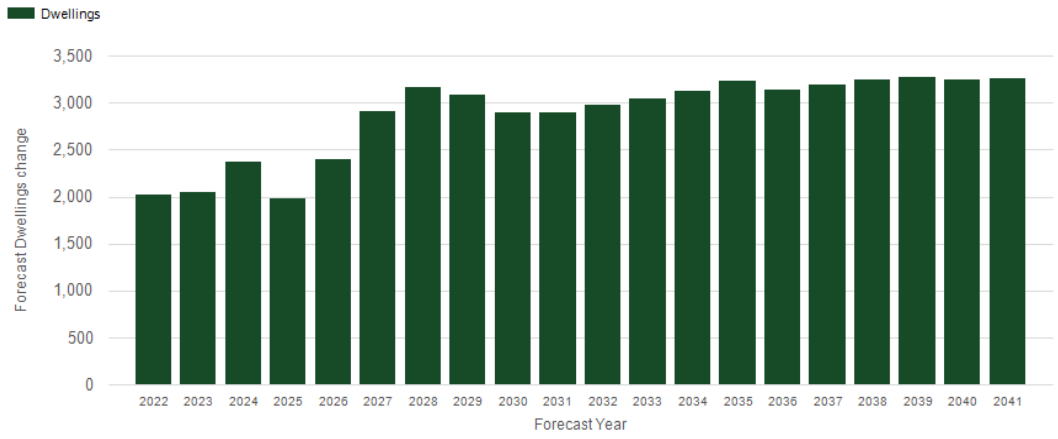


Image 16 – Change in Dwellings – LRC 10km Catchment.

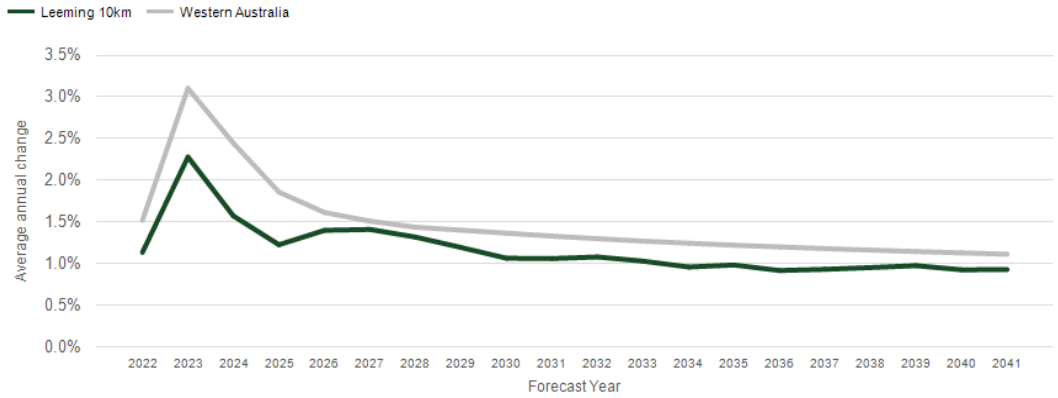


Image 17 – Average Annual Percentage Population Change Benchmarked against Western Australia – LRC 10km Catchment.

Forecast Age Structure

The Age Structure of Australia provides key insights into the level of demand for age-based services and facilities such as child care and aged care. It is an indicator of Australia's residential role and function and how it is likely to change in the future. Service age groups divide the population into age categories that reflect typical life-stages. They indicate the level of demand for services that target people at different stages in life and how that demand is changing.

Age group	2021			2026			2031			2036			2041		
	No.	%	BM%	No.	%	BM%	No.	%	BM%	No.	%	BM%	No.	%	BM%
Babies and pre-schoolers (0 to 4)	28,572	6.0	*6.2*	29,375	5.7	*5.6*	30,284	5.5	*5.4*	31,760	5.5	*5.2*	33,660	5.6	*5.2*
Primary schoolers (5 to 11)	43,619	9.1	*9.2*	45,464	8.8	*8.6*	45,729	8.3	*8.0*	46,409	8.0	*7.6*	48,012	7.9	*7.4*
Secondary schoolers (12 to 17)	36,227	7.6	*7.4*	39,511	7.7	*7.5*	41,380	7.5	*7.3*	40,904	7.1	*6.8*	41,410	6.8	*6.6*
Tertiary education and independence (18 to 24)	43,182	9.0	*8.3*	48,467	9.4	*8.8*	54,217	9.9	*9.3*	56,063	9.7	*9.2*	55,750	9.2	*8.7*
Young workforce (25 to 34)	65,112	13.6	*14.2*	68,792	13.3	*13.9*	73,649	13.4	*13.0*	80,298	13.9	*13.2*	85,898	14.2	*13.6*
Parents and homebuilders (35 to 49)	103,006	21.5	*20.8*	110,155	21.3	*21.0*	113,788	20.7	*21.0*	114,094	19.8	*20.0*	116,836	19.3	*19.0*
Older workers and pre-retirees (50 to 59)	57,801	12.1	*12.6*	58,940	11.4	*11.9*	60,451	11.0	*11.5*	66,151	11.5	*12.0*	71,024	11.7	*12.6*
Empty nesters and retirees (60 to 69)	48,566	10.2	*10.4*	51,461	10.0	*10.6*	53,323	9.7	*10.8*	54,582	9.5	*10.6*	56,132	9.3	*10.4*
Seniors (70 to 84)	41,791	8.7	*9.0*	52,045	10.1	*10.0*	60,730	11.1	*11.3*	65,824	11.4	*12.1*	70,353	11.6	*12.7*
Elderly aged (85 and over)	10,280	2.1	*1.8*	12,077	2.3	*2.0*	15,114	2.8	*2.5*	20,669	3.6	*3.3*	25,647	4.2	*3.9*
Total	**478,157**	**100.0**	***100.0***	**516,288**	**100.0**	***100.0***	**548,667**	**100.0**	***100.0***	**576,754**	**100.0**	***100.0***	**604,723**	**100.0**	***100.0***

Table legend: Leeming 10km | Western Australia

Table 34 – Forecast Service Age Groups, 2021-2041.

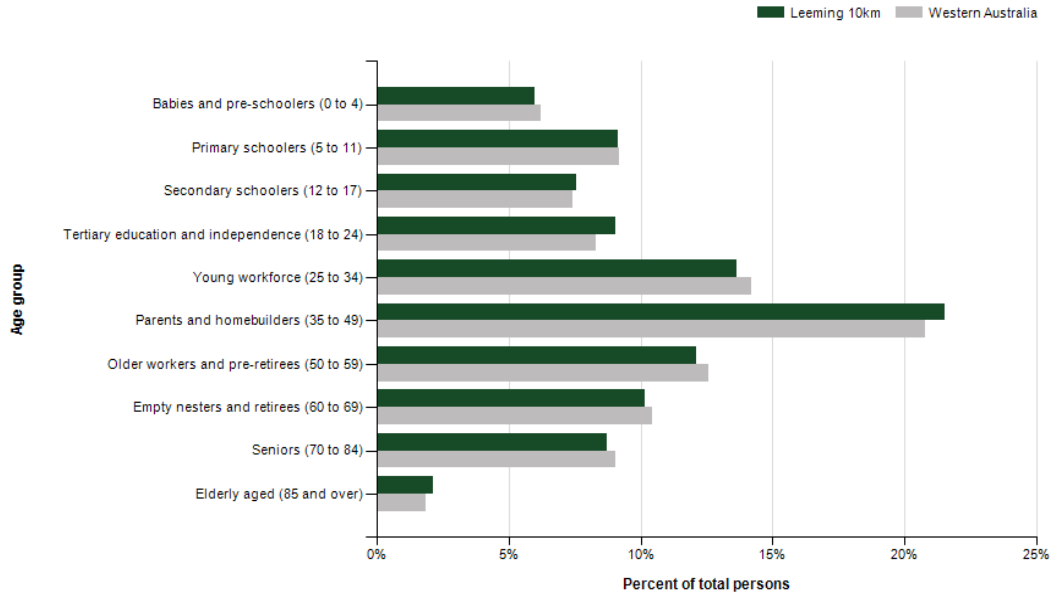


Image 18 – Forecast Service Age Groups Benchmarked against Western Australia – LRC 10km Catchment.

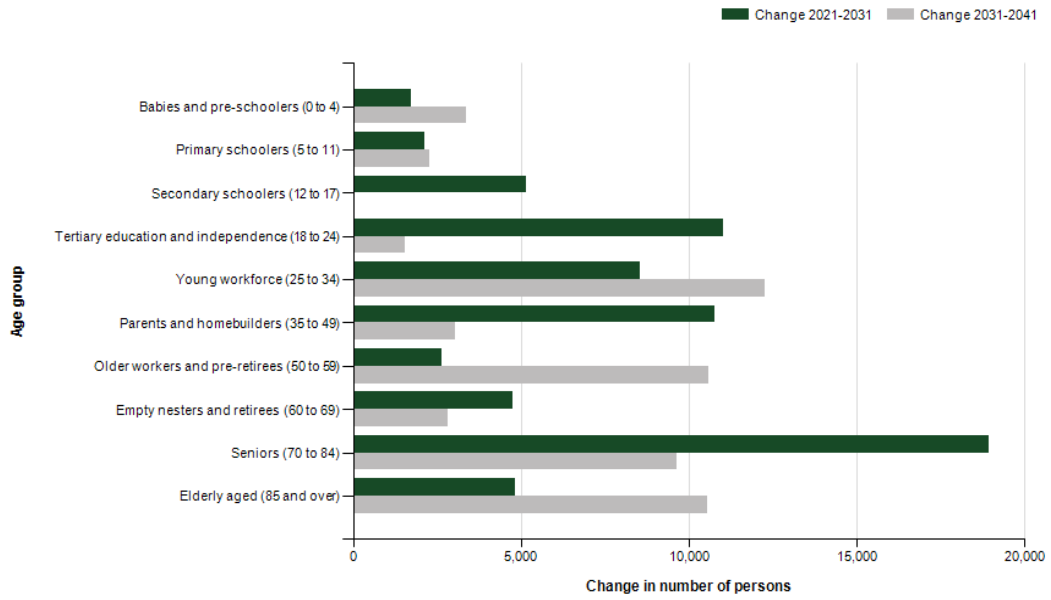


Image 19 – Change Forecast Service Age Groups Benchmarked – LRC 10km Catchment.

DRAFT

Appendix C – ActiveXchange IPM

DRAFTED

Appendix D – O’Brien Harrop Access – Access Audit Report

DRAFTED

Appendix E – Stantec Building Report

DRAFT

Appendix F – Consultation Report

DRAFT

Leeming Recreation Centre (LRC)

Investment Planning Model

April 2025

OUR WHY IS A TIRELESS PURSUIT OF 3 QUESTIONS

Why **one person** is more likely to be active than another person?

Why **one location** is more likely to absorb demand than another?

What is the **value of participation** to enable evidence-based decisions?

30,000+
Locations

5M+
Leisure, Fitness and Sport Members

500+
Leisure & Fitness

10,000+
Club Sport Sites

100+
State Sports

150M+
Individual First Party Data Transactions

11B+
Annual Australian Household Transactions

ActiveXchange

Full overview video: www.ActiveXchange.org

Investment Planning Model

ActiveXchange database – Unique in the sector

Data from 4m participant/ member records, millions of session visits, performance of hundreds of facilities across Australia and New Zealand are brought together through facility operator and system provider partnerships

Model metrics

Demand: likelihood of each individual to use the facility based on factors including demographics, lifestyle (segments), deprivation, mobility (willingness to travel) – correlated against types of facility (supply offer) factors; capacity (if known), access, age of the facility, parking, competition, opening hours, proxy program and pricing assumptions

Supply and competition

All competition audited by our in-house team of auditors. Travel time catchments mapped, factoring in relevant travel time decay modelling. Weighting applied to different competition based on type and capacity

Demand allocation

Based on the model run a number of likely members (and attributed visits from these to each facility type) from each SA1 is allocated to the site

Demand profiling

1,700 demographic and lifestyle indicators appended to every record to create specific membership and activity (visit) demand segments and model parameters that are extrapolated nationwide (SA1 level)

Validation

Member and visit outcomes are regularly checked against the actual performance of hundreds of facilities. The model is constantly refined to increase average accuracy, which is currently at over 90%.

ActiveXchange

Full overview video: www.ActiveXchange.org

Investment Planning Model

National sample

Actual up to date data from hundreds of sites across Australia and New Zealand

Mosaic segmentation

Lifestyle information around an individual from Experian

Other indicators

Such as age, gender, deprivation, car ownership and rural/urban classification

DEMAND

Projections & Performance

Member projections and visits calculated for each site – for area wide analysis this includes identifying unmet demand due to accessibility, capacity and quality constraints

Optimal location and specification

Using the projections on members and usage the model identifies the optimal size of facilities, programming and pricing for sites

SUPPLY

Site catchment

Using drive time networks, to identify and profile the surrounding SA1 locations

Travel time decay

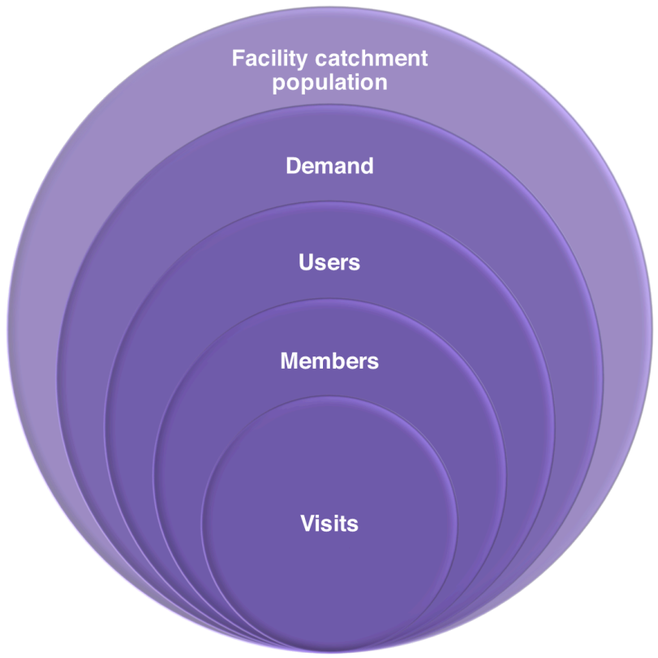
The willingness of each individual to travel to different facility types, factoring commuter use

Competition

Identified the existing competition around the site and likely movement of demand between different types of sites

Investment Planning Model

As part of the investment planning model, numerous data sets are used to assess performance and infrastructure provision. These related subsets are described below and shown graphically in the adjacent diagram.



Catchment Population – this is the total number of people living within a facility's catchment area determined by drive time

Demand – this is the predicted number of people within the catchment population that are likely to demand gym/aquatic services based on market profile analysis

Users – this is the predicted or actual number of people that are likely to use the facility based on facility features, travel time decay and competition

Members – this is the predicted or actual number of users that are likely to be formal members of the facility's member-based programs

Visits – the predicted or actual visits made to the facility by users/members

Leeming Recreation Centre (LRC)

Area and Drive Time Catchment Overview

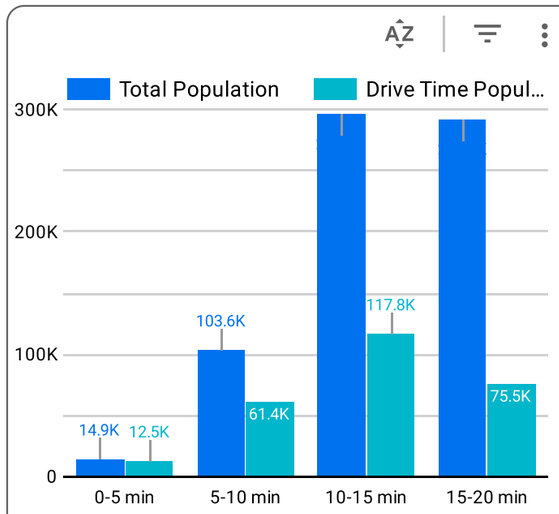
The map shows the site, population and associated 20 minute drive time catchment. Competitors are overlayed.

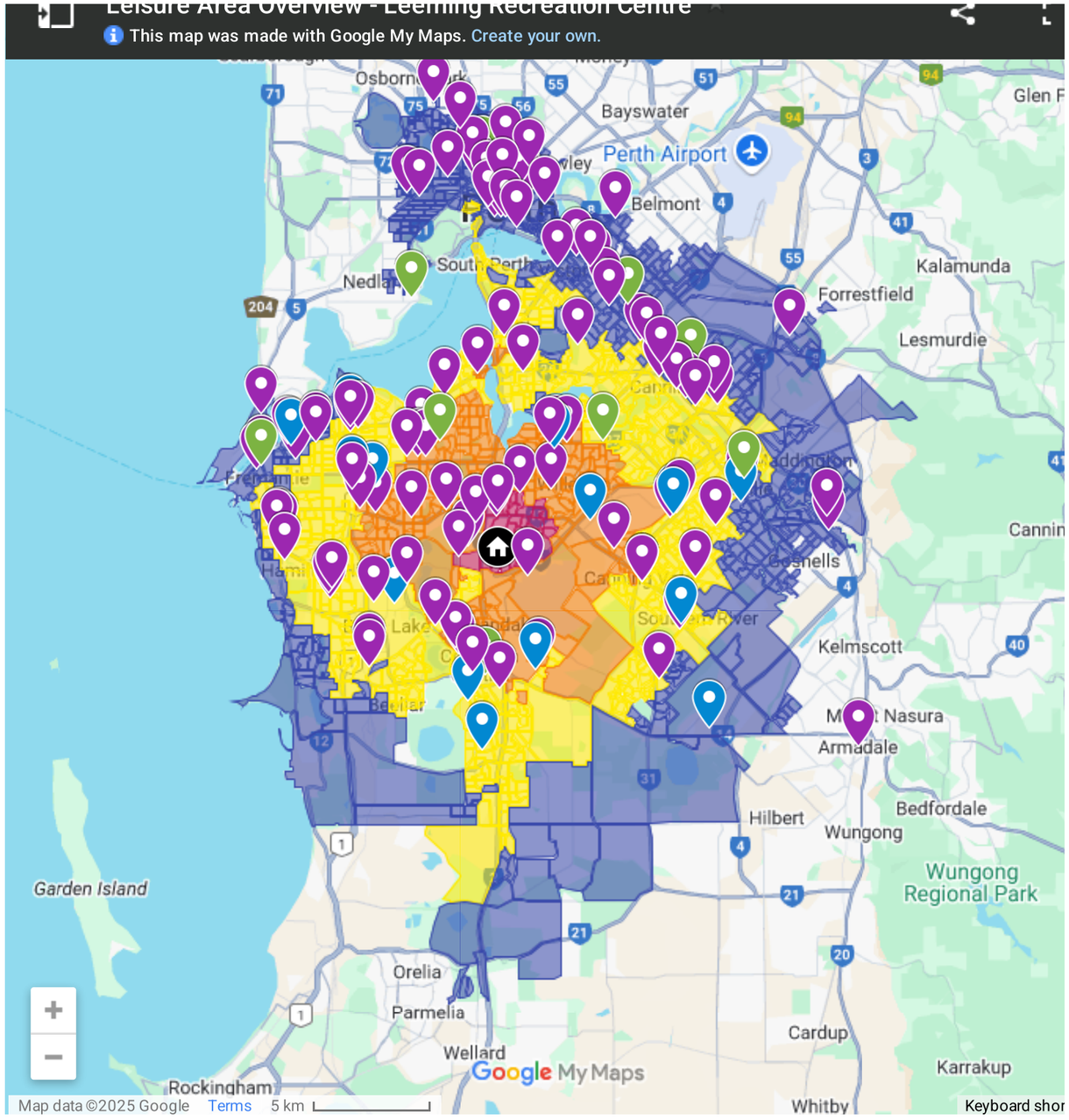
Key:
Red Area: 0-5 minute catchment drivetime
Orange Area: 5-10 minute catchment drivetime
Yellow Area: 10-15 minute catchment drivetime
Blue Area: 15-20 minute catchment drivetime

Competitor sites within 20 minutes

SITE	Drive time
F45 Training Bull Creek	2.36
Lakeside Recreational Centre	3.85
Genesis Health and Fitness Bull Creek	3.98
Jetts Southlands Willetton	5.47
XO FIT 24/7 GYM	6.00
Anytime Fitness Murdoch	6.00
Roar Active Jandakot	6.00
S30 Studio	6.00
Zap Fitness 24/7 Willetton	7.39
Murdoch Active Gym	8.00
F45 Training Willetton	8.39
Anytime Fitness Willetton	8.39
Waterwise Swim School - Willetton	8.39

Category	Catchment	After DT
Population	709,359	267,224
0_14 (yr-old)	119,803	45,437





Leeming Recreation Centre (LRC)

Area and Drive Time Catchment Overview - 10 min DT

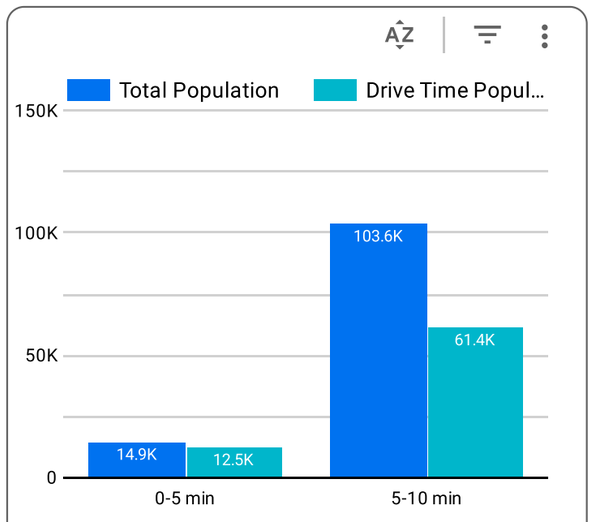
The map shows the site, population and associated 10 minute drive time catchment. Competitors are overlayed.

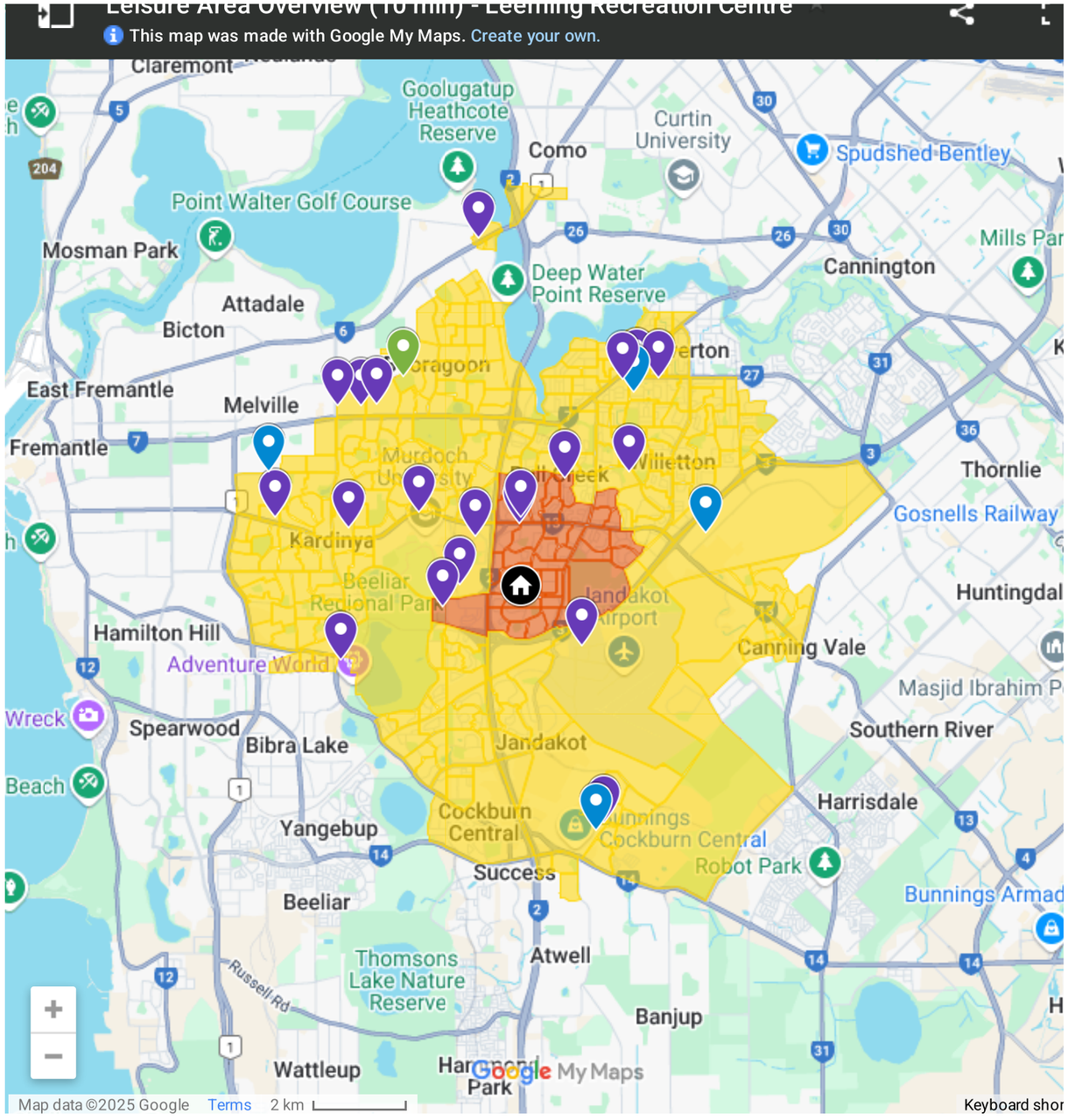
Key:
Red Area: 0-5 minute catchment drivetime
Yellow Area: 5-10 minute catchment drivetime

Competitor sites within 20 minutes

SITE	Drive time
F45 Training Bull Creek	2.36
Lakeside Recreational Centre	3.85
Genesis Health and Fitness Bull Creek	3.98
Jetts Southlands Willetton	5.47
XO FIT 24/7 GYM	6.00
Roar Active Jandakot	6.00
S30 Studio	6.00
Anytime Fitness Murdoch	6.00
Zap Fitness 24/7 Willetton	7.39
Murdoch Active Gym	8.00
F45 Training Willetton	8.39
Anytime Fitness Willetton	8.39
Waterwise Swim School - Willetton	8.39

Category	Catchment	After DT
Population	127,994	78,505
0_14 (yr-old)	21,367	13,152





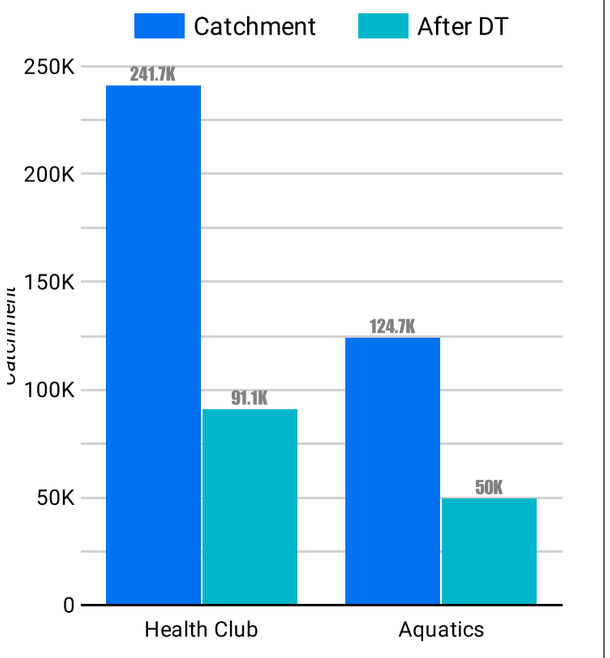
Leeming Recreation Centre (LRC)

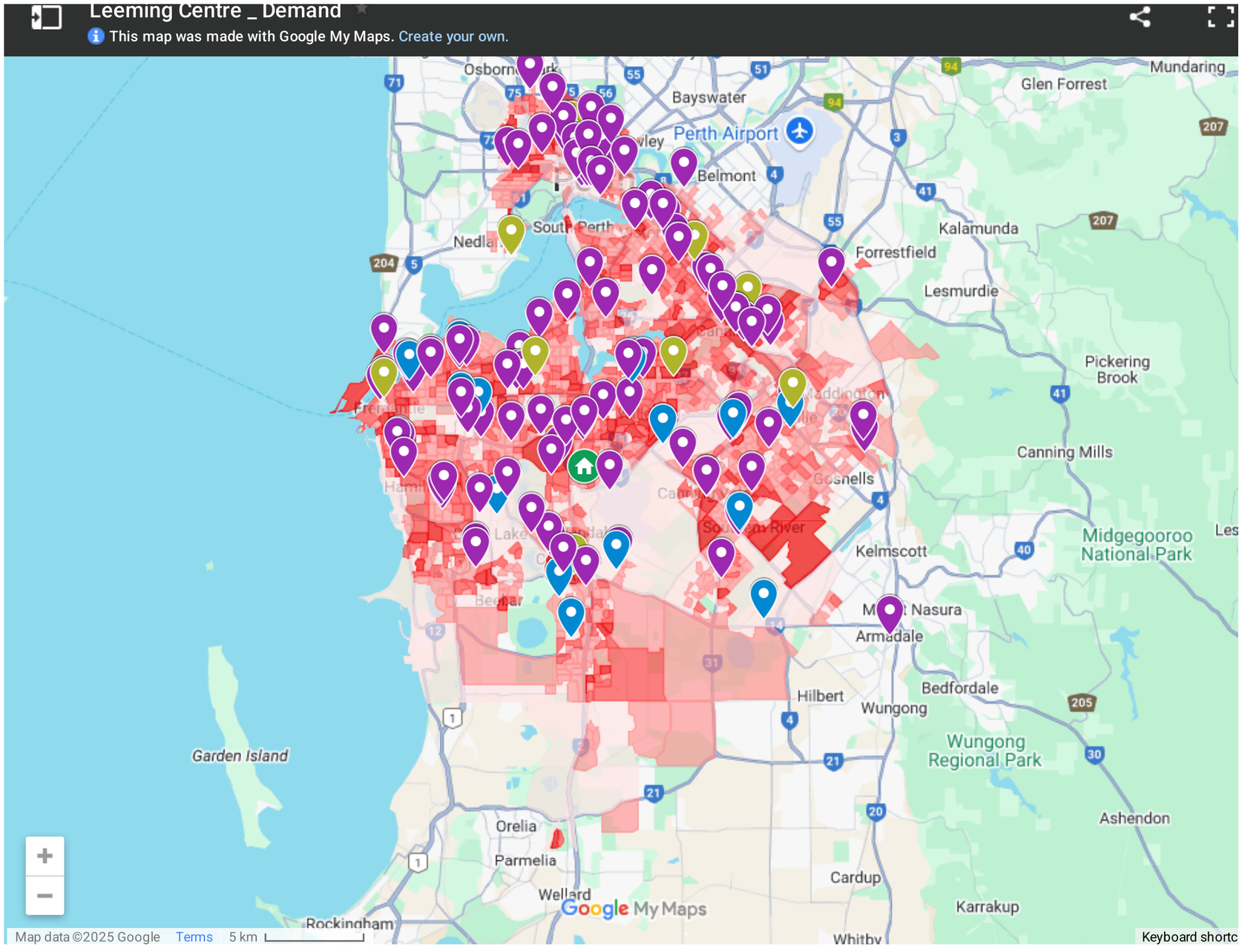
Demand

The map shows the site and associated leisure demand by SA1.

Click here to learn more about SA1's

Demand vs Demand after drive time decay





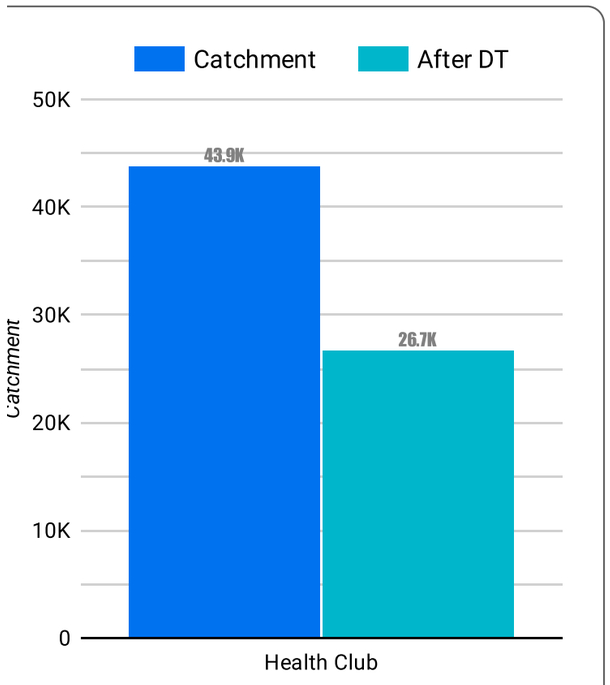
Leeming Recreation Centre (LRC)

Demand - 10 min DT

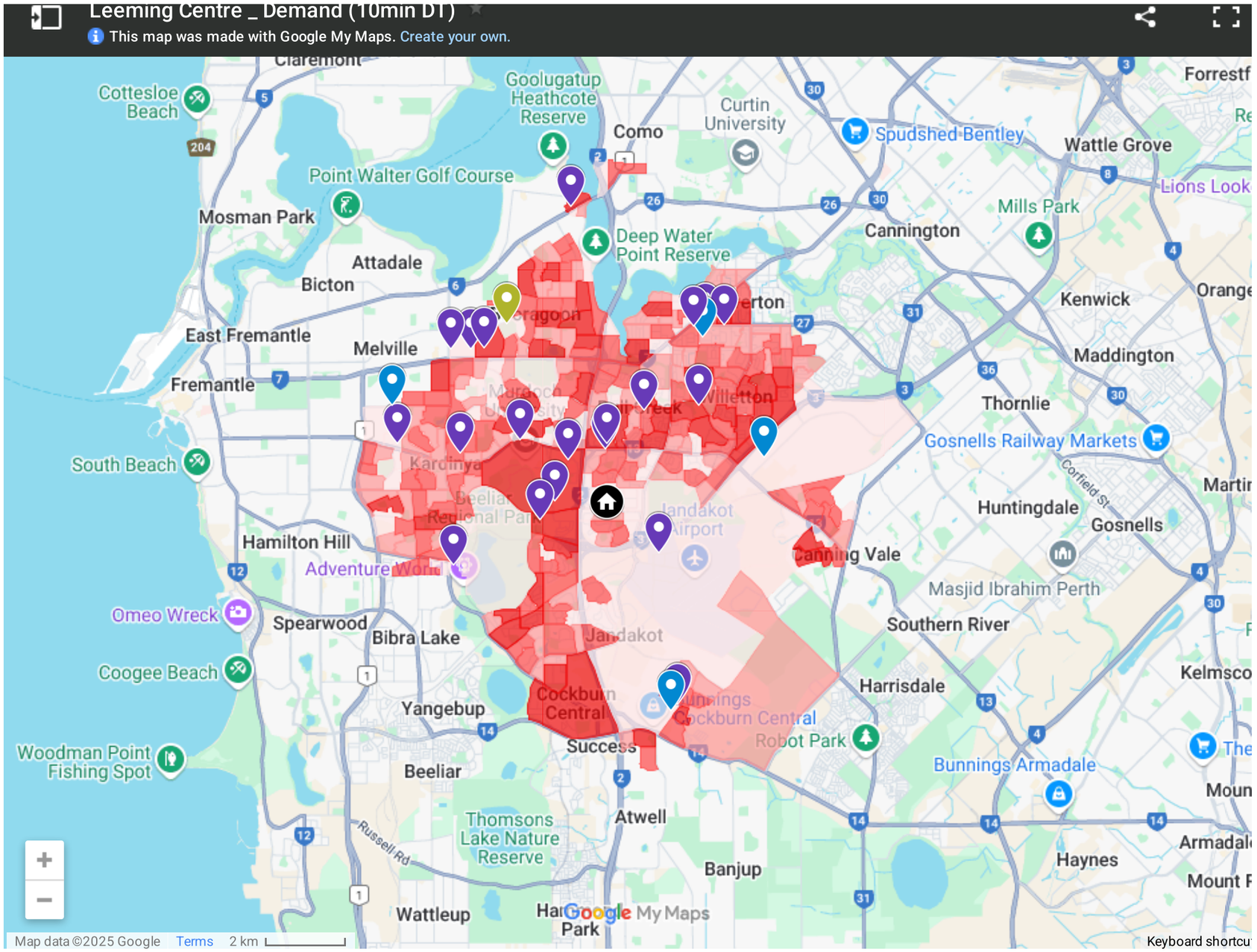
The map shows the site and associated leisure demand by SA1.

Click here to learn more about SA1's

Demand vs Demand after drive time decay



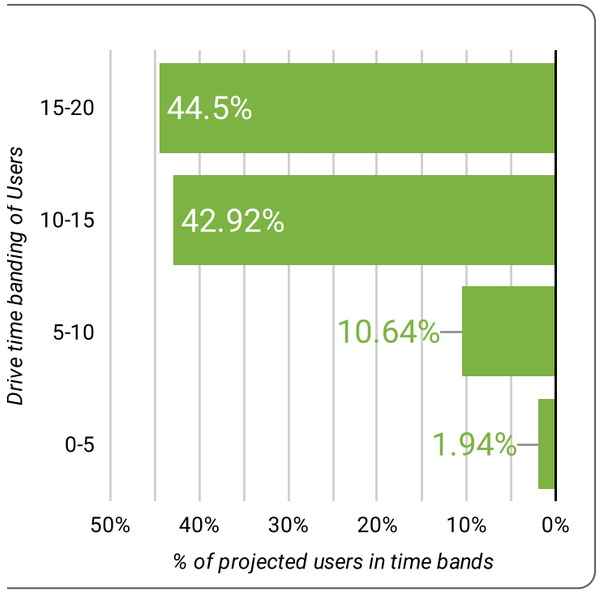
ActiveXchange

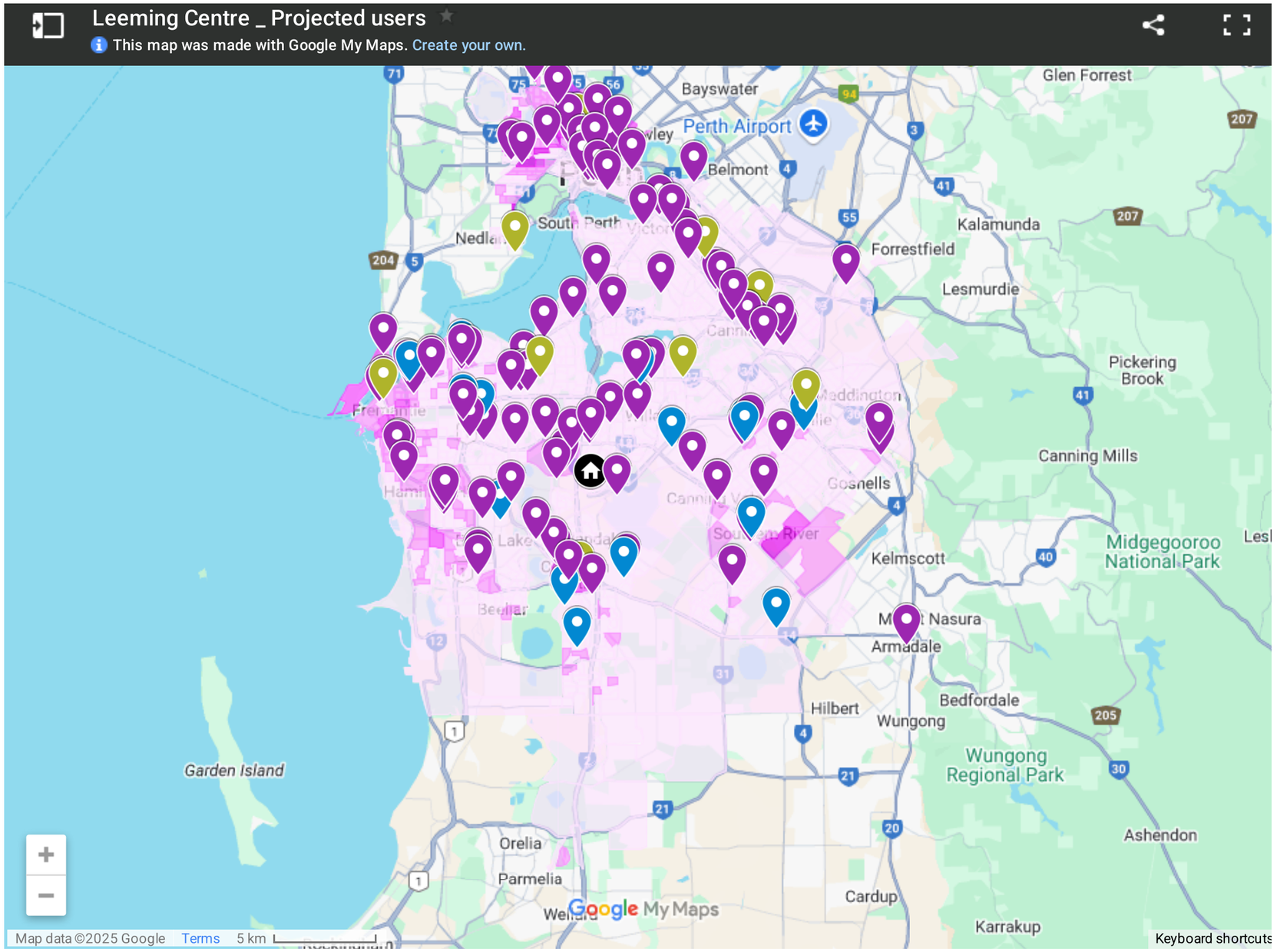


Leeming Recreation Centre (LRC)

User Catchment

The map shows the site and predicted users in the 20min drive time catchment at SA1 level. Factoring in competition and profile of the proposed site.

