



City of
Melville

MINUTES

AUDIT, RISK, AND IMPROVEMENT COMMITTEE MEETING

6:00pm Monday, 31 August 2026

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

The City of Melville acknowledges the Bibbulmun people as the Traditional Custodians of the land on which the City stands today and pays its respects to the Whadjuk people, and Elders past, present and future.

Minutes to be confirmed at the next Audit, Risk, and Improvement Committee Meeting
These minutes are hereby confirmed as true and accurate

Presiding Member

Date



OFFICIAL**Vision**

Vibrant, Sustainable, Inclusive Melville

Mission

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

Values

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

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

Our Approach

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



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

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OFFICIAL**Audit, Risk and Improvement Committee – Terms of Reference**

The purpose of the Audit, Risk and Improvement Committee (ARIC) is to advise and support the Council and strengthen good governance by providing oversight and guidance on the City's audit functions, risk management systems, internal improvements, financial reporting, ethical conduct and compliance accountability.

A full version of the [ARIC Terms of Reference](#) is available on the City's website.

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OFFICIAL**1 OFFICIAL OPENING**

The Presiding Member welcomed those in attendance to the meeting, officially declared the meeting open at 6:03pm and read the Acknowledgement of Country. Additionally, the Presiding Member advised those present of the Disclaimer, the Affirmation of Civic Duty and the *Privacy and Responsible Information Sharing Act 2024* collection notice.

2 ATTENDANCE AND APOLOGIES**Committee Membership**Committee Members

Mr P Draber (*Presiding Member*)

Mayor K Mair

Cr J Spanbroek

Cr D Lim

Cr K Wheatland

Cr M McGoldrick (*Deputy for Cr G Panayotou*)

Cr S Green

Ward

Independent Member

Mayor

Bull Creek - Leeming Ward

Applecross - Mount Pleasant Ward

Palmyra - Melville - Willagee Ward

Palmyra - Melville - Willagee Ward

Central Ward

Deputy Members/Observers

Nil.

Officers

Ms G Bowman

Mr G Tuffin

Mr M Yildiz

Ms C Newman

Mr O Pugh

Chief Executive Officer

Director Corporate Services

Director Legal, Governance & Risk

Head of Governance

Governance Officer (Council Support)

Apologies

Cr S Hong

Cr G Barber (*Deputy Member*)

Mr T Cheong (*Deputy Presiding Member*)

Bateman - Kardinya - Murdoch Ward

Bicton - Attadale - Alfred Cove Ward

Independent Member

On Approved Leave of Absence

Cr G Panayotou

Bicton - Attadale - Alfred Cove Ward

At the commencement of the meeting:

Public Gallery

0

OFFICIAL**3 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

The Presiding Member advised of discussion with officers to request:

- Additional information to improve the clarity of information in relation to the status of Audit Plans and information relating to emerging risks; and
- That a schedule of Audit, Risk, and Improvement Committee meeting dates and schedule of items to be considered at each meeting be circulated to the Committee.

4 DECLARATIONS BY MEMBERS**4.1 Declarations by Members who have not read and given due consideration to all matters contained in the business papers presented before the Meeting**

Nil.

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.

6 CONFIRMATION OF MINUTES**6.1 Audit, Risk, and Improvement Committee Meeting – 11 May 2026****COMMITTEE RESOLUTION**

At 6:09pm Mayor K Mair moved, seconded Cr S Green

That the minutes of Audit, Risk, and Improvement Committee Meeting held on 11 May 2026 be confirmed as a true and accurate record.

At 6:09pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (7/0)

OFFICIAL**7 BUSINESS****C26/417 Freedom of Information (FOI) Activities Report**

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:	Nil

COUNCIL'S ROLE

Information: For the Council / Committee to note.

SUMMARY

- To provide an update on the freedom of information activities for the period 1 September 2025 to 30 June 2026.
- To provide an overview of the City's freedom of information performance for reporting period 1 July 2025 to 30 June 2026.
- To provide an overview of the outcome and status of external reviews for the period 1 July 2023 to 30 June 2026.

OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION (C26/417)

At 6:09pm Mayor K Mair moved, seconded Cr K Wheatland

That the Audit, Risk, and Improvement Committee notes the Freedom of Information (FOI) Activities Report for the period ending 30th June 2026.

At 6:15pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (7/0)

PURPOSE

This report is aimed at providing the Audit, Risk and Improvement Committee with a progress update and overview of the key Freedom of Information (FOI) activities for the period 1 September 2025 to 30 June 2026.

OFFICIAL**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.
	5.4	Strengthen active citizen engagement, participation, and access to information.

BACKGROUND

Freedom of Information (FOI) is a legislative requirement for all government agencies. It is based on providing open and transparent access to information held by Government agencies whilst also upholding the relevant community privacy expectations.

This report provides an update on the activities and associated ongoing work with FOI requests.

CONSIDERATION

A summary of the FOI activities for the period 1 September 2025 to 30 June 2026 is presented in the table below.

	Applications received	Applications closed
FOI Application	76	70
Internal Review	34	29
External Review	16	3
Amendment of Personal Information	2	2

Table 1: FOI activities for the period 1 September 2025 to 30 June 2026

	FOI Applications Received	Applicants	Applications Closed
September 2025	8	8	5
October 2025	5	5	11
November 2025	5	5	1
December 2025	9	8	7
January 2026	9	9	4
February 2026	6	6	9
March 2026	15	11	9
April 2026	6	6	7
May 2026	7	6	10
June 2026	6	6	7

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	Number of Internal Reviews	Number of Applicants
September 2025	1	1
October 2025	2	2
November 2025	3	3
December 2025	2	2
January 2026	1	1
February 2026	3	1
March 2026	9	5
April 2026	1	1
May 2026	7	3
June 2026	5	4

	Number of External Reviews	Number of Applicants
September 2025	1	1
October 2025	0	0
November 2025	1	1
December 2025	3	2
January 2026	1	1
February 2026	1	1
March 2026	4	1
April 2026	0	0
May 2026	1	1
June 2026	4	2

A summary of information relating to customer responsiveness for the period 1 September 2025 to 30 June 2026 is shown in the table below. The FOI Act includes prescribed timeframes in which agencies should respond, being 45 days for a FOI application and 15 days for an internal review.

	Average Processing Days	Minimum Processing Days	Maximum Processing Days
FOI Application	40	7	57
Internal Review	13	6	15

Table 2: Summary of Customer Responsiveness for the period of 1 September 2025 to 30 June 2026

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The following table provides an overview of the current FOI requests as of 8 July 2026.

	Number of Applications
FOI Applications	13
Internal Review	3
External Review	29
Amendment of Personal Information	0

Reporting Period 25/26

The FOI reporting period operates by financial year, i.e. 1 July 2025 to 30 June 2026.

For the 25/26 reporting period the City saw a 60% increase in applications received. Despite the increase the average time for processing an application is 38 days. Of the FOI applications received in the reporting period 15% relate to one individual and 10% relate to applicants who submitted more than one application during the reporting period.

In relation to internal reviews, we have seen an increase of 55%, with an average processing time of 13 days. Of the internal reviews received in the reporting period 41% relate to one individual, and 69% relate to applicants who submitted more than one application during the reporting period.

In relation to the 18 external reviews received during the reporting period, 50% relate to one individual, and 83% relate to applicants who submitted more than one application during the reporting period.

External Reviews

Since 1 July 2023 the Office of the Information Commissioner (OIC) has closed 30 external reviews relating to decisions of the City.

Of these reviews 17 relate to one individual, and a further four relate to an associated entity.

The outcome of the closed external reviews is broken down below.

Outcome	Number
Withdrawn by applicant	10
Conciliated (either via supplementary release or conciliation conference)	5
Closed under section 67(1)(a) – does not relate to a matter the Commissioner has the power to deal with	5
Closed under section 67(1)(b) – lack of substance	2
Formal published decision	3
Lack of response from applicant	4
Accepted assessment of application	1

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At least eight of applications which were withdrawn or where the applicant did not respond to correspondence from the OIC, occurred after they were provided the preliminary view of the OIC, which indicated the OIC believed the City's decision was justified.

The formal decisions all found the City's decision was justified. They can be viewed at:

- [McLerie and City of Melville, Re \[2023\] WAICmr11 \(21 September 2023\)](#)
- [McLerie and City of Melville, Re \[2024\] WAICmr13 \(30 September 2024\)](#)
- [Peterson and City of Melville, Re \[2025\] WAICmr8 \(30 June 2025\)](#)

Of the 29 external reviews currently with the OIC the City is only aware of six which are currently allocated and being reviewed.

For 20 of the external reviews no contact has been received from the OIC since the notification of external review was received and a copy of the City's FOI file provided. Three of the external reviews have only just been received and the City is in the process of providing a copy of our FOI file and any requested submissions.

Of the 29 external reviews, 14 relate to one individual, with a further two relating to an associated entity. Of the remaining 15 external reviews, three applicants have multiple external reviews.

ENGAGEMENT

No engagement implications are applicable to this report

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications to this report

LEGISLATIVE AND POLICY ALIGNMENT

The City of Melville is an agency under the *Freedom of Information Act 1992*. The objects of this Act are to –

- (a) *enable the public to participate more effectively in governing the State; and*
- (b) *make the persons and bodies that are responsible for State and local government more accountable to the public.*

There is no specific Council Policy which refers to the delivery of FOI for the City. The City's Code of Conduct Elected Members, Committee Members and Candidates and CP-106 refers to the record keeping requirements for Elected Members. Where records have not been captured in accordance with these policies the City may be incapable of properly responding to an FOI request.

OFFICIAL**FINANCIAL IMPLICATIONS**

The financial implications in this report relate to the cost of staff time and other associated resources used to deliver FOI outcomes for the City.

The City has commenced applying additional charges to repeat applicants.

CONSEQUENCE

No alternative options are available for the City of Melville to meet its legislative requirements in the delivery of FOI services.

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OFFICIAL**C26/418 Council Plan 2025-26 - Quarter 4 Reporting**

File Number:	
Responsible Officer:	Chief Executive Officer
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil
Attachments:	1. Q4 Council Plan Summary Report ↓ 2. 2025-26 Q4 Project and Program reporting - Council Plan ↓ 3. 2025-26 Q4 Service Reporting - Council Plan ↓ 4. Q4 Council Plan Report Presentation ↓ 5. 2025-26 Project Milestone Summary ↓

COUNCIL'S ROLE

Information: For the Council / Committee to note.

SUMMARY

- This report presents the Quarter 4 2025-26 (1 April to 30 June) progress update for the Council Plan.

OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION (C26/418)

At 6:15pm Cr J Spanbroek moved, seconded Cr K Wheatland

That the Audit, Risk, and Improvement Committee notes the progress of the Council Plan for Quarter 4 2025-2026 (April – June 2026)

At 6:24pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (7/0)

Action

- Request for additional information in relation to progress on changeroom upgrades, to be provided, noting the report is to 30 June 2026.
- Request for information to be provided on scheduling a date and time for the City to meet with the club.
- Officers to consider options for "off-track" to better reflect the status of a project, where it has paused for valid reasons.

PURPOSE

This report provides a quarterly progress update on the delivery of the Council Plan for Quarter 4 2025-26 (1 April to 30 June).

OFFICIAL**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.
	5.5	Provide excellent customer experiences and ease of access.
	5.6	Provide an inclusive, safe, healthy, equitable and engaging workplace.
	5.4	Strengthen active citizen engagement, participation, and access to information.

