



City of  
**Melville**

# **MINUTES**

## **SPECIAL MEETING OF COUNCIL**

**7:00pm Wednesday, 27 August 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.

**Minutes to be confirmed at the next Ordinary Council Meeting**

These minutes are hereby confirmed as true and accurate

Mayor Mair

Date

16 September 2025



**Vision**

Vibrant, Sustainable, Inclusive Melville

**Mission**

To provide good governance and quality services for the City of Melville community.

**Values**

In everything we do, we seek to adhere to our values that guide our behaviour.

- **Excellence** - Striving for the best possible outcomes.
- **Participation** – Involving, collaborating and partnering.
- **Integrity** - Acting with honesty, openness and with good intent.
- **Caring** – Demonstrating empathy, kindness and genuine concern.

**Our Approach**

To put our customer at the centre of everything we do.



Social / Community	Environment	Built Environment	Economic	Governance
<b>Healthy, Safe and Inclusive</b>	<b>Clean and Green</b>	<b>Sustainable and Connected Development</b>	<b>Vibrant and Prosperous</b>	<b>Good Governance and Leadership</b>
Healthy, safe and inclusive communities with a sense of belonging and wellbeing.	A clean, green and sustainable City for current and future generations.	Sustainable, connected development and transport infrastructure across our City.	Economic prosperity and vibrant resilient communities and businesses.	Leadership and good governance for the benefit of the whole community.

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

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

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## 1 OFFICIAL OPENING

The Presiding Member welcomed those in attendance to the meeting, officially declared the Special Meeting of Council open at 7:02pm and invited Cr K Wheatland 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

Cr K Wheatland

Cr T Fitzgerald

Cr J Edinger

Cr N Robins

Cr C Ross

Cr J Spanbroek

Cr D Lim

Cr S Green

Cr T Lee

#### Ward

Palmyra - Melville - Willagee Ward

Palmyra - Melville - Willagee Ward

Bicton - Attadale - Alfred Cove Ward

Bateman - Kardinya - Murdoch Ward

Applecross - Mount Pleasant Ward

Bull Creek - Leeming Ward

Applecross - Mount Pleasant Ward

Central Ward

Central Ward

### Officers

Ms G Bowman (*until 7:06pm*)

Chief Executive Officer

Mr R De Nobrega

Lead – HR Operations

Ms C Newman

Head of Governance

Ms M Smith Poulton (*until 7:06pm*)

Lead Governance

### External

Ms H Hardcastle

Learning Horizons

### Apologies

Cr S Hong

Bateman - Kardinya - Murdoch Ward

### On Approved Leave of Absence

Cr M Woodall

Bull Creek - Leeming Ward

Cr G Barber

Bicton - Attadale - Alfred Cove Ward

At the commencement of the meeting:

Public Gallery

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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***C25/306 CEO Annual Performance Review 2025**

Name	Ms G Bowman, Chief Executive Officer
Nature of interest	Financial Interest
Item description	Relates to performance review ad remuneration and conditions.

**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.

**6 PUBLIC QUESTION TIME**

At 7:04pm the Presiding Member opened Public Question Time.

**6.1 Questions Received with Notice**

Nil.

**6.2 Questions Received at the Meeting**

Nil.

At 7:05pm the Presiding Member closed Public Question Time.

**7 NEW BUSINESS OF AN URGENT NATURE**

Nil.

**8 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 7:05pm, the Presiding Member advised that item C25/306 CEO Annual Performance Review 2025 is confidential and will be discussed behind closed doors.

**9 ADOPTION OF RECOMMENDATIONS EN BLOC**

Nil.

**10 REPORTS****10.1 Reports from Committees**

**11 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC****Special Governance Committee Meeting held on 27 August 2025****COUNCIL RESOLUTION**

At 7:06pm Cr D Lim moved, seconded Cr T Lee

**That the Council considers the confidential report(s) listed below behind closed doors in accordance with Section 5.23(2) of the Local Government Act 1995:**

- **C25/306 CEO Annual Performance Review 2025**

**This matter is considered to be confidential under Section 5.23(2) - (a), (b) and (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees, the personal affairs of any person and a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.**

At 7:06pm the Presiding Member declared the motion.

**CARRIED UNANIMOUSLY (10/0)**

At 7:06pm, Ms M Smith-Poulton left the meeting and did not return.

7:06pm                      *Ms G Bowman, CEO disclosed a financial interest in Item C25/306 and left the meeting and did not return.*  
27/08/2025

At 7:06pm, the Presiding Member adjourned the Special Meeting of Council.

At 7:43pm, the Presiding Member resumed the Special Meeting of Council.

**COUNCIL RESOLUTION**

At 8:37pm Cr J Edinger moved, seconded Cr J Spanbroek

**That the meeting be opened to members of the public.**

At 8:37pm the Presiding Member declared the motion.

**CARRIED UNANIMOUSLY (10/0)**

**12 DECISION MADE WHILE MEETING WAS CLOSED TO THE PUBLIC**

At 8:38pm, the Presiding Member advised for the purpose of the minutes that item C25/306 CEO Annual Performance Review 2025 was discussed behind closed doors and that the Committee recommendations were carried by absolute majority.

**13 CLOSURE**

There being no further business to discuss, the Presiding Member declared the meeting closed at 8:39pm.

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