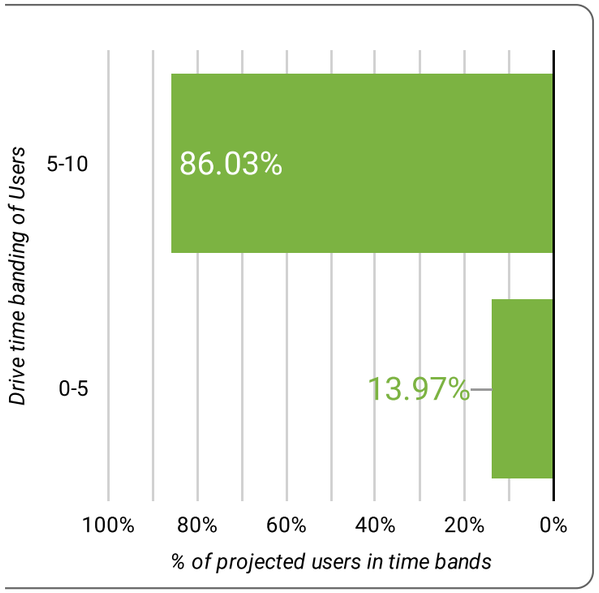


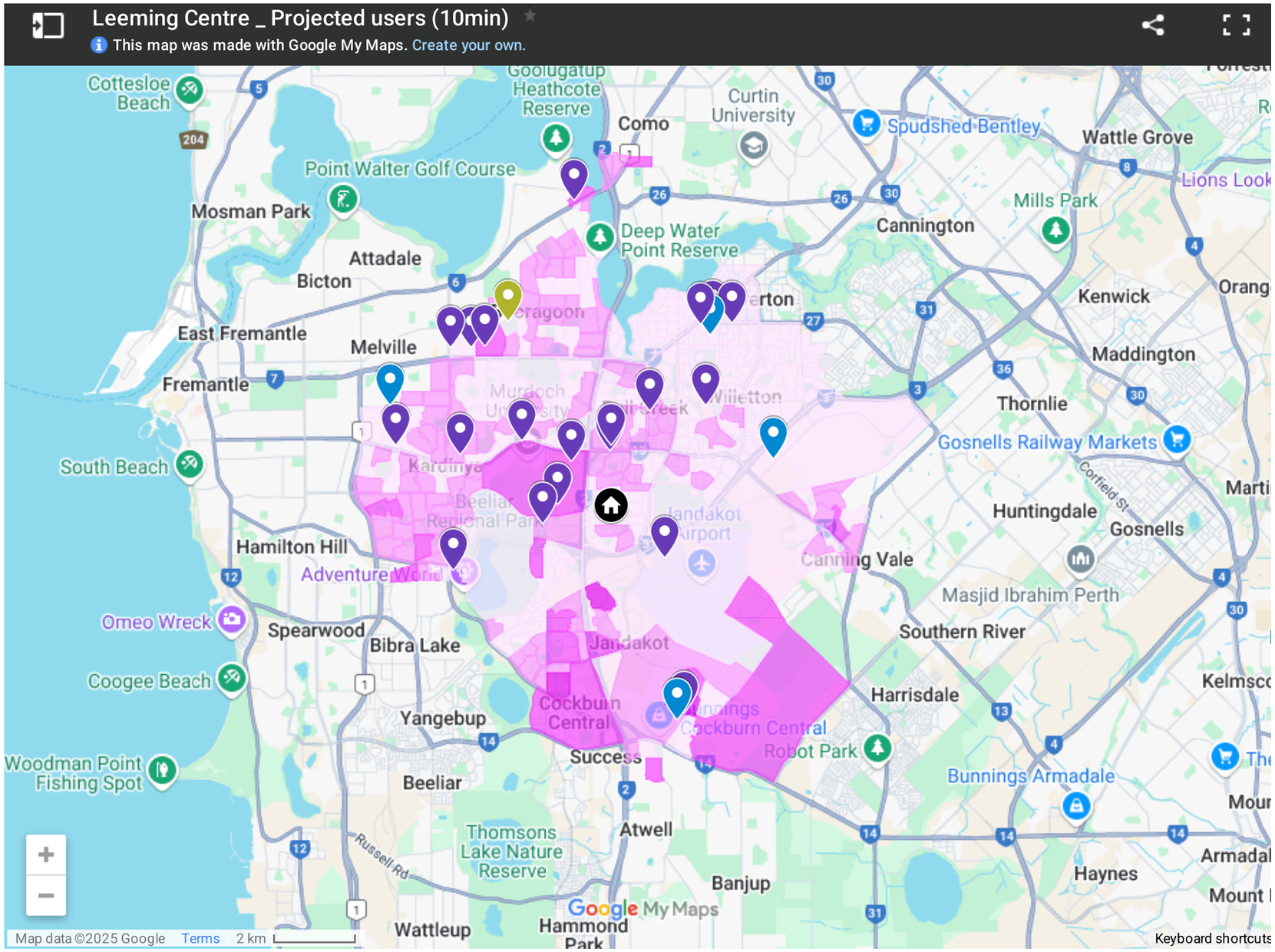


Leeming Recreation Centre (LRC)

User Catchment - 10 min DT

The map shows the site and predicted users in the 10min drive time catchment at SA1 level. Factoring in competition and profile of the proposed site.





Leeming Recreation Centre (LRC)

Population after applying drive time decay

D11

Family Comfort

12%

1

Wealthy, mostly Gen X families with older children owning premium properties in outer suburbia.

A02

Urban Elite

8%

3

The wealthiest Australians, predominantly mid-life managers and business owners with school-aged children and substantial wealth.

B07

Solo Success

7%

5

High-achieving, often single millennial professionals with high incomes renting apartments in inner-city locations and moving around frequently.

Top 6 Mosaic segment profiles in the catchment

K37

Humble Homes

9%

2

Blue-collar households earning below-average incomes, living in large regional, and in some cases, remote towns.

B06

Millenial Thrivers

7%

4

High-earning Millennial professionals, renting apartments in inner suburban and CBD areas.

E14

Digital Dreamers

6%

6

Millennial parents with multiple young children earning high incomes, with recent mortgages on properties in high-growth areas.

Leeming Recreation Centre (LRC)

Projected Members + Visits (20 Min DT)

YEAR 2025

SWIMMING

Projections based on total of 400m2 pool(s):

Learn to Swim	Monthly Visits	Annual Visits
1,987	7,948	95,376

YEAR 2035

SWIMMING

Projections based on total of 400m2 pool(s):

Learn to Swim	Monthly Visits	Annual Visits
2,803	11,212	134,544

Pool space (m2) determined based on estimated 20m x 20m program pool space.

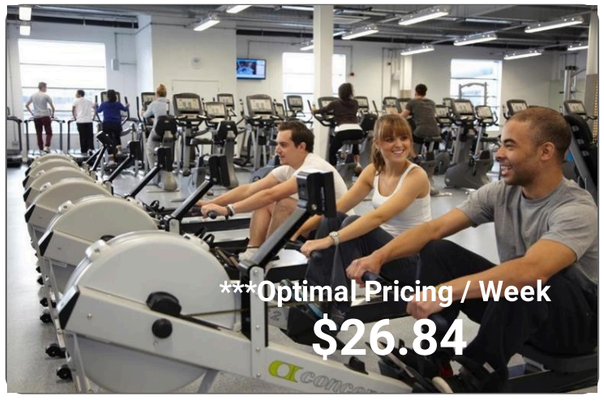
***Optimal price per week - based on the analysis of optimal pricing for each Experian segment. It is important to note that the optimal price may vary depending on specific factors and market conditions.

Leeming Recreation Centre (LRC)

Projected Members + Visits (10 Min DT)

YEAR 2025

GYM



250m2 gym floor would see the following demand and number of visits:

Baseline Projection:

Gym Members	Monthly Visits	Annual Visits
231	1,547	18,564

****Optimal Projection:***

Gym Members	Monthly Visits	Annual Visits
1,652	11,067	132,804

YEAR 2035

GYM

250m2 gym floor would see the following demand and number of visits:

Baseline Projection:

Gym Members	Monthly Visits	Annual Visits
326	2,184	26,210

****Optimal Projection:***

Gym Members	Monthly Visits	Annual Visits
2,330	15,611	187,332

***Baseline Projection:**
Utilising ActiveXchange demand modelling of the catchment population around the site, to forecast the projected member count Taking into account the *Optimal Projection*, drive time decay modelling based on 1st party data of similar facilities and their members travel habits, in addition to applying the market conversion rate of demand.

****Optimal Projection:**
Member and visit forecasting based on site location, catchment population and facility offering(s), reflecting the total market available. Importantly, this does not consider external factors e.g. staffing/operational capability, degradation of facility, new competition, ramp up impact of new and/or enhanced facilities.

Spatial Allocation:
Gym area (250m2) determined based on estimated available space at the site, with approximately 30 individual stations.

***Optimal price per week - based on the analysis of optimal pricing for each Experia segment. It is important to note that the optimal price may vary depending on speci factors and market conditions.

Leeming Recreation Centre (LRC)

Projected Members + Visits (10 Min DT)

YEAR 2025

GROUP FITNESS***

Group exercise users projected based on 300m2 space available (140m2 = Circuit Training Room + 160m2 Group Exercise Room)

Baseline Projection:

Studio Users	Monthly Visits	Annual Visits
69	386	4,636

***Optimal Projection:**

Studio Users	Monthly Visits	Annual Visits
495	2,772	33,264

YEAR 2035

GROUP FITNESS***

Group exercise users projected based on 300m2 space available (140m2 = Circuit Training Room + 160m2 Group Exercise Room)

Baseline Projection:

Studio Users	Monthly Visits	Annual Visits
97	543	6,518

***Optimal Projection:**

Studio Users	Monthly Visits	Annual Visits
699	3,914	46,968

***Baseline Projection:**
Utilising ActiveXchange demand modelling to identify the baselir projection of Gym members, and applying a market engagement rate (%) of existing gym members in ActiveXchange's network (over 4 million) who attend similar-like-for-like sites and who are actively engaged in Group Exercise programming.

****Optimal Projection:**
Member and visit forecasting based on site location, catchment population and facility offering(s), reflecting the total market available. ActiveXchange then applies a market engagement rate (%) of existing gym members in ActiveXchange's network (over 4 million) who attend similar-like-for-like sites and who are actively engaged in Group Exercise programming.

*****Group Fitness:**
These are not additional members, these users are projected gym members who are likely to participate in group fitness, using a

Spatial Allocation:
Group Exercise areas (140m2 Circuit Training Room & 160m2 Group Exercise room) advised to ActiveXchange for analysis.

Leeming Recreation Centre (LRC)

Optimal Gym Stations and Visitation

Table below indicates the projected gym members and users per station based on a range of facility scenarios (quantity of stations) and utilises a standardised approach of 8.3 m2 per station based on facility specifications advised to ActiveXchange.

The Typical Visit Pattern is reflective of the gym users attendance projections, correlated against ActiveXchange network of over 500 Leisure, Fitness and Recreation facilities.

Optimal capacity for the health club/ gym

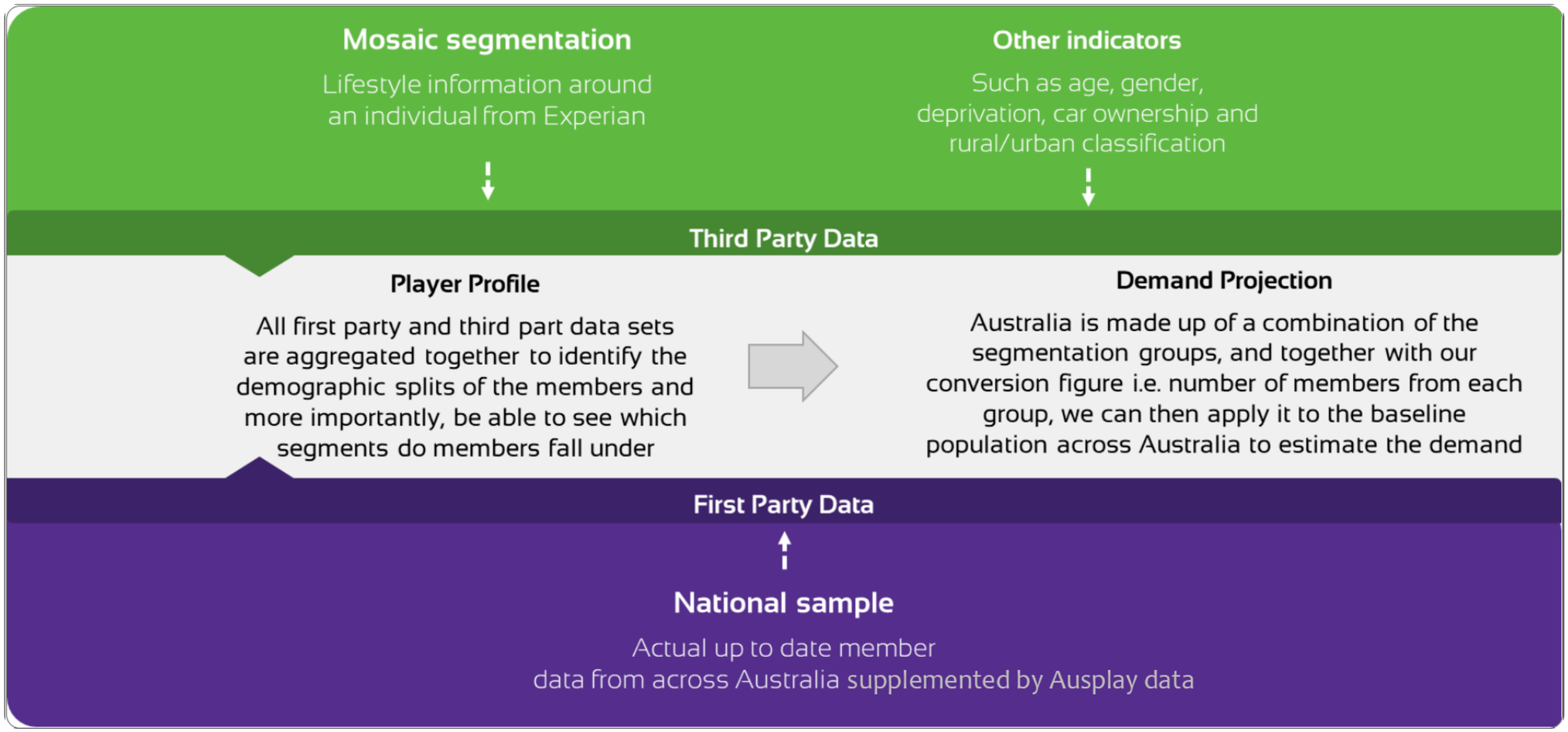
Stations	Gym Users ▲	Users per station
24	1,739	72.46
30	2,114	70.47
36	2,490	69.17
42	2,862	68.15
48	3,232	67.34
54	3,600	66.67

Typical Visit Pattern (Gym)

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	25	29	22	21	22	1	0
6	51	54	44	37	37	12	2
7	42	36	31	26	31	33	10
8	61	49	43	36	42	44	31
9	73	69	54	51	54	38	33
10	51	43	37	33	33	29	27
11	37	31	25	24	25	21	20
12	33	28	23	20	22	16	16
13	28	24	20	19	21	16	14
14	25	23	18	18	19	15	16
15	40	35	28	27	24	16	19
16	52	47	37	34	26	14	18
17	73	64	51	43	29	12	13
18	64	59	44	42	20	8	9
19	35	33	26	22	9	2	3
20	15	13	10	10	6	0	0
21	3	3	2	1	1	0	0

Sport

Investment Planning Report - Sport



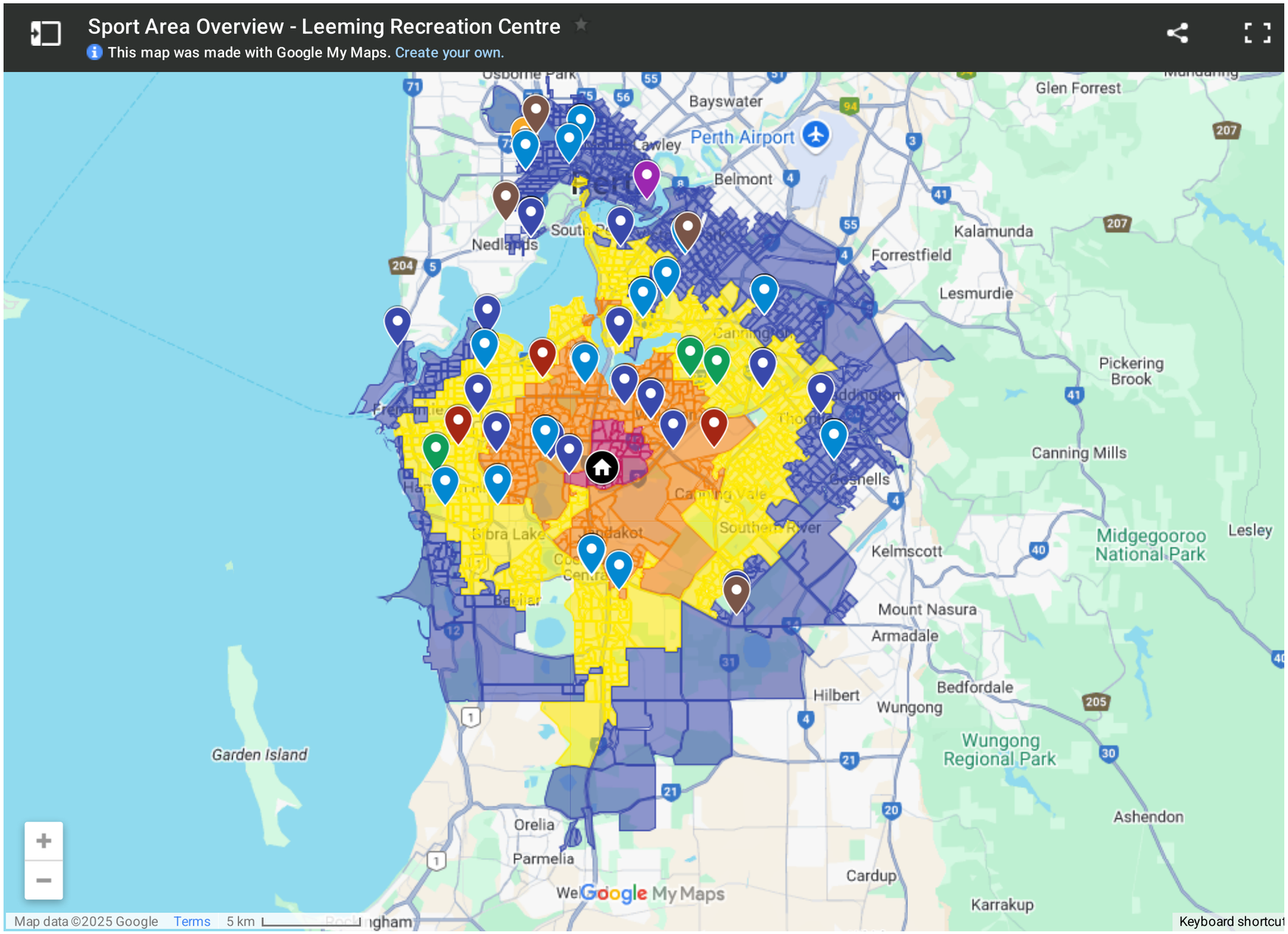
Leeming Recreation Centre (LRC)

Area and Site Overview

The map shows the site and associated 20-minute drive time catchment. Competitors are overlayed.

Competitor sites within 20-minutes

SITE	Type	DURATION (mins) ▲
Lakeside Recreation Centre	Volleyball	3.85
Lakeside Recreation Centre	Basketball	3.85
All Saints College Indoor Sports Centre	Volleyball	5.99
All Saints College Indoor Sports Centre	Basketball	5.99
Willetton Stadium	Volleyball	6.10
Willetton Stadium	Basketball	6.10
Willetton Stadium	Badminton	6.10
Kennedy Baptist College	Basketball	6.26
Murdoch University	Futsal - Indoor	6.26
Kennedy Baptist College	Volleyball	6.26
Murdoch University	Basketball	6.26
Murdoch University	Volleyball	6.26



Leeming Recreation Centre (LRC)

Sports Demand Overview

Value	Badminton	Basketball	Cricket - Indoor	Futsal	Squash	Volleyball
Organised Demand (Current)	5,471	14,022	4,060	1,667	892	5,823
Organised Demand (2035)	7,717	19,779	5,727	2,352	1,258	8,214
Casual Demand (Current)	14,002	39,616	5,096	1,832	3,061	11,300
Casual Demand (2035)	19,751	55,882	7,188	2,585	4,318	15,940
Projected Users (Current)	502	1,056	1,357	123	234	320
Projected Users (2035)	708	1,490	1,914	174	330	451
Projected Casual Users (Current)	1,109	2,837	1,699	134	788	609
Projected Casual Users (2035)	1,564	4,002	2,397	189	1,112	859

Organised - Participation through an organisation, such as a club or association, where structured activities and events are coordinated.
Casual - Participation for the purpose of engaging in sports, exercising, or recreational activities without any formal organisation or commitment.
Projected Users accounts for local competitors and their influence on demand projections (both Organised and Casual), otherwise referred to as Unmet Demand.

Leeming Recreation Centre (LRC)

Sports Demand by SA2

Organised Sports Demand by SA2

SA2 ▲	Badminton	Basketball	Cricket - Indoor	Futsal	Squash	Volleyball
Applecross - Ardross	75	249	62	25	15	96
Banjup	172	664	136	63	28	204
Bateman	26	85	22	9	5	31
Bayswater	3	4	1	1	0	2
Beckenham - Kenwick - Langford	169	319	88	53	25	170
Beeliar - Wattleup	79	253	62	27	13	92
Bentley - Wilson - St James	160	192	77	40	20	121
Bibra Industrial	0	0	1	0	0	0
Bibra Lake	0	0	0	0	0	0
Bicton - Palmyra	96	278	83	30	18	124
Booragoon	101	322	86	34	20	129

Sport ▲	Organised Demand (Current)	Organised Demand (2035)	Projected Users (Current)	Projected Users (2035)
Badminton	5,471	7,717	502	708
Basketball	14,022	19,779	1,056	1,490
Cricket - Indoor	4,060	5,727	1,357	1,914
Futsal	1,667	2,352	123	174
Squash	892	1,258	234	330
Volleyball	5,823	8,214	320	451

*Organised - Participation through an organisation, suc as a club or association, whe structured activities and even are coordinated.

Projected Users accounts for lo competitors and their influence demand projections (both Orgar and Casual), otherwise referred t Unmet Demand.

Leeming Recreation Centre (LRC)

Sports Demand by SA2

Casual Sports Demand by SA2

SA2 ▲	Badminton	Basketball	Cricket - Indoor	Futsal	Squash	Volleyball
Applecross - Ardross	190	581	78	27	45	164
Banjup	428	1,387	183	67	95	373
Bateman	59	203	27	9	16	57
Bayswater	8	15	2	1	1	4
Beckenham - Kenwick - Langford	441	1,233	155	58	90	353
Beeliar - Wattleup	242	616	81	30	45	171
Bentley - Wilson - St James	462	1,084	131	48	86	366
Bibra Industrial	0	0	0	0	0	0
Bibra Lake	0	0	0	0	0	0
Rieton - Palmyra	231	688	91	32	56	187

Sport ▲	Casual Demand (Current)	Casual Demand (2035)	Projected Casual Users (Current)	Projected Casual Users (2035)
Badminton	14,002	19,751	1,109	1,564
Basketball	39,616	55,882	2,837	4,002
Cricket - Indoor	5,096	7,188	1,699	2,397
Futsal	1,832	2,585	134	189
Squash	3,061	4,318	788	1,112
Volleyball	11,300	15,940	609	859

*Casual - Participation for th purpose of engaging in sports, exercising, or recreational activities withou any formal organisation or commitment.

*Projected Users accounts for competitors and their influenc demand projections (both Orga and Casual), otherwise referred Unmet Demand.

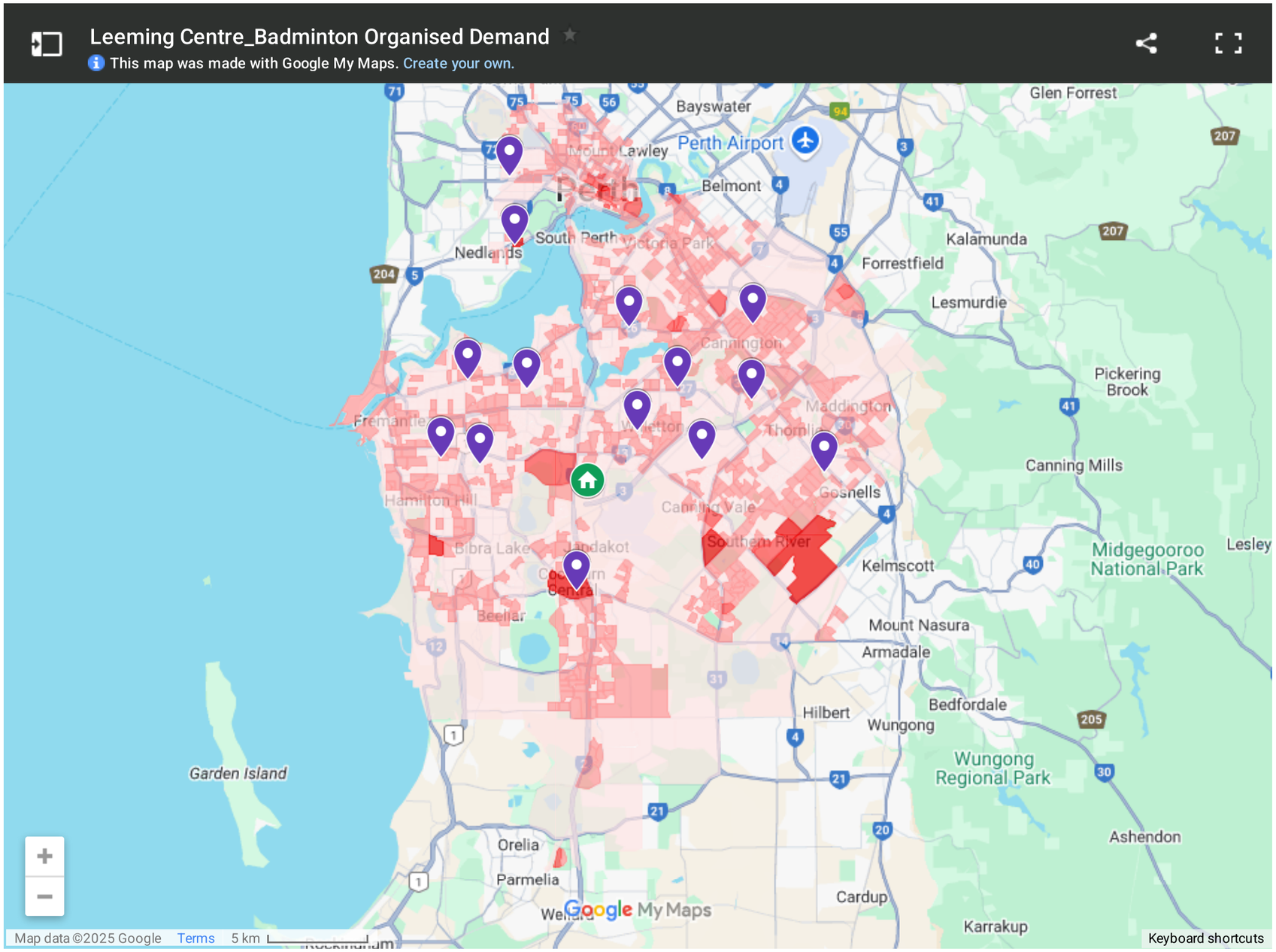
Leeming Recreation Centre (LRC)

Badminton Organised Demand

The map shows the Badminton organised demand by SA1.

Click here to learn more about SA1's

Organised demand projections are calculated by applying the sports specific segment conversion averages (i.e. who plays the sport across the state identified by actual membership data from the State Sport Organisations) to the population within the site catchment.



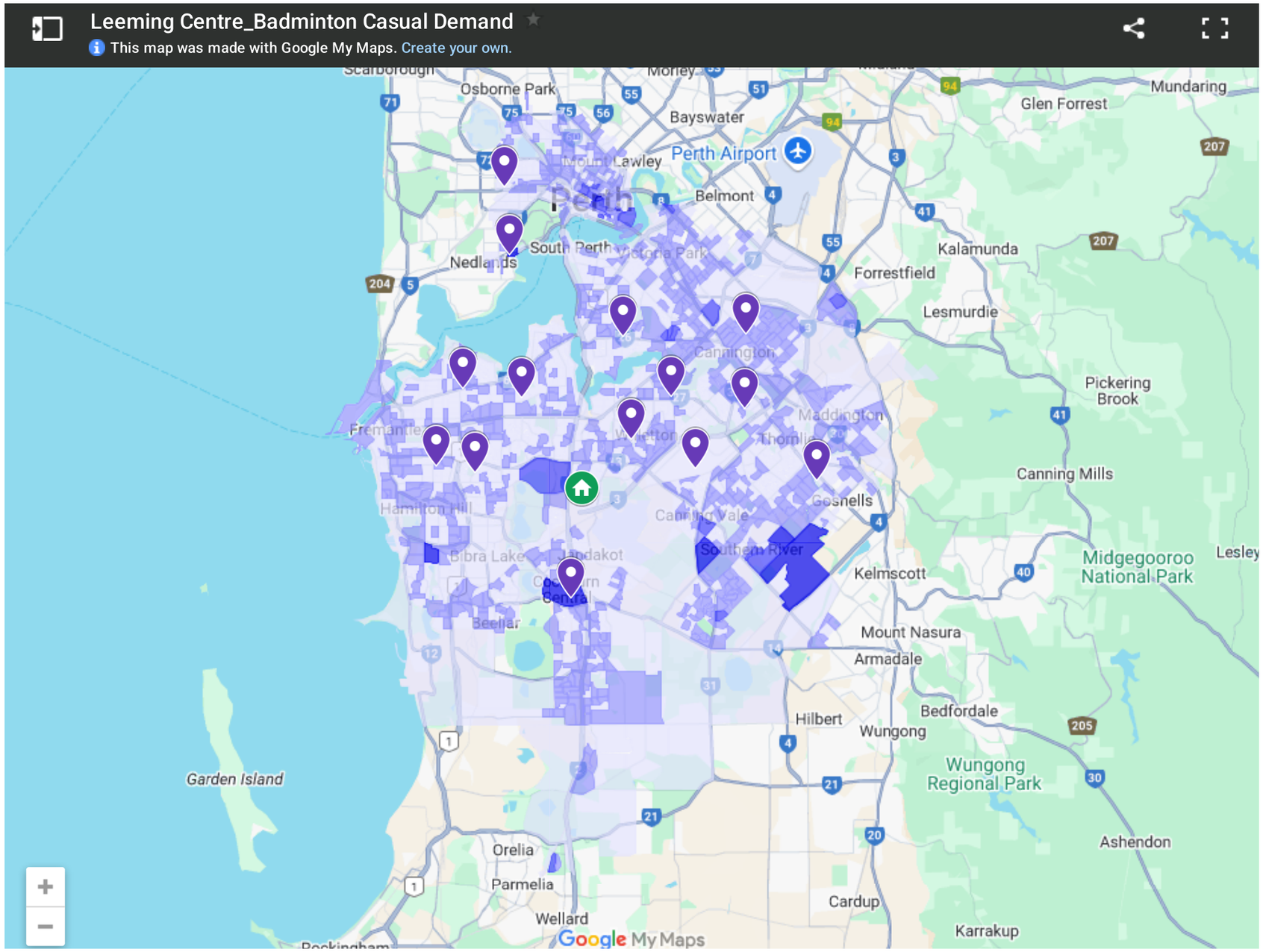
Leeming Recreation Centre (LRC)

Badminton Casual Demand

The map shows the Badminton casual demand by SA1.

Click here to learn more about SA1's

Casual demand projections are calculated using Ausplay data by applying casual participation rates at different age groups to the respective age-wise population within the site catchment.



Leeming Recreation Centre (LRC)

Badminton Demand Analysis

SA2	Organised Demand
Cannington - Queens Park	196
Canning Vale - East	195
Banjup	172
Beckenham - Kenwick - Langford	169
Thornlie	168
Huntingdale - Southern River	167
Bentley - Wilson - St James	160
Success - Hammond Park	146
East Victoria Park - Carlisle	145
Willetton	136
Perth (West) - Northbridge	136
Victoria Park - Lathlain - Burswood	133
Piara Waters - Forrestdale	133
South Perth - Kensington	122
Perth (North) - Highgate	116
Fremantle	115
Melville	115

SA2	Casual Demand
Cannington - Queens Park	515
Huntingdale - Southern River	480
Canning Vale - East	465
Bentley - Wilson - St James	462
Beckenham - Kenwick - Langford	441
Banjup	428
East Victoria Park - Carlisle	397
Thornlie	392
Success - Hammond Park	392
Victoria Park - Lathlain - Burswood	373
Perth (West) - Northbridge	368
South Perth - Kensington	320
Piara Waters - Forrestdale	320
Fremantle	316
Willetton	313
Como	306
East Perth	288

Badminton Demand Analysis	Demand
Organised Demand	5,471
Projected Future Organised Demand 2035	7,717
Casual Demand	14,002
Projected Future Casual Demand 2035	19,751
Projected Users	502
Projected Future Users 2035	708
Projected Casual Users	1,109
Projected Future Casual Users 2035	1,564

*Organised - Participation through an organisation, such as a club or association, where structured activities and events are coordinated.
*Casual - Participation for the purpose of engaging in sports, exercising, or recreational activities without any formal organisation or commitment.
*Projected Users accounts for local competitors and their influence on demand projections (both Organised and Casual), otherwise referred to as

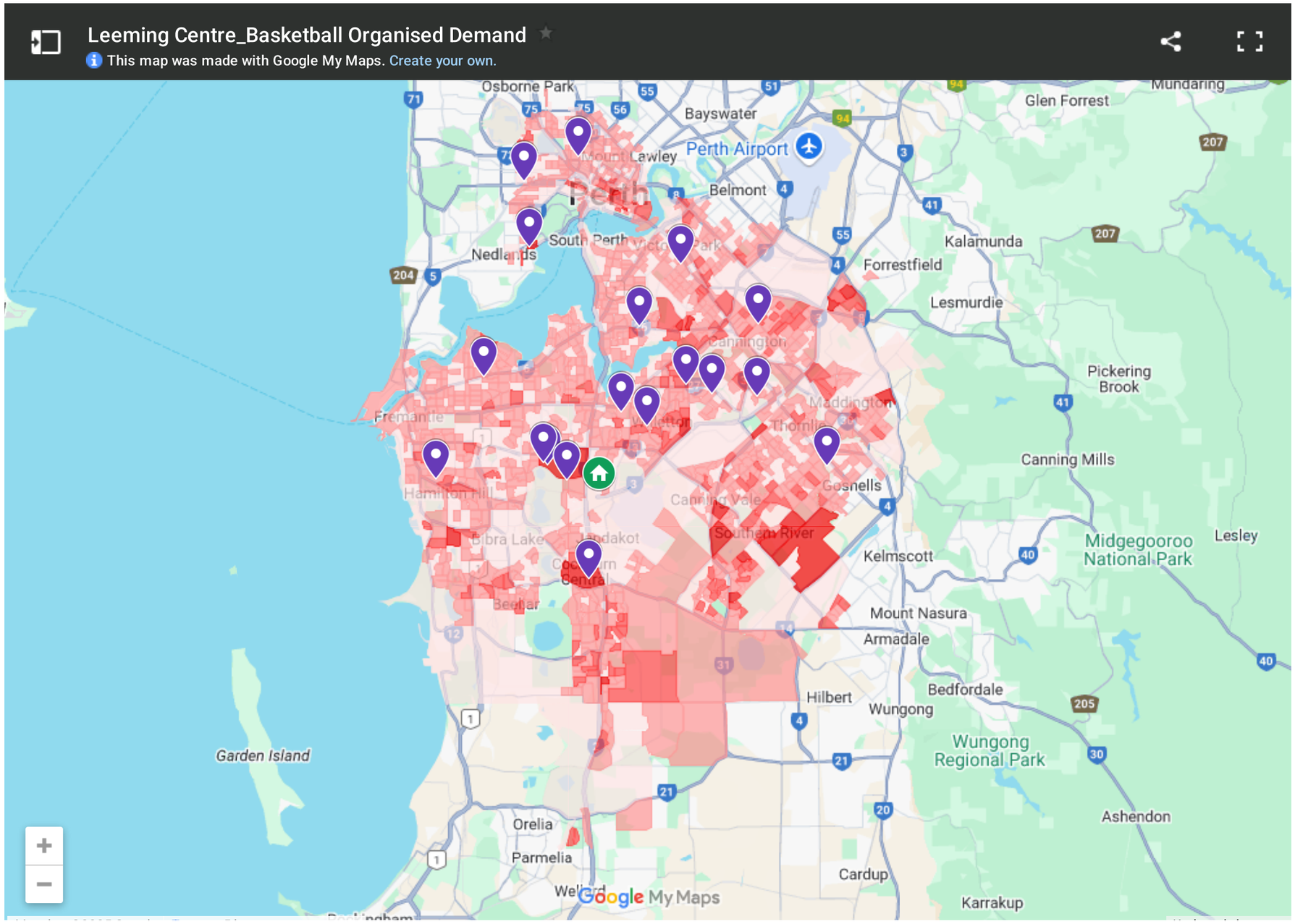
Leeming Recreation Centre (LRC)

Basketball Organised Demand

The map shows the Basketball organised demand by SA1.

Click here to learn more about SA1's

Organised demand projections are calculated by applying the sports specific segment conversion averages (i.e. who plays the sport across the state identified by actual membership data from the State Sport Organisations) to the population within the site catchment.



Active Change

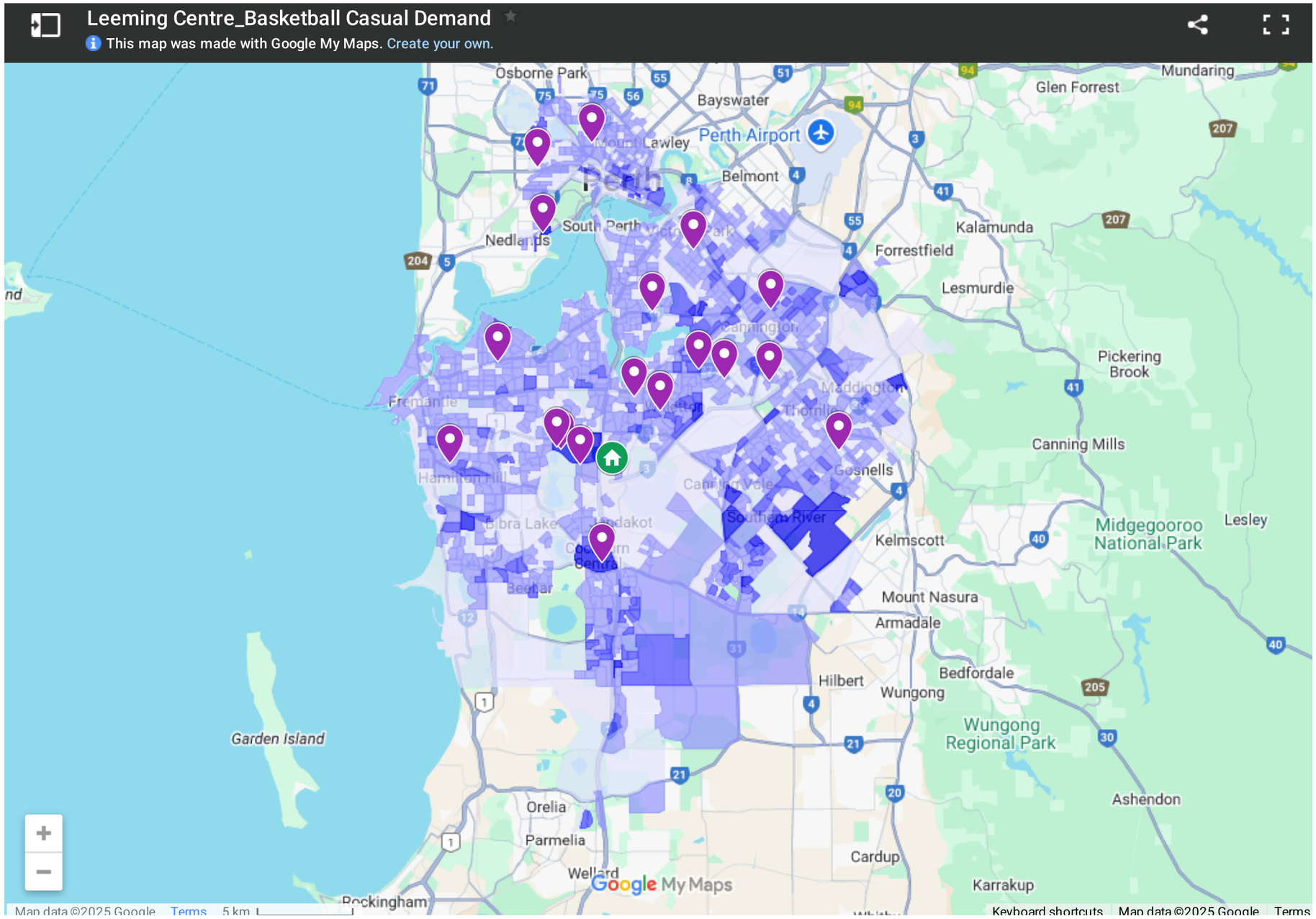
Leeming Recreation Centre (LRC)

Basketball Casual Demand

The map shows the Basketball casual demand by SA1.