BACKGROUND

At the Ordinary Meeting of Council held on 20 August 2024, Council adopted (by Absolute Majority) the Council Plan 2024-2034, setting the City's strategic direction for the next ten years. The Council Plan integrates the Strategic Community Plan 2024-2034 (SCP) and the Corporate Business Plan 2024-2028 (CBP) into a single document, meeting all requirements of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

The Quarter 3 (January – March 2026) progress update was presented to the Audit, Risk and Improvement Committee on 11 May 2026.

This report presents the Quarter 4 2025-26 (April – June 2026) progress update.

CONSIDERATION

The Quarter 4 2025-26 (April – June 2026) progress update is provided below and in Attachment 1.

The comprehensive progress reports for Projects and Programs, and Services are provided in Attachments 2 and 3 respectively. Attachment 5 outlines the quarterly milestones for Council Plan projects to be achieved during 2025-26.

Project and Program Performance

A total of 62 projects and programs were identified in 2025-26 to support achievement of the Council Plan outcomes and objectives. Performance has been assessed against agreed phasing and milestones for Q4 2025-26, with results indicating the following status:

- 16 Complete
- 28 On-Track
- 13 Monitoring
- 5 Off-Track

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Council Plan Outcomes	#	Complete	Not Commenced	On-Track	Monitor	Off-Track
Healthy, Safe and Inclusive	28	9	-	3	11	5
Clean and Green	13	6	-	6	1	-
Sustainable and Connected Development	14	1	-	12	1	-
Vibrant and Prosperous	3	-	-	3	-	-
Good Governance and Leadership	4	-	-	4	-	-
Total	62	16	-	28	13	5

Table 1: Programs and Projects

The following **projects** have been classified as *Monitoring* or *Off-Track* in Q4, reflecting areas where progress is being tracked closely due to emerging risks, delays, or changes in scope.

Q4 Project Phases and Milestones	Status	Officer Comment
Outcome – Healthy, Safe and Inclusive		
Capital Projects		
Service 04 – Libraries		
Library and Cultural Centre Development		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Tender is assessed and awarded for construction	Monitor	<u>Officer Comment:</u> Tender documents have been delayed due to changes to the design based on budget requirements. Redesign has added time to the project. Tender is now due to be released in August with an item to Council in October 2026.
Service 07 – Community Safety		
Facility Security Upgrades - Building Access Control		
<u>Project Phase:</u> Construction <u>Milestone:</u> Review System effectiveness	Off-Track	<u>Officer Comment:</u> The project is currently off track following the original tender being declined. Revised tender is out for release and closure in June 2026 with evaluation to occur before the end of financial year 25/26. Subject to the successful completion of the procurement process, delivery of Stage 1 and Stage 2A is now planned for FY2026/27. Commissioning and implementation timeframes will be confirmed following contractor appointment.

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Service 11 – Sport and Recreation		
Changeroom Upgrade - Beasley Reserve		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Procurement for the construction of the Beasley Reserve Facility commences	Off-Track	<u>Officer Comment:</u> Due to the development of a concept plan that was ultimately not compatible with the site constraints and high expectations from the primary stakeholder group, the project experienced significant challenges in aligning scope, budget and deliverability. These factors collectively impacted the project's progression and required a reassessment of the proposed outcomes to ensure a more practical and achievable approach moving forward.
Changeroom Upgrade - Leeming Recreation Centre (Peter Ellis)		
<u>Project Phase:</u> Construction <u>Milestone:</u> Construction finishes at Leeming Recreation Centre and is open for sporting clubs	Monitor	<u>Officer Comment:</u> Due to late changes in the location of the storage container, practical completion is now due in July. This also aligns to the site main switchboard upgrade which has been moved to September school holidays to meet stakeholder expectations.
Changeroom Upgrade - Troy Park		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Procurement for the construction of the Troy Park Community Facility commences	Monitor	<u>Officer Comment:</u> The City is awaiting final sign off from club prior to commencing to Tender documentation.
Changeroom Upgrade - Winnacott Reserve		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Assess and award tender for Winnacott Reserve changerooms	Monitor	<u>Officer Comment:</u> Due to the late injection of external funding, the scope of the changeroom upgrade expanded into a broader facility renewal project, which has impacted the overall program and delivery timeframes. The concept plan has now been approved, and the City has engaged an architect to finalise the detailed design documentation through to tender during the next financial year.
Tompkins Park Redevelopment		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Tender is assessed and awarded for construction. Construction commencement will be subject to seasonal restrictions	Monitor	<u>Officer Comment:</u> Detailed design will be finalised by the end of financial year, and the project will be paused awaiting future funding.

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Operating Projects		
Service 07 – Community Safety Mobile Patrols		
Fiona Stanley Hospital - New Parking Technology		
<u>Project Phase:</u> Construction <u>Milestone:</u> Pilot testing, community education and full system activation and evaluation	Off-Track	<u>Officer Comment:</u> The tender was declined and is currently being re-advertised.
Service 11 – Sport and Recreation		
Active Reserve Infrastructure Strategy (ARIS) - Review		
<u>Project Phase:</u> Planning <u>Milestone:</u> Final plan to Ordinary Meeting of Council	Off-Track	<u>Officer Comment:</u> Due to extended consultation timeframes in earlier periods and competing priorities in Q3 and Q4, drafting of the plan has been delayed. The draft plan is forecast to be complete in Quarter 2 (Oct-Dec) 2026-27.
Changeroom Upgrade (Pre-Planning) - Alan Edwards Reserve		
<u>Project Phase:</u> Planning <u>Milestone:</u> Undertake Concept Design and Feasibility. Prepare CSRFF application (subject to Council endorsement of concept)	Monitor	<u>Officer Comment:</u> Draft Needs and Site Analysis complete for user engagement. User engagement commenced. Delay due to current resource constraints and competing project priorities and CSRFF on hold.
Changeroom Upgrade (Pre-Planning) - Gairloch Reserve		
<u>Project Phase:</u> Planning <u>Milestone:</u> Undertake Concept Design and Feasibility. Prepare CSRFF application (subject to Council endorsement of concept)	Monitor	<u>Officer Comment:</u> Draft Needs and Site Analysis complete for user engagement. User engagement commenced. Delay due to current resource constraints and competing project priorities and CSRFF on hold.
Melville Bowling Club Redevelopment - Needs Analysis and Feasibility Study		
<u>Project Phase:</u> Planning <u>Milestone:</u> Feasibility study	Monitor	<u>Officer Comment:</u> Draft Needs and Site Analysis complete.
Morris Buzzacott Reserve - Site Development Plan		
<u>Project Phase:</u> Planning <u>Milestone:</u> Council report	Monitor	<u>Officer Comment:</u> Draft has been finalised, delay due to resource constraints and competing priorities, Expected to be presented to Council in Quarter 1 (July - Sept) 2026-27.

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Morris Buzzacott Reserve - Tennis Court (Kardinya) Planning and Design Investigations		
<u>Project Phase:</u> Planning <u>Milestone:</u> Council report	Monitor	<u>Officer Comment:</u> Draft design and proposed amended management model finalised, delay due to resource constraints, extended engagement with user group and competing priorities, Expected to be presented to Council in Quarter 1 (July - Sept) 2026-27.
Outcome: Sustainable and Connected Development		
Operating Projects		
Service 28 – Strategic Planning		
Public Open Space Strategy - Review		
<u>Project Phase:</u> Development / Implementation <u>Milestone:</u> Updated POS strategy finalised and adopted	Monitor	<u>Officer Comment:</u> Strategy being adjusted to reflect feedback from EMES (March 2026), ahead of community engagement and consideration for adoption.

Table 2: Projects Under Monitoring and Off-Track

The following **programs** have been classified as *Monitoring* and *Off-Track* for Q4, reflecting areas where progress is being tracked closely due to emerging risks, delays, or changes in scope.

Q4 Status	Officer Comment
Outcome – Healthy, Safe and Inclusive	
Capital Program	
Service 07 – Community Safety	
Parking Technology Program	
Off-Track	The tender was declined and is currently being re-advertised.
Service 11 – Sport and Recreation	
Community Sports and Recreation Facilities Fund Program	
Monitor	While the CSRFF program is on hold, the City has supported the Melville Cricket Club as per the item at the November 2025 Ordinary Meeting of Council. Replacement of the Turf Cricket Block on Field 1 has been completed through a financial contribution from the City, along with funding from Cricket Australia, Ms Kim Giddens MLA and the Club.
Outcome – Clean and Green	
Operating Program	
Service 15 - Sustainability	
Corporate Climate Action Plan Program	
Monitor	1. CREST delayed to 2026-27 due to unforeseen complexities during procurement. 2. Scope 3 and decarbonisation modelling also delayed as consultant unavailable due to personal reasons - final deliverables on track for Q1 2026-27. 3. Energy Efficiency and renewable energy works program of works by consultant ongoing and also due to be complete during Q1 2026-27.

Table 3: Programs Under Monitoring and Off-Track

OFFICIAL**Service Performance**

A total of **41 services** are being delivered to the community in support of the Council Plan outcomes and objectives. Performance has been assessed for Q4 2025-26, with results indicating the following status:

- 40 On-Track
- 0 Monitoring
- 0 Off-Track

Council Plan Outcomes	#	On-Track	Monitor	Off-Track
Healthy, Safe and Inclusive	12	12	-	-
Clean and Green	4	4	-	-
Sustainable and Connected Development	10	10	-	-
Vibrant and Prosperous	2	2	-	-
Good Governance and Leadership	13	13	-	-
Total	41	41	-	-

Table 4: Services – Q4 2025-26 Status

ENGAGEMENT

No specific external engagement has been undertaken in conjunction with this report.

SUSTAINABILITY IMPLICATIONS

There are no specific sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

Under Section 5.56 of the *Local Government Act 1995*, each local government must plan for the future of the district in accordance with the regulations. Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires a CBP that integrates resource planning, including asset management, workforce planning, and long-term financial planning, and is reviewed annually.

While the legislation does not prescribe a specific reporting frequency, quarterly reporting is recognised as best practice within the State Government Integrated Planning and Reporting Framework to support regular monitoring, transparency, and informed decision-making by Council and the Executive.

FINANCIAL IMPLICATIONS

There are no specific financial implications associated with this report.

CONSEQUENCE

There are no consequences or alternative options provided as part of this report as it is for noting only.

OFFICIAL**M26/101 Compliance Audit Return 2025**

File Number:	
Responsible Officer:	Director Legal, Governance & Risk
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. Compliance Audit Return 2025 ↓

COUNCIL'S ROLE

Review: When the Council operates as a review authority on decisions made by Officers for appeal purposes.

SUMMARY

- All Western Australian Local Authorities are required to complete a Compliance Audit Return (the Return) and submit their findings to the Local Government Inspector by 31 March each year.
- The deadline for submitting your Compliance Audit Return (CAR) for the period of 1 January to 31 December 2025 has been deferred until 30 September 2026. With the introduction of the Local Government Inspectorate, there have been a number of changes to the statutory requirements for which a compliance audit is needed. These changes are outlined in regulation 13 of the Local Government (Audit) Regulations 1996, published on 1 January 2026.
- The City has demonstrated 97% compliance with 69 applicable questions in the 2025 Compliance Audit Return. This excludes 28 questions which have been determined not applicable to the City during the 2025 period.

OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION (M26/101)

At 6:25pm Cr K Wheatland moved, seconded Mayor K Mair

That the Audit, Risk, and Improvement Committee recommend that the Council adopt the Compliance Audit Return for the period from 1 January 2025 to 31 December 2025 and following certification by the Mayor and Chief Executive Officer, it be submitted to the Local Government Inspector by the 30 September 2026.