Click here to learn more about SA1's

Casual demand projections are calculated using Ausplay data by applying casual participation rates at different age groups to the respective age-wise population within the site catchment.



Leeming Recreation Centre (LRC)

Basketball Demand Analysis

SA2	Organised Demand
Banjup	664
Canning Vale - East	649
Huntingdale - Southern River	544
Piara Waters - Forrestdale	517
Success - Hammond Park	502
Willetton	418
Thornlie	415
Melville	390
Harrisdale	359
Cannington - Queens Park	333
Booragoon	322
Beckenham - Kenwick - Langford	319
Riverton - Shelley - Rossmoyne	315
South Perth - Kensington	299
Bicton - Palmyra	278
Coogee	273

SA2	Casual Demand
Canning Vale - East	1,519
Huntingdale - Southern River	1,395
Banjup	1,387
Cannington - Queens Park	1,306
Thornlie	1,296
Beckenham - Kenwick - Langford	1,233
Willetton	1,221
Success - Hammond Park	1,129
Bentley - Wilson - St James	1,084
Piara Waters - Forrestdale	1,014
East Victoria Park - Carlisle	961
Melville	933
South Perth - Kensington	855
Riverton - Shelley - Rossmoyne	846
Victoria Park - Lathlain - Burswood	827

Basketball Demand Analysis	Demand
Organised Demand	14,022
Projected Future Organised Demand 2035	19,779
Casual Demand	39,616
Projected Future Casual Demand 2035	55,882
Projected Users	1,056
Projected Future Users 2035	1,490
Projected Casual Users	2,837
Projected Future Casual Users 2035	4,002

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*Projected Users accounts for local competitors and their influence on demand projections (both Organised and Casual), otherwise referred to as

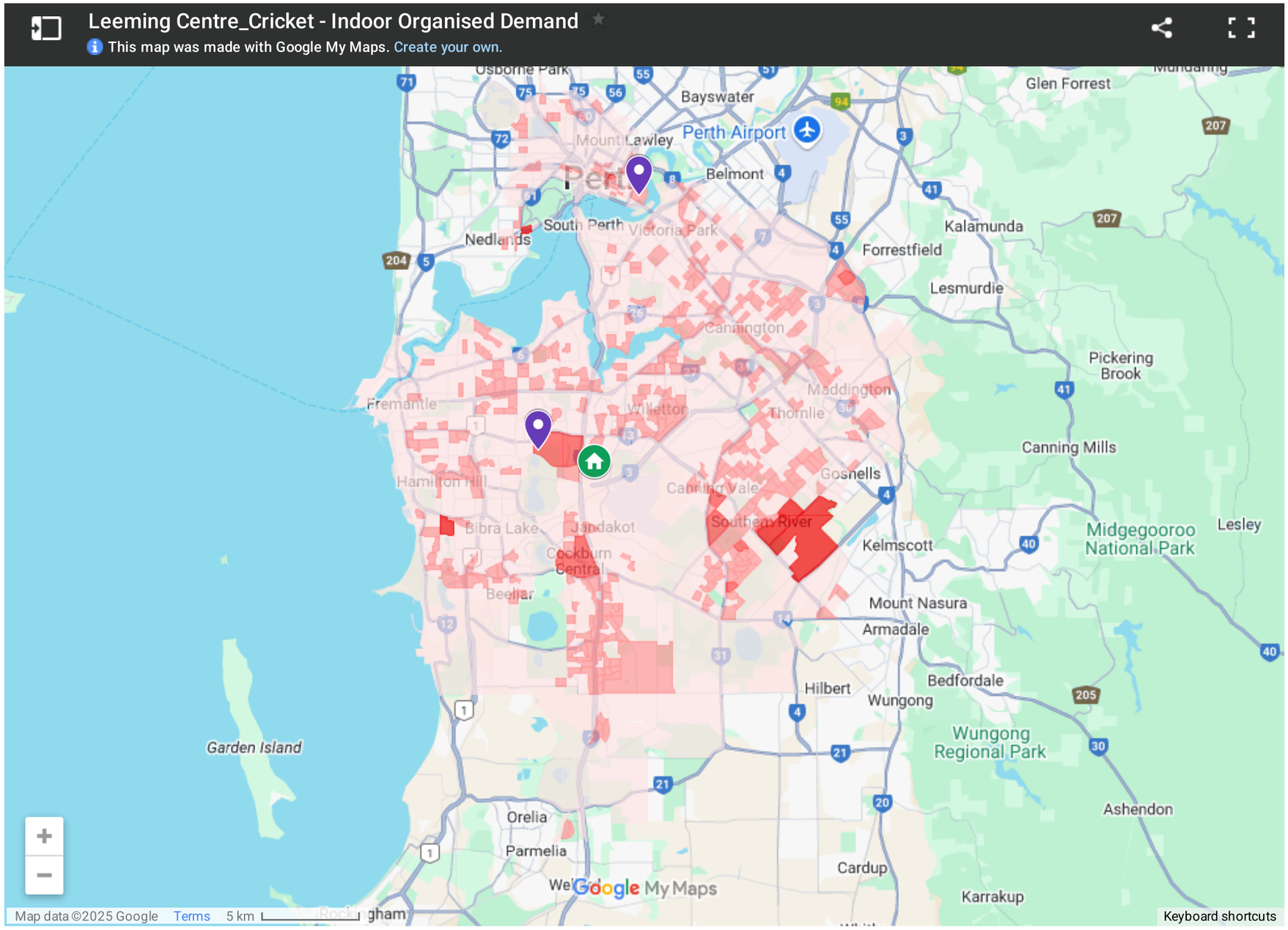
Leeming Recreation Centre (LRC)

Cricket - Indoor Organised Demand

The map shows the Cricket - Indoor organised demand by SA1.

Click here to learn more about SA1's

Organised demand projections are calculated by applying the sports specific segment conversion averages (i.e. who plays the sport across the state identified by actual membership data from the State Sport Organisations) to the population within the site catchment.



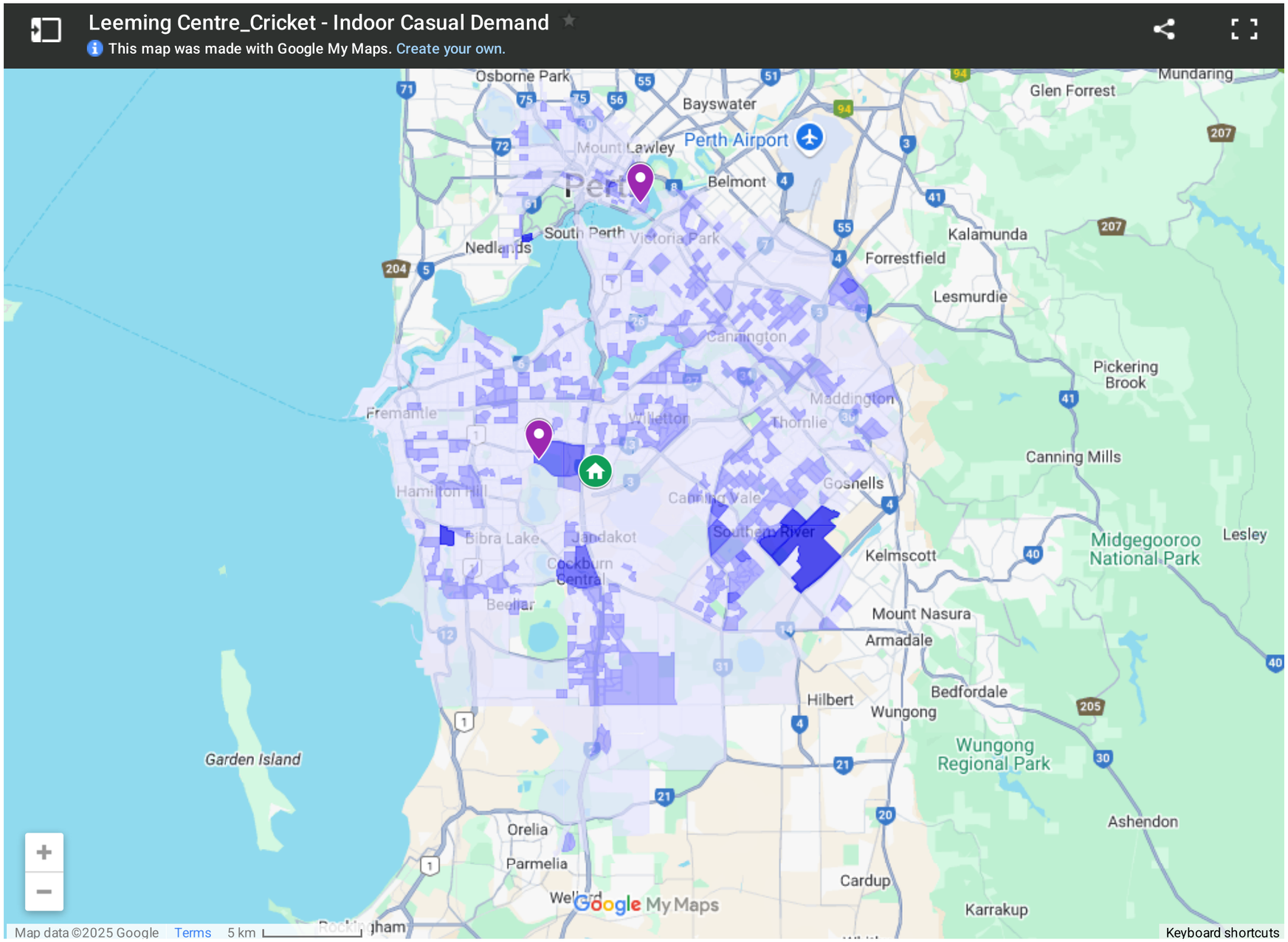
Leeming Recreation Centre (LRC)

Cricket - Indoor Casual Demand

The map shows the Cricket - Indoor casual demand by SA1.

Click here to learn more about SA1's

Casual demand projections are calculated using Ausplay data by applying casual participation rates at different age groups to the respective age-wise population within the site catchment.



Leeming Recreation Centre (LRC)

Cricket - Indoor Demand Analysis

SA2	Organised Demand
Canning Vale - East	200
Banjup	136
Murdoch - Kardinya	130
Huntingdale - Southern River	119
Fremantle	116
Thornlie	111
Willetton	110
Melville	107
South Perth - Kensington	102
Success - Hammond Park	101
Cannington - Queens Park	96
Piara Waters - Forrestdale	94
Fremantle - South	92
Beckenham - Kenwick - Langford	88
Perth (West) - Northbridge	88
Booragoon	86
Bicton - Palmyra	83

SA2	Casual Demand
Canning Vale - East	196
Huntingdale - Southern River	188
Banjup	183
Thornlie	171
Cannington - Queens Park	161
Willetton	160
Beckenham - Kenwick - Langford	155
Success - Hammond Park	145
Piara Waters - Forrestdale	135
Bentley - Wilson - St James	131
Melville	125
East Victoria Park - Carlisle	119
Riverton - Shelley - Rossmoyne	112
South Perth - Kensington	111
Booragoon	106

Cricket - Indoor Demand Analysis	Demand
Organised Demand	4,060
Projected Future Organised Demand 2035	5,727
Casual Demand	5,096
Projected Future Casual Demand 2035	7,188
Projected Users	1,357
Projected Future Users 2035	1,914
Projected Casual Users	1,699
Projected Future Casual Users 2035	2,397

*Organised - Participation through an organisation, such as a club or association, where structured activities and events are coordinated.
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*Projected Users accounts for local competitors and their influence on demand projections (both Organised and Casual), otherwise referred to as

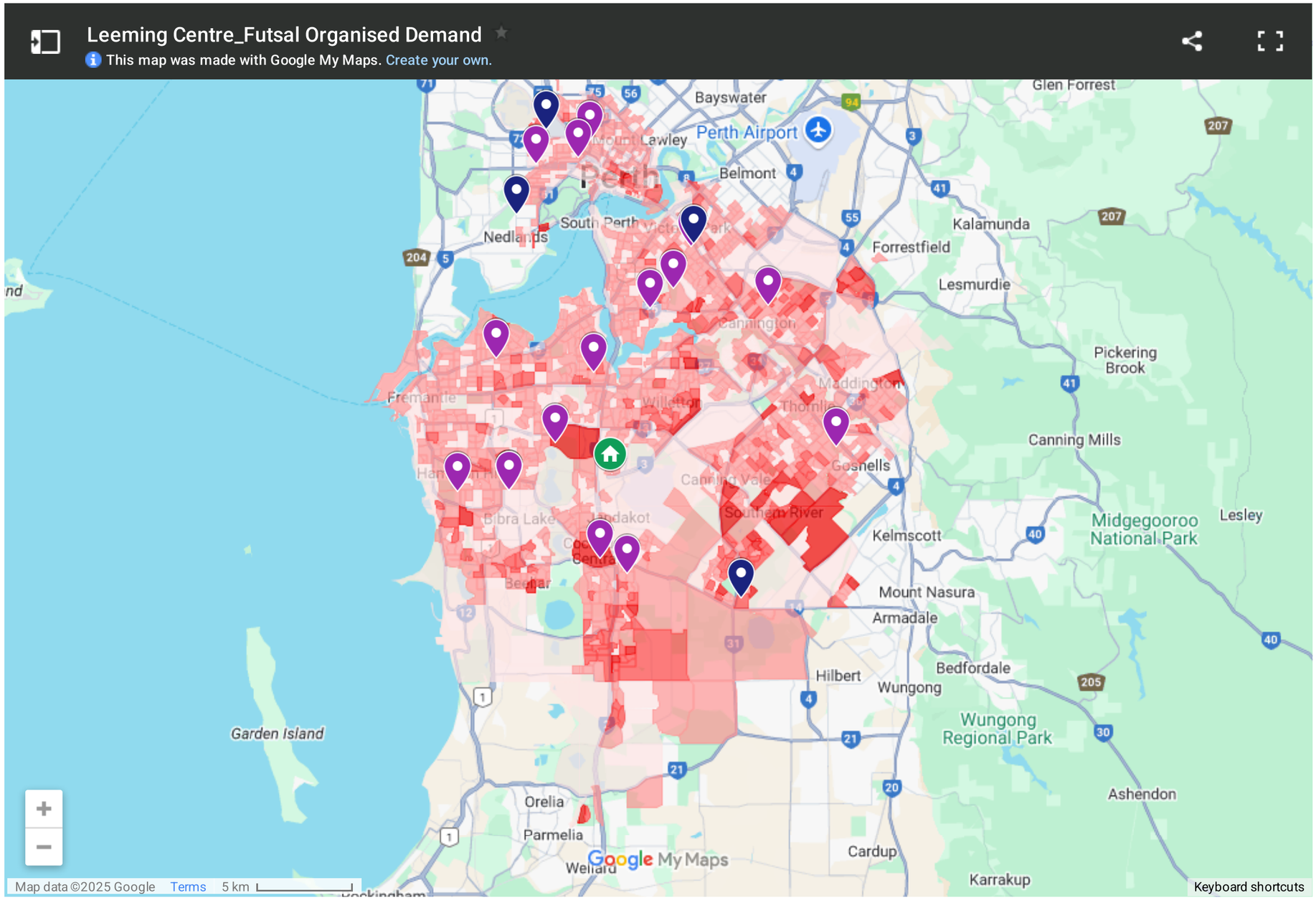
Leeming Recreation Centre (LRC)

Futsal Organised Demand

The map shows the Futsal organised demand by SA1.

Click here to learn more about SA1's

Organised demand projections are calculated by applying the sports specific segment conversion averages (i.e. who plays the sport across the state identified by actual membership data from the State Sport Organisations) to the population within the site catchment.



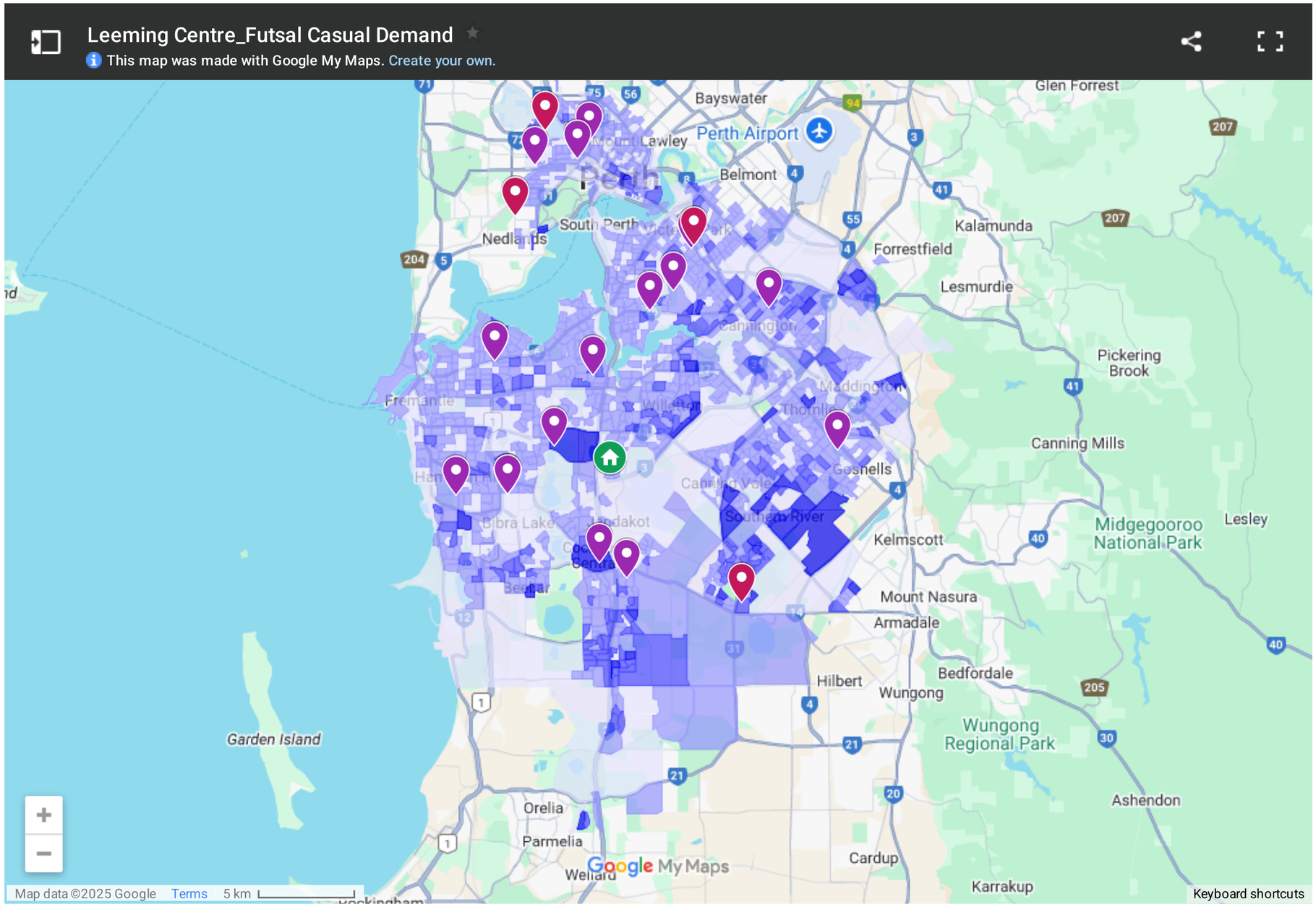
Leeming Recreation Centre (LRC)

Futsal Casual Demand

The map shows the Futsal casual demand by SA1.

Click here to learn more about SA1's

Casual demand projections are calculated using Ausplay data by applying casual participation rates at different age groups to the respective age-wise population within the site catchment.



Leeming Recreation Centre (LRC)

Futsal Demand Analysis

SA2	Organised Demand
Canning Vale - East	65
Huntingdale - Southern River	64
Banjup	63
Thornlie	58
Cannington - Queens Park	54
Willetton	54
Beckenham - Kenwick - Langford	53
Success - Hammond Park	52
Piara Waters - Forrestdale	50
Melville	42
Bentley - Wilson - St James	40
East Victoria Park - Carlisle	38
Riverton - Shelley - Rossmoyne	37
Harrisdale	35
South Perth - Kensington	34
Gosnells	34
Booragoon	34

SA2	Projected Casual Demand
Canning Vale - East	71
Huntingdale - Southern River	68
Banjup	67
Thornlie	62
Cannington - Queens Park	61
Beckenham - Kenwick - Langford	58
Willetton	56
Success - Hammond Park	55
Piara Waters - Forrestdale	53
Bentley - Wilson - St James	48
Melville	44
East Victoria Park - Carlisle	44
Riverton - Shelley - Rossmoyne	39
South Perth -	38

Futsal Demand Analysis	Demand
Organised Demand	1,667
Projected Future Organised Demand 2035	2,352
Casual Demand	1,832
Projected Future Casual Demand 2035	2,585
Projected Users	123
Projected Future Users 2035	174
Projected Casual Users	134
Projected Future Casual Users 2035	189

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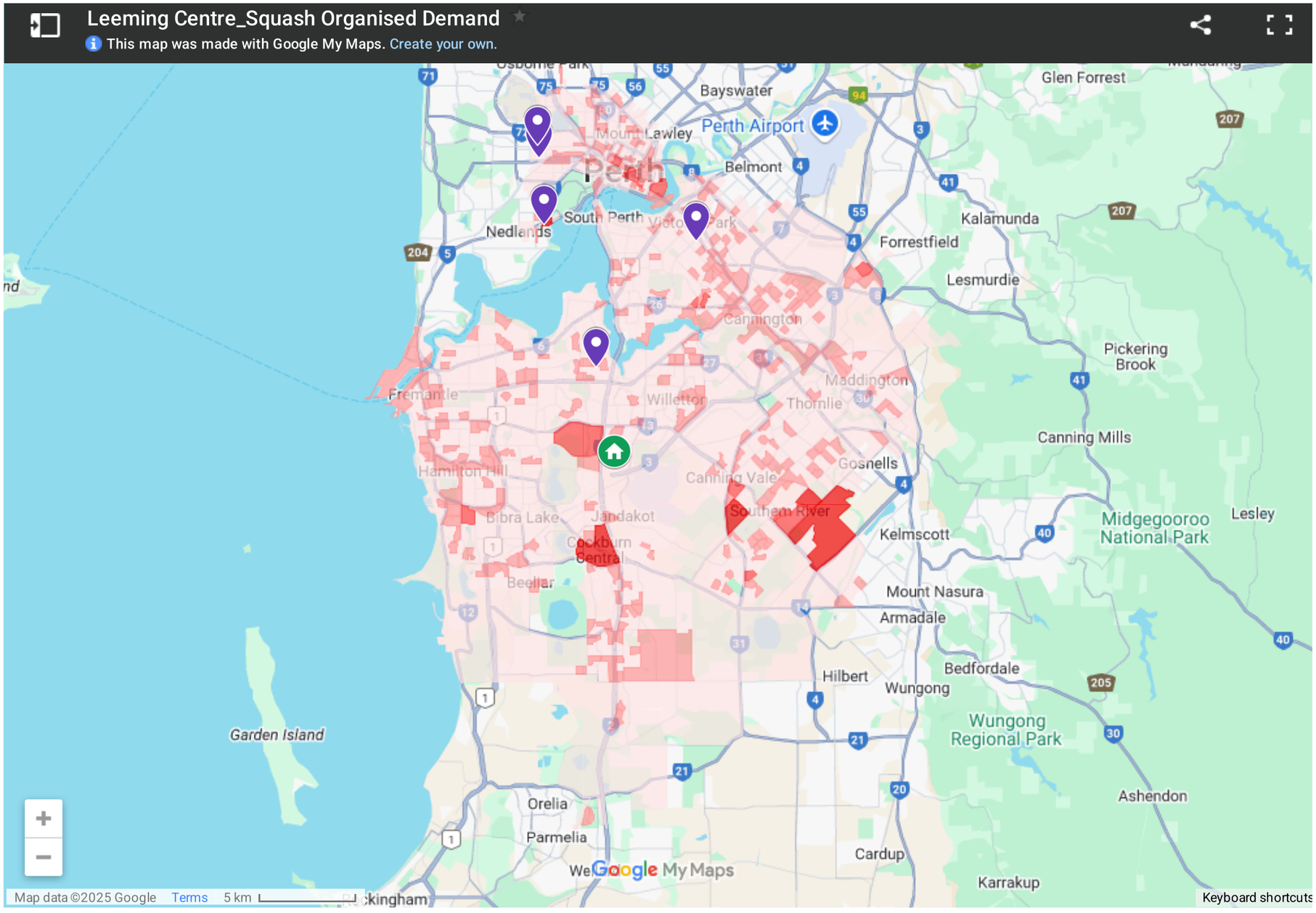
Leeming Recreation Centre (LRC)

Squash Organised Demand

The map shows the Squash organised demand by SA1.

Click here to learn more about SA1's

Organised demand projections are calculated by applying the sports specific segment conversion averages (i.e. who plays the sport across the state identified by actual membership data from the State Sport Organisations) to the population within the site catchment.



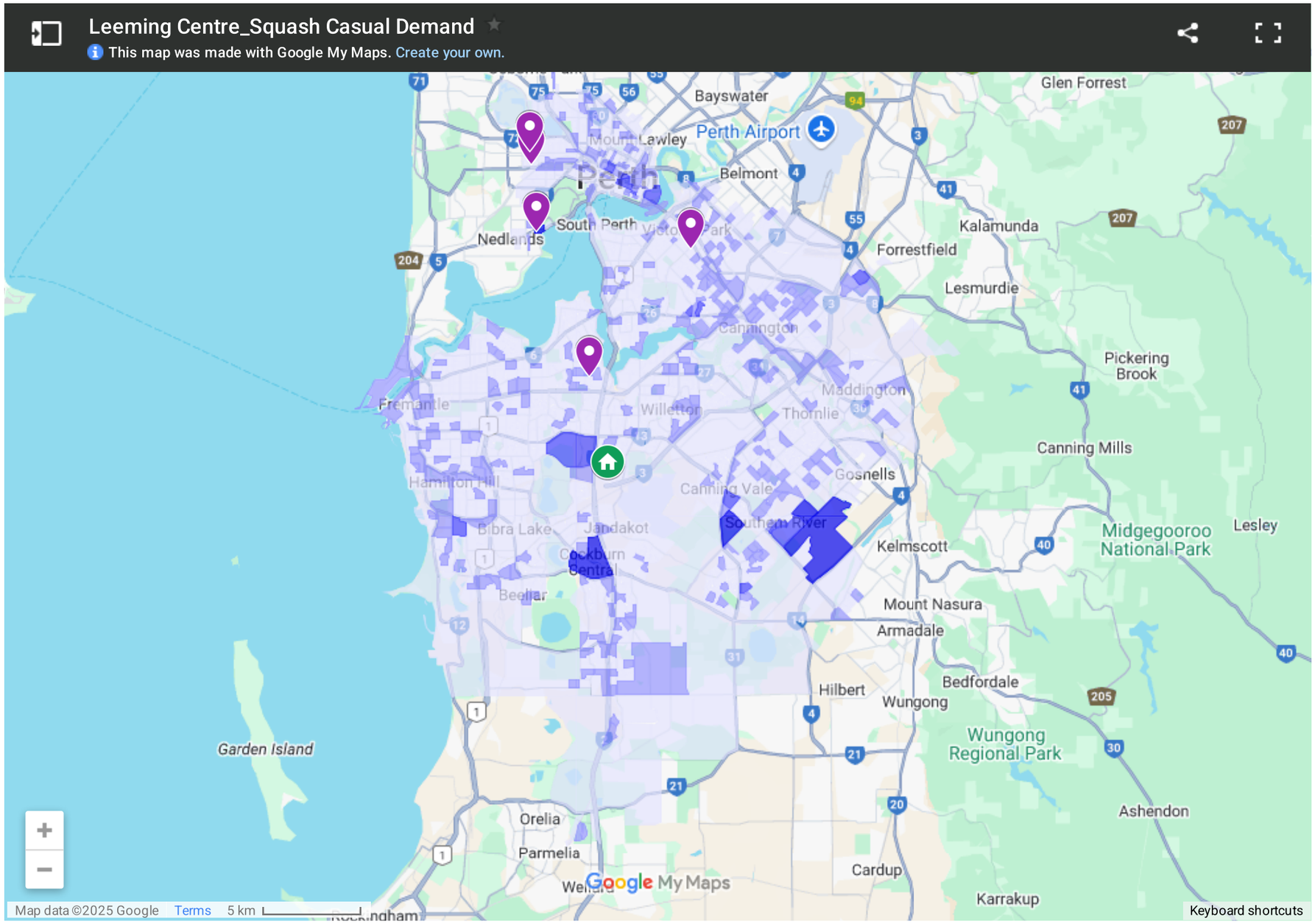
Leeming Recreation Centre (LRC)

Squash Casual Demand

The map shows the Squash casual demand by SA1.

Click here to learn more about SA1's

Casual demand projections are calculated using Ausplay data by applying casual participation rates at different age groups to the respective age-wise population within the site catchment.



Leeming Recreation Centre (LRC)

Squash Demand Analysis

SA2	Organised Demand
Canning Vale - East	33
Thornlie	30
Huntingdale - Southern River	29
Willetton	28
Banjup	28
Beckenham - Kenwick - Langford	25
Cannington - Queens Park	24
Melville	24
Success - Hammond Park	22
South Perth - Kensington	22
Riverton - Shelley - Rossmoyne	21
Fremantle	20
East Victoria Park - Carlisle	20
Booragoon	20
Bentley - Wilson - St James	20
Fremantle - South	19

SA2	Casual Demand
Canning Vale - East	110
Cannington - Queens Park	102
Huntingdale - Southern River	96
Thornlie	95
Banjup	95
Beckenham - Kenwick - Langford	90
Bentley - Wilson - St James	86
East Victoria Park - Carlisle	81
Success - Hammond Park	78
Willetton	78
Victoria Park - Lathlain - Burswood	74
South Perth - Kensington	72
Perth (West) - Northbridge	70
Melville	69
Fremantle	69

Squash Demand Analysis	Demand
Organised Demand	892
Projected Future Organised Demand 2035	1,258
Casual Demand	3,061
Projected Future Casual Demand 2035	4,318
Projected Users	234
Projected Future Users 2035	330
Projected Casual Users	788
Projected Future Casual Users 2035	1,112

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*Casual - Participation for the purpose of engaging in sports, exercising, or recreational activities without any formal organisation or commitment.
*Projected Users accounts for local competitors and their influence on demand projections (both Organised and Casual), otherwise referred to as

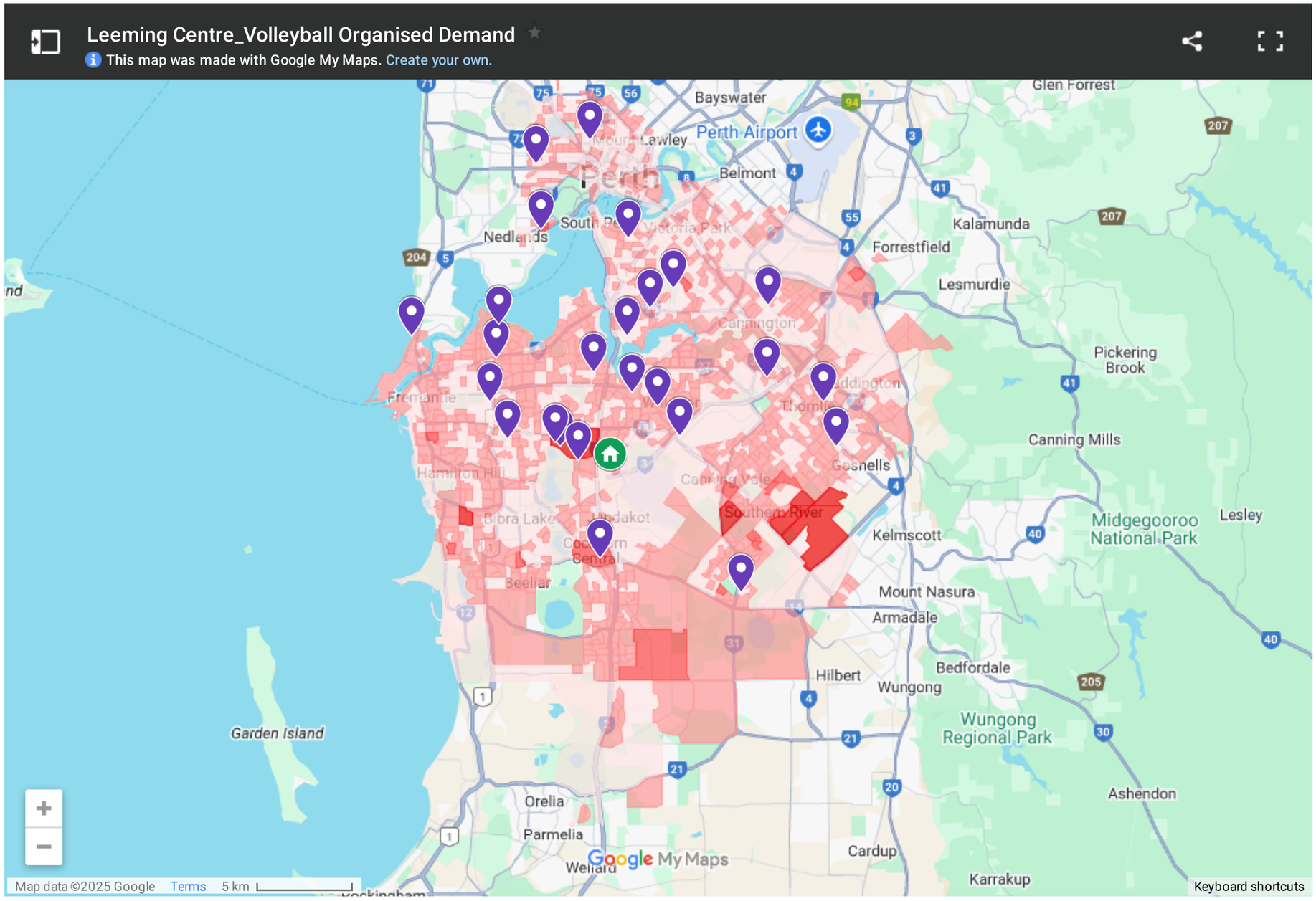
Leeming Recreation Centre (LRC)

Volleyball Organised Demand

The map shows the Volleyball organised demand by SA1.

Click here to learn more about SA1's

Organised demand projections are calculated by applying the sports specific segment conversion averages (i.e. who plays the sport across the state identified by actual membership data from the State Sport Organisations) to the population within the site catchment.



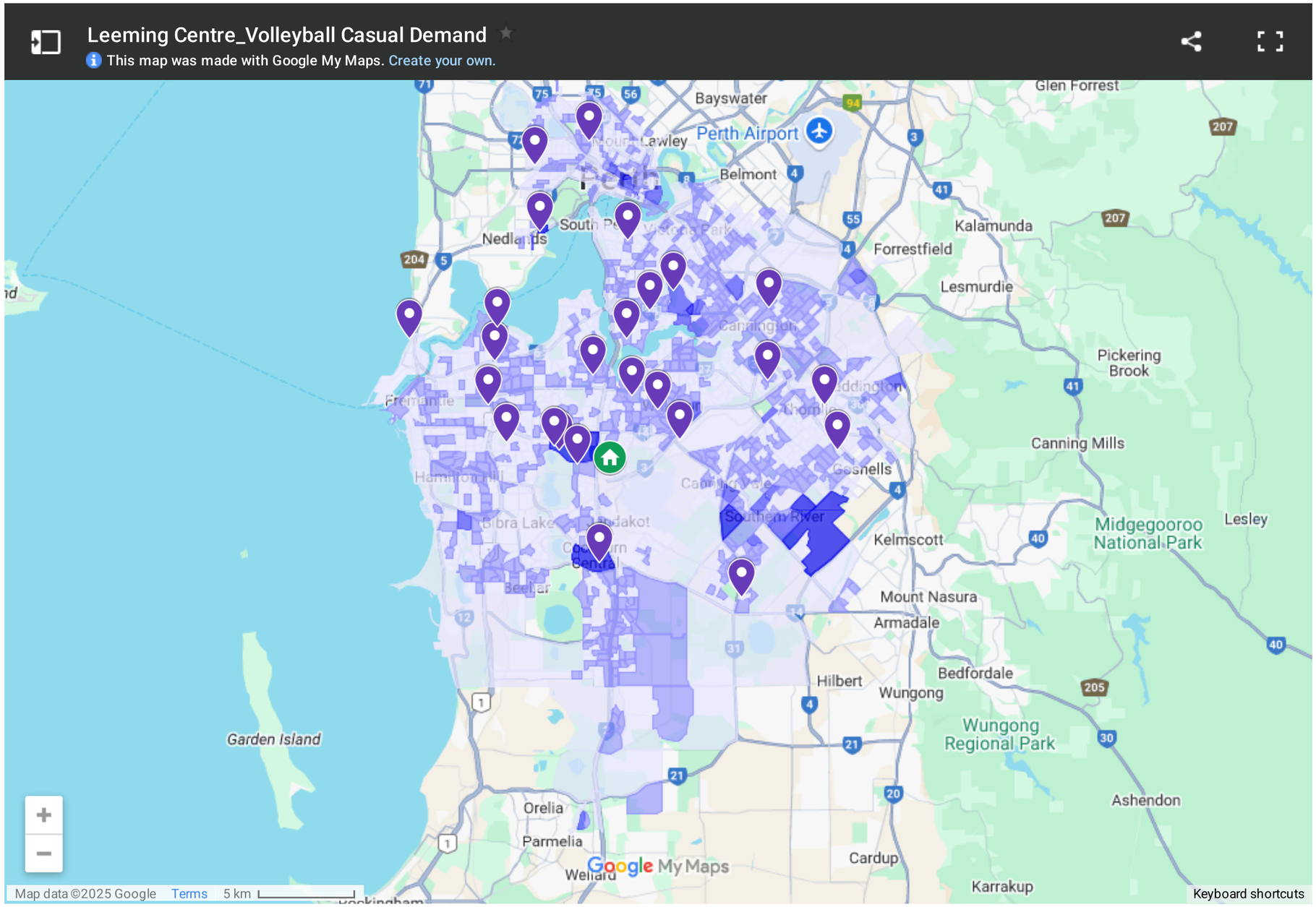
Leeming Recreation Centre (LRC)

Volleyball Casual Demand

The map shows the Volleyball casual demand by SA1.

Click here to learn more about SA1's

Casual demand projections are calculated using Ausplay data by applying casual participation rates at different age groups to the respective age-wise population within the site catchment.



Leeming Recreation Centre (LRC)

Volleyball Demand Analysis

SA2	Organised Demand
Canning Vale - East	224
Thornlie	207
Banjup	204
Huntingdale - Southern River	195
Beckenham - Kenwick - Langford	170
Willetton	162
Cannington - Queens Park	157
Success - Hammond Park	155
Melville	147
Piara Waters - Forrestdale	144
South Perth - Kensington	132
Booragoon	129
Fremantle - South	126
Riverton - Shelley - Rossmoyne	126
Bicton - Palmyra	124
Fremantle	123

SA2	Casual Demand
Canning Vale - East	430
Cannington - Queens Park	388
Huntingdale - Southern River	381
Banjup	373
Bentley - Wilson - St James	366
Thornlie	355
Beckenham - Kenwick - Langford	353
Willetton	334
Success - Hammond Park	295
East Victoria Park - Carlisle	280
Melville	259
South Perth - Kensington	254
Victoria Park - Lathlain - Burswood	252
Perth (West) - Northbridge	252
Piara Waters - Forrestdale	244

Volleyball Demand Analysis	Demand
Organised Demand	5,823
Projected Future Organised Demand 2035	8,214
Casual Demand	11,300
Projected Future Casual Demand 2035	15,940
Projected Users	320
Projected Future Users 2035	451
Projected Casual Users	609
Projected Future Casual Users 2035	859

*Organised - Participation through an organisation, such as a club or association, where structured activities and events are coordinated.
*Casual - Participation for the purpose of engaging in sports, exercising, or recreational activities without any formal organisation or commitment.
*Projected Users accounts for local competitors and their influence on demand projections (both Organised and Casual), otherwise referred to as

Glossary

Site/ venue - the location of several facilities and possible ancillary facilities.

Facility - a single type of offer e.g. gym or swimming pool.

Program - an activity offered within a facility.

Travel time - ActiveXchange licenses a national travel time matrix which calculates the average time to drive between points based on off-peak road speed times.

Users/ participants - individual residents who use a site/ facility.

Members - people who sign up to a direct debit or contract membership at a site.

Demand - this is a people count deemed to have a high propensity to use a particularly site, facility or program. ActiveXchange append the data received from across the industry (see our SportsEye Network), covering over 2.5m users with Market Segments. For each segment we have a conversion figure i.e. number of people from this group we would expect to use the site/ facility. This varies by type of offer. Australia and NZ are made up of a combination of these segments across all areas, therefore we can apply the conversions to the baseline population to estimate demand. The same conversions can be applied to the profile of expected users to establish demand for programs, price points etc.

Unmet Demand - Unmet demand is all the remaining projected demand available in the catchment of the site driven by likely capacity and quality constraints at all competing sites after demand has been allocated to the sites. Some of this unmet demand will have a higher propensity to use other sites but there is still a fair probability that via an effective Acquisition campaign this residents can be engaged.

Drive time decay - the proportion of site users typically declines as the distance from the site to the users point of residence/ work increases. This reflects people's willingness and ability to travel different times to different types of facilities. This also changes by the nature of areas too (i.e. CBD, urban, semi-urban, rural), which often correlates with car access and level of alternative sites (competition levels). This has been calculated by ActiveXchange as a decay factor i.e. 100% of demand is willing to travel 0 minutes, but only 10% are willing to travel 20 minutes or over. This factor is applied to the baseline population and demand figures to establish the realistic size of the catchment the site should look to service, alongside the reach of local competition.

Supply and competition - this is alternative sites to the site being analysed within the local area (the catchment of the site). These sites are typically audited as part of supply and demand modelling as each competing site will have an impact on the likely performance of the site being analysed (absorb demand that would otherwise be attributed to the site being analysed).

Market (Experian Mosaic) segments - this is national data licensed by ActiveXchange. There are 51 segments in Australia and 36 in NZ. Each segment is underpinned by hundreds of demographic and lifestyle indicators as part of an index. This is used to make demand profiling more precise (ability to find specific lookalike audiences). Further details on segments can be found here https://activexchange.org/segments and https://activexchange.org/segments-nz

Percentiles benchmark - this shows when all indicators are aligned relatively how the outcome is ranked i.e. 75th percentile means the top 25% of all benchmarked outcomes.

ActiveXchange

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Access Audit Report

City of Melville c/o Paatsch Group
Leeming Recreation Centre
55 Farrington Road, Leeming

01 April 2025

O'Brien Harrop Access

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EXECUTIVE SUMMARY

The Leeming Recreation Centre is currently leased and utilised by two separate entities:

- The Department of Education for Leeming Senior High School:
  - Recording, teaching, and performing spaces for the Arts Department
  - Indoor sports area, offices, and sanitary facilities for the Physical Education Department
- Striker Indoor Sports manages the rest of the building, including the upper mezzanine area as well as the indoor sports area which is shared with Leeming Senior High School.

The recreation centre is served by a large car park to the South, gated pathways to the Leeming Senior High School located to the North, the wide and open Peter Ellis Park to the East, and a path connecting to the Robert Wier Park to the West which is surrounded by low rise residential dwellings forming the suburb of Leeming on the Eastern side of Kwinana Freeway.

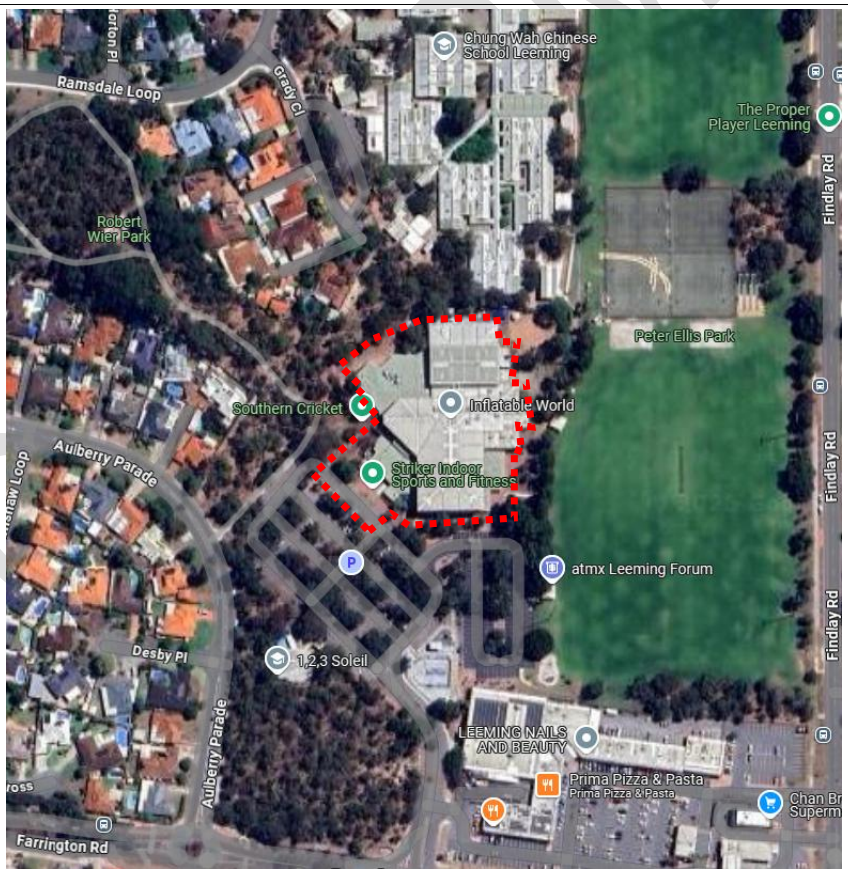

Figure 1: Overview of the Leeming Recreation Centre extracted from Google Map on 25/03/2025. Red dashed boundary indicates the extent of the audit performed on the 13/03/2025.

It is noted that the building originally contained swimming pools but was closed on the 21st of June 2008 https://webarchive.nla.gov.au/awa/20080719073942/http://www.melvillecity.com.au/features/leeming-recreation-centre-pool-to-close-due-to-gas-crisis. The swimming pools were then refurbished into the current indoor cricket area. Over the years, there have been other modifications to the building that creates paths of travel and doorways that are not coherent to the current use of space. For example, the fire doors at the base of the stairway from the mezzanine level that leads into the indoor cricket area, instead of leading occupants safely out of the buildings. The accessible parking bays and the kerb ramps located within the carpark and immediately to the outside of the recreation centre are noted to be recent. Attempts have been made to these accessible parking bays and the pedestrian crossings to meet compliance with applicable standards.

Due to the operations of the building at the time of audit, OHA was not able to inspect every part of the building, e.g. the female sanitary facilities and some of the staff and storage areas utilised by Striker Indoor Sports. For these parts, assumptions are made based on the existing elements of similar spaces observed during the audit.

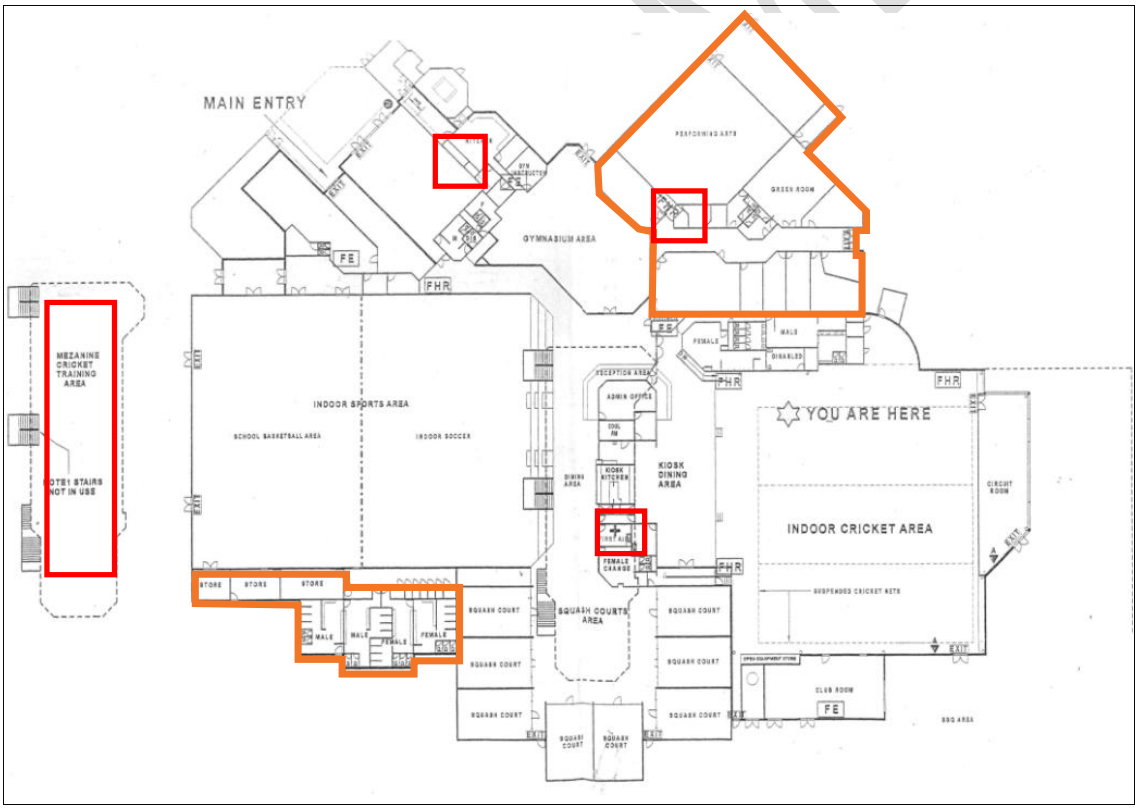

Figure 2: Scanned copy of the building plan provided by City of Melville for the purposes of the audit.

Orange outline indicates parts of the building leased to the Department of Education for the use of Leeming Senior High.

Red outline indicates parts of the building (assumed to have been) modified which does not match the building plan provided.

For further clarity of the changes, OHA recommends a site measure and redraw by qualified professionals.

The age of the building (assumed to be constructed in the 80s or 90s, based on the visible finishes) and subsequent modifications to the building also mean that many of the legislated requirements for access (summarised below) are not met:

- Grated drains along the accessible paths of travel exceeding the maximum allowable 13mm apertures in the direction of travel
- Some sections of the external footpaths around the building exceeds the maximum allowable 1:20 gradient for walkways with some crossfalls exceeding 1:40 grade.
- Pedestrian entrances and some internal doorways have stepped thresholds or lips exceeding 5mm in height.
- Some internal doorways have less than the required 850mm clear open widths
- Some internal doorways do not have the required latch-side clearances
- Along the paths of travel, where there are abutting surfaces of different flooring materials, some of the transitions exceed the maximum allowable vertical differences of 3mm or 5mm if lips are rounded/bevelled.
- Loose matting at the entrances.
- Non application of mandatory TGSIs at the kerb ramps, internal stairways and ramps.
- Non-compliant handrail profiles and terminations for the internal stairways and ramps.
- Many doorways do not have compliant hardware and do not achieve the minimum luminance contrast to the adjacent walls.
- 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.

For more information regarding the details of the non-compliances and associated recommendations, please read the full body of the report.

In conclusion, the current condition of the building, especially due to the non-compliant grades of the external footpaths, internal ramps and walkways, and insufficient internal door circulation spaces will require some significant refurbishment and modification to achieve compliance with the current legislated requirements for access.

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INTENT OF AUDIT

O'Brien Harrop Access was engaged by Stuart Dart of Paatsch Group on behalf of the City of Melville, to undertake an onsite accessibility audit of the Leeming Recreation Centre located at 55 Farrington Road, Leeming. On the 13th of March 2025, Access Consultant Khai Tam undertook a site visit of this recreation facility.

The intent of the disability access audit was to review the staff, public and visitor areas of this recreation facility to:

- Identify the barriers to access for people with a disability to this building and associated amenity.
- Assess compliance with the current legislative requirements including the Premises Standard 2010 and referenced Australian Standards on Access and Mobility.
- Provide a report that includes advice and recommendations to address issues that do not meet the mandatory access requirements as well as issues that may not meet the intent of the Disability Discrimination Act 1992.
- Assist you to meet your organisations responsibility under the City of Melville Disability Access and Inclusion Plan 2024-2029 (DAIP) to ensure the needs of people with disability in regards access to the building and services offered, are being met
- Provide a risk management approach that assesses and addresses all documented barriers to access for people with a range of disabilities.

LEGISLATIVE COMPLIANCE

In general, the Premises Standard and referenced Australian Standards on Access and Mobility have been used as the basis for assessing this building as this would ensure any future works are contemporary and in line with current standards of practice. Where possible, compliance with contemporary legislative documents will provide the [Organisation] with greater certainty against any complaint lodged under current state and federal disability legislation.

In instances where structures within the building have been constructed to meet AS1428.1 2001, now superseded by AS1428.1 2009, it would not be reasonable to expect that major structural work be undertaken to deliver a small gain in access compliance. Examples include door widths (where there are minimal discrepancies) and some latch side clearances on doorways, some lever door hardware and retention of the unisex accessible toilet [refer to the information about the Toilet Concession, below].

The disability access audit considered all areas that are mandatory under legislation, to meet the access requirements of people with disabilities including external access, car parking, entrances, internal accessways, doorways and circulation space, vertical access including stairs and ramps, statutory signage, hearing

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augmentation, application of tactile ground surface indicators, wheelchair seating, glazing and application of luminance contrast requirements, and accessible sanitary facilities.

ACCESS CODE EXEMPTION

Clause D3.4 of the NCC / Access Code of the Premises Standards states that the following areas are not required to be accessible:

a. *an area where access would be inappropriate because of the particular purpose for which the area is used.*
b. *an area that would pose a health or safety risk for people with a disability.*
c. *any path of travel providing access only to an area exempted by this clause.*

The Premises Standards Guideline [Clause D3.4 Exemptions] provides additional clarity by the following examples:

"These areas could include cleaners store rooms, commercial kitchens, staff serving areas behind bars, cool rooms, rigging lofts, waste-containment areas, foundry floors, abattoir animal processing areas, railway shunting yards, electrical switch rooms, chemical and hazardous materials store areas, loading docks, fire lookouts, plant and equipment rooms and other similar areas."

Areas considered exempt from access requirements

Areas considered exempt for provision of access for people with disabilities and not considered as part of this plan review were those spaces generally considered where access would be inappropriate because of the purpose for which the area is used or an area that would pose a health or safety risk for people with a disability. In accordance with the NCC / Access Code of the Premises Standards D3.4, areas considered exempt for the purpose of this report are the rooms utilised for storage, kitchen, cool rooms or rooms containing plant/communications/electrical equipment.

Exempt areas to be confirmed

To ensure that any declaration of exemption is not based on inappropriate assumptions about the ability of people with a disability or people with a particular type of disability to undertake work or activities in the above-mentioned spaces, further clarification / consultation as to the roles of staff employed in and/or purpose of the areas listed below, may be necessary. A clear determination must be sought as to whether the following areas are to meet access requirements for people with disability.

- [Insert]

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Non-exempted areas

O'Brien Harrop Access has reviewed the following areas and unless advice to the contrary is received, access for people to the following areas must be provided. Therefore, this report has been prepared based on the presumption that the following areas are not exempt from providing access for people with disability:

- Administrative office, rooms utilised as general office spaces and computer labs.

This is in recognition that while they may contain spaces within which duties or activities may be considered inappropriate for access for people with disabilities, there is no strong argument that access should be denied under the D3.4 Exemption Clause (D3.4).

DISABILITY DISCRIMINATION ACT

All organisations have a responsibility, under the federally legislated Disability Discrimination Act (1992) (DDA), to provide equitable access to goods and services and to premises used by the public. Premises are broadly defined and would include all areas within a building.

The DDA provides uniform protection against unfair and unfavourable treatment for people with a disability in Australia. It also makes it unlawful to discriminate against a person who is an associate, such as a carer, friend, or family member. The Act supports the principle that people with disability have the same fundamental rights as the rest of the community and this includes the opportunity to be employed, purchase goods and services, gain access to premises used by the public and the like. Equitable and dignified access must be provided, and a complaint can be made under the DDA if appropriate access is not provided.

Compliance with the Premises Standard and referenced Australian Standards addresses the mandatory requirements for the provision of access for people with a disability. Meeting the intent of the Disability Discrimination Act (1992) and therefore protecting City of Melville against a complaint under the DDA may require consideration of provision of access to the following areas that fall out of the mandatory requirements of the Premises Standard, for example:

- Reception counters and workstations
- Staff workspaces, workstations, and associated circulation spaces
- Change areas and the provision of adult change facilities
- Casual, meeting and lounge seating
- Non-mandatory application of luminance contrast
- Non-mandatory provision of hearing augmentation
- Non-mandatory application of directional tactile ground surface indicators
- Operation of some controls
- Wayfinding and associated informative, interpretive, or directional signage

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- Emergency egress

REFERENCES

Information, advice and recommendations are based on the following documents:

- Disability (Access to Premises – Buildings) Standard 2010
- Disability (Access to Premises – Buildings) Standards Guidelines 2009
- National Construction Code Series Volume One. Building Code of Australia 2019 Class 2 to Class 9 Buildings
- AS1428.1 2001 – Design for Access and Mobility – General Requirements for Access – New Building Works *(Superseded)*
- AS1428.1 2009 – Design for Access and Mobility – General Requirements for Access – New Building Works
- AS1428.2 1992 – Design for Access and Mobility – Enhanced and Additional Requirements – Buildings and Facilities
- AS1428.4.1 2009 – Design for Access and Mobility – Means to assist the orientation of people with a vision impairment - Tactile ground surface indicators
- AS1428.4.2 2018 Design for access and mobility. Part 4.2 Means to assist the orientation of people with vision impairment – Wayfinding signs
- AS1428.5 2021 - Design for access and mobility – Communication for people who are deaf or hearing impaired
- AS2890.1 2004 – Parking Facilities – Off-street Car Parking
- AS2890.6 2009 – Parking Facilities – Off-street parking for people with disabilities
- AS3745 2010 – Planning for emergencies in facilities
- The Advisory Note on streetscape, public outdoor areas, fixtures, fittings and furniture, Human Rights Commission, 8 February 2013
- International Best Practices in Universal Design. A Global Review (March 2006 / Revised August 2007). Produced by the Canadian Human Rights Commission
- Sport and Recreation *Access for All*. Produced by Sport and Recreation Victoria
- Planning and Designing for Pedestrians: Guidelines, Department of Transport WA, 2016
- Changing Places Design Specifications 2020

NEW AND AFFECTED PART

The Premises Standard set out specific criteria for when existing buildings are required to comply with the Premises Standard. Should the City of Melville undertake any work at the Leeming Recreation Centre and an

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application for building approval is required to be submitted, the requirements of the Premises Standard are triggered.

The Premises Standard will apply to both:

(a) The part of the building which is being modified or extended (referred to as the **new part**); and

(b) The continuous accessible path of travel from the principal pedestrian entrance to the **new part** (referred to as the **affected part**).

For example, if a new unisex accessible toilet was to be constructed in the Leeming Recreation Centre with the intended upgrade requiring building approval from the relevant authority, the toilets would be required to meet the Deemed-to-Satisfy-provision of Part F2 of the Premises Standards. Further, it would be a mandatory requirement that the accessible path of travel from the principal pedestrian entrance to these toilets would also need to be upgraded to meet the requirements of the Premises Standard. This may include, but not be limited to, for example, widening of corridors and doors to the (new part), the sanitary facility.

At the time of any **new work** being undertaken, where building approval will be required, it is recommended the City of Melville engage an accredited disability access consultant to ensure all provisions of the Premises Standard, as they apply to the **new** or **affected part**, are being met.

TOILET CONCESSION

Part 4.5 Toilet Concession of the Disability (Access to Premises – Buildings) Standard 2010 states:

1. *Paragraphs F2.4 (c) and (e) of the Access Code, to the extent that they require compliance with AS1428.1—2009, Design for access and mobility, Part 1: General requirements for access—New building work, do not apply to the following:*
   a. *existing accessible sanitary compartments;*
   b. *existing sanitary compartments suitable for use by people with a disability.*
2. *For subsection (1) to apply, a sanitary compartment mentioned in paragraph (a) or (b) must:*
   a. *comply with AS 1428.1—2001, Design for access and mobility, Part 1: General requirements for access—New building work; and*
   b. *be located in either a new part, or an affected part, of a building.*

As detailed in the Guideline on the Application of the Premises Standards, Version 2 (2013), in regards this Toilet Concession:

"Section 4.5 provides a concession for existing accessible sanitary compartments or existing sanitary compartments suitable for use by people with ambulant disabilities that are included in an application for new building work approval and as a result trigger the Premises Standards. The concession states that certain existing accessible sanitary compartments or existing sanitary compartments suitable for use by people with ambulant disabilities do not have to comply with AS1428.1–2009 as generally required by the Access Code.

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The concession, however, is available only where an existing sanitary compartment or existing sanitary compartments suitable for use by people with ambulant disabilities complies with the circulation and fit-out requirements of AS1428.1–2001. If an existing accessible sanitary compartment triggers a requirement for upgrading because it is subject to new work and it does not even meet the requirements of AS1428.1–2001, it would be required to upgrade to meet the requirements of AS1428.1–2009 subject to the defence of unjustifiable hardship[1].

So, for example, if an existing toilet undergoing new work met the circulation space requirements of AS1428.1-2001 but did not have AS1428.1-2001 compliant grabrails there would be a requirement to upgrade the grabrails to meet the AS1428.1-2009 requirements.

However, if the only way to meet the AS 1428.1-2009 fit-out requirements were to extend the size of the compartment this would be inconsistent with the concession, in which case consideration might be given to proposing an Alternative Solution that allows for the concession to be applied.

This concession recognises that the significant cost of upgrading the circulation space in existing sanitary facilities would not be justified where those facilities meet previous accessibility requirements.

It is intended that this concession will be reflected in building law through changes to state and territory building legislation or regulation. Some states and territories have now achieved this and building professionals should refer to their relevant state and territory building laws and regulations for clarification.

Note on effect of upgrade on the provision of ambulant accessible toilets

Where an existing accessible toilet is required to be upgraded to comply with AS1428.1-2009 this would not trigger the need for an upgrade of the other male and female toilets at the bank to provide for ambulant accessible toilets unless those other toilets were the subject of new work.

There is, however, nothing to stop any developer from providing ambulant accessible toilets at the time of upgrade to the accessible toilet."

Reference: Guideline on the application of the Premises Standards, Version 2 (2013), page 50

READING THE REPORT

The disability access audit report is set out in table form that identifies:

Item

The first column indicates the area assessed, whether that be a room, a space or location.

[1] Building Commission Advisory Note June 2011: Refer to the Building Commission Advisory Note June 2011 for an explanation regarding the non-recognition of the concept of 'unjustifiable hardship' under Western Australian building law.

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Findings

This column records any barrier to access, or an area of non-compliance with legislated documentation.

Where the building element demonstrates compliance with the appropriate codes or Australian Standards on access and mobility, or intent of the Disability Discrimination Act, comment has only been made in the body of the report where it is deemed to add weight to the information provided.

Some items have been assessed to have minor discrepancies to the relevant codes and standards and where it is the considered opinion of the consultants that, in the context of a recreation centre, the shortfall will not restrict use by a person with a disability; these discrepancies have not been detailed.

Recommendation - Mandatory

The recommendation provides the reader with the scope of work to be undertaken that would be considered a mandatory requirement if the building or structure was constructed as new under the current Building Code of Australia and the Premises Standards.

Reference

Technical details on how the recommendations should be achieved must be gained from the referenced documents. References in the report generally refer to the relevant Clause of the document rather than any Diagram or Figure, however these will be referenced where required to add clarity. The references are noted in an abbreviated form, for example AS1428.1 2009 Clause 10.3.

Where remedial work is required it is imperative that technical information is gained from the relevant Clause and any Figure referenced within the Clause of the relevant Australian Standard, the BCA or the Access Code of the Premises Standards.

Note that in some instances the remediation works will bring a facility in closer alignment with contemporary expectations, but not the full rigours of contemporary codes and standards acknowledging the building or facility is existing and there may be structural constraints or the like.

Recommendation - Enhancement

The recommendation provides the reader with the scope of work to be undertaken in order to enhance the provided amenity.

In other instances, the recommended remediation works pertain to elements of the built or landscaped environment that would not be considered under the provisions of the BCA or the Premises Standards.

Reference

Where a recommendation is not a mandatory requirement but provided in order to assist your understanding of those items that will assist your organisation meet the intent of the Disability Discrimination Act 1992 or

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Inclusive or Universal Design Principles, these may be identified by the reference "DDA" where there is no direct Australian Standards reference. Where available, reference will be made to an appropriate source document as listed above.

Priority

A priority rating (Low, Medium or High) has been documented based on the consultant's professional experiences of the likelihood and consequence of risk, with a resultant priority rating provided.

This risk assessment is based on the consultant's assumed knowledge of the way in which a facility operates (and information provided by the owner / manager etc), and clinical and technical experience as Occupational Therapists, Architect and Access Consultants with a knowledge of the way in which people with a disability may use a facility and the technical requirements of relevant codes and standards.

The organisation may overlay additional knowledge such as a history of feedback or complaints or known near misses or requests from spectators or officials with disabilities, using their services.

Explanation of the priority rating

The High, Medium or Low priority rating has been developed based on both the probability (likelihood) of the issue being raised as a barrier to people with disabilities and the possible outcome for a person with a disability or the organisation (consequence). The following is a summation of the probability and consequence factors considered by OHA in formulation of the Priority Rating.

Likelihood

Low A low chance that a person will be denied access as there is another acceptable means of access or other way-finding cues are in place. There is a low probability that this issue will impact the person's ability to participate or gain access.

Medium There is a medium chance that the issue will be a barrier sufficient enough to impact on a person with a disability. These issues will be unlikely to be a safety hazard.

High There is a high chance that a person with a disability will be at risk of injury or unable to gain access to any part of a facility considered to have a significant impact on their participation.

Consequence

Low May involve a minimal level of inconvenience, or minimal assistance may be required from a nearby staff member to use the facility for the primary purpose for which it was intended. Not perceived to pose a safety risk.

Medium May involve an increased level of inconvenience, or assistance may be required, for example, may need to go and look for someone to assist. Not perceived to pose a safety risk.

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High A safety risk and a person with a disability could sustain an injury. Alternatively, access is denied to consumers with disabilities, into primary public areas of the facility that are essential to their needs. A sufficient enough barrier that injury or harm could be sustained or access denied. It is considered that there is a high probability of a person accessing their legal rights for safety, equity or dignity.

Quick win

When an item has been assessed as low priority, but a resolution may be considered a quick win for the organisation, the priority column has been marked with the text "quick win".

Staff

In some areas of the building where access barriers have been identified that are occupied by staff only, the recommendation may be to make alterations to meet the individual needs of a staff member if and when required. This approach provides City of Melville c/o Paatsch Group with a practical and cost-effective means of improving access for staff members as well as visitors if and when necessary.

When meeting the individual needs of any staff member an individual solution must be developed. This must be done in consultation with the individual and any changes are required to be made in a timely, equitable and dignified manner and at a minimum will reflect the requirements of the relevant and most current version of the Australian Standard at the time the changes are made.

When reading the report, priority column has been marked with "staff" to denote that should a person with disability be employed, the priority rating for that item could become higher.

REPORT PREPARATION

Report title	Access Audit Report
Report revision	[Rev 0]
Date report issued	01 April 2025
Report issued to	Stuart Dart, City of Melville c/o Paatsch Group
Report prepared by:	Khai Tam Access Consultant & Architect WAARB # 3622 | NSWARB # 11366 M. Arch. | B. Arch. Studies | Dip. Access Consult Accredited SDA Assessor # 00130 Livable Housing Assessor # 20382 Associate Member ACA #868

This report addresses the barriers that have been specifically identified at the Leeming Recreation Centre located at 55 Farrington Road, Leeming, and within the context of the operational structure of this recreation

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centre. Information contained within this report cannot be used for similar perceived barriers within this site or for any other purpose.

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Access Audit Report

Leeming Recreation Centre

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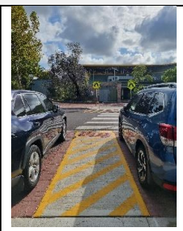
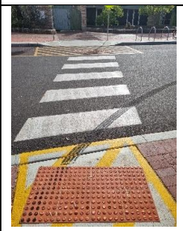
O'Brien Harrop Access

Item		Findings	Recommendations	Reference	Priority	Photos
1.	**Pedestrian Crossings**					
1.1	Alignment	The pedestrian crossing connecting the accessible parking bays to the recreation centre is noted to be angled as the crossing points are not located directly across each other. The resulting crossing includes the orientation of the bands of warning TGSIs not perpendicular to the direction of travel.	Consider remaking the pedestrian crossing by having the centreline of the kerb ramps align across the roadway and 90° to the path of travel.	AS1428.1 2009 Clause 10.7, Note 1 & 2, Figure 23	Medium	
1.2	Tactile Ground Surface Indicators	Due to the angled crossing, the bands of warning TGSIs on both sides of the crossing is angled. The TGSIs are noted to not have the 300mm setback to the roadway. On the side of the recreation hall, the band of warning TGSI is noted to be installed on the roadway instead of on the face of the kerb ramp.	As it is unlikely that a person with vision impairment to be driving as well as avoid providing confusing tactual cues, it is recommended to remove the bands of warning TGSIs at this pedestrian crossing. If the warning TGSIs are to be retained, ensure that they are installed to the full width of the path of travel, perpendicular to the direction of travel when approaching the hazard, and consistently setback 300mm from the roadway.	AS1428.4.1 2009 Clause 2.3.3 & Figure C1	Medium	
2.	**External Accessway**					
2.1	Grates	The external pedestrian areas contain several grated stormwater pits. When measured, the apertures are approximately 15mm. Some of the grates have apertures oriented with the long dimensions parallel to the direction of travel.	Replace the existing stormwater grates with apertures that are not greater than 13mm wide and be oriented so that long dimension is transverse to the dominant direction of travel. Where the apertures are less than 8mm, the length of the slots may continue across the width of paths of travel.	AS1428.1 2009 Clause 7.5	High	
2.2	Walkway	Along the southern side of the recreation centre, the pedestrian paths of travel are noted to be undulating with sections of the paved pathways having significant slope with gradients exceeding 1:33 that are connected to the entrances to the indoor sports area.	Regrade sections of the pedestrian areas where the gradients exceed 1:33 to not be more than 1:20. For walkway gradients of 1:20, provide landings with intervals no greater than 15m. The walkways and landings are to have maximum camber/crossfall of 1:40.	AS1428.1 2009 Clause 10.2	High	
2.3	Pedestrian Ramps	In addition to point 2.2 above, some sections of the paved pathways are measured to have gradients in exceeding 1:20.	Where the path of travel cannot be regraded to have gradients of less than 1:20, consider installing pedestrian ramps with the maximum gradient of 1:14 with landing intervals not greater than 9m. Ensure that compliant handrails are installed to both sides of the ramps and bands of warning TGSIs installed at the top and bottom landings of the ramps.	1428.1 2009 Clause 10.3	High	

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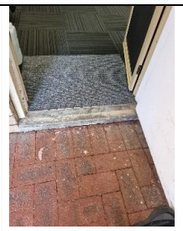
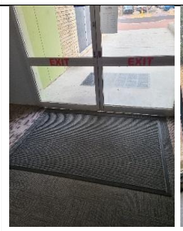
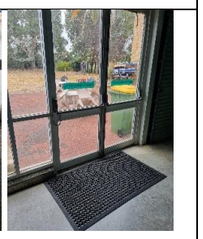
Item		Findings	Recommendations	Reference	Priority	Photos
2.4	Step Ramps	In addition to points 2.2 and 2.3 above, some sections of the paved pathways are measured to have gradients in exceeding 1:14.	Where the path of travel cannot be regraded to have gradients of less than 1:14, consider installing step ramps with the following: • Maximum rise of 190mm • Maximum length of 1900mm • Maximum gradient of 1:10 • A landing for a step ramp must not overlap a landing for another step ramp or ramp	1428.1 2009 Clause 10.6 NCC 2019 Clause D3.11(b)	High	
3.	**Entrances**					
3.1	Door landings	At the southern entrances, the doorways are measured to have landings with gradients of approximately 1:10 and lengths of approximately 1.9m.	Remake the door landings to have crossfall or gradients to be not more than 1:40.	AS1428.1 2009 Clause 13.3.1	High	
3.2	Threshold	At the entry doorway to the office space located adjacent to the indoor spots area currently utilised by the physical education department of Leeming Senior High School, the door threshold is noted to have a 50mm stepped.	Remake the stepped threshold and install a threshold ramp to the doorway with the following: • Maximum rise of 35mm • Maximum length of 280mm • Maximum gradient of 1:8 • Be located within 20mm of the door leaf which it serves Alternatively, install a step ramp as described in the above point 2.4.	AS1428.1 2009 Clause 10.5 & Figure 21	High	
3.3	Carpets	At most entrances, there are loose carpet or anti-slip mats placed on the external and internal side of the entrances. All are noted to be easily lifted and not securely fixed to the ground.	Where carpet/anti-slip mats are retained at the entry doorways, ensure that the exposed edges of floor covering are fastened to the floor surface and shall have a trim along the entire length of any exposed edge, and at the leading edges, carpet trims and any soft flexible materials shall have a vertical face no higher than 3mm or a rounded bevelled edge no higher than 5mm or above that height a gradient of 1:8 to a total maximum eight of 10mm. Alternately, recess the matting so as to have the surface be no more than 3mm if vertical or 5mm if rounded or bevelled, the material shall have a level difference of no greater than 3mm if vertical or 5mm if rounded or bevelled when fully compressed.	AS1428.1 2009 Clauses 7.4.1 & 7.4.2	High	 
4.	**Floor Surfaces**					

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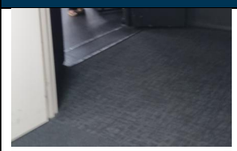
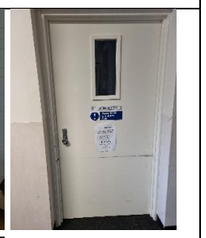
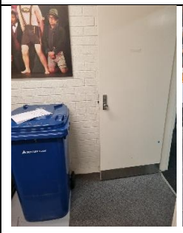
Item		Findings	Recommendations	Reference	Priority	Photos
4.1	Abutment of surfaces	The following areas are noted to have different flooring materials abutting each other with more than 3mm of vertical differences: • The hallway to the performing arts hall • The cloakroom to the connecting corridor hat leads to the green room • The gym to the corridor leading to the kitchen (now used as storage)	Treat the abutting surfaces by bevelling and rounding the lips if the vertical difference is no more than 5mm.	AS1428.1 2009 Clauses 7.2 Figure 6	High	
5.	**Internal Doorways**					
5.1	Clear Open Width	Most of the doorways throughout the recreation centre assessed are noted to have clear widths of less than 800mm (including the door to the unisex accessible toilet located next to the gym), some are approximately 800mm wide, while only two have been noted to be 850mm.	As a temporary measure, widen the doorways with clear open widths of less than 800mm by installing off-set hinges to achieve the minimum clear widths of 800mm. For a permanent solution, all doorways are to be adjusted and widened to achieve a minimum clear open width of 850mm is achieved.	AS1428.1 2009 Clause 13.2 AS1428.1 2001 Clause 7.2	High	
5.2	Luminance Contrast	Almost all doorways within the section utilised by the arts department of the Leeming Senior High School and the doorways in the male and female banks of sanitary facilities located adjacent to the indoor sports area are noted to be finished with the same/similar colour to the surrounding walls.	Repaint these doorways to achieve a minimum luminance contrast of 30% between: • Door leaf and door jamb • Door leaf and adjacent wall • Architrave and wall • Door leaf and architrave • Door jamb and adjacent wall The minimum width of the area of luminance contrast shall be 50mm	AS1428.1 2009 Clause 13.1	Medium	 
5.3	Circulation Spaces	The doorway to the kitchen in the arts department, the doorway to cloakroom from the connecting corridor, and the doorway to the office in the mezzanine level are noted to have the circulation spaces encroached by the placements of furniture such as rubbish bin, cabinetry, and sofa.	Maintain the required circulation spaces around the doorways by removing furniture. Ensure that the circulation spaces maintained corresponds with the direction of approach so that a wheelchair user can reach and operate the door handles, and able to enter and exit the spaces unimpeded.	AS1428.1 2009 Clause 13.3 Figures 31 & 32	High	

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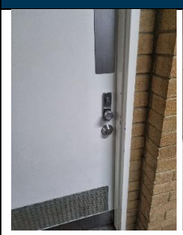
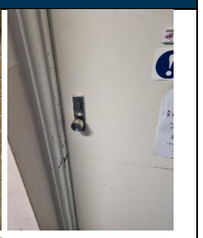
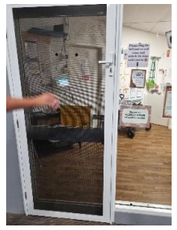
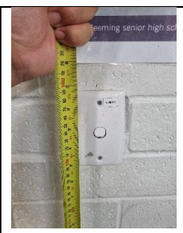
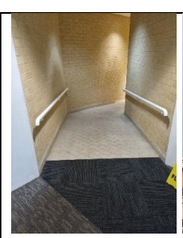
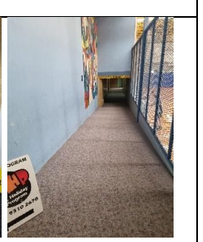
Item		Findings	Recommendations	Reference	Priority	Photos
5.4	Door Controls	Almost all doorways are noted to have the non-compliant doorknobs.	Replace all doorknobs with the following types of door handles and hardware: • Lever type handles with a 90° end turn to the face of the door for hinged doors. • D type handles for sliding doors (similar to the one installed on the door to the unisex accessible toilet) • The handles shall be minimum 35mm and maximum 45mm from the back plate or door face. • The handles on sliding doors shall be a minimum 60mm from the door jamb. • The handles shall be located between 900mm to 1100mm from the finished floor It is noted that the doorway to the creche has the door handle installed higher than 1100mm. Due to the safety consideration of the creche – preventing children from operating the door, the non-compliant door handle height can be retained. The door handle is to be reposition to 900mm to 1100mm high if the room the doorway is serving no longer functions as a creche or similar.	AS1428.1 2009 Clause 13.5 Figures 35 & 36	High	  
5.5	Door Glazing	There are a number of doors within the arts department that are noted to have glazing panels that are incorrectly position on the door face. These glazing panels have been measured to be more than 1000mm above the bottom edge of the doors.	Where doors have glazing panels, the panels are to be positioned as follows: • 300mm to 1000mm above the bottom edge of the door • Minimum 1600mm above the bottom edge of the door • Maximum 200mm from the latch edge of the door • Minimum 150mm wide	AS1428.2 1992 Clause 11.6.2	Low	
6.	**Switches and Control Panels**					
6.1	Location	Many of the switches for lights and control panels for appliances such as A/Cs are noted to be located too high, approximately 1350mm from the finished floor level and/or less than 500mm from an internal corner.	Reposition switches and controls along the accessible path of travel, located between 900mm to 1100mm above finished floor level and 500mm from internal corners.	AS1428.1 2009 Clause 14.1	Medium	
7.	**Internal Ramps**					
7.1	Gradient	There are three ramps within the building with the following gradients measured: • Ramp to sanitary facilities adjacent o the indoor cricket area, with approximate 1:12 gradient • Ramp to the indoor cricket area with, approximate 1:14 gradient	Where the length of the ramp is greater than 1900, height traverse is greater than 190mm, and the gradient exceeds 1:20, formalise the ramp into a pedestrian ramp with maximum 1:14 gradient.	AS1428.1 2009 Clause 10.3(a)	High	 