At 6:32pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (7/0)

OFFICIAL**PURPOSE**

It is a requirement that the Compliance Audit Return is presented to the Council for adoption. A copy of the Council report and a certified copy of the Return are required to be endorsed by the Mayor and Chief Executive Officer and submitted to the Local Government Inspector by 30 September 2026. This report is to present the Compliance Audit Return for 2025 (CAR) and seeks to have the Audit, Risk and Improvement Committee (ARIC) consider and recommend that Council adopt the CAR.

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

A Compliance Audit Return is a statutory, annual self-assessment required under Regulation 14 of the *Local Government (Audit) Regulations 1996*. The legislation requires that the CAR be presented to the ARIC, with the ARIC to:

- (a) review the compliance audit return; and
- (b) report to the Council the results of that review.

The Council is to adopt the CAR or adopt the CAR with any amendments proposed. Once adopted the CAR is to be submitted to the Office of the Local Government Inspector.

The CAR only assesses compliance against the *Local Government Act 1995* and associated Regulations.

CONSIDERATION

With the introduction of the Office of the Local Government Inspector on 1 January 2026, there have been a number of changes to the statutory requirements for which a CAR was required. In addition, the Local Government Inspector has the ability to limit what statutory requirements are included in the CAR. As such the deadline for the submission of the 2025 CAR was extended to 30 September 2026.

The format of the return varies slightly each year with the Office of the Local Government Inspector revising the focus of the questions for 2025. There are 97 questions contained in the 2025 CAR.

- Local Government Act 1995 – 42 questions
- Local Government (Administration) Regulations 1996 – 15 questions
- Local Government (Audit) Regulations – 2 questions
- Local Government (Constitution) Regulations – 2 questions
- Local Government (Elections) Regulations – 1 question
- Local Government (Financial Management) Regulations – 11 questions
- Local Government (Functions and General) Regulations – 24 questions

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Of the 97 questions, the City responded Yes to 67 questions, with 28 questions deemed to be not applicable and two receiving a No response. Both questions receiving a no response related to questions under the Local Government Act and are outlined below:

- Question 2 - s3.16 of the Local Government Act

"Has the local government reviewed local laws which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?"

Officer Comment

At the Ordinary Meeting of Council held 20 August 2024, the Council noted the Local Law 8-year review schedule would not be achieved.

The recent amendments from the *Local Government Amendment Act 2024* require local governments to review all existing local laws with a transitional period, ending on 7 December 2026, unless reviewed within the prior eight years). Following the transitional period, local laws will be automatically repealed.

The City currently has three local laws that are outside of the eight-year review period:

- *Activities in Thoroughfares, Public Places and Trading Local Law 2014*
- *Local Government Property Local Law 2010*
- *Health Local Law 1997*

Officers are currently reviewing the three local laws outside the eight-year review period, with two new local laws proposed to replace the existing local laws.

It is also noted that Local Government Reform extends the future review period for local laws, to every 15 years. Local Government Reform may also offer advertising incentives for the adoption of model local laws, in an effort to improve consistency across local governments.

The new *Public Health Act 2016* does not provide a mechanism for the creation of Health Local Laws that previous legislation did. With the legacy legislation *Health (Miscellaneous Provisions) Act 1911* being phased out, a new health local law will need to be created under the Local Government Act.

- Question 39 - s5.96A of the Local Government Act

"Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?"

Officer Comment

The minutes for 16 December 2025 Special Meeting of Council were not confirmed by the Council at the February 2026 Ordinary Meeting of Council and therefore only the unconfirmed minutes were available. The City took action to correct this at the July 2026 OMC, where the December 2025 minutes were confirmed and the confirmed minutes uploaded to the City's website on 30 July 2026.

OFFICIAL

The completed CAR for the period 1 January 2025 to 31 December 2025 is provided as an attachment to this report.

The purpose of the CAR is to ensure local government undertake an audit of their adherence to the requirements of the Local Government Act and the related regulations. This promotes good governance, transparency and accountability by each local government and across the local government sector.

The completion of the CAR each year provides an opportunity for the City to undertake this self-audit process and implement corrective action and update processes where required.

ENGAGEMENT

The responses to the questions contained in the CAR are gathered through internal engagement processes.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

For the purposes of conducting the Compliance Audit Return and the content of this report, the City of Melville is governed by the requirements of section 7.13(1)(i) of the *Local Government Act 1995*, and regulations 13-15 of the *Local Government (Audit) Regulations 1996*.

Questions within the Compliance Audit return are from:

- Local Government Act 1995;
- Local Government (Administration) Regulations 1996;
- Local Government (Audit) Regulations 1996;
- Local Government (Elections) Regulations 1997; and
- Local Government (Financial Management) Regulations 1996
- Local Government (Functions and General) Regulations 1996;

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with the CAR.

CONSEQUENCE

The completion and submission of the completed and certified 2025 CAR by the due date of 30 September 2026 is a statutory requirement, under the *Local Government (Audit) Regulations 1996*.

OFFICIAL**M26/102 Legal Status Report**

File Number:	
Responsible Officer:	Director Legal, Governance & Risk
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. Legal Cases Status Report (confidential)

COUNCIL'S ROLE

Information: For the Council / Committee to note.

SUMMARY

- This report provides an update on progress of legal cases and activities since 1 May 2026 to 31 July 2026.

OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION (M26/102)

At 6:32pm Cr D Lim moved, seconded Cr K Wheatland

That the Audit, Risk, and Improvement Committee notes the Legal Status Report Update from 1 May 2026 to 31 July 2026.

At 6:33pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (7/0)

PURPOSE

This report, when read in conjunction with the associated confidential attachment, notifies the Committee of the status of matters that have been referred to the State Administrative Tribunal and legal case activities and their current status. The report also provides details of the income and expenditure on obtaining legal advice/opinions and prosecutions/fines, which is provided for Elected Member information and noting.

OFFICIAL**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

This report is to provide an update on the status and progression of legal cases and legal matters generally to 31 July 2026.

The report also provides details of the income and expenditure relating to obtaining legal advice/opinions and prosecutions/fines for budgeted legal expenses for previous years and for the 2025-2026 financial year up until 30 June 2026.

CONSIDERATION**SAT Matters**

There is currently one State Administration Tribunal (SAT) matter in progress.

Matter CC 806/2025 – Current

An application to appeal a decision for the City to issue a building order on a Bicton property was made to SAT.

The first directions hearing was held on the 19 December 2025 where the City was required by the 16 January 2026 to provide the applicant with a statement of reasons for the Building Order and the applicant was to confirm or otherwise, by filing notice in the Tribunal that they have engaged a builder to carry out the works under the Building Order.

The matter was listed for a direction hearing on 6 February 2026 and for mediation on 20 February 2026. Orders were issued with remedial works to be carried out under the Building Order and for an engineer to be engaged to finalise engineering plans that are required for the completion of the building works.

An architect has been appointed to carry out any necessary modifications to the architectural drawings, in preparation for building certification, with a builder to then be appointed to undertake the required works.

The applicant was to provide additional information to the City by 10 June 2026 and the matter was adjourned to a further mediation listed for 26 June 2026, where the matter was further adjourned to mediation to be held 13 August 2026. The proceedings were then adjourned to a further mediation to be held 15 September 2026.

OFFICIAL**Prosecutions**

A Building Act prosecution has been concluded; a successful asbestos prosecution is being contested as an application to have the conviction set aside has been received and the City has commenced a Food Act prosecution.

Building Act – Carrying out building works contrary to Section 9 of the Building Act – Closed

The property owner is being prosecuted for undertaking renovations, extension and roof replacement without any building approvals in place.

The matter was heard at the Fremantle Magistrates Court on 11 May 2026 where the accused pleaded guilty to the charge. The Court imposed a penalty of \$4,000 and ordered the accused to pay the City costs of \$1,646.30.

Health Act – Health (Asbestos) Regulations - Asbestos Removal – Current

A prosecution has commenced for asbestos material not being removed correctly and not taking reasonable measures to prevent asbestos fibers entering the atmosphere, contrary to regulation 7(3) of the *Health (Asbestos) Regulations 1992*.

The matter was heard at the Fremantle Magistrates Court on 11 May 2026 and after hearing the facts and considering submissions, the Court agreed that the accused ought to have taken appropriate measures to ensure the site was properly secured and asbestos was removed safely, particularly given the proximity of the property to other nearby residences.

The Court also found there was a need for both specific and general deterrence to ensure that all necessary safety measures are taken by the accused company in the future and to send a message to other contractors that the failure to comply with asbestos regulations may result in significant penalties being imposed. The Court imposed a penalty of \$5,000 against the accused company and ordered it to pay the City's costs in the amount of \$946.30.

On 15 June 2026 the Court considered an application to have the conviction set aside and the matter was subsequently adjourned to 13 July 2026 and is listed for a hearing on 25 August 2026. The Chief Magistrate adjourned the matter for a trial allocation hearing on 12 October 2026 as there are no available trial dates in 2026 and by that date 2027 trial dates will become available.

Food Act 2008 – Food Standards

A prosecution has commenced for a food premises failure to store food in such a way that it was protected from the likelihood of contamination, contrary to Section 22(1) of the Food Act 2008.

OFFICIAL**Court Matters****Federal Court Application – Australian Human Rights Commission Act 1986 – Current**

LGIS is representing the City in this Public Liability matter. The applicant filed his Statement of Claim as required and the City/LGIS filed its defence on 5 March 2025. At mediation held 22 August 2025 agreement was reached to defer the matter for up to 8 weeks for the City and applicant to consult with any effected resident(s) and present designs for a pedestrian access ramp that would be in addition to the existing crossover. The City presented the design drawings for the construction of a pedestrian ramp next to the claimant's driveway as a solution to resolve this matter. The claimant also indicated that he would put forward his own engineering drawings for the City's consideration, which have not been presented.

On 10 December 2025, LGIS's engaged lawyers provided an update to the Court as the Court had requested an update on the progress of settlement negotiations. The Court was informed that settlement negotiations have stalled and suggested that a Teams conference be listed between the Registrar and the parties' respective solicitors to discuss next steps, including whether it is appropriate to terminate the mediation.

On 18 December 2025 the claimant's lawyers presented a further offer which was rejected by the LGIS lawyers, along with advice that there was no intention to make a counteroffer.

A conference with the mediation Registrar, which was listed for 19 December 2025, was adjourned to 30 January 2026 and further adjourned to 4 February 2026, due to the availability of the claimant's solicitors.

As agreement could not be reached, at the conclusion of the conference the Registrar terminated the mediation and a directions hearing was listed for 6 March 2026.

On the 10 February 2026 the claimant's lawyer advised that they were no longer acting for their client.

The next procedural step was for the claimant to properly set out his case in a substituted statement of claim by 10 April 2026, as the statement of claim he previously filed is defective in a number of respects. The claimant indicated to the Court that he was in the process of finding new lawyers and asked to have until 10 June 2026 to instruct new lawyers and to file a substituted statement of claim.

The Court was prepared to allow the claimant further time, but not until 10 June 2026. The Court ordered him to file a substituted statement of claim by 8 May 2026.

The claimant submitted a statement of claim, which was late on the 14 May 2026, was not served as required and had not complied with the requirement to appoint a lawyer.

The Court has made orders requiring claimant to either appoint a lawyer, or to make an application for orders allowing him to proceed without having a lawyer, by 3 July 2026. If the claimant appoints a lawyer, the matter will proceed to a directions hearing on 10 July 2026.

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The claimant has filed an application seeking permission to proceed without having a lawyer and had to file submissions in support of that application by 10 July 2026.