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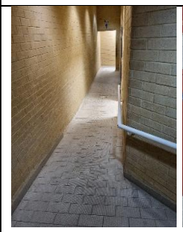
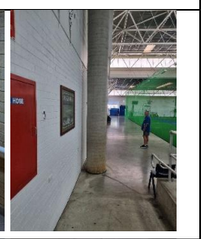
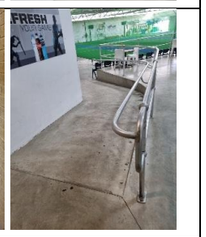
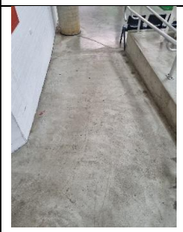
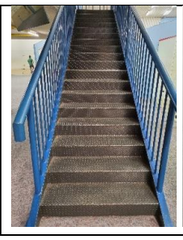
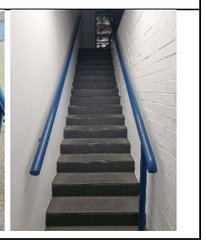
Item		Findings	Recommendations	Reference	Priority	Photos
		• Ramp to the sanitary facilities adjacent to the indoor sports are, with approximate 1:10 gradient for a length of 9.5m				
7.2	Landings	All three ramps do not have intermediate landings at the change of directions or at maximum intervals of 9m. The ramp leading to the indoor cricket area is noted to have a structural column located at the base of the ramp, encroaching within the landing space.	At the change of direction not exceeding 90°, provide a clear landing space of 1500mm by 1500mm with maximum crossfall of 1:33. At the change of direction, ensure that the angle of approach shall be °90 to the line of transition between the ramp and landing surfaces.	AS1428.1 2009 Clauses 10.3(d) & 10.8.1	High	 
7.3	Handrails	All three ramps are noted to have handrails that terminate half-way along the length of the ramp, or only to one side of the ramp, or none at all. The handrails do not have the compliant termination at the top and bottom of the ramps.	Ensure that handrails are provided to both sides of the ramps for the entire length of the ramp. Ensure that the handrails extend another 300mm horizontally at the top and bottom of the ramps.	AS1428.1 2009 Clauses 10.3(e) & (h) Figures 14 & 15	High	
7.4	Kerb rail	The ramp leading to the indoor cricket area does not have a wall on one-side and without kerb rails.	Ensure that all ramps and intermediate landings have kerbs or kerb rails on both sides complying to the following: • Minimum 65mm height • Height of the top of the kerb or kerb rail is not within 75mm to 150mm • No longitudinal gap/slot greater than 20mm in the kerb or kerb rail within the range of 75mm to 150mm • Located so that the ramp-side face is flush with or not greater than 100mm from the face of the handrail	AS1428.1 2009 Clauses 10.3 (i) & (j) Figures 18 & 19	High	
7.5	Tactile Ground Surface Indicators	All three ramps are noted to not have bands of warning TGSIs at the top and bottom of the ramps.	Install 600mm to 800mm deep bands of warning TGSIs to the full widths of the path of travel (i.e. between the handrails) at both the bottom and the top of the ramps, set at 300mm from the transition points of the ramps.	AS1428.4.1 2009 Clauses 2.3.3 & 2.4 Figure 2.3	High	
8.	**Internal Stairways**					
8.1	Nosing Strip	The mezzanine stairways from the squash courts area and from the indoor cricket area are noted to not have contrast strips on each stair nosing.	Install a contrast nosing strip of: • 50mm to 75mm deep across the full width of the path of travel • Maximum 15mm from the front of the nosing • Minimum 30% luminance contrast to the background • Does not extend more than 10mm down the riser	AS1428.1 2009 Clauses 11.1(f) & (g) Figure 27	High	 

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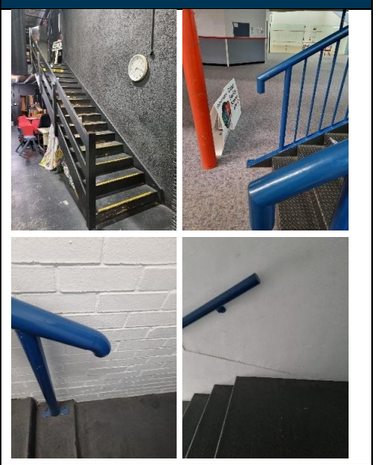
Item		Findings	Recommendations	Reference	Priority	Photos
8.2	Handrails	The handrail for the stairway located within the cloakroom is noted to only one side and with non-compliant square/rectangle profile. These handrails for the cloakroom stairway and the stairways to the mezzanine level do not terminate in a compliant manner. The handrails for the stairway between the mezzanine to the indoor cricket area is noted to be interrupted by and stops at a doorway on the intermediate landing.	Replace the existing handrail that has the non-compliant square/rectangle profile with a circular/elliptical version that is 30mm to 50mm in height/width. Provide handrails to both sides of the stairways. Ensure that all stairway handrails extend at least one tread depth plus a 300mm horizontal extension past the last risers at the bottom of the stairs. At the top of the stairways, the handrails shall also have a 300mm horizontal extension past the first risers. If the doorway on the intermediate landing is not acting as a fire door, consider removing the door and continue the handrail through to the lower flight of stair.	AS1428.1 2009 Clause 12(b) Figure 29 Clauses 11.2 (b), (d), (e) & Figure 28	High	
8.3	Tactile Ground Surface Indicators	All internal stairways are noted to not have any TGSIs installed to the bottom and top of the stairways.	Install 600mm to 800mm deep bands of warning TGSIs to the top and bottom landings of each stairway, setback 300mm from the nearest riser.	AS1428.4.1 2009 Clauses 2.3.3 & 2.4 Figure 2.2	Medium	
9.	**Accessible Sanitary Facilities**					
9.1	Provisions	There are four banks of existing male and female sanitary facilities with the following accessible sanitary facilities: • Adjacent to the gymnasium, one Unisex Accessible Toilet (UAT). • Adjacent to the indoor cricket area, one Adult Change Facility (ACF). • Adjacent to the indoor sports area, no UAT • There are no sanitary compartments suitable for people with ambulant disabilities.	Provide a UAT that is fully compliant to AS1428.1 in proximity to the existing bank of male and female sanitary facilities located adjacent to the indoor sports area. At each bank of sanitary facilities, provide a sanitary compartment suitable for a person with an ambulant disability in accordance with AS1428.1 for use by males and females. For every 10 showers provided, ensure that 1 accessible unisex shower is provided in accordance with AS1428.1.	NCC 2019 Volume 1 Table F2.4(a) & (c) Table F2.4(b)	High	
9.2	Circulation Space	The UAT adjacent to the gymnasium area is measured with internal dimensions of 1950mm long by 1550mm wide. Besides the WC pan, this space is also occupied by washbasin opposite to the WC pan and a large pipe adjacent to the WC pan. The ACF adjacent to the indoor cricket area, is noted to have some internal fixtures & fittings as	As the existing UAT do not have the required circulation spaces compliant to either AS1428.1 2001 as well as AS1428.1 2009, remake the UAT so as to ensure the minimum circulation space of 1900mm wide by 2300mm long is achieved.	AS1428.1 2009 Clause 15.2.8 Figure 43. AS1428.1 2001 Clause 10.2.9 Figure 22 NCC 2019 Volume 1 Specification F2.9	High	

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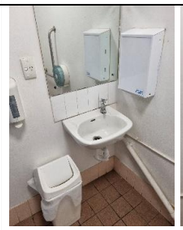
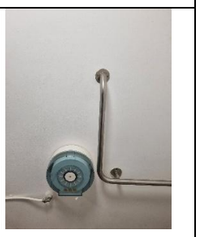
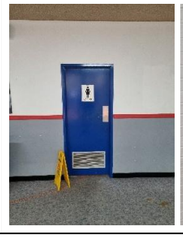
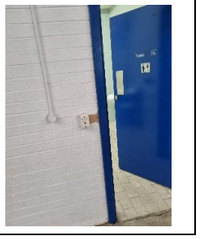
Item		Findings	Recommendations	Reference	Priority	Photos
		well as internal dimensions matching those of an adult change facility.				
9.3	Fixtures & Fittings	The UAT contains the following non-compliant fixtures and fittings: • WC pan that is too low, projecting too short, and without back rest. • Jumbo toilet roll installed outside of the required zone and too close to the grabrail. • Operable parts of the washbasin tapware are less than 300mm from the front edge of the washbasin. • Towel dispenser is located less than 500mm from an internal corner The ACF contains the following non-compliant fixtures and fittings: • Non-automated door controls • Non-provision of adult change table • The washbasin tap mixers are less than 300mm from the front edge of the washbasin. • WC pan does not have backrest	As the UAT is remade, ensure that all fixtures and fittings are installed to the full prescription of AS1428.1. A full and detailed audit to be performed for the ACF. Where the fixtures and fittings are non-compliant, replace them to the full prescription of NCC 2019 Specifications F2.9/	AS1428.1 2009 Clause 15.4 NCC 2019 Volume 1 Specification F2.9	High	 
9.4	Signage	The signages installed for the sanitary facilities are noted to be non-compliant in terms of: • The raised and visual versions of the international symbol of access, as well as the male and female symbols. • The ACF incorrectly utilising the international symbol of access. • Non-provision of raised text • Non-provision of Braille • Located on the face of the doors	All sanitary facilities must be signed using: • The correct symbols to reflect the use. E.g.: – UAT to have the international symbol of access – ACF to have the adult change facility symbol • The corresponding raised texts and Braille to describe the facility including the transfer side for the UAT. • Texts shall be minimum 20mm san serif fonts. • Braiile shall be Unified English Braille (UEB), Grade 1, uncontracted.	AS1428.1 2009 Clause 8 NCC 2019 Volume 1 Specification F2.9 Clause 10	High	 

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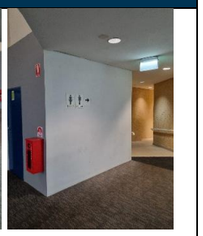
Item		Findings	Recommendations	Reference	Priority	Photos
9.5	Informative and directional signage	The existing directional signages are visually inconsistent where some are just texts with directional arrows and laminated with reflective surfaces, there are other directional signages with symbols, texts and fonts but of different sizes.	Wayfinding, directional (other than to an accessible entrance or accessible toilet) or informative signage is not addressed in the Australian Standards called up in the Access Code of the Premises Standard or the National Construction Code, therefore, to meet the following requirements is not mandatory, but important to meet the needs of all people regardless of age or ability, and the intent of the DDA. It is recommended wayfinding, directional, or informative signage incorporates the following principles of good signage: • Any information provided on signs should be clear and unambiguous to read. • Lettering (size, type, layout) to be clear and legible (i.e., sans serif font, in sentence or title case as appropriate to the environmental/signage context). • Avoid the use of all capitals [Readability is reduced with ALL CAPS because all words have a uniform rectangular shape, meaning readers can't identify words by their shape (Reference: Harvard University Digital Accessibility)]. • Letter height to be appropriate to the required/anticipated viewing distance. • The sign is not to reflect light nor be placed behind glazing (due to reflection and glare). • The text is to be in 30% luminance contrast to the sign. • The sign should contrast with the background surface. • Avoid the use of multiple typefaces, and a patterned or visually cluttered background to the signage text. • Signage to be located at a height between 1200–1600mm from the finished floor surface, where it will be most visible to people seated and standing. Where space within the 1200-1600mm zone is not available, the sign can be extended downward, no lower than 1000mm. • Should the sign be obscured at any time (e.g., by crowds) it should be placed at least 2000mm high [preserving the accessible path of travel as per AS1428.1 2009 Clause 6.2 and Figure 2] with the text size correspondingly increased in size. • Best practice indicates directional signage should be consistent in style and located: – Consistently along the path of travel so that it can be readily found. – At key decision-making points. • Signage should not obstruct the accessible path of travel. • Ensure signage cannot be obstructed by objects.	AS1428.2 1992 Clause 17	Medium	

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Leeming Recreation Centre Needs Analysis & Pre-Feasibility Study

Report

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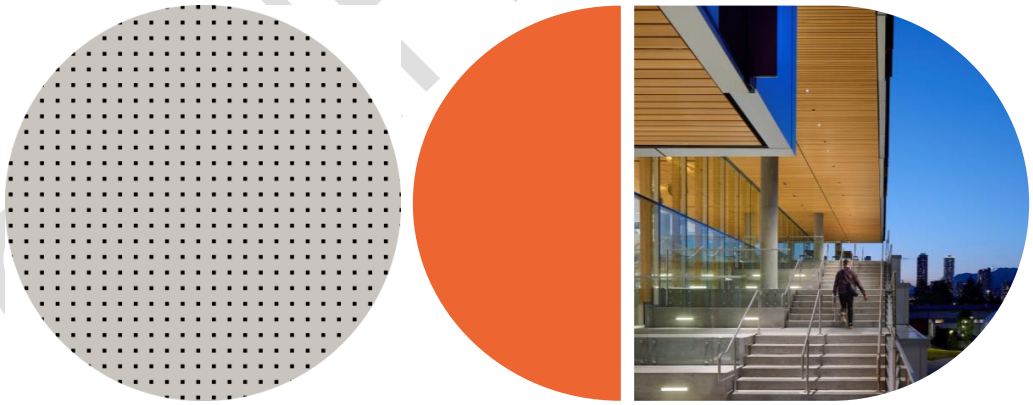

01/05/2025

Ref: 301252219

PREPARED FOR:

Stuart Dart
Paatsch Group

PREPARED BY:

Michael Matrakis/Dennis Teh

Stantec

Revision Schedule

Revision No.	Date	Description	Prepared by	Quality Reviewer	Independent Reviewer	Project Manager Final Approval
0	29/04/2025	Final	MCM	DT		MCM
1	30/04/2025	Final	MCM	DT		MCM
2	01/05/2025	Final	MCM	DT		MCM

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Existing 2022 Reference Building Condition Assessment Report

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1. Executive Summary

The below encapsulates the primary issues identified with the facility following our inspection as well as our review of the previous Consultant reports that have been provided to Stantec

1.1 Electrical Services

Over the past three to four years, the City of Melville has engaged with multiple consultants to review the condition of the existing electrical building infrastructure for the purposes of planned building upgrades, roof leak remediation and general operating maintenance.

The executive summaries and recommendations of the various consultant reports to varying degrees all pointed to a lack of existing site information, multiple small modifications to the infrastructure over the years creating a lot of unknowns and aged infrastructure that was of need of replacement.

Stantec's inspection and review of the facility has again reiterated and highlighted that the electrical infrastructure is in poor to very poor condition commensurate with its age. Due to ongoing minor modifications/expansions/repurposing there is various localised domestic style distribution boards throughout the facility. Because of this and due to the lack of existing as constructed documentation, there are significant unknowns on the building's power distribution. This presents risks for maintenance staff/contractors and challenges when faults do ultimately occur.

Major electrical switchboards appear of original building construction age and have reached the end of their economic life. Any major building refurbishment would require the removal of most of the existing electrical infrastructure and wiring and replacement with new.

1.2 Hydraulics Services

Over the past three to four years, the City of Melville has engaged with multiple consultants to review the condition of the existing hydraulic building infrastructure for the purposes of planned building upgrades, roof leak remediation and general operating maintenance.

The executive summaries and recommendations of the various consultant reports to varying degrees all pointed to a lack of existing site information resulting in a lot of unknowns and all the main infrastructure needing immediate or near future replacement. The fixture and fittings of the facility were also noted as being at a point of refurbishment.

Stantec's inspection and review of the facility noted that four (4) existing hot water units have been decommissioned since the last hydraulics condition report was authored in 2022. Two new units have been installed in their place. The remaining main hydraulic plant/hot water units have not been replaced since the last review and are either in need of replacement immediately or in less than five (5) years.

The remaining hydraulic services (fixtures/fittings) for the facility were witnessed as has not having been updated or upgraded since the last review by the City of Melville.

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2. Introduction

Stantec have been engaged by Paatsch Group to undertake a condition assessment of the Leeming Recreation Centre electrical and hydraulics services with reference to the previously completed assessment undertaken by the City of Melville in March of 2022.

Post our formal engagement, Stantec received a subsequent services report authored by NDY on behalf of City of Melville for the feasibility of replacing the existing roof structure and provision of solar PV to the facility. The reported outcomes and recommendations of this report did not highlight any notable changes to the previous condition assessment made in 2022.

3. Site Overview

The Leeming Recreation Centre is located at 55 Farrington Road, Leeming, WA 6149 with an aerial view of the site provided below:

Figure 2-1: Site Aerial View (Source – Vexcel Data Program, image dated 1 March 2025)

Stantec visited site on the 15th of April 2025 for the purposes of this report.

We note that many areas of the building cannot be visually examined and that the available building as constructed frequently differs from design documentation. As such, it is probable that our inspection cannot identify all of the potential defects or shortcomings of the engineering services. It was our goal to maximise the extent of our investigation within the constraints of time and the level of investigation defined by our engagement.

The capacity of the engineering services were not checked by calculation. However, readily apparent inadequacies will be discussed in the report with recommendations for resolution.

4. Existing Documentation Review

Stantec has reviewed the following documents when preparing this report with the summary of each report's outcomes identified below:

- Leeming Recreation Centre - Roof Investigation by Airey Taylor Consulting.pdf
    - The report authored in 2023 by ATC noted significant roof leak issues due to various factors which included but was not limited to deterioration of translucent roof material, corrosion, failure of window seals and roof plumbing. Significant roof remediation works were recommended along with options to provide air conditioning within areas of the facility to deal with the removal of nature ventilation opening that were contributing to water ingress.
- Leeming Rec Centre - Feasibility for Mechanical Plant for Roof Replacement.pdf
    - The report authored in 2023 by NDY noted the requirement for major mechanical equipment replacement across the facility with works required in almost all areas and potential costs of up to $1.715mil at the time of the report's writing.
- Building Maintenance Report - Leeming Recreation Centre – by SW19 Pty Ltd.pdf
    - The report generally outlines that the general condition of the facility was in fair condition commensurate with its age. Various non compliances relating to DDA were noted and a schedule of upgrade works were noted for most mechanical and hydraulic plant. It was noted that the electrical services switchboards were not noted for replacement and only upgrading of lighting should occur within the 2022 SW 19 report. Stantec are not aware of the brief provided to SW19 electrically, however based on the information in this report we would have made recommendations for replacement at that time for the services we have inspected. Noticeable roof leaks were advised.
- 01.24 Site Investigation Report 20240222.pdf
    - High level summary suggests that there were many unknowns in relation to the building services components that need to be verified before considering refurbishment works. It was recommended that electrical load loggers should be installed on each of the facility's main switchboards to determine if the electrical infrastructure upgrades are required. Commentary in line with earlier reports relating to the poor condition of the roof and the leaks was again highlighted.

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5. Definition of Terms

The condition of the Building Services is described in accordance with the following rating system:

Condition Grading Standards (as referred to in this report)	
Condition:	**Description:**
Non-Existent	Asset abandoned or no longer exists.
Very Good	Plant in sound physical condition designed to meet current standards. Operable and well-maintained. Asset likely to perform adequately within routine maintenance for 10 years or more. No work required.
Good	Acceptable physical condition but not designed to current standards or showing minor wear. Deterioration has minimal impact on asset performance. Minimal short-term failure risk but potential for deterioration or reduced performance in medium term (5 - 10 years). Only minor work required (if any).
Fair	Functionally sound plant and components but showing some wear with minor failures and some diminished efficiency. Minor components or isolated sections of the asset need replacement or repair, but asset still functions safely at adequate level of service. Deterioration beginning to be reflected in performance and higher attendance for maintenance. Failure unlikely within 2 years but further deterioration likely and major replacement required within next 5 years. Work required but asset is still serviceable.
Poor	Plant and components function but require a high level of maintenance to remain operational. Likely to cause a marked deterioration in performance in short-term. Likely need to replace most or all of assets within 2 years. No immediate risk to health or safety but work required with 2 years to ensure asset remains safe. Substantial work required in short-term, asset barely serviceable.
Very Poor	Failed or failure imminent. Plant and component effective life exceeded, and excessive maintenance costs incurred. A high risk of breakdown with a serious impact on performance. No life expectancy. Health and safety hazards exist which present a possible risk to public safety, or asset cannot be services/operated without a risk to personnel. Major work or replacement required urgently.

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6. Electrical Services

6.1 Previous Asset Assessment

The following previous assets were identified in the City of Melville's 2022 report in Section 8.1.

Table 6-1: Existing Assets Reviewed in 2022

Location	Asset	Make/Model	Previous Age	Remaining Life in previous report	Site Inspection Comment
Entry to Cricket Nets Hall	Main Switchboard 2	Unknown	25-30yrs	Nil	No specific comments other than to continue to clean RCDs and test on yearly basis
Basketball hall	Basketball Hall Switchboard	IPD	Not advised		No specific comments other than to continue to clean RCDs and test on yearly basis
Circuit Training Room	Circuit Training Switchboard		Not advised		No specific comments other than to continue to clean RCDs and test on yearly basis
Cricket Nets Hall	Cricket 1st Floor Switchboard	Eaton	Not advised		No specific comments other than to continue to clean RCDs and test on yearly basis
Squash Courts	Lighting	Fluorescent Batten	Not advised	Nil	Recommended be replaced with LED lighitng
Circuit Training	Lighting	Fluorescent recessed troffer	Not advised	Nil	Recommended be replaced with LED lighitng
Site Wide	Emergency/Exit Lighting		Various	Generally acceptable and damaged lights to be replaced	

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6.2 Stantec Asset Assessment

Following Stantec's inspection on the 15th of April 2025 we note the following with reference to the previous assessment and additional observations:

Table 6-1: Existing Assets Reviewed in 2025 by Stantec

Location	Asset	Make/Model	Age	Remaining Life	Site Inspection Comments
Site Boundary	Site Main Switchboard/WP Meter Board	Unknown	25-30	Nil	Existing site main switchboard/WP meter board noted on site which was not noted in 2022 inspection. The board is EOL still containing fuse cartridge switches for the main building DB supplies. Major redevelopment/refurbishment works would necessitate the need to upgrade this board to allow for expansion and inclusion of any solar PV.
Entry to Gymnasium Area	Building Main Switchboard 1	Unknown	25-30yrs	Nil	Existing Aquatic centre area main board still currently used for gymnasium and performing arts areas. Board appears of original installation construction consisting of Quicklag circuit breakers which are difficult/costly to source. Various circuits are out of service/decommissioned and gaps in breaker escutcheons covered with electrical tape which present a safety risk to exposed bar work.
Entry to Gymnasium Area	Building Main Switchboard 2	Unknown	25-30yrs	Nil	Would require replacement as part of any future upgrade/refurbishment works and based on the 2022 condition report Stantec would have had the same recommendation at that time.
Basketball hall	Basketball Hall Switchboard	IPD	Not advised	10 yrs.	Board condition is acceptable but likely would be made redundant as part of any future refurbishment
Circuit Training Room	Circuit Training Switchboard		Not advised	5-10yrs	Board condition is acceptable but likely would be made redundant as part of any future refurbishment.
Cricket Nets Hall	Cricket 1st Floor Switchboard	Eaton	Not advised	5-10yrs	Board condition is acceptable but likely would be made redundant as part of any future refurbishment.
Club Room Store Area	Existing Boiler Room DB/Peter Ellis Field DB	Unknown	25-30yrs	Nil	Currently existing boiler room mechanical services DB has been repurposed to service the lighting in the indoor cricket net area. DB is utilising Perspex in lieu of metallic escutcheons. Board would need to be replaced/removed as part of any refurbishment.

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Location	Asset	Make/Model	Age	Remaining Life	Site Inspection Comments
Creche	Perspex Load/Control Centre	Unknown	Unknown	Nil	Clear Perspex cubicle that appears to has been an existing control load centre for the spas appears to have been repurposed for general lighting and power circuits. Operation of circuit breaker would be unsafe due to exposed wiring and contactor terminals. Board would need removal as part of any refurbishment.
Squash Courts	Lighting	Fluorescent Batten	Not advised	Nil	No upgrade appeared to have occurred as previously recommended
Circuit Training	Lighting	Fluorescent recessed troffer	Not advised	Nil	No upgrade appeared to have occurred as previously recommended
Site Wide	Emergency/Exit Lighting		Various	Generally acceptable and damaged lights to be replaced	

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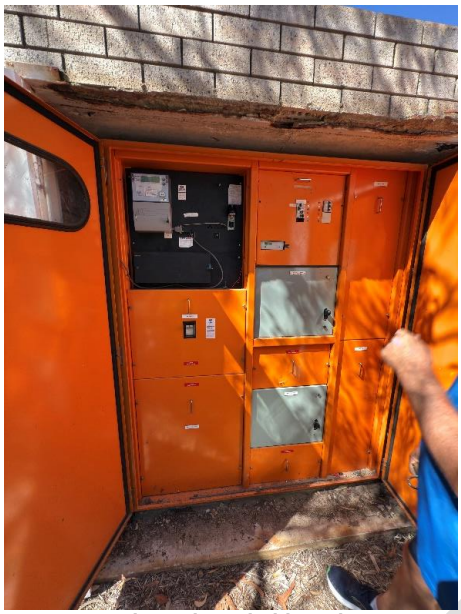
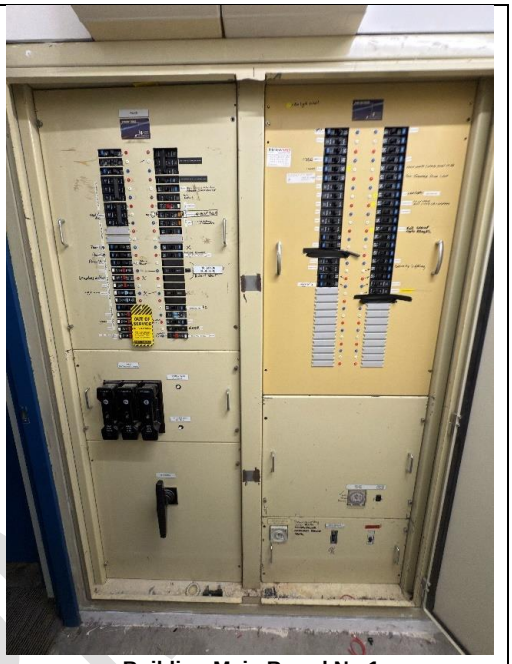
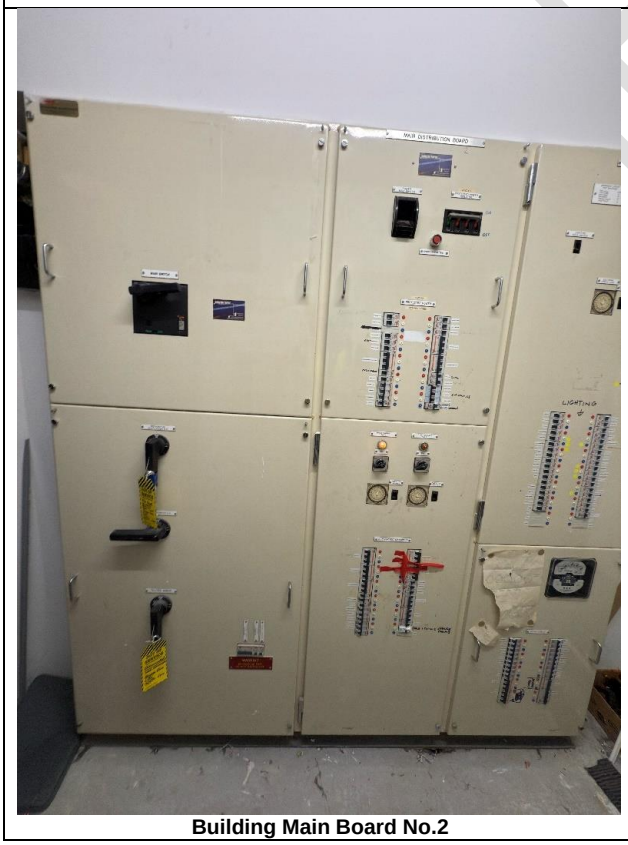
6.3 Existing Electrical Asset Site Photos



Site Main Switchboard

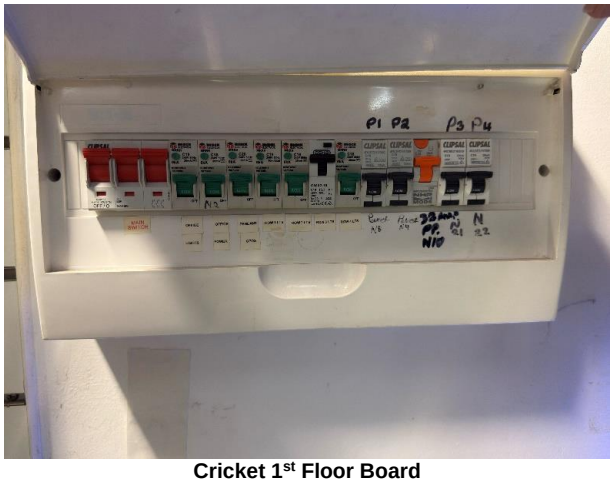


Building Main Board No.1



Building Main Board No.2

Basketball Hall DB



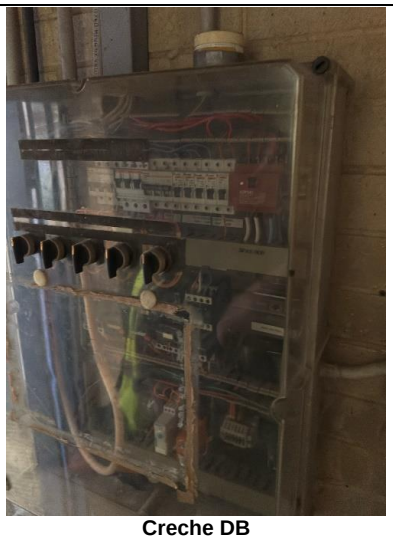
Cricket 1st Floor Board

Existing Boiler Room DB

Existing Boiler Room DB

Circuit Training DB

Creche DB



Creche DB

7. Hydraulics Services

7.1 Previous Asset Assessment

The following previous assets were noted in the City of Melville's 2022 report within Section 5.5.4.

Table 7-1: Existing Assets Reviewed in 2022

Location	Unit Type	Make/Model	Previous Age	Remaining Life in previous report	Site Inspection Comments
Basketball Plumbing Duct Hot Water System	Gas Instantaneous	Rinnai HD200i (4 units)	10	10	Replace based on remaining life expectancy
Cleaner's cupboard	Electric Storage hot water unit	Rheem	12	2	Replace based on remaining life expectancy
Kiosk	Electric Instantaneous	Gleamous	15	2	Replace based on remaining life expectancy
Cricket Hall Creche	Gas Instantaneous	Rinnai HD 200i	10	10	Replace based on remaining life expectancy

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7.2 Stantec Asset Assessment

Following Stantec's inspection on the 15th of April 2025 we note the following with reference to the previous assessment and two additional observations:

Table 7-1: Existing Assets Reviewed in 2025 by Stantec

Location	Unit Type	Make/Model	Age	Remaining Life	Site Inspection Comments
Basketball Plumbing Duct Hot Water System	Gas Instantaneous	Rinnai HD200i (3No. units), Rinnai Infinity (1No. unit)	3 (Infinity unit)	5	1No. unit was replaced with a Rinnai Infinity and was operational. The HD200i were not operational. Units were serving school fixtures adjacent and not serving fixtures within the recreational centre.
Cleaner's cupboard	Electric Storage hot water unit	Rheem	3	15	Unit was replaced circa 2022 and operational. Unit is in good condition
Kiosk	Electric Instantaneous	Gleamous	18	Nil	Unit has not been replaced and operational but in poor condition. Localised unit at kiosk sink.
Cricket Hall Creche	Gas Instantaneous	Rinnai HD 200i	13	5	Unit is operational and have not been replaced with the condition remaining as previously advised in 2022.
Site Boundary	Property Master Water Meter	100mm mains	Original		Site is served by a 100mm cold water main, meter and backflow prevention device. Meter serial number: KK1400115
Site Boundary	Property Master Gas Meter	100mm mains	Original		Site is served by an AL-65 gas meter and pipe size appears to be 100mm. Meter serial number: 5445440. Site gas meter size does not appear to have been changed since the site was built but it was noted on-site gas boilers for pool heating were decommissioned and site gas demand has decreased.

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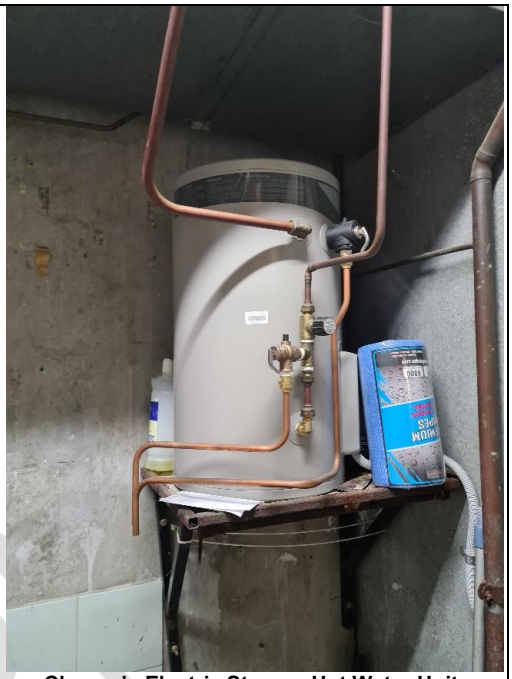
7.3 Existing Hydraulic Asset Site Photos

Basketball Ball Court Hot Water System



Cleaner's Electric Storage Hot Water Unit

Kiosk Sink Electric Instantaneous Hot Water Unit

Cricket Hall Hot Water Unit

Property Master Water Meter

Property Master Gas Meter

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Appendices

Existing 2022 Reference Building Condition Assessment Report

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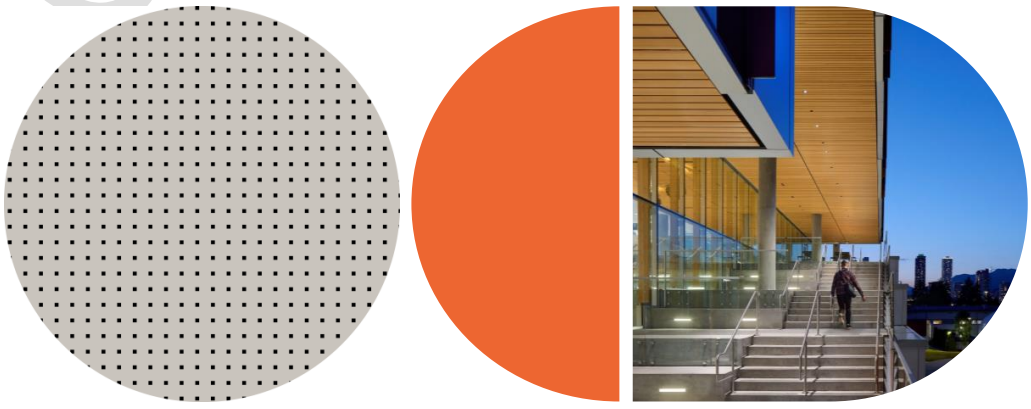

Leeming Recreation Centre
55 Farrington Road, Leeming, WA 6149

Building Maintenance Report

On Behalf of
City of Melville

Prepared By:
SW19 Pty Ltd
896 Canning Highway, Applecross, WA 6153
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10th March 2022

Quality Assurance

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Bevan Hitchcock	City of Melville	1	27.05.2022

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1. Introduction

1.1 This building inspection is intended to record the condition of the premises known as Leeming Recreation Centre, 55 Farrington Road, Leeming, WA 6149 in order to identify required maintenance and potential upgrades required to the site. The site is shown below.

1.2 The site inspection was undertaken on 24th February 2022.

COPY

2. Methodology

2.1 At a high level, the report identifies elements which are not as per the expected condition, or performing as required based upon the age of the premises. The report includes a location of the element, risk rating and estimated cost of the works.

2.2 No detail was provided as to what was included within the original construction, and what equipment has been added subsequently.

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3. Limitations

3.1 This Schedule is only intended to record the condition of the building fabric and exposed finishes.

3.2 In preparation of this Schedule no tests have been carried out on any service installations such as heating, alarm systems, emergency lighting, and smoke or heat detectors.

3.3 We advise that we have not inspected parts of the building built-in, covered up or otherwise made inaccessible, and therefore cannot comment as to whether they are free from defect or infestation. We also advise that we have not tested services or carried out tests for any deleterious materials.

3.4 We have not commented on any environmental issues, hazardous materials and the like and did not form part of the brief.

3.5 As-constructed drawings and specifications have not been provided.

3.6 We have used AS4349.1; 2007 in determining safe access to complete the inspection. This is at the sole discretion of the inspector.

3.7 We have used as references for the timelines for identification and classification of defects

- AS2870 Residential Slabs and Footings
- AS3700 Masonry Structures
- AS Handbook HB39 – 2015
- AS 2589.1 – Gypsum Linings
- AS3958.1: Ceramic Tiles – Guide to the Installation of Ceramic Tiles
- The Standards and Tolerances Guide (Queensland May 2019)

3.8 This report details all works which are required in the next three years, along with maintenance works required to the property.

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4. Property Overview

4.1 General Building Description

4.1.1 The site comprises a double brick structure with space framed roof structure and metal deck roof covering.

4.1.2 The leisure centre comprises multi-sports areas, including two basketball courts, squash courts, cricket nets (including 1st floor nets), gym, fitness / multi-purpose rooms and a creche.

4.1.3 Accompanying the sports facilities are wet and dry changing rooms.

4.2 Building Condition

4.2.1 The building is in fair condition externally. Ongoing roof leaks have been reported, specifically above the basketball courts and squash courts. Internally, floor finishes and changing room areas are in worn with works recommended in the short term.

4.3 Key Assets

4.3.1 There are 12 split systems, 13 evaporative AC units, a package unit, cool room compressor and ducted AC units to the site. The units are of various ages and condition.

4.3.2 There is a combination of hot water storage units, electric instantaneous and gas instantaneous hot water units to the site. The units vary in age.

4.3.3 There are 9x extraction / fan units to the roof area.

4.3.4 There are three motorised sliding door units to the site.

4.4 Statutory Compliance

4.4.1 The fire and electrical systems are maintained in accordance with current standards. Provision is made for current running man exit signage and emergency lighting.

4.4.2 The accessible toilet is not in line with current standards in relation to dimensions and layout. No provision is made for a suitable accessible toilet and changing facility.

4.5 Preventative Maintenance

4.5.1 A full preventative maintenance schedule is included within Section 9.1.

4.6 Action List

4.5.1 The action list is included within Section 9.

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5.1 External Condition

5.1.1 The externals are in fair condition, with works required to stabilise the limestone perimeter wall (mortar breaking down) and treat the corrosion to the exposed roof structure.

Limestone Boundary Wall

Roof Structure Corrosion

5.2 Foundations and Walls

5.1.1 The external elevations are in fair condition, with no significant movement or cracking observed.

South Elevation

East Elevation

DRAFT

5.3 Roof

5.3.1 Extensive repairs have been completed on the roof area above the basketball courts although ongoing leaks were reported. A provisional sum is included for regular patch repairs to the covering. The roof above the squash courts is bowing and reported to be holding water; again, significant costs are included for repair.

Roof Above Squash Courts

Roof Above Basketball

5.4 Doors and Windows

5.4.1 The external joinery is generally in good condition, although the window rubbers to the West are breaking down. There is also rot to the base of the external door to the North. Costs are also included for the ongoing maintenance of the automated sliding doors.

Rot to Base of North Doors

Window Rubber Deterioration

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5.5 External Services

5.5.1 The air conditioning units to the site are detailed below. .

Location	Unit Type	Refrigerant Gas	Make / Model	Age	Remaining Life
Squash Courts	Evaporative Units	-	Unknown (10 units)	15	5
Cricket Nets	Evaporative Units	-	Unknown (3 units)	15	5
Squash Court 7	Split	R410a	Panasonic (2 units)	12	3
Kiosk	Split	R410a	Fujitsu	5	10
Kiosk Cool Room	Cool Room Compressor	R410a	Buffalo Trident	5	15
East (Centre) Office	Split	R410a	Mitsubishi (2x Units)	10	3
Sports Office	Split	R410a	Panasonic	6	8
Circuit Training	Ducted Units	R410a	Hitachi	20	2
Group Training	Package Unit	R410a	Daikin	5	15
Fitness	Split	R410a	Daikin (6 units)	8	5
Fitness	Split	R410a	Fujitsu	8	5
Creche	Ducted Units	R410a	Daikin	8	5

5.5.2 The roof mounted evaporative units are in fair condition with short to medium term replacement costs included. The roof mounted split systems servicing the

Roof Mounted Evaporative Units

Roof Mounted Units Above Fitness Room

CONFIRMED

Cool Room Compressor

Kiosk AC Unit

5.5.4 The hot water systems to the site comprises a bank of four gas instantaneous units (between the basketball courts and squash) which are in good condition. There is also a gas instantaneous unit to the cupboard off the Creche (North) and storage cylinder unit to the cleaners cupboard (by squash).

Location	Unit Type	Make / Model	Age	Remaining Life
Basketball Plumbing Duct	Gas Instantaneous	Rinnai HD200i (4 units)	10	10
Cleaners Cupboard	Storage	Rheem	12	2
Kiosk	Electric Instantaneous	Gleamous	15	2
Cricket Hall Creche	Gas Instantaneous	Rinnai HD200i	10	10

Storage Cylinder (Cleaners)

Bank of 4 Instantaneous Units (Basketball)

CONFIRMED

6.1 Significant Areas

6.1.1 The basketball hall comprises two courts, with parquet timber flooring, with painted low level walls and exposed sislation above up to roof level. The sislation is impacted and damaged, with costs also included for repainting the walls and maintenance of the parquet floors.

Sports Hall

Damage to Sislation

6.1.2 The squash courts are in fair condition, again with costs included for repainting and treatment of the timber floors. The flotex carpet to the foyer area leading to the courts is in worn condition with short term replacement included.

Squash Courts

Squash Foyer – Worn Carpets

COPY

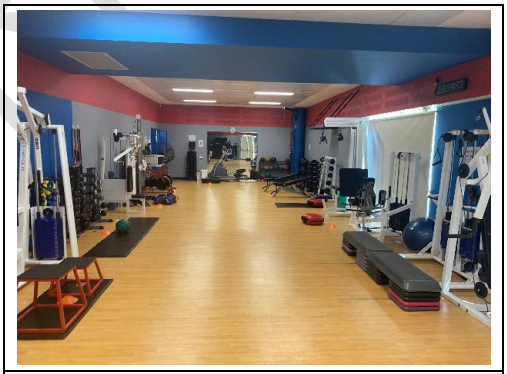
6.1.3 The Cricket nets to the 1st floor are in fair condition with the artificial grass starting to wear; short to medium term replacement costs are included. Within the ground floor cricket area, costs are included for the treatment of corrosion to the roof structure.

Cricket Nets – 1st Floor

Roof Structure – Ground Floor Cricket

6.1.4 The gym is in good condition with costs included for the replacement of the lighting and carpets. The replacement of the flooring is also included for the fitness studio.