The City is awaiting a further update from LGIS lawyers on how this matter is now proceeding.

The confidential attachment to this report contains the details and status of the above matters.

ENGAGEMENT

External engagement has been carried out as detailed in the attached confidential report. Solicitors are briefed when representation is required, or opinions on complex issues become necessary.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

There are no applicable statutory, legal or policy implications presented as part of this report.

FINANCIAL IMPLICATIONS

The report below provides details of expenditure on various legal fee budget accounts.

2025-26 Financial Year			
Annual Budget		Expenditure at 30 June 2026	Prosecution Fines and Costs Costs Awarded (Income)
Legal Advice /Opinions	\$303,125	\$272,424	Nil
Prosecutions/Appeal	\$73,685	\$76,948	\$42,014
Total	\$376,810	\$349,372	\$42,014

Previous year expenditures:

2024-25 Financial Year	
Total Annual Revised Budget	Total Expenditure
\$266,200	\$217,517

OFFICIAL

2023-24 Financial Year		2022-23 Financial Year		2021-2022 Financial Year	
Total Annual Revised Budget	Total Expenditure	Total Annual Revised Budget	Total Expenditure	Total Annual Revised Budget	Total Expenditure
\$282,100	\$309,095	\$349,337	\$636,027	\$224,998	\$118,962

The breakdown of income received for the period 1 July 2025 until the 30 June 2026 (and prior years), for court-imposed fines and legal costs awarded is:

Prosecution – Fines and Costs Awarded	2025/2026	2024/2025	2023/2024	2022/2023
Animal Prosecutions	\$9,047	\$9,552	\$13,930	\$14,609
Parking Prosecutions	\$257	\$1,395	\$4,066	\$6,582
Governance	\$920	Nil	\$15,335	Nil
CEO Administration	Nil	Nil	Nil	\$25
Environmental/Health (Food/Asbestos)	\$31,790	\$68,288	Nil	\$16,377
Street Tree Removal Prosecution	Nil	Nil	Nil	Nil
Building and Planning	Nil	Nil	\$937	Nil
	\$42,014	\$79,235	\$34,268	\$37,593

CONSEQUENCE

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

OFFICIAL**M26/103 Insurance and Risk Management Report**

File Number:	
Responsible Officer:	Director Legal, Governance & Risk
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. Risk Matrix ↓ 2. Insurance Policies 2026/2027 ↓ 3. Operational Risk Register ↓ 4. Strategic Risk Register ↓

Council's Role

Information: For the Council / Committee to note.

SUMMARY

- This report presents information in respect to insurance and risk matters for the Committees noting.
- For data comparison, the period of this item is 1 July 2025 to 30 June 2026.
- The key points for this reporting period are:
 - There are nine Strategic Risks of which five are rated high:
 1. Failure to effectively respond to the impact of climate change.
 2. Failing to understand and meet stakeholder and community expectations and needs.
 3. Failure to maintain, renew and expand infrastructure and buildings to remain safe, reliable and fit for purpose
 4. Failure to appropriately plan, allocate and adapt community, sporting and recreation facilities to meet changing and diverse community needs.
 - There are 17 Operational Risks of which two are rated high:
 1. Information/records lost, inaccurate or compromised.
 2. Children or young people experience harm as a result of accessing City services, facilities and products.
 - There were 80 Public Liability claims submitted to LGIS in this period.
 - There were 46 Motor Vehicle Insurance claims submitted to LGIS in this period.
 - The Lost Time Injury Frequency Rate (LTIFR) for June 2026 was 14.33. The previous month was 15.38, and the start of this reporting period July 2025 was 12.79.
 - The Medical Treatment Injury Frequency Rate (MTIFR) for June 2026 was 11.26. The previous month was 12.31, and the start of this reporting period July 2025 was 10.66. (MEOFR has been renamed to MTIFR)
 - There were fifteen open Workers' Compensation claims.

OFFICIAL**OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION (M26/103)**

At 6:33pm Cr S Green moved, seconded Mayor K Mair

That the Audit, Risk and Improvement Committee note the Insurance and Risk Management Report for the period 1 July 2025 to 30 June 2026.

At 7:03pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (7/0)

Action

- Request for broad wording regarding strategic risks within the Insurance and Risk Management Report to be refined.
- Request for clarification in relation to calculations on the City's LTI and MTI frequency.
- Request for information on mitigation strategy to prevent theft at Piney Lakes
- Request for clarification on the categories of incidents and exact number of incidents that occurred from December 2025 to January 2026.
- Request for Consultant's report to be made available to Committee Members.

PURPOSE

To inform the Audit and Risk Committee (Committee) on how the City of Melville (the City) addresses and mitigates potential risks and liabilities faced by the City and the community it serves. Insurance and risk management play crucial roles in safeguarding assets, operations, and services while protecting from financial losses.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.6	Provide an inclusive, safe, healthy, equitable and engaging workplace.
	5.1	Provide transparent and accountable good governance.

BACKGROUND

The City recognises that achieving its objectives involves facing both internal and external factors and risks that may impact its success. To address this, the City is committed to integrating risk management principles into its culture and values, aiming to maximise opportunities while minimising risks.

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The City employs a risk management approach that involves directing and controlling the organisation to effectively handle potential adverse effects and capitalise on opportunities. While the City endeavours to manage risks internally, it also employs insurance to transfer some financial risk. The insurance coverage is provided through LGISWA, a member-based self-insurance scheme established by WALGA in collaboration with Marsh.

This report presents the status of the City's risk management portfolio, detailing the measures in place to identify, assess, and mitigate various risks. Additionally, it provides an overview of the City's insurance portfolio, ensuring that adequate coverage is in place to protect against potential losses.

By providing this comprehensive report, the City aims to demonstrate its proactive approach to risk management, its commitment to safeguarding the community's interests, and its dedication to ensuring the continuity and resilience of its operations and services.

CONSIDERATION**Risk Management Update**

The City adopts a comprehensive three-tiered approach to risk management, which includes strategic, operational and project levels.

At the strategic level, the City focuses on identifying and addressing risks that could impact its overall objectives and long-term vision. This involves aligning risk management activities with the City's Risk Management Framework, SP-021 Risk Management Procedure and CP-099 Risk Management Policy.

On the operational level, risk management efforts are directed towards day-to-day activities and processes across various service areas. The aim is to proactively identify potential risks and implement appropriate measures to mitigate their impact.

Additionally, at the project level, the City assesses and manages risks specific to individual projects or initiatives. This ensures that risk considerations are integrated into project planning and execution, promoting successful outcomes.

Overall, the City's risk management approach is guided by the established framework, policies, and procedures, providing a structured and systematic way to address risks at different organisational levels and assessed in accordance with the City's Risk Matrix set out in Attachment 1.

Strategic Risks

Strategic risks are uncertainties that may affect the City's ability to achieve the outcomes and objectives in its Strategic Community Plan and Corporate Business Plan. These risks may arise from internal or external factors and may require changes to strategic priorities, resource allocation or service delivery.

The City has converted its Strategic Risk Register to a bowtie format to improve the visibility of each risk, its causes, key controls and potential consequences.

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A bowtie places the risk event at the centre. The left side identifies the causes that may lead to the event and the preventative controls intended to reduce its likelihood. The right side identifies the potential consequences and the mitigating controls intended to reduce their severity if the event occurs.

For the Committee, this format provides clearer oversight of whether key controls are appropriately designed, assigned and monitored. It also helps identify control gaps, weaknesses and treatment priorities and supports scrutiny of management's assessment of residual risk. The bowtie format does not replace the City's risk assessment process or Risk Matrix; it strengthens how strategic risks and controls are documented, communicated and reviewed.

Four high and five medium strategic risks have been identified and reviewed by the Executive Leadership Team (ELT) and Elected Members.

Under the Risk Management Framework, strategic risks rated extreme or high and the status of associated treatments are reported to the Committee. This supports the Committee's oversight of the City's exposure, the effectiveness of key controls and whether further management action or assurance is required. Additional reporting may be provided at the discretion of the Chief Executive Officer. Comprehensive strategic risk reviews are undertaken at least every two years or more frequently where required. The previous workshop was held on 26 February 2024 with the City's consultant, RiskWest. The next strategic risk review with Elected Members and the Executive Leadership Team will be scheduled for late 2026.

The ELT has reviewed the strategic risks and updated the status of treatments. The current Strategic Risk Register provides detailed information on the high-rated risks, their controls, residual ratings, treatment actions and responsible owners and set out in Attachment 4.

Strategic Risk Register Summary			
Risk Number	Risk Event	Inherent Risk Rating	Residual Risk Rating
SR1	Failure to effectively respond to the impact of climate change	Extreme	High
SR2	Failure to protect and sustainably manage the environment and natural resources	High	Medium
SR3	Urban development and planning doesn't meet the City's current and future community	High	Medium
SR4	Insufficient funding to meet current and future needs	High	Low
SR5	Failing to understand and meet stakeholder and community expectations and needs	High	High
SR6	Failure to adapt to legislative and regulatory changes that negatively impacts City operations and service delivery	High	Medium
SR7	Failure to maintain, renew and expand infrastructure and buildings to remain safe, reliable and fit for purpose	High	High
SR8	Failure to appropriately plan, allocate and adapt community, sporting and recreation facilities to meet changing and diverse community needs	High	High
SR9	Failure to identify, prevent, contain or proactively respond to cyber security incidents	High	Medium

OFFICIAL**Operational Risks**

Uncertainty with the potential to impact various actions or processes within or across a Service Area or Directorate is considered an operational risk. This event can originate either internally or externally to the organisation and has the potential to affect the organisation's ability to achieve its current strategy.

There are two operational risks categorised as high as set out in Attachment 3:

1. Information/records lost, inaccurate or compromised.
2. Children or young people experience harm as a result of accessing City services, facilities and products.

The City maintains an enterprise-wide register with assigned treatment strategies, which are overseen by individual stakeholders. Operational Risk Workshops with individual service areas will be scheduled for later in the year, these are to enhance risk awareness and management throughout the City.

As per the Risk Management Framework, any operational risks rated as Extreme or High, along with the status of their action plans, will be reported to the Committee through this report. If necessary, additional reporting may be provided at the discretion of the CEO.

An update on risks and their corresponding treatments has been conducted in collaboration with the Management Leadership Team (MLT) and are reviewed quarterly as part of the Committee reporting process. The City's Operational Risk Register, along with updates on their treatments, is attached for reference.

Project Risks

Day-to-day project operations may be influenced by various uncertainties. The City's Project Team are responsible for managing risks associated with their respective projects. As part of the Project Management Framework, this team is required to identify potential risks and devise appropriate treatments. Additionally, the City has conducted further training to enhance awareness, identification, and management of project-related risks.

Business Continuity Update

The City's Business Continuity Plan (BCP) provides a framework for coordinating response and recovery activities during disruptive incidents that impact the delivery of critical services. The plan supports the continuation of essential operations, minimises service disruption and assists business units to recover within acceptable timeframes.

During the reporting period, the City's BCP was activated in response to the fuel supply disruption affecting Western Australia. Activation of the plan enabled the City to assess potential impacts on service delivery, prioritise critical operations, coordinate internal communications and implement contingency arrangements to maintain essential services. The disruption highlighted the importance of business continuity planning and cross-organisational coordination in responding to emerging risks.

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The City continues to monitor the fuel supply disruption and its potential impacts on critical services, operational requirements and costs. The Incident Response Team meets as required to review emerging information, confirm priorities and coordinate any necessary response actions.

Fuel prices are expected to remain subject to volatility while supply conditions stabilise. Current cost predictions will be reviewed as further information becomes available, with any material financial impact reported through the appropriate budget monitoring and governance processes.

	Budgeted Fuel Type %	Fuel Type	2026-2027	Scenarios over existing budget							
Budgeted \$ per litre	97%	Diesel	3.00	3.25	3.50	3.75	4.00	4.25	4.50	4.75	5.00
Budgeted \$ per litre	3%	PULP	2.25	2.50	2.75	3.00	3.25	3.50	3.75	4.00	4.25
Budget \$			1,717,997	1,862,106	2,006,216	2,150,326	2,294,436	2,438,546	2,582,656	2,726,766	2,870,876
Actual \$											
			Variance to budget	144,109	288,219	432,329	576,439	720,549	864,659	1,008,769	1,152,879

RiskWest has been awarded the contract to facilitate multiple business continuity desktop exercises over a three-year term with a two-year extension option. A simulated cyber security exercise was conducted on 16 September 2025 to assess team familiarity with the plan, crisis communication processes, operational readiness and opportunities for improvement. The exercise demonstrated a strong foundation of preparedness and collaboration across the organisation.

The final exercise report and recommendations were received from RiskWest and an improvement action plan has been developed. Progress against the action plan is being monitored to further strengthen the City's business continuity capability.

Insurance Updates

The City currently maintains 15 insurance policies, and a comprehensive list for the year 2026/2027 is included and set out at Attachment 4. These policies serve as a crucial mitigation strategy, allowing the City to transfer financial risks appropriately. Below, you will find relevant information concerning any claims filed against these policies and the ongoing management of said claims.

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Public Liability		
Period 01/07/2025 - 30/06/2026		
Claim/s Paid	Paid to Claimant	9
Damage to brick wall due to tree roots (Submitted 2019/2020 - Paid 22/09/2025)	\$ 15,064.00	
Damage to vehicle due to dropped bin by waste truck (Submitted 2024/2025 - Paid 08/07/2025)	\$ 2,278.61	
Property damage due to fallen tree branch (Submitted 2024/2025 - Paid 14/08/2025)	\$ 2,308.00	
Damage to power line due to verge tree branches Submitted 2025/2026 - Paid 10/02/2026)	\$ 12,212.67	
Damage to fence post due to waste truck Submitted 2025/2026 - Paid 02/04/2026)	\$ 638.00	
Damage to vehicle due to ride on mower Submitted 2025/2026 - Paid 04/05/2026)	\$ 2,896.74	
Damage to fence due to council tree (Submitted 2025/2026 - Paid 04/05/2026)	\$ 1,727.00	
Damage to fence due to council tree (Submitted 2025/2026 - Paid 03/06/2026)	\$ 660.00	
Damage to vehicle due to rolling bin (Submitted 2025/2026 - Paid 09/06/2026)	\$ 1,397.00	
Total Amount Paid	\$ 39,182.02	
Claim/s Status: Submitted & In Progress		8
Claim/s Status: Submitted & Declined		65

Property		
Period 01/07/2025 - 30/06/2026		
Claim/s Paid	Paid to City (Minus Excess)	6
Various tools stolen from Piney Lakes (Submitted 2024/2025 - Paid 26/02/2026)	\$ 10,342.73	
Accidental Damage to iPad (Submitted 2024/2025 - Paid 04/07/2025)	\$ 41.82	
Accidental Damage to iPad (Submitted 2025/2026 Paid 07/08/2025)	\$ 306.33	
Accidental Damage to iPad (Submitted 2025/2026 - Paid 11/02/2026)	\$ 194.93	
Accidental Damage to iPad (Submitted 2025/2026 - Paid 12/02/2026)	\$ 187.51	
Various tools stolen from Piney Lakes (Submitted 2025/2026 - Paid \$11/03/2026)	\$ 1,107.27	
Total Amount Paid	\$ 12,180.59	
Claim/s Status: Submitted &/or In Progress		5
Claim/s Status: Submitted & Declined		0

Management		
Period 01/07/2025 - 30/06/2026		
Claim/s Paid	Excess Paid to Insurer	
Confidential Claim (Submitted 18/03/2025 - Paid 29/07/2025)	\$ 5,000.00	
Total Amount Paid	\$ 5,000.00	
Claim/s Status: Submitted &/or In Progress		3
Claim/s Status: Submitted & Declined		0

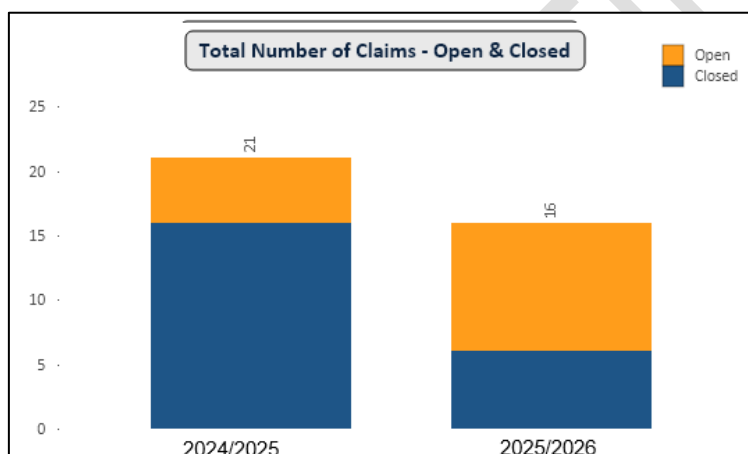
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Motor Vehicle		
Period 01/07/2025 - 30/06/2026		
Claim/s Submitted		
Open		12
Closed		32
Declined		1
Withdrawn		1
Total Claims for Period		46
Breakdown of Financials		
Repair Cost (Under Excess)		
Amount \$	\$	8,280.91
Incidents		12
Excess Paid		
Amount \$	\$	31,250.00
Incidents		25
Amount Paid to the City	\$	93,731.78

LGIS WorkCare – Workers’ Compensation

There are fifteen open workers compensation claims as of 30 June 2026.

- 21 claims were received for 2024/2025 and five remain open.
- 16 claims were received for 2025/2026 and ten remain open.



As of 30 June 2026 the:

- Lost Time Injury Frequency Rate (LTIFR) for the organisation was 14.33
- Medical Treatment Frequency Rate (MTIFR) for the organisation was 11.26

The LTIFR measures the number of lost time injuries (LTI) per million hours worked during a single reporting period. A LTI is one that resulted in time lost from work of one day/shift or more. This includes injuries resulting in fatality or permanent disability and psychosocial injuries.

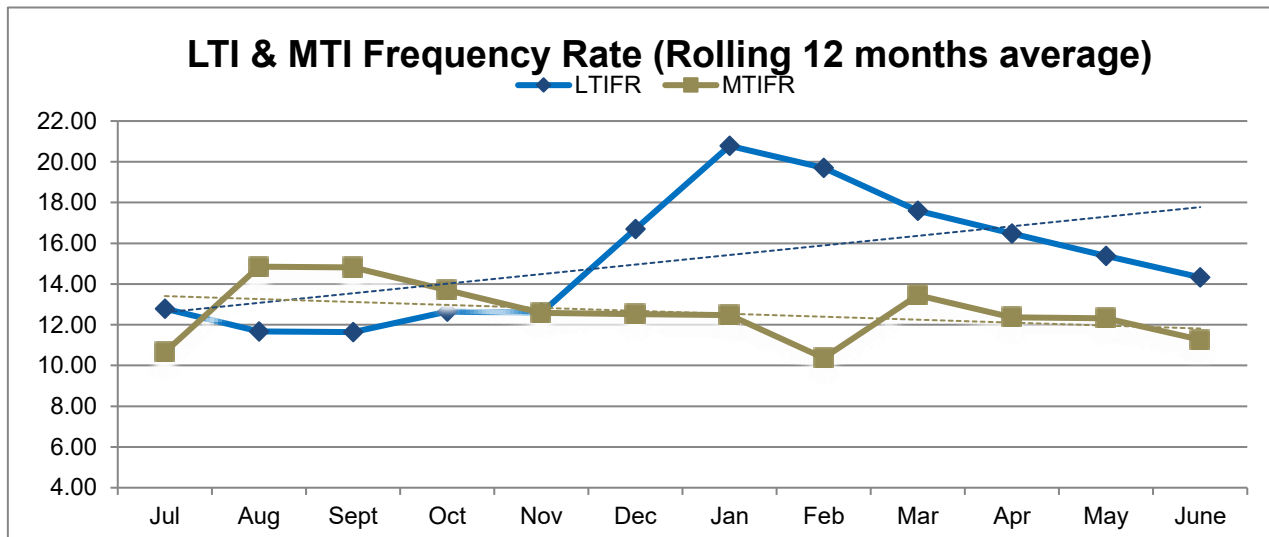
The MTIFR measures the number of medical treatment injuries (MTI) per million hours worked during a single reporting period. A MTI injury is recorded when a worker is assessed as requiring medical attention from a health professional beyond the requirements of first aid.

OFFICIAL

The formula to calculate an LTIFR or MTIFR is:

$$\frac{\text{Number of lost time injuries or medical treatment injuries in the reporting period}}{\text{Total hours worked in the reporting period.}} \times 1,000,000$$

LTI and MTI injuries are recorded for all incidents involving employees, not just those that result in workers compensation claims.

**LGIS WORKCARE – JOURNEY INJURY**

Nil.

ENGAGEMENT

No external engagement has been undertaken as part of this report.

SUSTAINABILITY IMPLICATIONS

Sustainability implications in relation to this report have been considered within the Risk Registers.

LEGISLATIVE AND POLICY ALIGNMENT

There are no direct policy implications associated with this report.

FINANCIAL IMPLICATIONS

The ongoing monitoring and management of all risks and insurance claims is imperative to keeping claims, costs, and premiums under control. The City has developed strategies for the management of Workers' Compensation claims to ensure prompt return to work and minimisation of claims costs.

CONSEQUENCE

As this item is presented for the Committee's information only, there are no consequences or alternative options presented as part of this report.

OFFICIAL**M26/104 Governance Activities and Projects Update**

File Number:	
Responsible Officer:	Director Legal, Governance & Risk
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 provides an update on the progress of Governance activities and projects as of 24 August 2026.

OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION (M26/104)

At 7:04pm Cr J Spanbroek moved, seconded Mayor K Mair

That the Audit, Risk, and Improvement Committee notes the Governance Activities and Projects Update Report as of 24 August 2026.

At 7:18pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (6/0)

At 7:08pm, Cr K Wheatland left the meeting.

At 7:12pm, Cr K Wheatland returned to the meeting.

At 7:18pm, Cr J Spanbroek left the meeting.

Action

- Request for information in relation to AI data classification and how information belonging to the City is safeguarded through Purview, as the storage format.

PURPOSE

This report is presented to provide an update to the Committee on the progress of Governance activities and projects.

OFFICIAL**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.
	5.1	Provide transparent and accountable good governance.

BACKGROUND

This report provides an update the Governance team's progress with key compliance activities, projects and processes.