Gym



Fitness Studio

6.1.5 The changing rooms are in worn condition with refurbishment included, along with repairs to the ceiling in the accessible toilet facility.

Changing Rooms

Accessible Toilet Ceiling

7. Asset Summary

Location	Element	Works Description	Asset Age	Asset Details
Basketball Hall Corridor	Hot Water	Replace instantaneous hot water unit	5 - 10 Years	Rinnai HD200e
Basketball Hall Corridor	Electrical	Clean RCD's & boards & test	3 - 5 Years	
Squash Courts	Air Conditioning	Service Evaporative air conditioning including winter shutdown	5 - 10 Years	
Squash Cleaners	Hot Water	Replace storage cylinder HWU	10-15 Years	Rheem 50 litre
Squash Court 7	Air Conditioning	Service split system air conditioning units	5 - 10 Years	
Cricket Shop & Foyer	Electrical	Clean RCD's & boards & test	3 - 5 Years	
Kiosk	Hot Water	Replace electric instantaneous HWU	10-15 Years	Gleamous
Kiosk	Air Conditioning	Service split system air conditioning units	3 - 5 Years	Fujitsu
Kiosk Cool Room	Air Conditioning	Maintain cool room compressors	3 - 5 Years	Buffalo Trident BT T65 002
Reception Counter	CCTV	Service and clean CCTV cameras and base unit	3 - 5 Years	
Sports Office	Air Conditioning	Service split system air conditioning units	5 - 10 Years	Panasonic
Circuit Training	Electrical	Clean RCD's & boards & test	3 - 5 Years	
Circuit Training	Air Conditioning	Service ducted AC system units	15-20 Years	Hitachi
Cricket Hall Creche	Hot Water	Replace instantaneous hot water unit	3 - 5 Years	Rinnai HD200i
Main Switchroom	Electrical	Clean RCD's & boards & test	25-30 Years	
Roof	Safety Anchors	Test and service roof safety anchors	3 - 5 Years	
Group Training	Air Conditioning	Service package unit AC	5 - 10 Years	Daikin
Roof North (Fitness)	Air Conditioning	Service split system air conditioning units	5 - 10 Years	Daikin
Roof North (Fitness)	Air Conditioning	Service split system air conditioning units	5 - 10 Years	Fujitsu
Cricket Nets	Air Conditioning	Service Evaporative air conditioning including winter shutdown	5 - 10 Years	
Creche	Air Conditioning	Service ducted AC system units	5 - 10 Years	

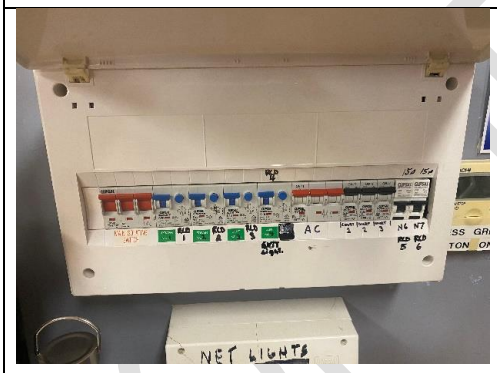
CONFIRMED

8.1 Services - Electrical

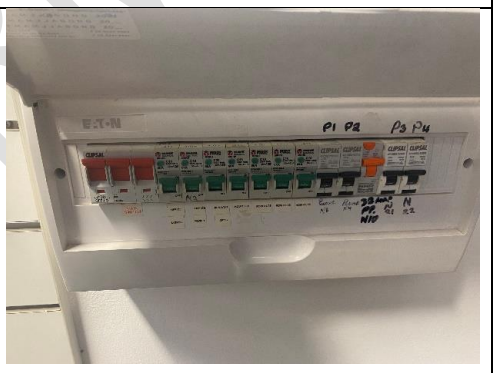
8.1.1 The site main switchboard is positioned within the electrical riser, by the entry to the cricket nets hall. The board is original, with costs included for ongoing testing of the RCDs. The other boards within the building (Basketball hall, Cricket 1st Floor and Circuit Training) have RCD protection.

Main Switchboard

Basketball Hall Switchboard



Circuit Training Switchboard



Cricket 1st Floor Switchboard

8.1.2 The lighting levels are generally good, although an upgrade is recommended for the squash courts and Circuit Training areas.

Squash Lighting

Circuit Training Lighting

8.2 Services - Fire

8.2.1 Provision is made for extinguishers and a fire blanket, along with fire hose reels to the complex.

8.2.2 Emergency lighting is installed within the building, with running man pictogram exit signage to the designated exits. The damaged Exit signage in the Basketball hall should be repaired / replaced (centre management were notified at the time of the inspection).

Hose Reel

Emergency Exit Lighting in Basketball - Impacted

CONFIRMED

8.3 Accessibility

8.3.1 Provision is made for an accessible toilet facility by the gymnasium, although the dimensions and layout is not in line with current standards. Provision is also made for an oversize assisted accessible toilet, with hoist system.

Accessible Toilet

Assisted Accessible Toilet and Shower

CONFIRM

9.1 Preventative Maintenance Schedule

Location	Category	Defect Capex Maintenance	Element	Works Description	Trade	Quantity	Unit Cost	Cost	Priority Frequen	Asset Age	Condition	Probability	Risk Rating	Severity	Asset Details
Squash Changing Rooms	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	140	$20.00	$2,800.00	3-5 years	5 - 10 Years	C	M	IR	M	
Squash Changing Rooms	General Rooms	Maintenance	Ceilings	Repaint internal ceilings	Painter	72	$25.00	$1,800.00	3-5 years	5 - 10 Years	C	M	IR	M	
Fitness Gym Changing Rooms	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	96	$20.00	$1,920.00	3-5 years	5 - 10 Years	C	M	IR	M	
Fitness Gym Changing Rooms	General Rooms	Maintenance	Ceilings	Repaint internal ceilings	Painter	48	$25.00	$1,200.00	3-5 years	5 - 10 Years	C	M	IR	M	
Squash Changing Rooms	External Services	Maintenance	Ventilation	Service roof mounted extraction units	Air Con	2	$200.00	$400.00	Every 1 years	10-15 Years	C	H	OE	M	
Fitness Gym Changing Rooms	External Services	Maintenance	Ventilation	Service roof mounted extraction units	Air Con	2	$200.00	$400.00	Every 1 years	10-15 Years	C	H	OE	M	
Basketball Hall	General Rooms	Maintenance	Floor Finishes	Sand and polish timber flooring	Flooring	1200	$70.00	$84,000.00	1-3 years	3 - 5 Years	C	M	CU	L	
Basketball Hall	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	1000	$20.00	$20,000.00	3-5 years	5 - 10 Years	C	M	IR	L	
Basketball Hall	Roof Covering	Maintenance	Roof Covering	Extensive use of silicon to roof covering - allowance for ongoing repairs	Roofer	5	$1,000.00	$5,000.00	Every 3 years	3 - 5 Years	C	M	CU	L	
Basketball Hall	Fire	Maintenance	Fire	Test and service means of escape / exit lighting	Electrician	2	$50.00	$100.00	Every 0.5 years	3 - 5 Years	C	H	C	H	
Basketball Hall Corridor	External Services	Maintenance	Electrical	Clean RCD's & boards & test	Electrician	1	$400.00	$400.00	Every 0.5 years	3 - 5 Years	B	H	C	H	
Basketball Hall Corridor	Fire	Maintenance	Fire	Test and service hose reel	Fire	1	$200.00	$200.00	Every 0.5 years	30-35 Years	C	H	C	H	
Squash Foyer	General Rooms	Maintenance	Ceilings	Repaint internal ceilings	Painter	210	$25.00	$5,250.00	1-3 years	5 - 10 Years	C	M	IR	M	
Squash Foyer	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	48	$20.00	$960.00	1-3 years	5 - 10 Years	C	M	IR	M	
Squash Courts	General Rooms	Maintenance	Floor Finishes	Sand and polish timber flooring	Flooring	640	$70.00	$44,800.00	1-3 years	5 - 10 Years	C	M	IR	M	
Squash Courts	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	880	$20.00	$17,600.00	1-3 years	5 - 10 Years	C	M	IR	M	
Squash Courts	External Services	Maintenance	Air Conditioning	Service Evaporative air conditioning including winter shutdown	Air Con	10	$400.00	$4,000.00	Every 0.5 years	5 - 10 Years	C	H	CU	M	
Squash Court 7	External Services	Maintenance	Air Conditioning	Service split system air conditioning units	Air Con	2	$150.00	$300.00	Every 0.5 years	5 - 10 Years	C	H	CU	M	
Squash Upper Floor	General Rooms	Maintenance	Ceilings	Repaint internal ceilings	Painter	245	$25.00	$6,125.00	1-3 years	5 - 10 Years	C	M	IR	M	
Cricket Shop & Foyer	External Services	Maintenance	Electrical	Clean RCD's & boards & test	Electrician	1	$400.00	$400.00	Every 0.5 years	3 - 5 Years	B	H	C	H	
Kiosk	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	20	$20.00	$400.00	3-5 years	3 - 5 Years	C	M	IR	L	
Kiosk	General Rooms	Maintenance	Ceilings	Repaint internal ceilings	Painter	40	$25.00	$1,000.00	3-5 years	3 - 5 Years	C	M	IR	L	
Kiosk	External Services	Maintenance	Air Conditioning	Service split system air conditioning units	Air Con	1	$150.00	$150.00	Every 0.5 years	3 - 5 Years	B	H	CU	M	Fujitsu
Kiosk	External Services	Maintenance	Ventilation	Service roof mounted extraction units	Air Con	1	$200.00	$200.00	Every 0.25 years	5 - 10 Years	B	H	CU	M	

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Location	Category	Defect Capex Maintenance	Element	Works Description	Trade	Quantity	Unit Cost	Cost	Priority Frequen	Asset Age	Condition	Probability	Risk Rating	Severity	Asset Details
Kiosk Cool Room	External Services	Maintenance	Air Conditioning	Maintain cool room compressors	Air Con	1	$200.00	$200.00	Every 0.5 years	3 - 5 Years	B	H	CU	M	Buffalo Trident BT T65 002
Reception Counter	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	20	$20.00	$400.00	3-5 years	3 - 5 Years	C	M	IR	L	
Reception Counter	General Rooms	Maintenance	Ceilings	Repaint internal ceilings	Painter	24	$25.00	$600.00	3-5 years	3 - 5 Years	C	M	IR	L	
Reception Counter	External Services	Maintenance	CCTV	Service and clean CCTV cameras and base unit	Electrician	1	$400.00	$400.00	Every 1 years	3 - 5 Years	B	H	S	M	
Cricket Hall	External Joinery	Maintenance	External Doors	Service auto sliding doors	Electrician	1	$300.00	$300.00	Every 1 years	3 - 5 Years	B	H	CU	M	Rubek
Sports Office	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	20	$20.00	$400.00	3-5 years	3 - 5 Years	C	M	IR	L	
Sports Office	External Services	Maintenance	Air Conditioning	Service split system air conditioning units	Air Con	1	$150.00	$150.00	Every 0.5 years	5 - 10 Years	B	H	CU	M	Panasonic
Cricket Hall	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	1600	$20.00	$32,000.00	3-5 years	5 - 10 Years	C	L	IR	L	
Circuit Training	External Services	Maintenance	Electrical	Clean RCD's & boards & test	Electrician	1	$400.00	$400.00	Every 0.5 years	3 - 5 Years	B	H	C	H	
Circuit Training	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	140	$20.00	$2,800.00	3-5 years	5 - 10 Years	C	L	IR	L	
Circuit Training	External Services	Maintenance	Air Conditioning	Service ducted AC system units	Air Con	1	$400.00	$400.00	Every 0.5 years	15-20 Years	C	H	CU	M	Hitachi
Cricket Hall	Fire	Maintenance	Fire	Test and service hose reel	Fire	1	$200.00	$200.00	Every 0.5 years	30-35 Years	C	H	C	H	
Cricket Hall Creche	General Rooms	Maintenance	Ceilings	Repaint internal ceilings	Painter	32	$25.00	$800.00	3-5 years	3 - 5 Years	B	L	IR	L	
Cricket Hall Changing Rooms	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	40	$20.00	$800.00	3-5 years	5 - 10 Years	C	M	IR	M	
Cricket Hall Changing Rooms	General Rooms	Maintenance	Ceilings	Repaint internal ceilings	Painter	96	$25.00	$2,400.00	3-5 years	5 - 10 Years	C	M	IR	M	
Cricket Hall Changing Rooms	External Services	Maintenance	Ventilation	Service roof mounted extraction units	Air Con	2	$200.00	$400.00	Every 1 years	10-15 Years	C	H	OE	M	
Main Switchroom	External Services	Maintenance	Electrical	Clean RCD's & boards & test	Electrician	3	$400.00	$1,200.00	Every 0.5 years	25-30 Years	C	H	C	H	
Fitness Gym	External Joinery	Maintenance	External Doors	Service auto sliding doors	Electrician	1	$300.00	$300.00	Every 1 years	3 - 5 Years	B	H	CU	M	Rubek
Fitness Gym	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	240	$20.00	$4,800.00	3-5 years	5 - 10 Years	C	M	IR	M	
Group Fitness	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	140	$20.00	$2,800.00	3-5 years	5 - 10 Years	C	L	IR	L	
Creche	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	140	$20.00	$2,800.00	3-5 years	5 - 10 Years	C	L	IR	L	
Main Entry	External Joinery	Maintenance	External Doors	Service auto sliding doors	Electrician	1	$300.00	$300.00	Every 1 years	3 - 5 Years	B	H	CU	M	Rubek
Main Entry	General Rooms	Maintenance	Internal Walls	Repaint internal walls	Painter	180	$20.00	$3,600.00	3-5 years	5 - 10 Years	C	L	IR	L	

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Location	Category	Defect Capex Maintenance	Element	Works Description	Trade	Quantity	Unit Cost	Cost	Priority Frequen	Asset Age	Condition	Probability	Risk Rating	Severity	Asset Details
Roof	Roof Covering	Maintenance	Safety Anchors	Test and service roof safety anchors	Specialist	3	$500.00	$1,500.00	Every 0.5 years	3 - 5 Years	B	H	HS	M	
East	External Joinery	Maintenance	External Doors	Repaint external doors and frames	Painter	4	$140.00	$560.00	3-5 years	5 - 10 Years	C	M	IR	L	
Fitness Gym	External Services	Maintenance	Ventilation	Service roof mounted extraction units	Air Con	1	$200.00	$200.00	Every 1 years	5 - 10 Years	B	M	CU	L	
Creche	External Services	Maintenance	Ventilation	Service roof mounted extraction units	Air Con	1	$200.00	$200.00	Every 1 years	5 - 10 Years	B	M	CU	L	
North	External Joinery	Maintenance	External Doors	Repaint external doors and frames	Painter	4	$140.00	$560.00	0-1 year	5 - 10 Years	C	M	IR	L	
Group Training	External Services	Maintenance	Air Conditioning	Service package unit AC	Air Con	1	$800.00	$800.00	Every 0.5 years	5 - 10 Years	B	H	CU	M	Daikin
Roof North (Fitness)	External Services	Maintenance	Air Conditioning	Service split system air conditioning units	Air Con	6	$150.00	$900.00	Every 0.5 years	5 - 10 Years	B	H	CU	M	Daikin
Roof North (Fitness)	External Services	Maintenance	Air Conditioning	Service split system air conditioning units	Air Con	1	$150.00	$150.00	Every 0.5 years	5 - 10 Years	B	H	CU	M	Fujitsu
Cricket Nets	External Services	Maintenance	Air Conditioning	Service Evaporative air conditioning including winter shutdown	Air Con	3	$400.00	$1,200.00	Every 0.5 years	5 - 10 Years	C	H	CU	M	
Creche	External Services	Maintenance	Air Conditioning	Service ducted AC system units	Air Con	1	$400.00	$400.00	Every 0.5 years	5 - 10 Years	B	H	CU	M	
Roof	Drainage	Maintenance	Guttering	Clear gutters (2 storey building)	Roofer	10	$500.00	$5,000.00	Every 1 years	10-15 Years	C	H	OE	M	

CONFIRMED

9.2 Defect Rectification / Capex Works

Location	Category	Defect Capex Maintenance	Element	Works Description	Trade	Quantity	Unit Cost	Cost	Priority Frequen	Asset Age	Condition	Probability	Risk Rating	Severity	Asset Details
Squash Changing Rooms	Toilet Areas	Capex	Toilet Areas	Refurbish toilets, changing rooms and showers	Builder	2	$60,000.00	$120,000.00	3-5 years	25-30 Years	C	M	IR	M	
Fitness Gym Changing Rooms	Toilet Areas	Capex	Toilet Areas	Refurbish toilet and changing room area	Builder	2	$40,000.00	$80,000.00	3-5 years	25-30 Years	C	M	IR	M	
Basketball Hall	Fire	Defect	Fire	Exit lighting damaged - replace	Fire	1	$600.00	$600.00	Immediate	3 - 5 Years	D	H	C	H	
Basketball Hall Corridor	General Rooms	Capex	Floor Finishes	Replace Carpet	Flooring	48	$91.00	$4,368.00	1-3 years	15-20 Years	C	M	IR	M	
Basketball Hall Corridor	Internal Services	Capex	Lighting	Replace existing fluorescent lighting with LED panels	Electrician	4	$300.00	$1,200.00	1-3 years	15-20 Years	C	M	OE	L	
Basketball Hall Corridor	External Services	Capex	Hot Water	Replace instantaneous hot water unit	Plumber	4	$2,500.00	$10,000.00	5-10 years	5 - 10 Years	B	L	CU	L	Rinnai HD200e
Basketball Hall Corridor Staff Changing	Toilet Areas	Capex	Toilet Areas	Refurbish toilet and changing room area	Builder	2	$40,000.00	$80,000.00	5-10 years	25-30 Years	C	M	CU	L	
Basketball Hall Corridor	Fire	Capex	Fire	Upgrade fire hose reels	Fire	1	$1,500.00	$1,500.00	3-5 years	30-35 Years	C	M	CU	L	
Squash Foyer	General Rooms	Capex	Floor Finishes	Replace Carpet	Flooring	210	$91.00	$19,110.00	1-3 years	15-20 Years	C	M	IR	M	
Squash Foyer	Internal Services	Capex	Lighting	Replace existing fluorescent lighting with LED panels	Electrician	8	$300.00	$2,400.00	1-3 years	15-20 Years	C	M	OE	L	
Squash Courts	Internal Services	Capex	Lighting	Replace existing fluorescent lighting with LED panels	Electrician	80	$300.00	$24,000.00	1-3 years	15-20 Years	C	M	OE	L	
Squash Courts	External Services	Capex	Air Conditioning	Replace evaporative air conditioning unit	Air Con	10	$4,500.00	$45,000.00	5-10 years	5 - 10 Years	C	M	CU	L	
Squash Courts	Roof Covering	Defect	Roof Covering	Repair roof leaks	Roofer	50	$500.00	$25,000.00	Immediate	5 - 10 Years	D	H	CD	M	
Squash Cleaners	External Services	Capex	Hot Water	Replace storage cylinder HWU	Plumber	1	$1,800.00	$1,800.00	1-3 years	10-15 Years	C	M	CU	M	Rheem 50 litre
Squash Cleaners	External Services	Capex	Retic Control	Replace retic controller	Electrician	1	$500.00	$500.00	1-3 years	15-20 Years	C	M	CU	L	Lawn Genie
Squash Court 7	External Services	Capex	Air Conditioning	Replace Split system A/C Unit	Air Con	2	$3,000.00	$6,000.00	3-5 years	5 - 10 Years	C	L	CU	L	
Squash Upper Floor	General Rooms	Capex	Floor Finishes	Replace Carpet	Flooring	245	$91.00	$22,295.00	1-3 years	15-20 Years	C	M	IR	M	
Squash Upper Floor	Internal Services	Capex	Lighting	Replace existing fluorescent lighting with LED panels	Electrician	8	$300.00	$2,400.00	1-3 years	15-20 Years	C	M	OE	L	
Cricket Shop & Foyer	General Rooms	Capex	Floor Finishes	Replace Carpet	Flooring	110	$91.00	$10,010.00	1-3 years	15-20 Years	C	M	IR	M	
Cricket Shop & Foyer	Internal Services	Capex	Lighting	Replace existing fluorescent lighting with LED panels	Electrician	5	$300.00	$1,500.00	1-3 years	15-20 Years	C	M	OE	L	
Basketball Hall	Roof Covering	Defect	Insulation	Replace damaged sislation (Provisional Sum)	Roofer	1	$10,000.00	$10,000.00	1-3 years	15-20 Years	C	M	IR	L	
Cricket Shop & Foyer	Kitchen	Capex	Kitchen Cabinets	Replace kitchen units (age) - per linear metre	Builder	3	$1,450.00	$4,350.00	1-3 years	15-20 Years	C	M	OE	L	
Cricket Nets	General Rooms	Capex	Floor Finishes	Replace artificial turf to cricket nets	Flooring	400	$110.00	$44,000.00	1-3 years	10-15 Years	C	M	CU	L	
Kiosk	General Rooms	Capex	Floor Finishes	Replace vinyl flooring	Flooring	40	$90.00	$3,600.00	1-3 years	10-15 Years	C	M	CU	L	

CONFIRMED

9. Action Plan

Location	Category	Defect Capex Maintenance	Element	Works Description	Trade	Quantity	Unit Cost	Cost	Priority Frequen	Asset Age	Condition	Probability	Risk Rating	Severity	Asset Details
Kiosk	External Services	Capex	Hot Water	Replace electric instantaneous HWU	Plumber	1	$800.00	$800.00	1-3 years	10-15 Years	C	M	CU	M	Gleamous
Kiosk	External Services	Capex	Air Conditioning	Replace Split system A/C Unit	Air Con	1	$3,000.00	$3,000.00	5-10 years	3 - 5 Years	B	L	CU	L	Fujitsu
Reception Counter	General Rooms	Capex	Floor Finishes	Replace Carpet	Flooring	24	$91.00	$2,184.00	1-3 years	15-20 Years	C	M	IR	M	
Sports Office	General Rooms	Capex	Floor Finishes	Replace Carpet	Flooring	12	$91.00	$1,092.00	1-3 years	15-20 Years	C	M	IR	M	
Sports Office	External Services	Capex	Air Conditioning	Replace Split system A/C Unit	Air Con	1	$3,000.00	$3,000.00	5-10 years	5 - 10 Years	B	L	CU	L	Panasonic
Cricket Hall	Roof Structure	Defect	Roof Structure	Treat areas of corrosion to roof structure	Painter	1	$5,000.00	$5,000.00	1-3 years	15-20 Years	C	M	IR	M	
Circuit Training	General Rooms	Capex	Floor Finishes	Replace vinyl flooring	Flooring	130	$90.00	$11,700.00	3-5 years	10-15 Years	C	M	IR	M	
Circuit Training	General Rooms	Defect	Floor Finishes	Repair joints to vinyl flooring	Flooring	5	$300.00	$1,500.00	0-1 year	10-15 Years	C	M	IR	M	
Circuit Training	External Services	Capex	Air Conditioning	Replace ducted AC unit	Air Con	1	$8,000.00	$8,000.00	1-3 years	15-20 Years	C	M	CU	M	Hitachi
Cricket Hall	Fire	Capex	Fire	Upgrade fire hose reels	Fire	1	$1,500.00	$1,500.00	3-5 years	30-35 Years	C	M	CU	L	
Cricket Hall	Fire	Defect	Hose Reel Cabinets	Water penetration into fire hose reel cabinets	Fire	1	$400.00	$400.00	0-1 year	30-35 Years	C	M	CD	M	
Cricket Hall Creche	External Services	Capex	Hot Water	Replace instantaneous hot water unit	Plumber	1	$2,500.00	$2,500.00	5-10 years	3 - 5 Years	B	L	CU	L	Rinnai HD200i
Cricket Hall Changing Rooms	Toilet Areas	Capex	Toilet Areas	Refurbish toilets, changing rooms and showers	Builder	2	$60,000.00	$120,000.00	3-5 years	25-30 Years	C	M	IR	M	
Cricket Hall Accessible Changing	General Rooms	Defect	Ceilings	Repair water damaged ceilings	Painter	1	$700.00	$700.00	0-1 year	3 - 5 Years	D	H	CD	M	
Fitness Gym	Internal Services	Capex	Lighting	Replace existing fluorescent lighting with LED panels	Electrician	20	$300.00	$6,000.00	3-5 years	15-20 Years	C	M	OE	M	
Fitness Gym	Toilet Areas	Capex	Toilet Areas	Accessible toilet not in line with current standards - refurbish	Builder	1	$20,000.00	$20,000.00	0-1 year	15-20 Years	C	H	C	M	
Group Fitness	General Rooms	Capex	Floor Finishes	Replace vinyl flooring	Flooring	120	$90.00	$10,800.00	3-5 years	10-15 Years	C	M	IR	L	
Creche	General Rooms	Capex	Floor Finishes	Replace vinyl flooring	Flooring	120	$90.00	$10,800.00	3-5 years	10-15 Years	C	M	IR	L	
Main Entry	General Rooms	Capex	Floor Finishes	Replace Carpet	Flooring	250	$91.00	$22,750.00	1-3 years	15-20 Years	C	M	IR	M	
North	External Joinery	Defect	External Doors	Repair rot to base of door, install weatherbar	Joiner	4	$400.00	$1,600.00	0-1 year	5 - 10 Years	C	M	IR	L	
North	Grounds	Defect	Trees	Cut back shrubs / trees - obstructing means of escape	Landscaper	1	$800.00	$800.00	Immediate	10-15 Years	C	H	HS	H	
North	Roof Structure	Defect	Roof Structure	Treat areas of corrosion to roof structure	Painter	4	$5,000.00	$20,000.00	1-3 years	25-30 Years	C	M	CD	M	
North	External Services	Capex	External Lighting	Replace floodlights	Electrician	2	$450.00	$900.00	1-3 years	10-15 Years	C	M	OE	L	
North	External joinery	Defect	Windows	Window rubbers disintegrated - replace	Glazier	20	$100.00	$2,000.00	1-3 years	25-30 Years	C	M	CU	M	

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Location	Category	Defect Capex Maintenance	Element	Works Description	Trade	Quantity	Unit Cost	Cost	Priority Frequen	Asset Age	Condition	Probability	Risk Rating	Severity	Asset Details
North Garden	External Walls	Defect	Mortar Joints	Repoint external wall (mortar loss or mortar joints crumbling)	Bricklayer	15	$80.00	$1,200.00	Immediate	25-30 Years	C	H	CD	M	
Roof North (Fitness)	External Services	Capex	Air Conditioning	Replace Split system A/C Unit	Air Con	6	$3,000.00	$18,000.00	5-10 years	5 - 10 Years	B	L	CU	L	Daikin
Roof North (Fitness)	External Services	Capex	Air Conditioning	Replace Split system A/C Unit	Air Con	1	$3,000.00	$3,000.00	5-10 years	5 - 10 Years	B	L	CU	L	Fujitsu
Cricket Nets	External Services	Capex	Air Conditioning	Replace evaporative air conditioning unit	Air Con	3	$4,500.00	$13,500.00	5-10 years	5 - 10 Years	C	M	CU	L	
Creche	External Services	Capex	Air Conditioning	Replace ducted AC unit	Air Con	1	$8,000.00	$8,000.00	5-10 years	5 - 10 Years	B	L	CU	L	Daikin
Roof	Roof Covering	Defect	Roof Covering	Repair roof leaks	Roofer	4	$500.00	$2,000.00	Every 1 years	25-30 Years	C	H	CU	M	

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Stantec is a global leader in sustainable architecture, engineering, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

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CITY OF MELVILLE
LEEMING RECREATION CENTRE
NEEDS ASSESSMENT
CONSULTATION REPORT

City of Melville
April 2025

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Appendix B – Striker Indoor Sports & Fitness – Venue Usage

Appendix C – Department of Education Schedule of Accommodation

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1 INTRODUCTION

The City of Melville (the "City") has engaged Paatsch Group to develop a Needs Analysis and Pre-Feasibility Study for the Leeming Recreation Centre (LRC).

The LRC is approaching the end of its useful life and portions of the LRC are no longer compliant or fit for purpose. With approximately five (5) years remaining on the existing main commercial tenancy of the LRC there is an opportunity to consider the City's future needs and viability of possible options for provision and management.

This report details the outcomes of the Stakeholder Consultation undertaken to inform the development of the Needs Assessment.

2 CONSULTATION PROCESS

The process for the Stakeholder Engagement is detailed in the Stakeholders Engagement Plan. Summary details follow.

2.1 Stakeholder Consultation Purpose

- Engage with key stakeholders in March and April 2025. This consultation process will assist in:
    - Understanding what currently works "well" and what currently does not work or could be improved with current facilities.
    - Identifying components of other facilities that have been seen or experienced by stakeholders' personnel that they believe work well and/or could be incorporated into a new facility.
    - Identification of existing and projected participation numbers, functional and spatial requirements.
    - Identification of likely growth and development areas and any facility requirements associated with this.
    - Identification of prioritisation of future facility developments and requirements.
    - Gain an understanding of what facilities are able to be shared (if any) and the parameters (with who, times etc.) of any sharing and/or the facilities that cannot be shared.
    - Identification of any potential new (community or commercial) opportunities to enhance the facility and ensure the long-term financial sustainability.
- Follow up any queries or concerns and summarise key themes using an engagement report, to share with key stakeholders, ensuring information is clear, understood and agreed upon.
- Seek feedback from each key stakeholder on the engagement process and share any feedback with the City.

2.2 Stakeholder Mapping

Stakeholders were mapped to identify the requirements for consultation.

2.3 Consultation Methods

The consultation process included the following methods:

- **Face to face consultation**: In-person, video conferencing via Microsoft Teams or similar and teleconferences were used for these sessions depending on availability.

2.4 Stakeholders Consulted

The list of stakeholders consulted is included at Appendix A.

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3 PRIMARY STAKEHOLDERS

This section summarises feedback received via consultation sessions with the Primary Stakeholders being Striker Indoor Sports, Leeming SHS and the Department of Education. A combination of face-to-face meetings, video conference, telephone calls and email responses were used to seek input.

At each meeting a high level project background was provided by Paatsch Group with context of the project provided. The sessions were not recorded by the consultants, but meeting notes were taken that form the basis of the information provided below.

3.1 Notes – Striker Indoor Sports and Fitness

Notes were taken by consultants during the meetings with the responses summarised as follows:

Club	Summary Responses

Striker Sports	• Striker Sports provided to Paatsch Group a summary document of their current operations prior to the engagement session. The details from this document are included at Appendix B. The information provided by Striker in this document was also used by Paatsch Group to inform Current Usage of the LRC by Striker Sports in the Needs Assessment Report.
	• Current space in the scheduling across the centre is within the indoor cricket nets. The multi-purpose courts are used from throughout the day and night by either the school, Striker or casual hirers.
	• The gym and group fitness has approximately 400 members across the two components with retirees noted as the main market.
	• Senior soccer competition is full and has a waitlist with the opportunities for growth in the junior soccer competition.
	• The centre is one of four indoor cricket centres in Perth with two nights of 8-a-side indoor cricket (other venues down to one). Striker and Balcatta are the busiest two centres, and it was noted that there were fifteen indoor cricket centres in Perth back in the 80s and 90s. Striker is a member of the Indoor Sports WA Association that takes State Teams to national competitions annually. Indoor cricket is in the process of reconnecting with WA Cricket and programs provided.
	• Striker is seeing an increase in the usage of the squash courts as other centres close – Maddington and Hilton squash clubs are now playing pennants competitions out of the LRC.
	• The combination of all the facilities currently makes the business work and they are not solely reliant on indoor cricket – a different model to what they had in Melville. This includes Inflatable World operated on Saturdays with children's birthday parties and sub-lease area such as the Play2Learn Kindy.
	• The location of the facility behind the shopping centre can make it difficult to find for first time visitors.
	• The general layout of the facility with positioning of reception works well and allows for overview of the facility except for the toilet amenities located near the main entrance. Current design elements that do not work well (noting that the facility was converted from an aquatic space) and that a modern facility would address include:
	  ○ Age of existing change room facilities don't meet modern standards.
	  ○ Considered access for school entry and usage with more thought into security control for school usage.
	  ○ Storage is a problem. In a new building, don't put storage at the end of a court.
	  ○ Window placements in the Indoor Cricket area important (noting it is a pool retrofit).
	• Major maintenance issues include:
	  ○ Roof is the major issue when it leaks on to courts. For the last couple of years Striker have been in a holding pattern due to planned roof works which may have led them having to vacate the building. Striker have been reluctant to invest money themselves into the facility.

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Club	Summary Responses
	○ Old building with the issues that go with it particularly electrical. As well as the age of equipment, the layout means that the main switch board for the school area is in the Recreation Centre.
Leeming SHS	• The Performing Arts Area and Health and PE Offices are leased by the Department of Education from the City for the School to use. The change rooms are transitioning to a shared use agreement with the City managing access for community usage. Peter Ellis Park, Indoor Courts and Cricket Nets are all shared use agreement with Leeming SHS having priority access from 7.30am to 4.30pm. 4.30pm is to allow for after school sport. • Leeming SHS has access to one of the indoor courts as part of original agreement and are currently paying for access to the second court. • Current numbers are approximately 1180 but with Ed Support program there are another 120-130 students. Over 1200 students provides for two courts as per DoE guidelines. • Having access to both courts for the day works well for the school. They use the courts at lunchtime for year 12 common room. They also use the courts for other departments as well. Events including assemblies, awards etc. Access to the courts is handy in inclement weather as they are able to bring activities indoors rather than on the Oval. • Book squash courts for usage as well as the indoor cricket courts so having access to them for programs is good. Fitness classes as well are on site. • The relationship with the Operators is pretty good and has improved over the last three years or so They have been working together particularly on the roof issue. • Shared use of Ovals works well especially the maintenance. • Access to the facility (including disability access) and the physical distance and pathways are the main issues with the current facility on top of safety issues such as the roof leaking, electrical, floor slippery. State of the roof is the primary issue, and the facility is no longer fit for purpose. The school is reluctant to invest into the facility due to potential damage e.g. dance floor. Other issues identified with the current facility include: ○ There can be a “conflict” between a not-for-profit school with a commercial operator. ○ Storage ○ Physical space – PE department in old storage not purpose built. Staff disgruntlement about the spaces due to the standard of the facility ○ Ability to have the performing arts to be able to do inside and outside work. ○ Embarrassing to take parents into the performing arts area when competing against other schools for enrolments. School goes outside the facility for performances due to the standard of the facility. • In a new facility, how the building is designed is the key element. There needs to be a link to school, particularly for Ed Support i.e. a physical connection. That would help alleviate access issue with the community accessing. ○ Two courts is definitely the preference for the school for both the PE usage and also the other curricular activities that would take place on the courts noting that the DoE requirements are currently only for one court. • In a new facility, change rooms are able to be shared but there is a different level of requirement between school access and community access to be aware of. • Teaching facilities for performing arts and PE staff could potentially be shared depending on the design. Storage of items is a key requirement. The Performing Arts Centre could also be built separately and on school grounds. • For a shared model to work, it needs to be a school facility during the day then a community facility in the evening / night. The current issue is the risk to students with public access to the facility. There is no combined evacuation with PE and Performing Arts to work with Striker currently.

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Club	Summary Responses
Department of Education	• The Department of Education worked with the school to develop three options to identify the school's requirements for performing arts and sports facilities. ○ **Option 1** – **Reconstruction of existing Recreation Centre** - The existing Recreation Centre is to be re-constructed in full with certain aspects of the current facility enhanced in the new facility to meet the specific requirements of the high school. This new facility could possibly be re-constructed on the existing LRC carpark. The Schedule provided details those facilities associated with the school's Physical Education and Arts Learning Areas which would need to be incorporated into the new LRC as a minimum requirement. ○ **Option 2** – **Refurbishment of existing Recreation Centre** - The existing LRC is to be refurbished in full with certain aspects of the current facility enhanced to meet the specific requirements of the high school. The Schedule details only those facilities in the LRC associated with the Arts Learning Area which would mainly be used by the school - Drama, Dance and music. Part of this redevelopment of the LRC includes the construction of a new Performing Arts theatre possibly on Peter Ellis Park just E of the LRC. The scope of refurbishment of all sporting facilities in the LRC (including changerooms) would be determined by the City of Melville, some of which would be used by the high school under a Licence Agreement. ○ **Option 3** – **New Sports Hall, drama, dance & music facility on the school site -** Leeming SHS is to exit the Licence Agreement with the City of Melville over portion of the LRC and construct a new Sports Hall, Performing Arts, dance and music Centre elsewhere on the school site - possibly on the carpark just N of the Trade Training Centre or at the NW corner of the site. • The SOA provided by the DoE is attached at Appendix C. To note in the SOA is that the enrolment numbers at the school only support one multi-purpose court in a new facility rather than the two that they currently have access to during the school day

Table 1 – *Primary Stakeholder Summary Responses*

3.2 Summary

Key themes that emerged from the consultation included:

- The existing multipurpose courts are well used by both Striker and Leeming SHS. 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 SHS. 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 a new facility, how the interface between shared use (if adopted) works needs to be considered. This includes shared use of any community facilities included for Club that utilise Peter Ellis Park.
- 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, the combination of each of the elements of the facility works well from a business perspective.

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4 PRECINCT SPORTS ENGAGEMENT

This section summarises feedback received during meetings conducted with the sporting clubs that utilise the adjoining Peter Ellis Park.

4.1 Notes

Notes were taken by consultants during the meetings with the responses summarised in the Table below.

Club	Summary Responses

Leeming Netball Club	• The Club currently operate from West Leeming Primary School – this season the Club has been provided with better access at the school to toilets and water. Use Fremantle Netball Association for competition.
	• Approximately 140 to 150 registered players this season across juniors and seniors and Net Set Go. They require a home base as they cannot accommodate more teams.
	• Resurface of courts at Peter Ellis Park scheduled Note: $60,000 commitment from Labor to resurface the courts.
	• Not using Peter Ellis at all this season due to lack of facilities e.g. storage, toilets and water.
	• As considered in the City's Draft Needs Assessment – Netball and Multiuse Indoor and Outdoor Courts, the following are noted as requirements:
	  ○ An undercover area/s (up to 50m2).
	  ○ Dedicated netball storage (up to 20m2). (Club probably needs 25 – 30 m2)
	  ○ LED floodlighting for all courts used by clubs, to a training standard.
	  ○ Safe access to a toilet.
	  ○ Access to a flexible meeting space with kitchenette (20m2).
	  ○ Access to gender neutral change rooms (35m2 x 2) optional as required.
	  ○ All the above could be shared with the exception of storage.
	• The Club noted they have been taking to the Council about this for 4 years. The transition to Peter Ellis has been trying to happen for 3 years. The Club need short terms solutions to get move and are very happy to be able to share facilities – even court facilities indoors, appreciating the need for commercial return from the Operators of the facility. The Club is happy to collaborate with other sports.

Leeming Spartans Cricket Club	• The Club is based at John Connell Reserve and use Trevor Gribble Reserve, Burrendah Oval and Peter Ellis Reserve as Satellite venues. Peter Ellis is one of five ovals that the Club uses. Senior club only use Peter Ellis Park for match days. • Participation growth is being experienced across the board. Veterans have increased significantly; seniors are turning away people with growth coming from immigrants from the sub-continent. Juniors are growing but limited by Ovals available. • The Oval itself is in good condition, but the lack of support facilities is the main current issue. • Requirements for a new facility would be to meet Cricket Australia satellite facility requirements - gender neutral change rooms, umpire rooms, storage facilities, club room type area (potential café), external toilets for general public. • Sporting ovals with facilities to encourage young people to participate. The Club has been encouraging the City to look at the area as a whole and lack of change rooms etc. The LRC Change room facility is at best old and ordinary. • The Club looking at a purpose-built modular facility as the need for the sporting Clubs is immediate. This could be relocated later if required. The Club has provided details of the modular units to the City. This is something that could be done quickly whilst the main facility (LRC) was being done. • The Club also noted the possibility of getting two ovals on Peter Ellis Park.

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Club	Summary Responses
Leeming Spartans Junior Cricket Club	• Training at the nets and on the fields is mainly done on Tuesdays and Thursday depending on volunteer coaches. Match Days are Saturday and Sunday mornings. • Shade around oval is brilliant as is the ease of access to shopping centre for supplies. Most supporters and the Club set up on the eastern side of the Oval to provide access to the cricket nets. • The lack of access to toilet facilities is the major issue and the Club have moved girls' games away from there because of it. No access to defibrillator (to note, the senior Club had a recent incident was critical for a player) and the lack of storage are also issues. The nets themselves need work as they were noted as beginning to get dangerous. • Access to toilets, storage (potentially shared use), upgrade to nets and more permanent shade if possible were identified as the key requirements.
Bull Creek Leeming Football Club	• The Club is based at Beasley Park and utilise Peter Ellis Park for preseason training and will have some fixtures there this season due to overflow. The growth of the women's games and going from 4 games to 6 games Beasley means Oval usage needs to be managed. Peter Ellis Park is well located in relation to Beasley Park for it to be used as a secondary facility. • Junior football club use it more on a regular basis with the opportunity for seniors to use it more with improved basic facilities i.e. storage facilities, access to toilets or change rooms, kiosk.
Bull Creek Leeming Junior Football Club	• Peter Ellis Park is the primary overflow facility for the Junior Football Club. They use Peter Ellis Park 5 days a week for training between 3.30pm and 8pm. Note: Beasley Park has issues with the condition of the turf due to high usage. • Saturday and Sunday mornings are matches with 3 games played from 8.30 on Saturdays and 4 games on Sundays. The Club uses the change rooms on weekends for matches but not during the week for training due to cleaning requirements. • The Club has 28 junior teams (450 players) plus 150 in their Auskick program. The Club has had some growth on the back of female participation but is limited in its ability to grow much further due to capacity issues at the existing Ovals. • The Oval at Peter Ellis is in good condition. Access to a kiosk and storage would improve the facility. Ideally in any new facility would be four change rooms to allow separation between males and females. Change space and toilets are important – showers would receive very limited usage from a junior perspective. An upgrade to the Oval lighting to 100 lux would allow the Club to play more game there on Friday nights. • Main emphasis for the Club is maintaining access to the Oval as it is very important for them to be able to deliver training and match days.