CONSIDERATION

The CEO 2025-2026 Key Performance Indicators require the provision of regular reports and updates. This update represents the close out of the 2025-2026 KPI Governance activities and improvement implications, as of 24 August 2026:

Governance Activities

Project	Status
Governance Framework 2025	Complete Next Review 2027
The 2025 Governance Framework review was presented to the 16 September 2025 Ordinary Meeting of Council, where it was adopted by the Council. The document has been formatted and styled and is now available to the public on the City of Melville website .	
Cat Local Law	Complete
The Cat Local Law 2025 was adopted at the 15 July 2025 OMC and came into effect on 26 October 2025. The Local Law was reviewed by the Joint Standing Committee on Delegated Legislation (JSCDL) as part of the usual Local Law making process, with the JSCDL requesting modification to the Local Law. This was presented to the 18 November 2025 Ordinary Meeting of Council with work commencing on these changes.	
At its April 2026 Ordinary Meeting the Council commenced the process to make the <i>Cat Amendment Local Law 2026</i> by giving local public notice and inviting public submissions on the proposed local law. This submission period opened on Monday, 20 May 2026 and will close at 4:00pm on Thursday, 30 July 2026. Following the conclusion of public consultation, a report was presented to the Council to consider the submissions in August 2026 and formally adopted by Council.	
Council resolved to make the Cat Amendment Local Law 2026, at its 18 August 2026 Ordinary Meeting of Council. Legislative advertising of the amendment local law is currently underway, with the local law due to come into operation from Friday, 11 September 2026 (Date of Gazettal being Friday, 28 August 2026).	

OFFICIAL

Project	Status
Fencing Local Law The Fencing Local Law 2025 was adopted at the 15 July 2025 OMC and came into effect on 8 August 2025. The Local Law was reviewed by the Joint Standing Committee on Delegated Legislation (JSCDL) as part of the usual Local Law making process, with the JSCDL requesting modification to the Local Law. This was presented to the 18 November 2025 Ordinary Meeting of Council with work commencing on these changes. At its April 2026 Ordinary Meeting the Council commenced the process to make the <i>Fencing Amendment Local Law 2026</i> by giving local public notice and inviting public submissions on the proposed local law. This submission period opened on Monday, 20 May 2026 and will close at 4:00pm on Thursday, 30 July 2026. Following the conclusion of public consultation, a report was presented to the Council to consider the submissions in August 2026 and formally adopted by Council. Council resolved to make the Fencing Amendment Local Law 2026, at its 18 August 2026 Ordinary Meeting of Council. Legislative advertising of the amendment local law is currently underway, with the local law due to come into operation from Friday, 11 September 2026 (Date of Gazettal being Friday, 28 August 2026).	Complete
Local Laws General The local laws currently being reviewed are the City's • Health Local Law; • Activities in Thoroughfares Local Law; • Public Places and Trading Local Law; and • Parking Local Law. Work has now internally commenced to begin a review of the Thoroughfares Local Law and the Public Places and Trading Local Law with an update on these to be presented to the inaugural meeting of the Policy and Legislation Working Group to be held on 7 September 2026.	In Progress
Annual General Meeting of Electors The 2026 AGME raised issues associated with distribution of motions and questions to the public and Elected Members prior to the meeting and consideration of electronic public participation, even though this is not a legislative requirement. The Governance team is investigating improvements including A/V upgrades to the Conference Room and distribution of motions as part of an updated agenda for the 2027 AGME.	Complete Next Meeting 2027

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Code of Conduct Employees	In progress Biennial Review
The new Code of Conduct was endorsed by the Executive Leadership Team (ELT) and went live on 1 January 2026, a minor amendment is required to the document with this to be presented to the ELT in the near future.	
Annual CEO Performance Review	Complete Next Review 2027
At the April 2026 Ordinary meeting of Council the Council adopted the revised CEO Performance Review Framework and established the CEO Performance Review Panel (the Panel). The Panel undertook the legislated CEO Performance Review, with the Panel's recommendation endorsed at the 18 August 2026 Ordinary Meeting of Council.	

Governance Improvement Initiatives

Project	Update
Policy Framework	The Policy Framework, and Policy & Legislation Working Group, was formally endorsed by the Council at the June 2026 Ordinary Meeting of Council. The Framework will provide a consistent and transparent approach to how policy documents are developed, reviewed, amended, applied and repealed. Following Council endorsement, work is now underway to finalise the policy framework and manual for publication on the City's website, with an inaugural meeting of the Policy and Legislation Working Group to be held 7 September 2026.
Elected Member Education and Training	The Legal, Governance and Risk team are looking at opportunities to assist Elected Members with their understanding and development in these areas, through the development of an Elected Member Education and Training Program. This will include information on external opportunities, supported by internal training and awareness facilitated by officers and relevant external agencies. To support this, a review is underway on Council Policies - CP-092 Elected Member Professional Development and CP-091 Elected Member Expenses & Allowances. In accordance with section 5.128 of the <i>Local Government Act 1995</i>, CP-092 must be reviewed after each ordinary election. Both policies are due to be presented to the Council for consideration in the near future.
Guidelines for Electors Meetings	The Governance Team are drafting guidelines to provide clarity to the community on the convening and conduct of Electors meeting.
Automated integrity and compliance software System	The Governance team is exploring options to automate the management and reporting of legislated compliance functions through a dedicated system and is the initial stage to procure.

OFFICIAL**Local Government Reform**

The *Local Government Amendment Bill 2024* has been passed through both the Legislative Assembly and the Legislative Council. Royal Assent was given on 6 December 2024.

Updates on the amendments which have come into effect to date have been provided to Elected Members within the previous Governance Update reports. Since the February 2026 report to the Governance Committee, there have been no new reform updates:

Reform	Update
Anticipated Reform Items	Upcoming reforms subject to new or amended Regulations: - Communications Agreement, expected in 2026 and is to be negotiated between Council and the CEO and does not apply to Standing Orders and Meeting Procedures - Standardised Meeting Procedures is now expected in 2027/28 (Regulations are being developed with the sector to be consulted, through the Regulations Working Group, later in 2026) - Integrated Planning and Reporting Framework, expected in 2027/28 - Rates and Revenue Policy, expected in late 2026 - CEO KPIs and Online Registers, expected in 2026
Local Laws	Local Government Reform requires local governments to review all existing local laws with a transitional period, ending on 7 December 2026 (unless reviewed within the prior eight years). Following the transitional period, local laws will be automatically repealed.

Compliance and Audit

Project	Update
Compliance and Audit Return (CAR)	The City received the Compliance Audit Return (CAR) questions on 17 June 2026. The introduction of the Office of the Inspector for Local Government delayed the release of the 2025 CAR, meaning that the deadline for the City's response to be submitted is 30 September 2026. The completed CAR is an item within this business paper for consideration by Audit, Risk & Improvement Committee meeting.

Status of Council Resolutions

Since the May 2026 ARIC (As of 1 August 2026) the following status of council resolutions update is provided:

OFFICIAL

	Community Development	Corporate Services	Environment & Infrastructure	Management Services	Planning
In Progress	3	10	10	16	7
Completed	9	24	7	11	4

Complaints of Conduct Breach (previously Minor Breach)

No new findings or orders related to the City of Melville have been made since 1 January 2026.

Ombudsman Enquiries

Since the February 2026 report, a complaint was responded to regarding a building permit that was issued by the City to an Attadale neighbour alleging that the issuing of the building permit has resulted in a structure being built over the 'registered Intrusion Easement in contravention of [the] provisions of the *Strata Act 1985*. Matters relating to this had been addressed by the State Administrative Tribunal and disputes of this nature fall within the jurisdiction (*Strata Titles Act 1985*) of the State Administrative Tribunal or the Magistrates Court, not the local government acting under the *Building Act 2011*. The Ombudsman advised that they had finalised their consideration of the complaint and would not be taking any further action.

The City also responded to an initial enquiry from the Ombudsman's Office about the City's actions in relation to 'enforcement action' it has taken after a 'dangerous dog inspection' was conducted at a Melville property. The City was not required to respond further to the complaint and was advised by the Ombudsman that they had finalised the investigation after considering the information provided by the complainant, the City's responses to the complainant and the relevant provisions of the *Dog Act 1976*.

ENGAGEMENT

No community consultation has been undertaken in relation to this report.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

There are no legal or policy implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONSEQUENCE

There are no consequences or alternative options presented as part of this report, as it is for noting only.

OFFICIAL**M26/105 Audit Activities Update**

File Number:	
Responsible Officer:	Director Legal, Governance & Risk
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

Information: For the Council / Committee to note.

SUMMARY

This report presents the internal audit activities undertaken by the City's up to August 2026 and provides an overview of the activities planned for the next period.

OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION (M26/105)

At 7:18pm Cr K Wheatland moved, seconded Cr M McGoldrick

That the Audit, Risk, and Improvement Committee note the update on the Internal Audit Activities Report.

At 7:27pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (7/0)

At 7:20pm, Cr J Spanbroek returned to the meeting.

Action

- Request for information in relation to the feedback from the Office of the Auditor General in relation to the nature of any non-compliance and the risk rating of those items.

PURPOSE

This report is presented to provide an update on the Internal Audit Activities Report. Periodic monitoring of internal audit activity ensures audit resources are properly allocated to address key business risks.

OFFICIAL**STRATEGIC ALIGNMENT**

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.3	Ensure efficient and effective use of assets, resources and technology.

BACKGROUND

The internal audit function has been put in place to assist the Chief Executive Officer (CEO) and the Council to discharge their oversight responsibilities and to achieve corporate objectives.

At the Ordinary Meeting of Council held on 19 November 2024, the Council resolved to realign its Committee structure, with the Financial Management, Audit, Risk and Compliance Committee being renamed Audit, Risk, and Improvement Committee (ARIC), with updated Terms of Reference.

The Audit, Risk, and Improvement Committee assists the Council in overseeing the City of Melville's (the City) internal audit function and reviewing the Internal Audit Activity Report is a means of discharging this responsibility.

CONSIDERATION

Paxon have been appointed as the City's external internal auditor following a Request for Tender (RFT) process. As part of the RFT the City identified a proposed 3-year internal audit plan. The Internal Audit Plan for the period 2025/2026 to 2027/2028 was developed by Paxon, considered by ARIC and approved by Council. Following award of the contract Paxon Group have developed and considered by ARIC and approved by Council in December 2025.

The primary objective of the Plan is to maximise the efficiency and effectiveness of the City's internal audit function. This is achieved by allocating internal audit resources to business areas and processes subject to events and/or situations (risks) which may adversely impact achievement of the City's objectives. This also includes consideration of previously provided assurance and other assurance providers such as the Office of the Auditor General, LGIS and other consultants.

In respect of the 2025/26 period the current status the scheduled audits in accordance with Internal Audit Plan is as follows:

Internal Audit Reviews 2025/26	Hours	Status
Environmental Management	100	Complete and reported to ARIC 11 May 2026
Procurement & Contract Management	120	Fieldwork 80% completed. Paxon in the process of completing contract management component prior to review and drafting of report. Report expected to be presented to ARIC in November 2026.
Payroll	100	Fieldwork underway, but in early stages.

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Internal Audit Reviews 2025/26	Hours	Status
		Report expected to be presented to ARIC in November 2026.
Integrated Planning & Reporting Framework & Strategic Asset Management	140	Fieldwork substantially complete. Final meeting with Finance to be held on 18/8 and any arising information request to complete fieldwork, prior to review and drafting of report. Report expected to be presented to AIRC in November 2026.
Cash Handling & Inventory	120	Draft terms of reference and scope with the City for review and agreement of timing

Delivery in accordance with the Internal Audit Plan has been slightly delayed due to some minor resourcing issues with Paxon but predominately with the City delaying commencement of audits due to workload and unavailability of staff to attend to the audit enquiries. Notwithstanding, there is not expected to be any delays with completion of the internal audits for the 2026/27 within the period.