Table 2 – *Sporting Club Summary Responses*

4.2 Summary

Key themes that emerged from the consultation included:

- Each of the Cricket and Football Clubs utilise Peter Ellis Park as a satellite or secondary venue. The Junior components of both Club use the Park for both training and match days, with the football Club using the Park 5 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 Oval at Peter Ellis Park is in good condition.
- The Netball Club is looking to relocated to Peter Ellis Park, but the lack of access basic amenities is preventing them from doing so.
- Each of the Clubs is seeking the provision of basic amenities – change rooms, toilets, storage etc. – and are happy to work with the other sports to achieve a shared use facility.

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5 SUB LEASE HOLDERS

This section summarises feedback received during meetings conducted with the sub lease holders at the LRC.

5.1 Notes

Notes were taken by consultants during the meeting with the responses summarised in the Table below.

Agency	Summary Responses
Play2Learn	• Play2Learn have been operating in the area since 2012 and were originally in the Community Centre that is now used by the French School. Long day care centre with programs based on nature play. The owners have another centre located in Manning. They have a sub lease with Striker for the inside component of the centre with courtyard and have a lease directly with the City for the external area located to the north of the facility that provides them with the required external area for number of children. • The facility is licensed for 28 children and operate at a capacity of 50-60%. • The intimacy of the facility works will for the business as does the location and the relationship with Striker. • The current courtyard is not big enough to meet licensing requirements which has necessitated the need for the external area mentioned above. This means that the facility is dis-jointed, and the business's learning philosophy is through nature play and interaction with the natural environment. • Ideal business model is approximately 50 children for the experience it provides. In a new facility, natural environment would be important (i.e. no fake grass) with inside area of 3.25m2 per child and outside area of 7m2 per child. • Are interested in keeping engaged and in a new facility. They had received a letter advising wouldn't be able to use the outside area for 10 months with proposed roof works. The process to relocate puts you out of business for a period. Have already invested in renovations for existing centre. That process was quite distressing i.e. families are reliant on business. • Note: owners operate another facility called Conon Road Kindergarten located in Manning.
Southern Cricket Academy	• Southern Cricket have been in the facility since 2009. They operate with a combination of coaching which is the main focus of the business and hire of the lanes. The owner was originally involved in the complete business and set up the net area upstairs when the business had access to the indoor cricket courts.. • The location works well for the business with good access to the freeway and Roe Highway. • Access to more space would assist the business with being able to deliver activities such as fielding practice. Challenged in refitting the existing facility with uncertainty over roof works and long-term tenancy. • Views the facility being privately run as a positive for the community. • Likely that the business would close if the facility was closed.

Table 3 – *Sub Lease Holders*

5.2 Summary

Key themes that emerged from the consultation included:

- The location of the facility works well for both businesses.
- 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.

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APPENDICES

Appendix A – Stakeholders Consulted

Stakeholders			Consultation Method	
Organisation	**Contact Name**	**Role**	**Face-2-Face/Telecon**	**Email Input**
Striker Indoor Sports and Fitness	Christian White	Director	✓	✓
Striker Indoor Sports and Fitness	Michael North	Director	✓	
Leeming SHS	Damon Atthowe	Principal	✓	
Leeming SHS	Michelle Spalding	Manager Corporate Services	✓	
Department of Education	Breanna Young	Strategy	✓	✓
Leeming Spartans JCC	Rebekah Ernst	President	✓	
Leeming Spartans Cricket Club	Peter Coombs	President	✓	
Bull Creek Leeming Football Club	Matthew Jones	President	✓	
Bull Creek Leeming Junior Football Club	Brett Hadley	President	✓	
Leeming Netball Club	Gemma Downie	President	✓	
Leeming Netball Club	Jenni Hess	Vice President	✓	
Play2Learn Kindy	Bernice and Ian Napier	Owners	✓	
Southern Cricket	Luke Wimbridge	Owner	✓	

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Appendix B – Striker Indoor Sports & Fitness – Venue Usage

Recreational activities at Striker Indoor Sports & Fitness, Leeming.

Opening hours

5:30am to 11pm Monday to Friday

Saturday 7:30am to 6pm

Sunday 7:30am to 6pm

Most public holidays 8am to 10:30pm

We see at least 3300 recreational activity customers per week and that is without spectators who come and watch some of the different sports activities. Please see the breakdowns of different activities below.

Please note Leeming Senior High School uses both basketball courts between 7:30am to 3:30pm and therefore we have not included any figures for Leeming SHS.

We have not included numbers from other schools that also hirer our facilities (netted courts, circuit room, squash courts) throughout the year. Term 3 we had an extra 170 to 180 students per week from a number of school hirers including Kennedy College, Fremantle College, Port School, Al Ameen College, Fremantle Christian College, Kent Street, All Saints College. Students participated in a number of different activities from squash, netball, indoor cricket, indoor soccer or fitness classes.

We employee a minimum of 38 staff at any point throughout the year, this increases with seasonal activities. The employees range in full time, part time and casual.

Basketball courts = 1523 players per week

- 7:30am to 3:30pm – Leeming Senior Hish School Monday to Friday
- 3:30pm to 6pm – Junior basketball training Monday to Friday (12 teams per night x 6 players x 5 nights = 360 players per week)
- 6pm to 11pm – Futsal competitions Monday to Friday (27 teams x 5 players x 5 nights = 675 players per week)
- On Saturdays basketball games 7:30am to 6pm (24 games x 12 players = 288 players)
- On Sundays Badminton (180people) & soccer hire (20people) 7:30am to 6pm (200 players)

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Netted courts = 1023 players per week

- Monday to Thursday 6pm to 10:30pm sports competitions
    - Monday netball (18 teams x 7players = 126 players)
    - Monday all abilities cricket (average 10 players)
    - Monday dodgeball (30 players)
    - Tuesday indoor cricket (8 games x 16 players = 128 players)
    - Wednesday indoor cricket (10 games x 16 players = 160 players)
    - Thursday indoor cricket (12 games x 12 players = 144 players)
- Friday junior sports 4pm to 9pm (minimum 150 kids)
- Saturday Inflatable World 9am to 3:30pm (minimum 250 kids)
- Sunday Sports parties (15 kids)
- Sunday casual court hire (10 people)
- Sunday State indoor cricket training (16 people) for approximately 3 to 4 months a year. Have not included in the total figures as its not all year round.
- Sunday State dodgeball training (25 people). Have not included in the total
- In winter we host super league netball every 4 weeks (20 games x 14 players = 280 players) - have not included in the total figures as its every 4 weeks.
- In winter we host super league cricket every 4 weeks (12 games x 16 players = 192 players) - have not included in the total figures as its every 4 weeks.

Squash courts = 222 people per week

- Busy between 5pm and 9pm Monday to Friday with general hires (ave 15 hours a night) average 30 people x 5 nights = 150 people
- Juniors training Friday afternoons after school 12 people
- Social squash Sundays 9am to 11:30am = 20 people
- Saturday & Sunday casual squash bookings = approx 40 people
- Pennants squash approximately 4 months a year. Not included in the figures.
- Please note with a number of squash facilities closing south of the river in the last 12 months we have both Maddington and Hilton Pennants playing out of our centre.

Group Fitness Classes = average 320 participants per week

We offer 32 group fitness classes a week, with a very strong

attendance.

Gym = averaging 280 people per week.

We offer gym during the entire opening hours.

Footnote:

Southern Cricket (upstairs) see anywhere from 2000 to 2500 customers per year. 65% to 70% of that is in the 17 years old and under

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Appendix C – Department of Education Schedule of Accommodation

LEEMING SHS (LEEMING RECREATION CENTRE) - proposed RE-DEVELOPMENT

SCHEDULE OF ACCOMMODATION (3 Options) - Revision 3

Jan 14, 2025

OPTION 1 - Reconstruction of existing Recreation Centre

*The existing Recreation Centre is to be **re-constructed** in full with certain aspects of the current facility enhanced in the new facility to meet the specific requirements of the high school. This new facility could possibly be re-constructed on the existing Rec Centre carpark. The Schedule below details those facilities associated with the school's Physical Education and Arts Learning Areas which would need to be incorporated into the new Rec Centre as a minimum requirement.*

NEW FACILITY	ROOM AREAS sqm	details	COMMENTS
HEALTH & PHYSICAL EDUCATION LEARNING AREA			
SPORTS HALL			
Hall	936	39mx24m (7m clear height)	accommodates x1 basketball court + x1 netball court + x3 volleyball courts + x4 badminton courts with sprung timber floor (if required also for social dance). Provision for microphone sockets & other inputs. Cooled by 2 large fan/s
Hall store	40	1x40or2x20	accessed off the hall
Sports store	40		accessed from both outside (courts & oval) & from the hall
Chairs store	25		accessed off the hall
Fitness Centre	80		
Fitness store	14		
Male student changeroom	90		10 showers if possible + hooks & seating for 75 students
Male student toilets	12	3WC	
Male staff changeroom & WC	16	1WC	also 2 showers & 5 lockers
Female student changeroom	90		10 showers if possible + hooks & seating for 75 students
Female student toilets	12	3WC	
Female staff changeroom & WC	16	1WC	also 2 showers & 5 lockers
Secure cage/store/cupboard/s	10	1x10or2x5	to store student valuables during PEd class time
Assisted Access toilet type 2a	12	4m x 3m	with shower
Universal Access toilet type Oa	8		with shower
Outdoor Education store	60		with roller door access to the external fenced compound
Staff bike compound/store	20		to hold 15 bikes
Cleaner's store	4	min side 2m	
STAFF AREA (14 staff)			Preferably with direct access & vision into the hall
Staff Study	77		includes a small kitchenette - staff carrels/stations require a single bookshelf over
Reprographics area & storage	7		as an alcove off the staff study
USABLE FLOOR AREA	1569	UFA	
CIRCULATION etc 10%	157		includes foyer, wall thicknesses, ducts & cabinets
FULLY ENCLOSED COV AREA	**1726**	FECA	
UNENCLOSED COV AREA	345	UCA	*(UCA = 20% of FECA max) - includes covered link*
GROSS FLOOR AREA	**2071**	**GFA**	*verandahs, plant room etc*
Fenced compound		100	to house the canoes trailer etc - double gates
DRAMA & DANCE			
Foyer	40		

CONFIRMED

Teaching space 1 (drama 1)	250		Performing Arts Learning Hall - stage area, lighting, cyclorama etc is located in drama 1
Teaching space 2 (drama & dance)	150	min side 8m	continuous with Drama space 1 - with operable wall between spaces 1 & 2 (no bar required but mirror possibly) - flooring in both spaces to be decided by the school & City
Retractable seating recess	25		seating to be funded by the project (for ~250) - in space 2
Props / flats store	60		associated with Drama space 1 - and possibly the green rooms. Door height 3m, Ceiling height 3.6m
Chairs store	25		
Bio box	8		must have clear view of Drama space 1 - could provide a mobile lighting & sound desk instead
Drama / costume store 1	25		associated with Drama space 1 & the green rooms
Green rooms / change	40	2x20	associated with the Drama studio - sep male & female - may have access to the props store to use as a marshalling area
Dance studio	120	min side 10m	3m high ceiling, sprung wooden floor, bar & mirrors along one wall - preferably located adjacent to the foyer
Dance / costume store 2	25		associated with the Dance studio space
Kitchenette / servery / box office	10		associated with the foyer
Male student toilets	8	2WC	associated with the green rooms
Female student toilets	8	2WC	associated with the green rooms
Assisted Access toilet type 1	6	2.7mx2.3m	associated with the green rooms
Male staff / patron toilets	16	4WC	associated with the foyer
Female staff / patron toilets	16	4WC	associated with the foyer
Universal Access toilet type 0	6	2.7mx2.3m	associated with the foyer
Cleaner's stores	8	2x4	one located on each floor
MUSIC			
Music classrooms	160	2x80	both identical - provision for x8 keyboards along one wall, x16 computer positions on two walls & loose furniture for 32
Music ensemble room	40		adequate sound-proofing required
Music practice rooms	30	3x10	adequate sound-proofing required
Music store	35		
STAFF AREA - (8 staff)			
Staff Study	45		includes a small kitchenette
Reprographics area & storage	5		as an alcove off the staff study
USABLE FLOOR AREA	1161	UFA	
CIRCULATION etc 20%	232		includes wall thickness, ducts & cabinets
FULLY ENCLOSED COV AREA	**1393**	FECA	
UNENCLOSED COV AREA	279	UCA	*(UCA = 20% of FECA max) - includes covered links*
GROSS FLOOR AREA	**1672**	**GFA**	*verandahs, plant room etc*
OVERALL TOTAL GFA	***3743***		

CONFIRMED

OPTION 2 - Refurbishment of existing Recreation Centre

*The existing Recreation Centre is to be **refurbished** in full with certain aspects of the current facility enhanced to meet the specific requirements of the high school. The Schedule below details only those facilities in the Rec Centre associated with the Arts Learning Area which would mainly be used by the school - Drama, Dance and music. Part of this redevelopment of the Rec Centre includes the construction of a new Performing Arts theatre possibly on Peter Ellis Park just E of the Rec Centre. The scope of refurbishment of all sporting facilities in the Rec Centre (including changerooms) would be determined by the City of Melville, some of which would be used by the high school under a Licence Agreement.*

NEW FACILITY	ROOM AREAS sqm	details	COMMENTS
PERFORMING ARTS THEATRE		*Possibly located on Peter Ellis Park just E of the Rec Centre*	
DRAMA			
Foyer	35		
Drama teaching & performance space	300		Performing Arts Learning Hall - with stage area, lighting, cyclorama etc
Retractable seating recess	25		seating to be funded by the project (for ~250)
Props / flats store	55		associated with the Drama studio - and possibly the green rooms. Door height 3m, Ceiling height 3.6m
Chairs store	25		
Bio box	7		must have clear view of Drama space 1 - could provide a mobile lighting & sound desk instead
Drama / costume store	25		associated with the Drama studio & the green rooms
Green rooms / change	40	2x20	associated with the Drama studio - sep male & female - may have access to the props store to use as a marshalling area
Kitchenette / servery / box office	9		associated with the foyer
Male student toilets	8	2WC	associated with the green rooms
Female student toilets	8	2WC	associated with the green rooms
Assisted Access toilet type 1	6	2.7mx2.3 m	associated with the green rooms
Male staff / patron toilets	12	3WC	associated with the foyer
Female staff / patron toilets	12	3WC	associated with the foyer
Universal Access toilet type 0	6	2.7mx2.3 m	associated with the foyer
Cleaner's store	4		
USABLE FLOOR AREA	577	UFA	
CIRCULATION etc 20%	115		includes wall thickness, ducts & cabinets
FULLY ENCLOSED COV AREA	**692**	FECA	
UNENCLOSED COV AREA	138	UCA	*(UCA = 20% of FECA max) - includes covered links*
GROSS FLOOR AREA	**831**	**GFA**	*verandahs, plant room etc*
MUSIC ENSEMBLE/CLASSROOM			

The existing Drama Rehearsal room (~70sqm) is to be used as a music ensemble room or classroom - any
refurbishment work required is still to be determined (mostly acoustic treatment, data & power points)

CONFIRMED

OPTION 3 - New Sports Hall, drama, dance & music facility on the school site

*Leeming SHS is to exit the Licence Agreement with the City of Melville over portion of the Recreation Centre and **construct a new** Sports Hall, Performing Arts, dance and music Centre elsewhere on the school site - possibly on the carpark just N of the Trade Training Centre or at the NW corner of the site.*

NEW FACILITY	ROOM AREAS sqm	details	COMMENTS
HEALTH & PHYSICAL EDUCATION LEARNING AREA			
SPORTS HALL			
Hall	936	39mx24m (7m clear height)	accommodates x1 basketball court + x1 netball court + x3 volleyball courts + x4 badminton courts with sprung timber floor (if required also for social dance). Provision for microphone sockets & other inputs. Cooled by 2 large fan/s
Hall store	40	1x40or2x20	accessed off the hall
Sports store	40		accessed from both outside (courts & oval) & from the hall
Chairs store	25		accessed off the hall
Fitness Centre	80		$30,000 for equipment funded by project
Fitness store	14		
Male student changeroom	90		10 showers if possible + hooks & seating for 75 students
Male student toilets	12	3WC	
Male staff changeroom & WC	16	1WC	also 2 showers & 5 lockers
Female student changeroom	90		10 showers if possible + hooks & seating for 75 students
Female student toilets	12	3WC	
Female staff changeroom & WC	16	1WC	also 2 showers & 5 lockers
Secure cage/store/cupboard/s	10	1x10or2x5	to store student valuables during PEd class time
Assisted Access toilet type 2a	12	4m x 3m	with shower
Universal Access toilet type Oa	8		with shower
Outdoor Education store	60		with roller door access to the external fenced compound
Staff bike compound/store	20		to hold 15 bikes
Cleaner's store	4	min side 2m	
STAFF AREA (14 staff)			Preferably with direct access & vision into the hall
Staff Study	77		includes a small kitchenette - staff carrels/stations require a single bookshelf over
Reprographics area & storage	7		as an alcove off the staff study
USABLE FLOOR AREA	1569	UFA	
CIRCULATION etc 10%	157		includes foyer, wall thicknesses, ducts & cabinets
FULLY ENCLOSED COV AREA	**1726**	FECA	
UNENCLOSED COV AREA	345	UCA	*(UCA = 20% of FECA max) - includes covered link*
GROSS FLOOR AREA	**2071**	**GFA**	*verandahs, plant room etc*
Fenced compound		100	to house the canoes trailer etc - double gates
DRAMA & DANCE			Preferably having a presence to the street
Foyer	40		
Teaching space 1 (drama 1)	250		Performing Arts Learning Hall - stage area, lighting, cyclorama etc is located in drama 1
Teaching space 2 (drama & dance)	150	min side 8m	continuous with Drama space 1 - with operable wall between spaces 1 & 2 (no bar required but mirror possibly) - flooring in both spaces to be decided by the school
Retractable seating recess	25		seating to be funded by the project (for ~250) - in space 2
Props / flats store	60		associated with Drama space 1 - and possibly the green rooms. Door height 3m, Ceiling height 3.6m
Chairs store	25		
Bio box	8		must have clear view of Drama space 1 - could provide a mobile lighting & sound desk instead
Drama / costume store 1	25		associated with Drama space 1 & the green rooms

CONFIRMED

Green rooms / change	40	2x20	associated with the Drama studio - sep male & female - may have access to the props store to use as a marshalling area
Dance studio	120	min side 10m	3m high ceiling, sprung wooden floor, bar & mirrors along one wall - preferably located adjacent to the foyer
Dance / costume store 2	25		associated with the Dance studio space
Kitchenette / servery / box office	10		associated with the foyer
Male student toilets	8	2WC	associated with the green rooms
Female student toilets	8	2WC	associated with the green rooms
Assisted Access toilet type 1	6	2.7mx2.3m	associated with the green rooms
Male staff / patron toilets	16	4WC	associated with the foyer
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MUSIC			
Music classrooms	160	2x80	both identical - provision for x8 keyboards along one wall, x16 computer positions on two walls & loose furniture for 32
Music ensemble room	40		adequate sound-proofing required
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GROSS FLOOR AREA	**1672**	**GFA**	*verandahs, plant room etc*

OVERALL TOTAL GFA ***3743***

PARKING

All car bays lost as a result of the construction of this new facility are to be re-located elsewhere on site (number of bays to be determined)

CONFIRMED

Moreau Mews

ENGAGEMENT SNAPSHOT STAGE 2

Stage two engagement for the proposed Moreau Mews Town Square was held in April and May 2025, inviting community feedback on three draft concept designs shaped by earlier consultation. The City provided multiple ways for the community to participate, including an online survey, on-site pop-ups, and accessible options via hard copy, email, and phone. The engagement was delivered at the 'Consult' level of the IAP2 Spectrum and focused on identifying community preferences, concerns, and suggestions to help refine the final design.

A comprehensive communications campaign supported the engagement, using direct emails, social media, advertising, media, on-site signage, and a dedicated Melville Talks project page. The page featured interactive draft designs, FAQs, and engagement updates, and was promoted on the Melville Talks homepage throughout the consultation.

Awareness and reach

341 surveys completed	**38** attended the pop-up events	**11,498** emails issued to stakeholders	**2,069** letters issued to local residents
9,104 visits to project page	**18,765** subscribers to eNews	**140K** newspaper reach	**1.3M** views bus shelter advertising

City of Melville CANNING BRIDGE

We heard from

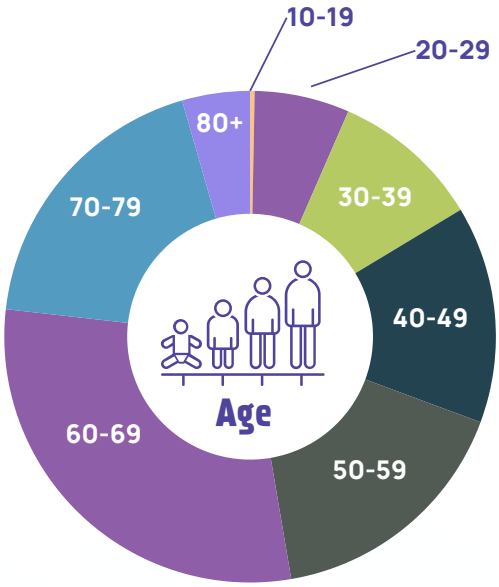
96% reside in the City of Melville

4 First Nations People

43 migrant background

7 LGBTQIA+

12 living with a disability

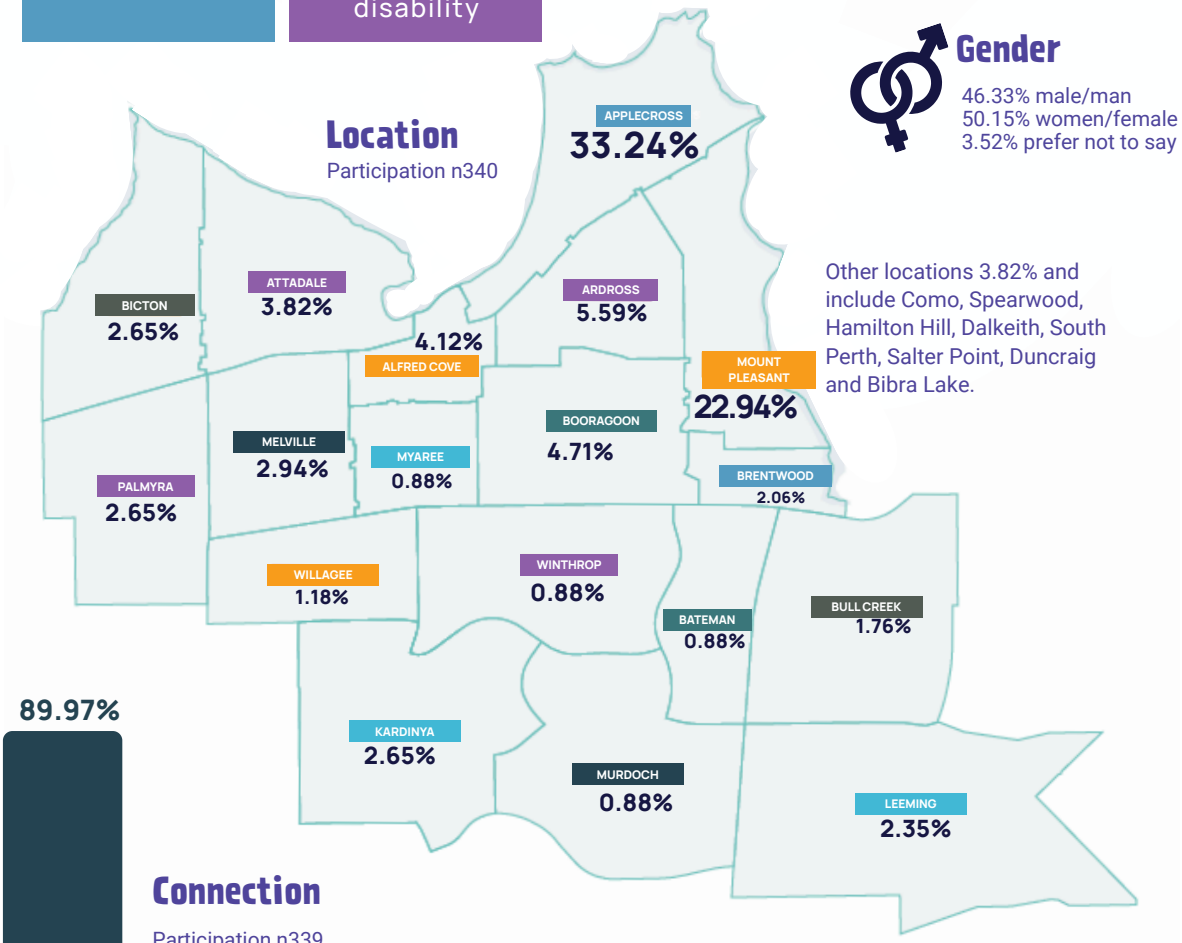


Gender

46.33% male/man
50.15% women/female
3.52% prefer not to say

Location

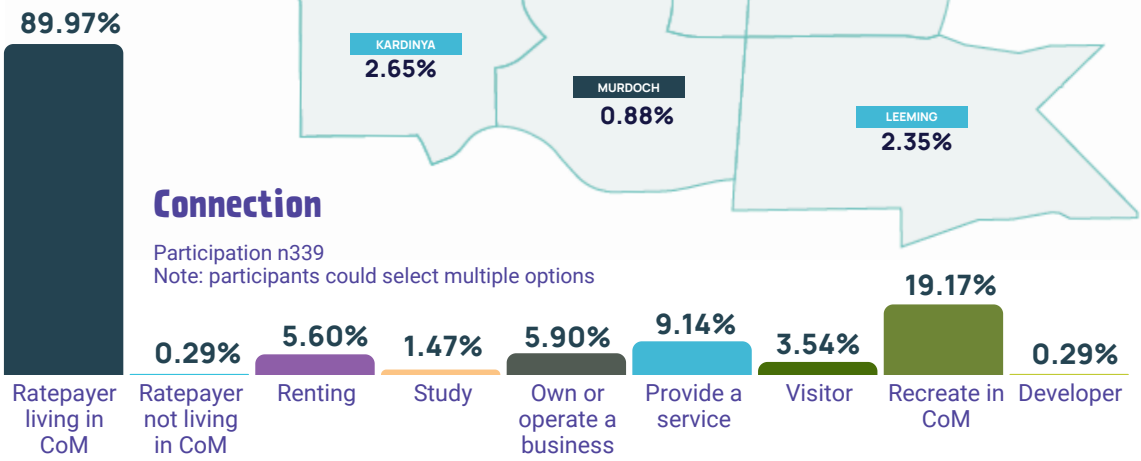
Participation n340



Other locations 3.82% and include Como, Spearwood, Hamilton Hill, Dalkeith, South Perth, Salter Point, Duncraig and Bibra Lake.

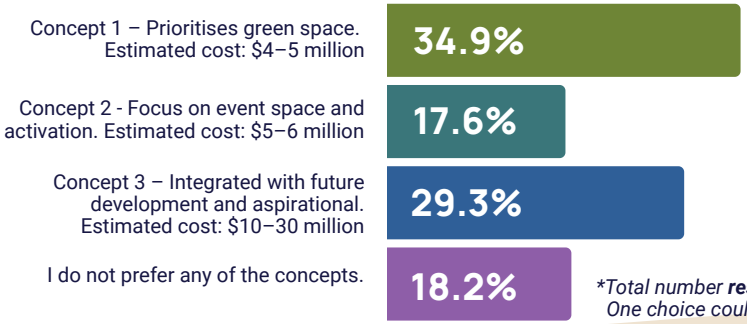
Connection

Participation n339
Note: participants could select multiple options



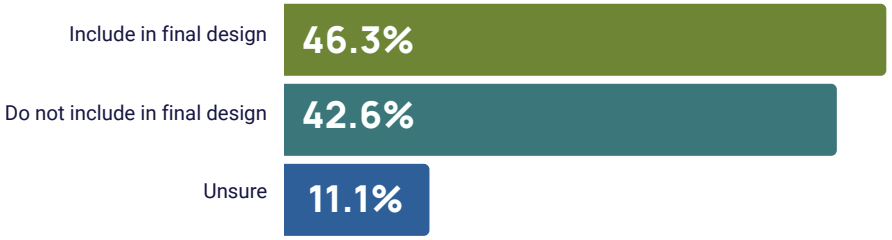
Key engagement results

Preferred concept design

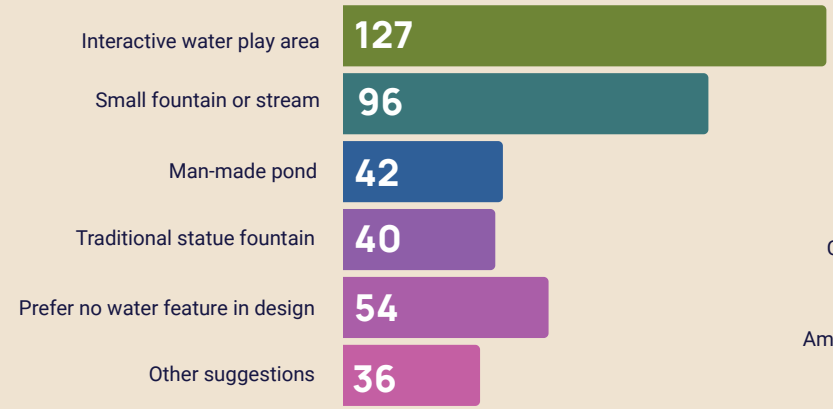


*Total number **responses 341.***
One choice could be selected.

Parking

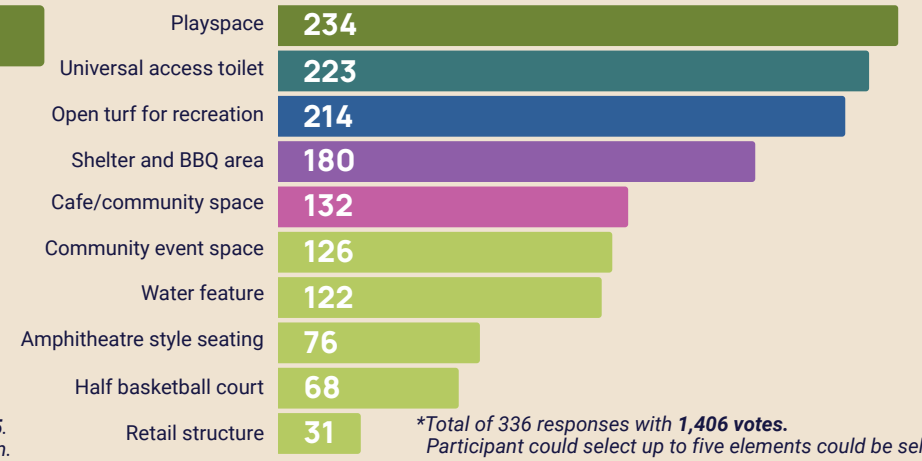


Water feature



*Total number of responses 308 with votes **395**.*
Participants could select more than one option.

Design elements



*Total of 336 responses with **1,406 votes.***
Participant could select up to five elements could be select

A NEW HEART FOR THE CANNING BRIDGE PRECINCT

Moreau Mews
Town Square and Public Open Space

Stage 2 - Community Engagement Report
May 2025

City of Melville

CANNING BRIDGE

Executive summary

The City of Melville conducted the stage two engagement for the proposed Moreau Mews Town Square from 1 April to 4 May 2025. This stage built upon the initial visioning process completed in late 2024, which helped define community values and key design principles for a new public open space in Applecross, within the Canning Bridge precinct.

Stage two invited the community to review and provide feedback on three draft concept designs. These designs were shaped by earlier engagement outcomes and aimed to balance greenery, recreational opportunity, accessibility, and integration with future precinct development. The purpose of this stage was to test the draft concepts with the community and identify preferences, concerns, and opportunities for refinement.

Engagement activities included a widely promoted online survey, five on-site pop-up events (attended by 38 residents), and targeted outreach to stakeholder groups. The City also provided opportunities for the community to complete the survey in other forms to support accessibility. A total of 341 responses were received during the engagement.

Alongside the City of Melville's formal consultation, the Canning Bridge Activity Centre Plan Review Council Reference Group (CRG) circulated an independent survey. This survey proposed a modified version of Concept 1, which excluded car parking and reduced the budget. The CRG-led survey received 96 responses, including 20 participants who also completed the City’s official survey. While not included in the formal engagement analysis, a tabled submission summarising the CRG survey results has been prepared for reference.

The feedback collected through the City’s engagement process will guide the refinement of a preferred concept design that will be presented to Council for their consideration. This report summarises the engagement approach, participation levels, communication reach, and key community insights, ensuring that the design process remains transparent, inclusive, and community informed.

Key findings

Feedback gathered was largely positive, with many participants expressing enthusiasm and support for the creation of the new public open space. Participants recognised the project's potential to deliver long-term social and recreational benefits. While many comments reflected alignment with the City's direction, specific concerns, particularly regarding the inclusion of parking,were raised consistently across open comments.

Key findings:

- Concept 1 was the most preferred, praised for its simplicity, green space, and affordability.
- Concept 2 was seen as the most balanced, especially by families, though it received the highest dislike in overall layout and arrangement of spaces.
- Concept 3 had the most polarising views, receiving both strong praise and the highest disagreement.
- Parking remains a polarising issue with 46.3% support inclusion, while 42.6% oppose.
- Parking, nature, safety, and informal gathering spaces were recurring themes across all open comments.
- Interactive water play was the preferred water feature.
- Those who opposed the inclusion of a water feature cited concerns around cost, ongoing maintenance, and the site's close proximity to the Swan River.
- Preferred design elements were playspace, accessible toilets, open turf, and shaded BBQ areas.
- Direct communication was most effective, with 44% of respondents learning about the project via eNews, direct letters and emails.
- The campaign was viewed over 1.5 million times, contributing to strong community awareness.
- Most feedback was constructive, with 62% of comments positive or idea-driven.

Objectives and principles

The **objectives** of the stage two consultation were to:

- Bring awareness of the project and the opportunities to get involved,
- Seek community feedback on three proposed concept designs.
- Understand preferences, priorities, and concerns.
- Identify which features and elements matter most to local residents, businesses, and visitors.

The stage two engagement approach continued to be guided by the six core **principles** aligned with the International Association of Public Participation (IAP2) and the City of Melville's Stakeholder Engagement Policy. These principles informed the planning and delivery of engagement activities, with a strong focus on building trust, encouraging participation, and ensuring diverse voices were heard.

This approach remained responsive to the context of the project, adapting to political considerations, branding, budget, and service delivery factors as required.

- Integrity: The City remained transparent about the process, clearly outlining what the public could and could not influence.
- Inclusivity: Engagement methods actively involved affected communities and ensured stakeholders felt welcomed and supported in participating.
- Informed: Timely and relevant information was provided to enable meaningful participation, with communication occurring before, during, and after decision-making stages.
- Accountability: Community feedback was carefully considered and the City committed to communicating how input influenced the project.
- Flexibility: The engagement approach remained adaptable, responding to community needs and refining methods where required.
- Excellence: The City continuously evaluated the process to identify opportunities for improvement.

identified level for this stage

	Inform	Consult	Involve	Collaborate	Empower
Pubic Participation Goal	To provide balanced and objective information in a timely manner.	To obtain public feedback on analysis, alternatives and or/decisions.	To work directly with the public throughout the process to ensure public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of preferred solution.	To place final decision in making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced.	We will look to you for advise and innovation in formulating solutions and incorporate your advise and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

IAP2 Spectrum of Public Participation

Engagement methodology

Stage two of the engagement was undertaken at the 'Consult' level of the IAP2 Spectrum of Public Participation, with a focus on gathering community feedback on three draft concept designs. These designs were shaped by the aspirations, values, and design principles identified during the initial engagement process.

Engagement process

The consultation period ran from **1 April to 4 May 2025**, and included a combination of online, in-person, and phone-based participation opportunities to ensure broad community access and involvement.

- **On-site pop-up events:** Five in-person pop-up sessions were held at the project site throughout April, attended by 38 community members. These events provided opportunities to view the draft concepts, ask questions, and speak directly with project officers.
- **Online engagement**: A dedicated project webpage was hosted on Melville Talks, attracting 9,104 visits during the engagement period. The online survey was made available through the site and completed by 322 participants.
- **Survey distribution**: Printed surveys were made available at all City of Melville Council buildings. In-person, email and phone survey options were offered to support accessibility and participation across diverse community groups. A total of 19 hard copy and emailed surveys were received.

Additional submissions
In addition to the formal engagement process, the City received a number of email submissions and responses to a community-initiated survey circulated by members of the Canning Bridge Activity Centre Plan Review Council Reference Group (CRG).

- 96 responses to the CRG-led survey were received.

While these contributions are not included in the formal engagement analysis due to data integrity and verification requirements, the City acknowledges the community's ongoing interest and involvement. A summary of submissions received through the community-led survey will be included as a tabled appendix to ensure transparency and recognition of all community voices.

Communication and promotion

The City delivered a comprehensive and high-impact awareness campaign to promote the engagement process. An estimated audience reach of 1.57 million was achieved across digital, print, in-person, and social channels. The campaign aimed to raise awareness, drive participation, and provide ongoing information to ensure the community had multiple opportunities to engage with the project in an informed and accessible way.

To maximise effectiveness, the communication campaign was monitored weekly, with adjustments made throughout the engagement period in response to reach metrics, community feedback, and project developments. This adaptive approach ensured the City could respond in real time to improve visibility and maintain clear, consistent, and timely information across all platforms.

City of Melville reveals three options for development of Moreau Mews Town Square precinct

Caitlin Vinci | PerthNow
April 3, 2025 2:00AM

n = number of people

Communication activities included:

- Direct email campaigns to:
  - Local residents (n218)
  - Three random samples of community members (n10,879)
  - Local schools (n4)
  - Members of the Melville Sounding Board (n277)
  - Participants from previous engagement phases (n120)
  - Community members who received the Council Reference Group (CRG)-led survey, encouraging completion of City's official survey to ensure data integrity
  - Community members who had submitted incomplete surveys were notified and encouraged to resubmit.
- Direct mail:
  - Letters issued to local residents and ratepayers within the project area (n2,069)
- City of Melville website:
  - Dedicated Melville Talks engagement page, featuring:
    - Updated FAQs
    - Interactive draft concept design viewed over 14,000 times
    - Two formal engagement updates shared during the consultation period, with notifications issued to 146 page followers
    - 9, 104 unique visits during stage two consultation period
  - Website homepage banner to drive visibility cliked 144 times
- Digital communications:
  - Promotion through the City's eNews platform, Corporate and Melville Talks (18,765 combined subscribers)
  - A special edition eNews issued to Melville Talks subscribers to highlight the consultation period, costings and design features and encourage participation (6,027 distribution)
  - Social media promotion, paid and organic (reach n9,419) including:
    - Facebook
    - Instagram
- In-person information:
  - Five on-site events with a total of 38 attendees
- Traditional media and advertising:
  - Newspaper advertising (140,064 distribution)
  - Bus shelter advertising (345,716 weekly times viewed, estimated 1,382,864 during the engagement by vehicles, bus and train commuters)
- On-site visibility:
  - Posters, corflutes, and banners installed around the project area.

In addition to the City-led campaign, the project received further exposure through external media coverage, independently published newspaper articles, and word-of-mouth promotion by local community members and interest groups. While not coordinated by the City, these activities contributed to increased public awareness of the project.

We heard from

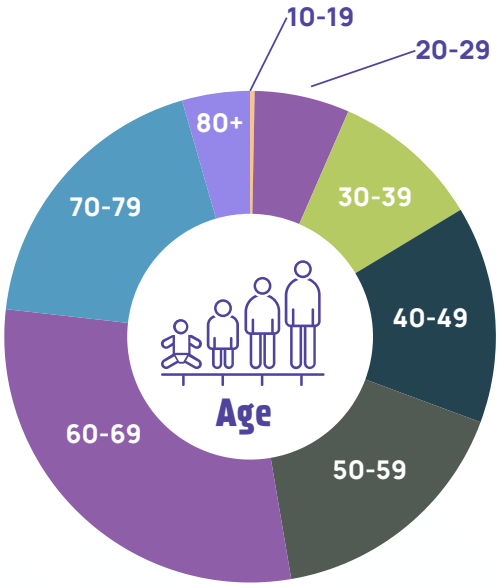
96% reside in the City of Melville

4 First Nations People

43 migrant background

7 LGBTQIA+

12 living with a disability

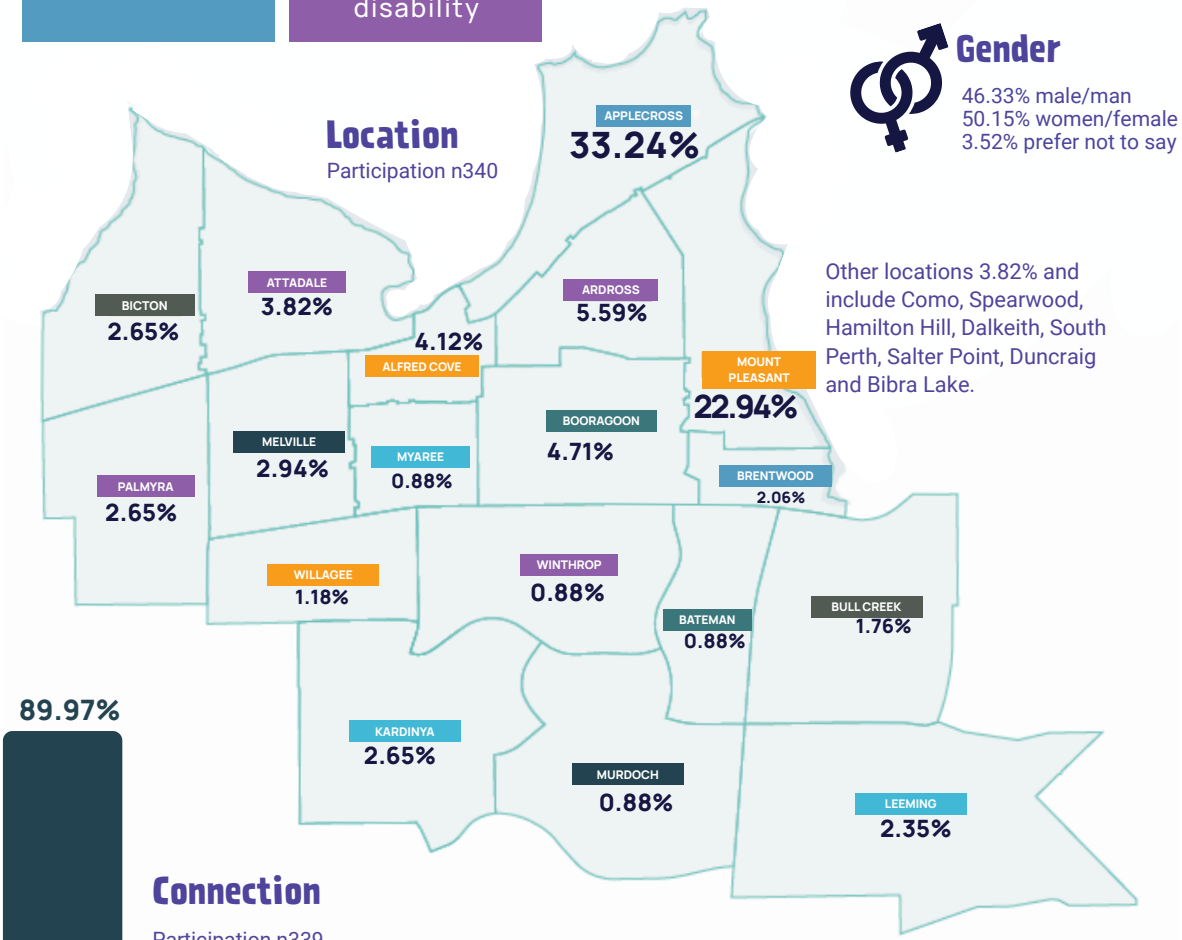


Gender

46.33% male/man
50.15% women/female
3.52% prefer not to say

Location

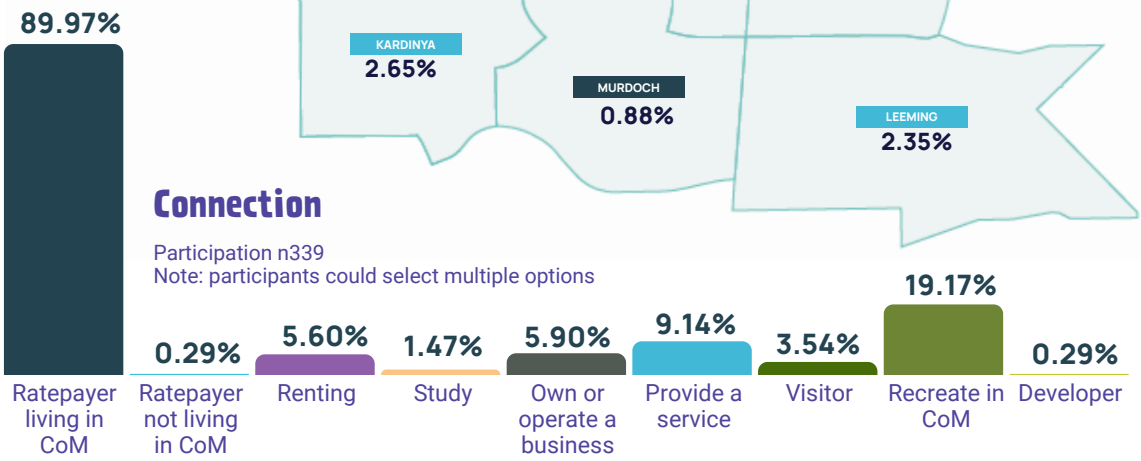
Participation n340



Other locations 3.82% and include Como, Spearwood, Hamilton Hill, Dalkeith, South Perth, Salter Point, Duncraig and Bibra Lake.

Connection

Participation n339
Note: participants could select multiple options

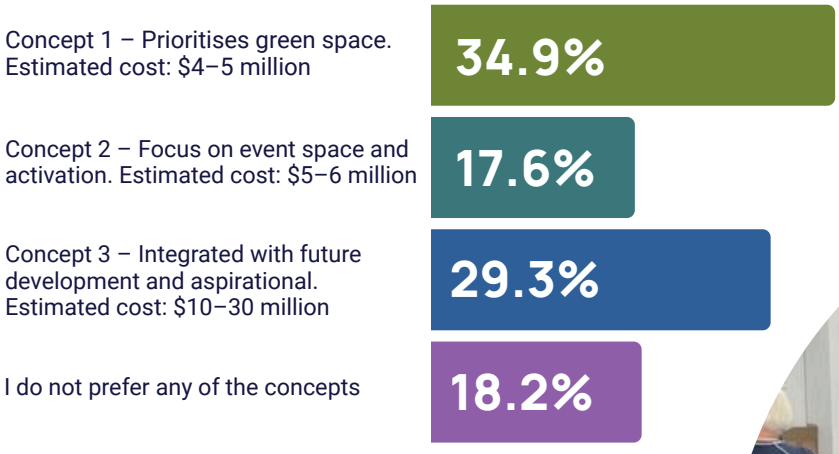


Engagement outcomes

To ensure consistency, the same survey questions were asked across both in-person and online platforms. The responses were analysed using a combination of quantitative aggregation and qualitative theme analysis, supported by AI tools to identify patterns in sentiment and content. This section presents a detailed breakdown of responses to each question, including insights, sentiment trends, and thematic summaries.

Preferred concept design

Participants were asked to share their preferred option from the three draft concept designs. In addition, a fourth option was provided to allow respondents to indicate that none of the proposed concepts were suitable.
Total responses: 341



Level of support for preferred concept design by age and suburb

Age	Concept 1	Concept 2	Concept 3	I don't prefer any of the concepts
10-19	**100.0%**	0.0%	0.0%	0.0%
20-29	**28.6%**	23.8%	23.8%	23.8%
30-39	24.2%	24.2%	**42.4%**	9.1%
40-49	16.7%	29.2%	**41.7%**	12.5%
50-59	**44.6%**	8.9%	28.6%	17.9%
60-69	**35.4%**	15.2%	28.3%	21.2%
70-79	**39.7%**	12.7%	22.2%	25.4%
80+	**53.3%**	26.7%	13.3%	6.7%
Alfred Cove	**35.7%**	21.4%	28.6%	14.3%
Applecross	27.4%	15.0%	**35.4%**	22.1%
Ardross	**42.1%**	15.8%	21.1%	21.1%
Attadale	**38.5%**	15.4%	15.4%	30.8%
Bateman	**66.7%**	33.3%	0.0%	0.0%
Bicton	**55.6%**	11.1%	22.2%	11.1%
Booragoon	**43.8%**	18.8%	12.5%	25.0%
Brentwood	**28.6%**	**28.6%**	**28.6%**	14.3%
Bull Creek	**33.3%**	**50.0%**	0.0%	16.7%
Kardinya	**33.3%**	22.2%	11.1%	**33.3%**
Leeming	**25.0%**	25.0%	**37.5%**	12.5%
Melville	**40.0%**	20.0%	**40.0%**	0.0%
Mount Pleasant	**46.2%**	12.8%	28.2%	12.8%
Murdoch	33.3%	**66.7%**	0.0%	0.0%
Myaree	**33.3%**	0.0%	**33.3%**	**33.3%**
Palmyra	11.1%	11.1%	66.7%	11.1%
Other	14.3%	**35.7%**	28.6%	21.4%
Willagee	0.0%	25.0%	**50.0%**	25.0%
Winthrop	**66.7%**	0.0%	33.3%	0.0%

Highlighted preferred option per segment

The following section outlines the distribution of preferences and key reasons provided for each option.*Total responses: 320 open comments*

Concept 1 – Prioritises green space ($4–5 million)

Why participants preferred Concept 1:

- Affordability and readiness: Frequently described as the most realistic and deliverable option within the current budget, allowing work to begin sooner.
- Maximised green open space: Widely appreciated for preserving open turf, trees, and shade especially in contrast to other, more built-up designs.
- Simplicity and functionality: The design was praised for avoiding clutter, unnecessary infrastructure, and over development.
- Respect for original intent: Several responses noted Concept 1 best aligns with earlier community feedback and avoids future uncertainty.

"Simple, low cost, and provides the most amount of open space."

"Concept 1 is achievable now. Why wait for aspirational plans when we need green space today?"

"This is what the community asked for: trees, grass, and somewhere calm."

**comments shared by participants*

Concept 2 – Focus on event space and activation ($5–6 million)

Why participants preferred Concept 2:

- Support for community gatherings: Respondents liked the amphitheatre seating, curved lines, and potential for events, performances, and activation.
- Balanced approach: Seen as the most even mix of passive open space and built features, without going as far as Concept 3.
- Versatility and inclusivity: Perceived as suitable for families, events, and general use—offering a sense of purpose and energy.

"I love the idea of events and local performances here."

"Concept 2 feels like a community square—it's functional and fun."

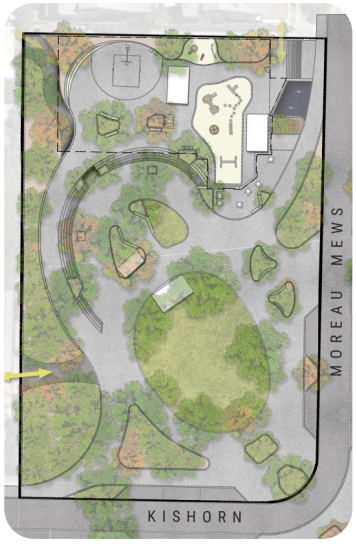
"Great balance of green space and things to do."

**comments shared by participants*

Concept 3 – Integrated with future development ($10–30 million)

Why participants preferred Concept 3:

- Ambitious and forward-looking: Many respondents considered Concept 3 the most visionary, offering a vibrant urban plaza.
- Alignment with the precinct: Supporters saw this as the concept best integrated with current and future development in the Canning Bridge Activity Centre area.
- Supports activation and economy: Favoured for its inclusion of café/retail structures and more formalised layout that could support businesses and community activity.



"Concept 3 activates the space and complements the changes happening around it."

"A bold option that delivers something new and exciting."

"It feels like a proper town square—modern, connected, and future-ready."

**comments shared by participants*

Option 4 - None of the concepts

Why participants did not prefer any concept:

- Disappointment with all options: Some felt none of the designs adequately responded to previous engagement or reflected community values.
- Overdevelopment concerns: Strong opposition to infrastructure-heavy concepts, especially those reducing green space or introducing commercial elements.
- Desire for refinement or a hybrid: Numerous comments suggested combining elements from Concepts 1 and 2 or redesigning entirely with more focus on nature and no parking.

"None reflect the community's call for a green, restful space."

"Too much concrete.This was meant to be public open space."

"Back to the drawing board. Take the best parts and start fresh."

**comments shared by participants*

Detailed feedback by concept design

Participants were asked what they specifically liked and did not like about each concept design, and to share their thoughts on the overall layout and arrangement of spaces on each concept design on a 5-point scale (from 'strongly disagree' to 'strongly agree').

Concept 1

Total responses: 159 (rating), 146 (open-text)

What people liked:

- Strong green character and mature trees retained
- Calm, uncluttered layout suited to relaxation and passive use
- Considered affordable and deliverable without delay.

What people didn't like:

- Space allocated to parking
- Inclusion of cafe or retail
- Perceived as underwhelming or "not ambitious enough" for a town square.

Rating sentiment 3.21 out of 5:

- 44% liked or strongly liked the overall layout
- 34% neutral
- 22% disagreed.

Concept 2

Total responses: 155 (rating), 138 (open-text)

What people liked:

- Broad appeal with play, shelter, lawn and event spaces
- Perceived as a flexible, family-friendly design
- Good compromise between cost and function.

What people didn't like:

- Space allocated to parking
- Concerns about over-programming the space
- Lack of green space and hard surfaces.

Rating sentiment 2.95 out of 5:

- 34.2% liked or strongly liked the overall layout
- 31.6% neutral
- 34.2% disagreed.

Concept 3

Total responses: 157 (rating), 181 (open-text)

What people liked:

- Maximising green open space
- Accessibility of features and lower parking
- Suitable for events, markets, and public life
- Seen as progressive and future-focused.

What people didn't like:

- Too commercial or built-up for a small public space
- Concerns about safety and noise
- Maintenance, cost and scale considered excessive by some.

Rating sentiment 3.18 out of 5:

- 48% liked or strongly liked the overall layout
- 19% neutral
- 33% disagreed.

Parking

Participants were asked if parking should be included in the final design.
Total responses: 341

- Include parking: 158 (46.3%)
- Do not include parking: 145 (42.6%)
- Unsure: 38 (11.1%).

Key themes and sentiment:

- Supporters of parking focused on convenience and accessibility, especially for families, older adults, and people with disabilities.
- Opponents of parking raised concerns of the use of public open space for vehicles, potential heat and visual impact, and felt other nearby parking options sufficed.

Water feature

Participants were asked what type of water feature, if any, they would like to see included in the final design. Respondents could select more than one option.
Total responses and votes: 308 responses with 395 votes

- Interactive water play area: 127 votes
- Small fountain or stream: 96 votes
- Man-made pond: 42 votes
- Traditional statue fountain: 40 votes
- Other (please specify): 90 responses with 54 requesting no water feature.

Key themes and sentiment analysis:

- Supporters of water features saw value in visual interest, cooling, and interactive play for children.
- Those who opposed a water feature cited maintenance concerns (e.g. algae, blockages), safety risks (especially for small children), cost, and questioned the need due to proximity to the Swan River.
- Other suggestions included bird baths, reflective pools, and water walls.

“drinking fountain only. The river is nearby for water play”

“keep it simple and natural”

“no water feature - waste of rate payer money ”

“can we have cockitroughs installed there”

“modern sculpture fountain”

**comments shared by participants*

Design elements

Participants were asked to identify their top five design elements. Respondents could select up to five design elements.
Total responses and votes: 336 responses with 1406 votes

- Playspace: 234 votes
- Universal access toilet: 223 votes
- Open turf for recreation: 214 votes
- Shelter and BBQ area: 180 votes
- Café/community space: 132 votes
- Community event space: 126 votes
- Water feature: 122 votes
- Amphitheatre-style seating: 76 votes
- Half basketball court: 68 votes
- Retail structure: 31 votes

Other design elements
In addition to structured questions, respondents were invited to suggest any additional design elements they felt should be considered. These responses provided valuable insights into community values and expectations for functionality, comfort, and long-term success. *Total responses: 191 (open-text)*

Themes identified:

- Fitness and active recreation: Requests for exercise equipment, walking loops, combination play, and informal areas for active use.
- Shade and weather protection: Continued calls for covered areas, tree canopy, and all-weather infrastructure.
- Lighting and safety: Requests for well-lit paths, passive surveillance, and safe pedestrian access.
- Seating and gathering spaces: More informal, social seating options including picnic areas, benches, and open turf.
- Biodiversity and habitat features: Strong interest in native planting, bird-friendly spaces, and integration of natural materials.
- Accessibility and inclusion: Inclusive design for people with disabilities, parents with prams, child safety and older residents.
- Community art and cultural interpretation: Support for public art, wayfinding, and storytelling elements to reflect local identity.
- Dog-friendly facilities: Some suggested dog water stations, shaded areas, or off-lead zones.

These suggestions reflect a strong community desire for a welcoming, inclusive, and environmentally responsive space.

Theme and identity suggestions

Participants were invited to suggest a potential theme or iconic feature that could give the new town square a unique and memorable identity. Examples provided included local favourites like “Dr. Seuss Park” (Kadidjiny Park), “UFO Park” (Bob Gordon Reserve), “Robot Park” (Piara Waters), and “Volcano Park” (Belmont).
Total responses: 206 (open-text)

Key themes identified:

- Nature-based themes: Swan River, tree canopy, native wildlife, and water-inspired designs.
- Cultural and historical themes: Ideas referencing Noongar culture, local stories, and the area's history.
- Imaginative play and discovery: Adventure, robotics, exploration, and creative learning.
- Timeless appeal: A strong preference from some for a classic, elegant design without a novelty theme.

Sentiment summary:

- Positive/Constructive (64%): Many participants offered enthusiastic, creative ideas to make the park fun, unique, and family-friendly.
- Neutral (23%): A number of respondents shared practical suggestions or were unsure about the need for a theme.
- Critical (13%): Some felt that introducing a strong theme might feel forced, overly commercial, or could quickly become outdated.

“Bon Scott/ACDC”

“River - dolphin or Swan, pelican”

“Two Rivers Park, as a reference to the two rivers that meet in the Canning Bridge area”

“this area does not need bells and whistles”

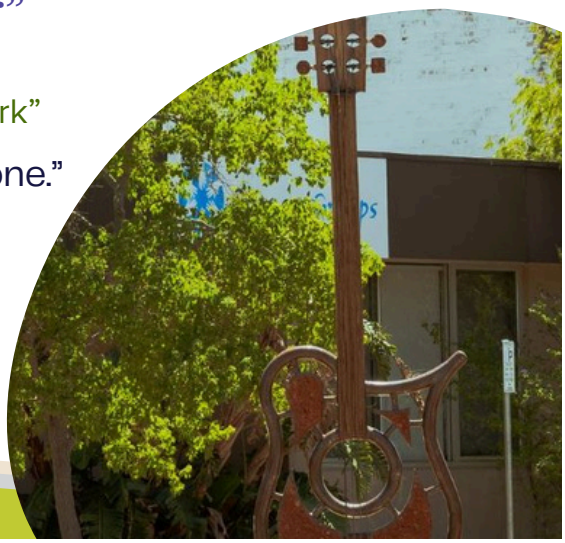
“Swan River theme-water”

“let's just keep it natural and call it something simple like Moreau Mews Park”

“if it’s themed it won’t appeal to everyone.”

“Renewable/Green Energy Park.”

“prefer natural setting, without themes”



**comments shared by participants*

Other comments and suggestions

Participants were invited to share any other feedback or ideas for the final design.
Total responses: 190 (open-text)

Thematic analysis revealed the following priorities:
Key themes:

- Green space and trees were the strongest priorities, with a clear desire for a natural, shaded, and restorative public space. Many called for native planting, canopy cover, and biodiversity.
- There was strong opposition to on-site car parking, with many urging its removal or reduction in favour of more usable green space. The site's accessibility by foot and public transport was frequently cited.
- The space was seen as one that should serve local residents, not become a destination or event venue. Simplicity, calm, and passive recreation were preferred over active or highly programmed use.
- Many comments called for a low-cost, deliverable outcome, encouraging the City to avoid overdesign and prioritise affordability.
- There was broad rejection of retail and commercial elements, with most respondents preferring a non-commercial, open community space.
- Additional themes included support for family-friendly design, accessible amenities, and opportunities to reflect local culture, environment, and First Nations connections.

Sentiment summary:

- 62% of comments were positive or constructive, offering ideas to strengthen or blend the concepts.
- 28% expressed concerns about cost, appropriateness, or implementation.
- 10% were neutral or unrelated suggestions.

These comments provide important depth to the quantitative results and offer community-generated ideas to refine the preferred concept.

"I am sure that the local businesses want the parking and obviously this is a balance and the local businesses need to thrive"

"have long term vision. Select the option that will be a valuable asset to the community for many decades to come"

"ditch the carpark" "great initiative"

"it would be good to see more variations on options 1 and 2. Option 3 is too grandiose and wasteful"

"make this outstandingly iconic in aesthetics and functionality"

"incorporate as many trees and native shrubs as possible"

**comments shared by participants*

Moreau Mews Town Square Public Open Space

Community-led Survey Tabled Report May 2025

City of Melville

Summary

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.

Results:

- 96 total responses
- 95 supported the CRG Modified Concept 1
- 1 supported Concept 3
- 20 had also completed the City's survey
- 10 open comments received
- 1 written submission received from the CRG.

Among the 20 participants who completed both surveys, several inconsistencies were noted, including differing preferred options. Four participants supported the inclusion of car parking in the CoM official survey; however, three of those had selected a no-parking option in the CRG-led survey. These discrepancies highlight the challenges of aligning parallel engagement processes, and reinforce the need for a consistent, coordinated consultation approach.

Respondents who submitted a CRG-led survey via the City's official email were informed of the formal engagement process and redirected to the official survey platform to support transparency and equitable participation.

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Canning Bridge Activity Centre Plan Review Council Reference Group (CRG) submission received 21 March 2025.

The CRG welcomes Council's commitment to the Moreau Mews/Kishorn Road Town Square. This area has long been identified as a Town Square both in the original CBACP and in the changes to the CBACP proposed by Council in April 2024. The CRG agrees with the City that this is a unique opportunity to do something iconic to enhance and future-proof the amenity, liveability and attractiveness of Canning Bridge.
The CRG suggests that this is best regarded as a two-stage process:

1. Develop the area into public open space (POS) by late 2026;
2. Integrate the Town Square into the developments that will come from the adjoining properties to maximise the impact of the Town Centre.

The two stages are both complementary and linked.

Stage One:

With one exception, Concepts 1 & 2, which were approved for public consultation at the March 2025 OMC, can form the basis of Stage 1 (amended as necessary following forthcoming public consultation). Consideration should also be given to an external peer review before finalising the Stage 1 concept.
The one variation is that the CRG believes there should be no parking on the Town Square site for the following reasons:
• This is a relatively small area, and the green area of POS should be maximised, as opposed to the heat generation and unattractiveness of a carpark,
• Carpark movements increase public safety risks in a park designed for free passage of pedestrians, groups of people, excited children coming and going, and children playing,
• In future there will also be a significant increase in traffic along Moreau Mews when all traffic from Sabina, Aurora and Tower 3 use it as their exit. (Traffic is already finding it very difficult to do a right turn onto Kintail Road during the morning peak times, particularly when Kintail Road is backed up to the Applecross Primary School.)
• This is increasingly an area with high population density within walking distance of the Town Centre and close to public transport, so walking, not driving, should be encouraged,
• Longer term, public parking, if an issue, can be dealt with in alternative ways to divert vehicles away from Moreau Mews (see stage 2).
At the March 2025 OMC, Council was advised by Officers that parking had been included (despite the previous Council decision that it should be 100% POS) because of community feedback wanting parking. This statement is misleading given that the only mention of parking in the Key Findings is: "While the majority of feedback was favourable, a small amount of negative input was received from local businesses,

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primarily focused on current limited parking availability in the area…". The report does not say how many local businesses – outside of this "small" group.
Based on previous numerous public submissions in support of the CBACP Review showing 100% of this site as POS, the CRG believes there would be strong community support for no parking on the Town Square. In any case, a successful Town Square will be a major positive for local business by attracting people to the area. Regardless, the parking issue can be addressed in the longer term – see Stage 2 (much of the current public parking issues relate to the workforce involved in large developments taking place in Canning Bridge).
The building of the Town Square sends a clear message to surrounding property owners – the Town square exists, and developers can now confidently consider how best to integrate their developments into the Town Square – this leads to Stage 2.
Stage Two:
The development of the Town Square will greatly activate the precinct and add value to the adjoining properties. The adjoining properties, through creative integration, can also add value to the Town Square. This needs careful planning, creative and imaginative ideas, and sound commercial negotiation.
Concept 3 – described by the City as aspirational – should be seen as a developing concept that can build on Stage 1. It is developing because it will be influenced by how the surrounding properties integrate their developments into the Town Square. For example, it is likely that restaurants, cafes, small bars and retail shops will be on the ground floor of those developments, with outdoor areas opening onto the Town Square (this could also "increase" the size of the Town Square through the provision of alfresco dining on the adjoining properties).
At the March 2025 OMC concern was expressed by some Councillors about the cost of Concept 3, but the cost is unknown at this stage and it is not clear that those costs should/will be borne by the City. *
The City's current proposal for changes to the CBACP make a strong case for no bonus heights (and this is strongly supported by the CRG). However, and unfortunately, it is increasingly clear that the Western Australian Planning Commission (WAPC), while likely to agree to capping heights, will require some form of bonus heights – hopefully at the lower end of the scale. (Council is currently finalising the appointment of consultants to undertake the request for further information sought by the WAPC which will look at four bonus height scenarios – 0,0,0; 2,3,5; 3,5,10 and 5,10,15 (in the M10, M15 and the M15+ zones respectively). The CRG's concern regarding the WAPC approach to bonus heights comes out of the three meetings we have had with the Department, and we understand this can be confirmed by the City as a result of its discussions with the WAPC – most recently on Friday March 14, 2025.
This view of the WAPC is disappointing (and the fourth scenario of 5, 10, 15 is completely unacceptable and would repeat the mistakes of the past). However, if there are to be bonus heights it does provide opportunities through the requirement for developers to provide community benefits in return for bonus heights. This could play into the future development of the Town Square, particularly as the Town Square is in the M15+ zone.
For example, if there is a need for public parking – both for those attending the Town Square or more generally in Canning Bridge, then the provision of public parking in the adjoining developments could be the community benefit provided by the developer for the granting of bonus heights. This could be done in a way that removes traffic completely from the Town Square. This could also extend to other benefits for the Town Square – the provision of toilet facilities in the adjoining properties (as has occurred at Sabina and Cirque) freeing up space in

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the town square, the funding of new features in the town square (something iconic, water features, stage for public performances, sensory walks, extending the town square footprint into the adjoining properties etc – use your imagination!).
Bonus heights are a very profitable part of any development. The City has very significant leverage to ensure that genuine and significant community benefits are provided in return for bonus heights. As we all know this has not happened in the past. Much community anger and frustration arises from the bonus heights provided to existing developments with meaningless community benefits – it has led the community to the view that no bonus heights are a community benefit! But if bonus heights are provided, then we must make sure there are genuine and significant community benefits in the future. This needs a new approach.
Stage two will be an ongoing project which will require ongoing attention. This will require very creative thinking in how to integrate the town square into the surrounding developments and experienced and professional negotiation skills with the surrounding owners to provide solutions that benefit both parties.
The CRG respectfully suggests that the City would benefit from some external advice and assistance with both the planning of the integration of the town square into the surrounding developments and with the inevitable commercial negotiation with surrounding landowners. There is an opportunity here to create a lasting legacy – let's not waste it.
Canning Bridge Activity Centre Plan Review Council Reference Group
March 21, 2025
In addition to the discussion regarding the provision of community benefits by developers seeking bonus heights, the Federal and State Governments should be willing to support with funding the provision of POS so necessary with the increased density they are promoting.

CONFIRMED

This concept is for indicative use only.

PREFERRED CONCEPT - WITH CAR PARK

MOREAU MEWS TOWN SQUARE

SECTION (North - South)

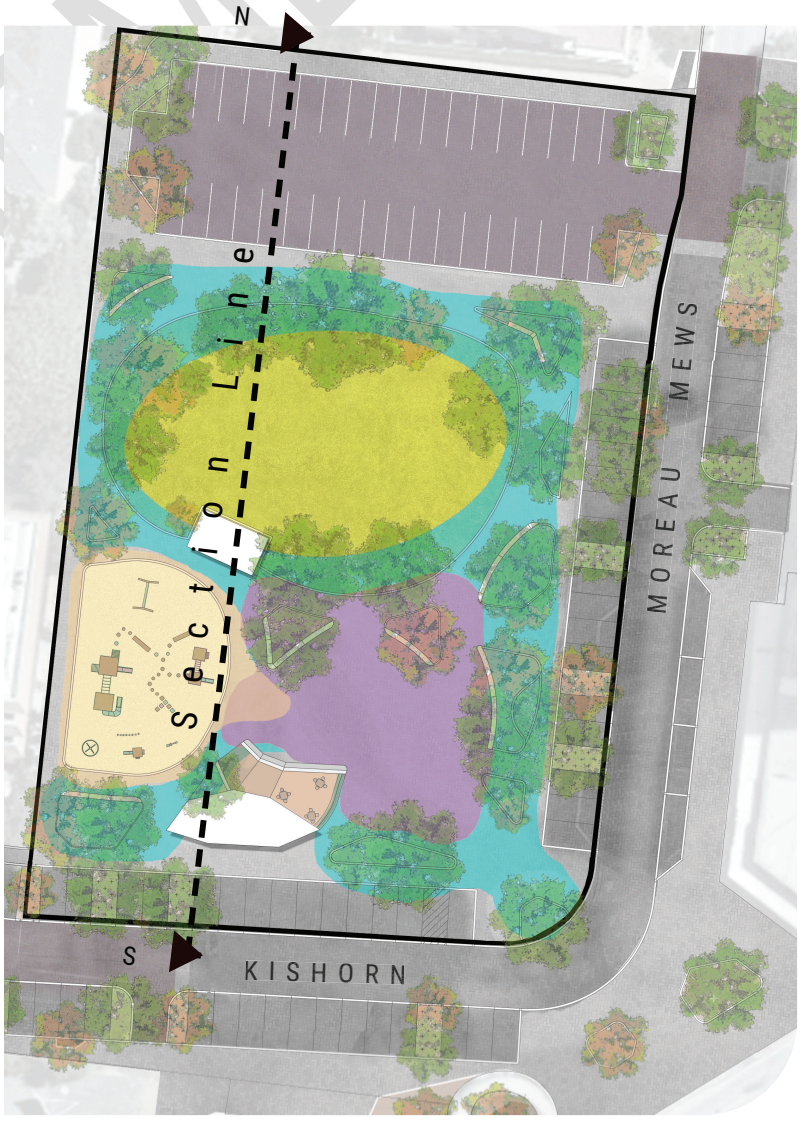
N S

Civic: Trees, paving, seating for community/events

Gardens: Trees, plants, grass, paths, seats

Activity Space: Playground, skate/scooter, hardcourt

Recreation: Open grass for physical activities



ADDITIONAL INFORMATION

USE OF SPACE:

Events Space: 380m²

Open Turf Space: 886m²

PARKING:

On-Street: 57 Bays

Off-Street: 35 Bays

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PREFERRED CONCEPT - WITH CAR PARK

MOREAU MEWS TOWN SQUARE

City of Melville

CANNING BRIDGE

This concept is for indicative use only.

ALTERNATIVE CONCEPT - WITHOUT CAR PARK

MOREAU MEWS TOWN SQUARE

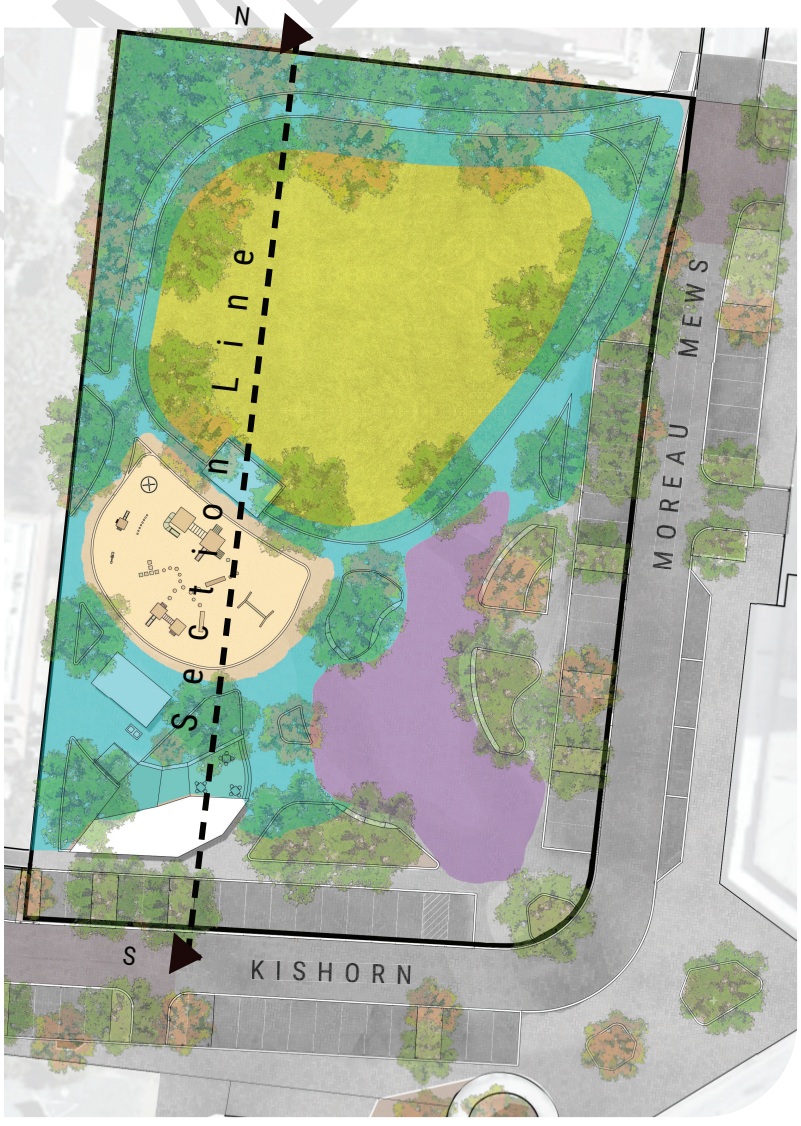
SECTION (North - South)

Civic: Trees, paving, seating for community/events

Gardens: Trees, plants, grass, paths, seats

Activity Space: Playground, skate/scooter, hardcourt

Recreation: Open grass for physical activities



ADDITIONAL INFORMATION

USE OF SPACE:

Events Space: 450m²

Open Turf Space: 1500m²

PARKING:

On-Street: 57 Bays

Off-Street: 0 Bays

This draft concept is subject to change following community feedback.

CONFIRMED

ALTERNATIVE CONCEPT - WITHOUT CAR PARK

MOREAU MEWS TOWN SQUARE

City of Melville

CANNING BRIDGE

ALTERNATIVE MOTION TO MEETING OF THE COUNCIL
Submitted in accordance with clause 7.3 of the
City of Melville Local Government (Meeting Procedures) Local Law 2022

Please complete the sections in blue (use F11 to navigate quickly between fields) and upload your motion via the portal or email to Governance.Team@melville.wa.gov.au

Presented to	Ordinary Meeting of Council to be held 17 June 2025
Related to Item	E25/71 Moreau Mews Town Square Public Open Space Development
Submitted by	Cr Jane Edinger
Attachments	Nil.

CONFIRMED

ALTERNATIVE MOTION

That the Council:

1. **Endorse the Moreau Mews Alternative concept plan (Attachment 6) for the Moreau Mews Town Square Public Open Space;**
2. **Adopts, by absolute majority decision, the budget of $150,000 in the 2025/2026 Financial Year to proceed to the detailed 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.**

OBJECTIVE, BENEFIT AND POTENTIAL RISKS TO BE CONSIDERED

Objective

- To construct 100% public open space so as to comply with the Council resolution made in relation to UP23/4033 – Canning Bridge Public Open Space Option Analysis Report, "That Council … with regard to the City owned land at … 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."
- To ensure that the maximum amount of POS is provided within the Moreau Mews Town Square site.

Benefit

- Removing the construction of the car park will result in an immediate cost saving of approximately $350,000 (based on comments provided by the Director of Environment and Infrastructure in the EMB dated 6 June 2025).

Potential Risks

- People wishing to use the park are unable to find parking immediately adjacent to the park.

REASONS FOR THE MOTION

- It is clearly intended in the original motion, UP23/4033 – Canning Bridge Public Open Space Option Analysis Report, for the whole site be converted to POS.
- Implementing the Alternative Concept will ensure that the entire space is available for local residents and visitors to enjoy.
- Not installing a car park is a cost effective measure of contributing to reducing rate increases.
- Elected Members have been advised that there are approximately 730 car parking bays within 500m of the Moreau Mews Town Square site, with several City of Melville off-street car parks located on the northern side of Canning Highway within 300M of the site.
- Elected members are aware that there is a significant deficit in green space for residents of the Canning Bridge Activity Centre. 100% conversion the site to a park will help to address this short fall.
- Adoption of the Alternative Concept will enable more trees to be planted, as indicated in the Alternative Concept indicative plan, contributing to our urban forest and helping to moderates the heat island effect.

CONFIRMED

Presented to	Ordinary Meeting of Council to be held 17 June 2025
Related to Item	E25/71 Moreau Mews Town Square Public Open Space Development
Submitted by	Director Environment & Infrastructure
Attachments	Nil.

The information provided below is intended to provide additional officer advice in relation to the motion proposed by Cr J Edinger.

Engagement Implications
Previous Engagement
The initial phase of engagement in late 2024 focused on gathering community vision, values, and design principles. Based on the initial feedback from the engagement three draft concept designs were prepared and presented to the Council and endorsed to go to the second round of engagement. This phase of engagement from April to May 2025 sought community preferences, priorities and concerns on the designs.

Financial Implications
The cost of constructing a car park as part of the project is estimated to be $350,000. If the car parking is not constructed it is anticipated that $250,000 to $300,000 will still be required to meet the cost of items such as tree planting, footpath construction, provision of lighting and the installation of turf and irrigation infrastructure.

The Café is proposed to form part of a community building that would include a Universal Access Toilet and community space. This is estimated that this building would be constructed at a cost of around $450,000. If the Cafe component of this community building is removed, but we retain the multi-functionality of the space with suitable power, kitchen facility and storage there will be minimal change to actual size of the space. Removal of the café aspect of the fit-out of the space could see a potential saving of approximately $50,000 to $70,000.

Legislative and Policy Implications
There are no legislative or policy implications presented as part of this report.

Consequences or Alternative Options
If the alternative motion is supported, the changes in the design would not align with the community feedback received by the City in relation to support for the café/community space and carparking in the final design of the project.Carparking
The following question in relation to parking being included in the design of the site was included in the City's engagement survey:

Do you think parking should be included?

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Below is the is the feedback received for that specific question in the second round of engagement:

- 46.3% of respondents supported parking
- 42.6% of respondents supported no parking
- 11.1% of respondents were unsure

In addition, some local businesses and individuals commented in the first round of engagement that they wanted to see adequate parking as part of any site development. It also should be noted that car parking offers several potential benefits as listed below:

- Supporting events and other future activations.
- Support for local businesses and precinct activation
- Improved accessibility for visitors travelling from outside the immediate area
- Alignment with the future needs of the transitioning Canning Bridge Activity Centre, which will require public parking to maintain usability and vibrancy in the area.

Given the park's location and its potential to host a variety of community events, it is preferable that parking capacity is maximised within the constraints of the site. A higher number of bays would not only accommodate general visitor traffic. but also support logistical needs such as vendor access and service vehicles. Additionally, parking facility availability would significantly enhance accessibility for individuals with mobility challenges, including the elderly and people with disabilities, ensuring inclusive participation in events held at the facility.

It should be noted that the scale and characteristics of the event would primarily determine the breadth of community interest and have an influence on attendee travel to the site by car. The broader the appeal, the more likely it is that people will travel by car to attend the event from a wider catchment. A locally focussed event would be more likely to encourage and attract attendees who may walk from adjoining areas to the site or utilise other transport options such a bus, train, bicycle or a personal electric vehicle.

Taking these factors into account, the preferred option would be to retain the internal 35 bays as identified in the preferred design to achieve the 92-bay configuration when combined with proposed street parking upgrades in the vicinity of the site. This option is considered to offer the greatest flexibility and long-term utility for the site.

Café/Community Building

In the engagement process, participants were asked to identify their top five design elements to be incorporated into the final design. The Café/Community space was the fifth most supported design element.

The café/community building is intended to compliment activities on site, such as events, yoga in the park, mothers group and movie nights and not as competition to existing business The building has also been designed to include a storage/ kitchen facility in order to provide the ability to store chairs/beanbags, sell small items like popcorn/cake/drinks or act as an office/information kiosk for engagement and community liaison functions. It is intended that all seating for a café style space would be external to the building, limiting the actual building size.

If the café component of the community building is removed fully, there is likely to be an impact in achieving anticipated levels of activation expressed by the community feedback and envisaged as

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part of previous plans developed through community consultation related to Canning Bridge (e.g. Canning Bridge Community Development and Place Activation Plan).

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