In accordance with the Internal Audit Plan, the expected number of hours dedicated to auditing each area for the 2026/27 to 2027/28 period are as follows:

Internal Audit Reviews 206/27 to 2027/28	2026/27	2027/28
Budgeting/Costing of Services	100	
Project Management	100	
Planning, Land Development and Land Use	80	
People & Culture	100	
Lease/Commercial/Property Investments	100	
WHS	100	
Grants		100
Fleet strategy		100
Finance Review (Regulation 5)		140
Stakeholder Relationship Management		100
Events Management & Community Safety		100
Risk, Internal Control and Legislative Compliance (Regulation 17)		100

OFFICIAL**Department of Local Government, Industry Regulation and Safety – Building Services Levy Audit**

In addition to the Internal Audit Plan, the Department of Local Government, Industry Regulation and Safety (DLGIRS) has engaged William Buck to undertake an audit and review of the processes implement within the City to ensure that building services levies remitted to DLGIRS are accurate, complete and correctly calculated, and that the City has met its obligations under relevant legislation, including the Building Act 2011 and the Building Services Levy Act 2011.

The audit commenced in June 2026 and is in the final stages. It is expected that the report will be presented to ARIC in November 2026.

Financial Management, Risk Management, Legislative Compliance and Internal Controls Audit Update

The City engaged Moore Australia to undertake a comprehensive review of the City's systems and procedures in accordance with the requirements of Regulation 17 of the *Local Government (Audit) Regulations 1996* and Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

The findings of this review were presented in June 2025 and the City has been working to ensure these findings are reviewed with the service area leads and corrective actions, owners and due dates assigned to ensure all findings are addressed adequately.

A key finding of the Audit was the absence of a recently completed WHS audit. This audit was completed by LGIS in May 2025. Corrective actions have been included in the WHS operational plan and have been addressed.

91 initial actions have been identified to close out the 82 findings. 41 of these actions are now complete (closing 34 findings) and all corrective actions have been assigned to and accepted by designated owners, with completion requirements confirmed and due dates agreed.

The remaining actions have been allocated and all are currently progressing to be completed in accordance with established deadlines.

External Audit – Office of the Auditor General Purchase Card Audit Update

The OAG conducted a performance audit on the management and use of purchase cards by six Larger Metropolitan Councils and the City of Melville was selected for this audit.

The scope of the audit included the key components of purchasing card management, highlighting the controls assessed during the audit and better practice guidance:

In response to this audit, the City has completed a complete review of our purchase card approach, during which a total of 25 corrective actions were identified to close out the 8 findings.

24 of these actions are complete and the remaining action relating to approval and implementation of the Purchasing Card Policy and Procedure, and implementation.

OFFICIAL

All actions now assigned with clear owners and due dates to ensure all findings are addressed by the end of December 2026 deadline.

Key Remaining Action:

A Purchase Card Policy has been reviewed to provide clear guidance on allowable business use, issuing, cancelling and monitoring of purchase cards.

The Purchase Card Procedure has been strengthened to include clearer instructions relating to:

- The authorisation, issuing and cancelling of cards – including card limit changes
- Regular monitoring of transactions, approvals, acquittals and compliance
- Appropriate use around the purchase of travel, hospitality, meals and entertainment.

Analysis has been completed on both purchase card spends and the authorisation process, opportunities to increase controls and reduce risk have been identified and these are currently being actioned.

The Purchase Card Policy and Procedure are in the final stages of review and expected to be approved by the Executive Leadership Team by the end of September 2026.

ENGAGEMENT

No community consultation has been carried out in relation to this report. No external consultation with other agencies has been carried out.

SUSTAINABILITY IMPLICATIONS

There are no environmental management implications in this report.

LEGISLATIVE AND POLICY ALIGNMENT

The ARIC Terms of Reference set out the objectives, membership, meetings, and responsibilities of ARIC, and this includes monitoring and reviewing the internal audit activities.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONSEQUENCE

There are no alternate options presented as part of this report.

OFFICIAL**8 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC**

Nil.

9 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

Nil.

10 NEXT MEETING

The next meeting of the Audit, Risk, & Improvement Committee is schedule to be held on Wednesday, 23 November 2026, commencing at 6:00pm.

11 CLOSURE

There being no further business to discuss, the Presiding Member declared the meeting closed at 7:27pm.

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Compliance Audit Return 2025

Local Government Act			Response y/n/na	Comment
No	Reference	Question		
1	s. 2.29	Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?	Y	All Elected Members elected in the LG Election October 2025 and Extraordinary Election March 2026 have made the prescribed declaration
2	s. 3.16	Has the local government reviewed local laws which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?	N	The Council noted in August 2024 that the Local Law 8 year review schedule would not be achieved (last review was 2016). The City currently has three local laws that are outside of the eight year review period: •Activities in Thoroughfares, Public Places and Training Local Law 2014 •Local Government Property Local Law 2010 •Health Local Law 1997 Officers are currently reviewing the three local laws, with two new local laws proposed to replace the existing local laws.
3	s. 3.57	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Y	All tender invites are public or direct depending on value. 1 quote required for values up to \$50K, above \$50-\$250K are publicly advertised and 3 quotes required
4	s. 3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Y	
5	s. 3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Y	
6	s. 3.59(2)(a)	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?	NA	No major trading undertaking for the reporting period.

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7	s. 3.59(2)(b)	Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?	NA	No major land transactions for the reporting period.
8	s. 3.59(2)(c)	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?	NA	No land transactions preparatory to major land transactions for the report period.
9	s. 3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2025?	Y	
10	s. 3.59(5)	During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	NA	No relevant Council decisions for the reporting period.
11	s. 5.16 (1)	Were all delegations to committees resolved by absolute majority?	NA	No committees have delegated authority
12	s. 5.16 (2)	Were all delegations to committees in writing?	NA	No committees have delegated authority
13	s. 5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	NA	No committees have delegated authority

OFFICIAL

14	s. 5.18	Were all delegations to committees recorded in a register of delegations?	NA	No committees have delegated authority
15	s. 5.36(4) & s. 5.37(3)	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Y	The vacant position of Director E&I was advertised in accordance with Regulations
16	s. 5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee? Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for	Y	The appointment of the the Director E&I was resolved by the Council at the Ordinary Meeting held 20 June 2025.
17	s. 5.39B	Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?	Y	Adopted 3 May 2021 Reviewed at the 21 April 2026 OMC
18	s. 5.42	Were all delegations to the CEO resolved by an absolute majority? Were all delegations to the CEO in writing?	Y	Resolved at Special Meeting of Council 25 June 2025
19	s. 5.43	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Y	Resolved at Special Meeting of Council 25 June 2025
20	s. 5.44(2)	Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?	Y	
21	s. 5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Y	
22	s. 5.46	Has the CEO kept a register of all delegations made under Division 4 of the Local Government Act 1995 to the CEO and to employees? Were all delegations made under Division 4 reviewed by the delegator at least once during the 2024/2025 financial year? Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Y	Review of delegations adopted by Council at Special Meeting of Council 25 June 2026

OFFICIAL

23	s. 5.50	If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on the website? outlining the circumstances in relation to payments made to terminated employees? If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?	NA	The City has not made payments in addition to their entitlement. The City does have a Council Policy (CP-027) that is adopted and published relating to Payments to Employees in Addition to Contract or Award.
24	s. 5.51A	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Y	
25	s. 5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Y	
26	s. 5.68(2)	Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Y	
27	s. 5.69(5)	Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?	Y	
28	s. 5.70	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Y	During 2025, there were 2 items which officers disclosed an interest in relation to. Item C25/306 (27 August 2025) & C28/287 (17 June 2025). On both occasions, the extent and nature of interest were disclosed.

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29	s. 5.71B(5) and (7)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	NA	No application made
30	s. 5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Y	
31	s. 5.75	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Y	
32	s. 5.76	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?	Y	
33	s. 5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?	Y	
34	s. 5.88	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995? Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28? After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person? Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Y	Hardcopy register kept, and website registers are updated (Annual & Primary Returns Register, and Register of Disclosures) All persons who ceased to be a person required to lodge were removed from the register and are retained in the City's ECM records for a period of 5 years.
35	s. 5.89A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? Did the CEO publish an up-to-date version of the gift register on the local government's website?	Y	Gift register was maintained in Pathway, and an up to date version of the register retained on the City's website: https://www.melvillecity.com.au/our-city/our-council/governance-and-accountability/gift-register
36	s. 5.90A	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at	Y	Adopted by Council at the 18 March 2025 Ordinary Meeting of Council - M25/47. The minutes show this was resolved as a simple majority decision, however achieved the required absolute majority (carried 9/2).

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37	s. 5.94	Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?	Y	Members of the public are able to attend the City offices to inspect the information under section 5.94 free of charge. The City provides information on what is available under FOI, and what is available under the Local Government page on the City's website page: https://www.melvillecity.com.au/our-city/city-management/freedom-of-information The City is currently undergoing a website upgrade and will look to increase transparency on this page on how to request information under section 5.94
38	s. 5.96	Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?	Y	Copies are made available upon request and reasonable requests that do not require substantial resources are provided free of charge. Any fees are provided in the fees and charges, available on the City's website.
39	s. 5.96A	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	N	The minutes for 16 December 2025 Special Meeting of Council were not confirmed by the Council and therefore only the unconfirmed minutes were available. Council took actions to correct this at the July 2026 OMC, where the December 2025 minutes were confirmed and the confirmed minutes uploaded to the City's website on 30 July 2026. All other information required to be published on the City's website under sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995 was confirmed to be available.
40	s. 5.104	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct? Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995? Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Y	The Council Members, Committee Members and Candidates Code of Conduct was adopted in 2021. During 2025, there were no changes to the model and therefore no changes required. A copy of the latest City of Melville Code of Conduct was available on the City's website.
41	s. 5.128	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Y	Council approved minor amendments at the 18 March 2025 Ordinary Meeting of Council - M25/47 (Simple Majority but 9/2). However, the Ordinary Election was held in October 2025. A detailed review of the Professional Development Policy is currently underway, following the Ordinary Election, and the Extraordinary Election held in
42	s. 7.12A(3), (4) and (5)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or	NA	No matters raised

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	Local Government (Administration) Regulations 1996			
43	Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	NA	Appointed in an earlier year
44	Reg 19AB	Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?	Y	
45	Reg 19AC	Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?	Y	
46	Reg 19AE	Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?	Y	
47	Reg 19B	Did the local government include in its annual report an information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over \$130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?	Y	
48	Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, provide the date of the most recent review	Y	Adopted by absolute majority at OMC on August 20, 2024 - M24/38.
49	Reg 19DA	Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4) ? If yes, provide date of review Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Y	Corporate Business Plan complies with Regulations 1996 19DA(2) & (3) reviewed as part of Council Plan annually and reviews adopted by Council on 25 June 2025 and 16 June 2026

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50	Reg 22	Asked as part of question s5.75	NA	
51	Reg 23	Asked as part of question s5.76	NA	
52	Reg 28	Asked as part of question s5.88(1)	NA	
53	Reg 28A	Asked as part of question s5.89A(1)	NA	
54	Reg 29	Asked as part of question s5.94	NA	
55	Reg 29C	Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?	Y	All active council policies were available on the City of Melville website at the conclusion of 2025. However, a recent website upgrade in late April 2026 has resulted in some policy links breaking. These are being corrected as part of ongoing website maintenance. Additionally, as part of the Policy Framework project, all policies will be consolidated into one manual, published on the City's website, for ease of access. A register is maintained detailing lodged Annual & Primary Returns on the City's website under Our City > Our Council > Governance and Accountability > Annual and Primary Returns Register. CP-091 Elected Member Expenses and Allowances details what reimbursements and allowances Elected Members are entitled to, including the value. Additionally, in accordance with Regulation 29C(f) a register is maintained of their allowances and expenses paid each Financial Year on the City's website under Our City > Our Council > Governance and Accountability > Elected Members Register > Elected Members Sitting Fees and Allowances Register Public notices were placed on the City's website Public Notices page in accordance with Local Government (Elections) Regulations 1997 regulation 80(8) relating to the Ordinary Election 2025. Regulations 86(a), 86A, or 87A(4) are not applicable.
56	Reg 35	Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?	Y	Noting however, there was an Ordinary Election in October 2025 and the newly Elected Members have until October 2026 to complete their training.

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57	Reg 36	Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member: - has completed an approved course within the specified 5-year period prior to election, or - completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or - qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory period?	Y	This does not currently apply to any City of Melville council members.
Local Government (Audit) Regulations 1996				
58	Reg 10	Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?	Y	
59	Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025? If yes, provide date of council's resolution to accept the report.	Y	Report went to ARIC on 17 June 2025. The report was then presented to a Special Meeting of Council on 25 June 2025 - Confidential Report C25/289 Financial Management Review Report 2025
Local Government (Constitution) Regulations 1998				
60	Reg 11FA	Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as	Y	Submitted by the WAEC on behalf of the City on 30/10/2025
61	Reg 13	Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?	NA	
Local Government (Elections) Regulations 1997				
62	Reg 30G	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997? Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Y	An up-to-date version of the electoral register is maintained on the City's website. 1 gift disclosure was retained on the register following the conclusion of the October 2025 Ordinary Election, relating to an unsuccessful candidate. This will be retained for 4 years in accordance with the Elections Regulations before being removed as required.
Local Government (Financial Management) Regulations 1996				
63	Reg 5	Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?	Y	Recent system upgrades

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64	Reg 6	Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?	Y	Audit team contracted externally
65	Reg 7	Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a	Y	No ward accounting
66	Reg 8	Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?	Y	
67	Reg 9	Did the local government keep separate financial records for each trading undertaking and each major land transaction?	Y	See the Annual Financial Statements for details. Available on the City's website
68	Reg 11	Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?	Y	Approval limits set in place for payments and PO authorisation
69	Reg 12	Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?	Y	In accordance with Delegated Authority
70	Reg 13	Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes that: - include the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or - include the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval?	Y	Payee name is included for companies but not for individuals
71	Reg 13A	Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the	Y	Monthly report to Council includes all the required details. Found on the city's website
72	Reg 19	Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?	Y	Adhere to the Investment of Funds Council Policy and report to Council on a monthly basis
73	Reg 19C	Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?	Y	
Local Government (Functions and General) Regulations 1996				
74	Reg 7	Asked as part of question s3.59(2)	NA	

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75	Reg 9	Asked as part of question s3.59(2)	NA	
76	Reg 10	Asked as part of question s3.59(2)	NA	
77	Reg 11A	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Y	3 quotes requested for values \$50K - \$250K
78	Reg 11	Asked as part of question s3.57	NA	
79	Reg 12	Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Y	In accordance with Regulation 12 of the Local Government (Functions and General) Regulations 1996, the City actively monitors all purchasing activities to prevent the artificial splitting of contracts. Under Item 4.14 (Anti-Avoidance) of the City's CP-023 Procurement Policy, entering into two or more separate contracts or splitting a single purchase into multiple lower-value transactions to avoid a public tender threshold is strictly prohibited. The City will intervene and halt any procurement process found to be in breach of these anti-avoidance provisions
80	Reg 14(1), (3) and (5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Y	Tenders sent out to public via portal or directly depending on value
81	Reg 15	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Y	
82	Reg 16	Asked as part of question Reg 15	NA	
83	Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Y	

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84	Reg 18(1) and (4)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Y	
85	Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Y	Every applicant is advised if unsuccessful and why
86	Reg 21	Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Y	
87	Reg 22	Asked as part of question Reg 21	NA	
88	Reg 23	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? Were all expressions of interest that were not rejected under	NA	Submission deadlines were met
89	Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation	Y	Unsuccessful tenders are notified
90	Reg 24AD(2), (4) and (6)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE? If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Y	
91	Reg 24AE	Asked as part of question Reg 24AD(2), (4) and (6)	NA	
92	Reg 24AF	Asked as part of question Reg 24AD(2), (4) and (6)	NA	
93	Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Y	
94	Reg 24AH(1) and (3)	Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	NA	
95	Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Y	

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96	Reg 24E	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Y	In accordance with Regulation 24E & 24F of the Western Australia Local Government (Functions and General) Regulations 1996, Clause 6.3 Buy Local of the CP-023 Procurement Policy establishes a regional price preference framework. The Policy also provides quoting exemptions to local Businesses for purchases valued between \$10,000 and \$50,000 (exclusive of GST)
97	Reg 24F	Asked as part of question Reg 24	NA	



Risk Matrix

Consequence →	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.
Likelihood ↓					
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

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Insurance Policies 2026/2027

Scheme Membership

1. LGIS Motor Vehicle Fleet

Cover Number - 002170

2025/2026 Contribution \$220,391.00 (ex GST)

2026/2027 Contribution \$229,857.00 (ex GST)

Motor vehicle insurance comprehensively covers all motor vehicles owned, on loan, leased, hired, rented or used by the City and includes third party property damage liability.

2. LGIS Management Liability

Cover Number - 001828

2025/2026 Contribution \$62,599.86 (ex GST)

2026/2027 Contribution \$62,599.86 (ex GST)

Management Liability insurance covers legal liability for wrongful acts committed by City commissioners, councillors, elected mayors, executive officers, directors, company secretaries or employees.

3. LGIS Commercial Crime & Cyber Liability

Cover Number - 000987

2025/2026 Contribution \$53,554.43 (ex GST)

2026/2027 Contribution \$53,553.43 (ex GST)

Commercial Crime covers internal crime, external crime, theft and physical loss or damage

Cyber Protection covers the City for a Cyber incident, business interruption, Data and System Recovery, Cyber Extortion, Privacy and Network Security Liability and media liability.

4. LGIS Voluntary Workers (Personal Accident – Volunteers, Councillors')

Cover Number - 001635

2025/2026 Contribution \$1,752.85 (ex GST)

2026/2027 Contribution \$1,752.85 (ex GST)

Personal Accident insurance covers persons engaged in voluntary work authorised by the City including direct travel to and from such work.

5. LGIS Corporate Travel

Cover Number – 002120

2025/2026 Contribution \$1,861.94 (ex GST)

2026/2027 Contribution \$1,861.94 (ex GST)

Corporate Travel insurance covers elected members, employees, volunteers, committee members and their accompanying family while undertaking authorised council business travel worldwide, including incidental private travel, and provides protection for medical, evacuation, personal accident, travel disruption, baggage, liability, vehicle excess, kidnap

OFFICIAL**OFFICIAL Sensitive****6. LGIS Pollution Legal Liability****Cover Number - 001750****2025/2026 Contribution (Free under the LGIS Scheme)****2026/2027 Contribution (Free under the LGIS Scheme)**

This Policy applies to loss or claims arising from Pollution Conditions or Effluent Re-Use Conditions that occur in the Commonwealth of Australia.

7. LGIS Combined Liability – Public & Products Liability**Cover Number - 000053****2025/2026 Contribution \$683,409.88 (ex GST)****2026/2027 Contribution \$693,585.00 (ex GST)**

Public Liability insurance covers the City where it becomes legally liable to pay compensation for death or personal injury, or loss or damage to property, due to the negligence of the City.

8. LGIS Combined Liability - Professional Indemnity**Cover Number - 000053****2025/2026 Contribution (included in Public Liability & Products Liability)****2026/2027 Contribution (included in Public Liability & Products Liability)**

Professional Indemnity insurance covers the City for any negligent act, error or omission committed or alleged to be committed by the City in the conduct of business.

9. LGIS Casual Hirer's Liability**Cover Number – 000402****2025/2026 Contribution (Free under the LGIS Scheme)****2026/2027 Contribution (Free under the LGIS Scheme)**

Casual Hirers are person (s) or groups of persons, not including sporting bodies, clubs, corporations or incorporated bodies, who hire a City of Melville premises less frequently than twelve times per calendar year and no more than once per month. This policy is a free service provided by the City to eligible persons or groups who would not normally be able to obtain such insurance.

10. LGIS Property**Cover Number - 000734****2025/2026 Contribution \$373,128.68 (ex GST)****2026/2027 Contribution \$335,427.17 (ex GST)**

Property insurance covers industrial special risks (material loss or damage to all real and personal property), machinery breakdown, electronic equipment breakdown and multi-risks (property not fixed to specific premises).

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**11. LGIS WorkCare – Workers' Compensation****Cover Number - 000517****2025/2026 Contribution \$644,703.00 (ex GST)****2026/2027 Contribution \$644,703.00 (ex GST)**

Workers Compensation insurance covers the legal liability of the City to pay compensation in accordance with the Workers Compensation and Injury Management Act (1981) and at Common Law.

12. LGIS WorkCare – Journey Injury**Cover Number – 008080****2025/2026 Contribution (Free under the LGIS Scheme)****2026/2027 Contribution (Free under the LGIS Scheme)**

This policy covers employees travelling directly between the boundaries of their place of residence and place of business for the purposes of starting or ending their days work. Cover is also extended to include lunch and other regular breaks during the course of an Insured Person's workday.

Non Scheme Cover**13. Marine Cargo****Cover Number – 007650****Provider - QBE****2025/2026 Contribution \$315.00 (ex GST)****2026/2026 Contribution \$315.00 (ex GST)**

Marine Cargo insurance covers loss of or damage to goods belonging &/or appertaining to the City of Melville during transit.

14. General Public & Products Liability (Uninsured Stallholders, Busker's, Artists & Entertainers)**Cover Number – 036116****Provider – Local Communities Insurance Services (LCIS)****2025/2026 Contribution \$610.00 (ex GST) 63 Performers****2025/2026 Contribution \$552.50 (ex GST) 50 Performers (additional)****2026/2027 Contribution \$1020.00 (ex GST) 100 Performers**

Principally Stallholders, Buskers, Artists & Entertainers Blanket Public Liability Insurance including Property Owners/Occupiers and all associated activities, past or present. Policy will provide cover for up to 63 uninsured stallholders, buskers, performers, artists and entertainers over a 12 month period.

15. Medical Malpractice Liability**Cover Number – LPP104213095****Provider - Vero****2024/2025 Contribution \$945.00 (ex GST) (12 Month Policy)****2025/2026 Contribution \$1,890.00 (ex GST) (3 Year Run-off Policy) Expires 30/06/2028**

A professional indemnity policy specifically designed for healthcare professionals. It claims for compensation arising from the provision of healthcare services.

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Risk #	Risk Statement	Risk Causes	Risk Consequences	Existing Controls	Risk Assessment						Risk Rating	Are additional controls required?	Treatments (these become new controls)	Actioning Officer	Planned Completion Date	Progress Update
					Likelihood	Financial & Economic	Reputational	Political & Sustainability	Health, Safety & Environment	Service Delivery						
1	Information/records lost, inaccurate or compromised	System outage Fire/flood Hardware failure Access to information Lack of record keeping Unauthorised release of confidential data Motivation/opportunity of individuals or groups to undertake fraud Hard copy records Poor customer relationship management system Contracts/agreements that do not specify Information usage controls Organisation culture (behaviours around recognition of information value to organisation) Duplication Information not classified Loss or unlawful destruction of records Lack of centralised communication Limited oversight of business unit communications Training and oversight Applications not fit for purpose De-certification of Quality & Environment & Safety Systems (ISO)	Data loss Diminished productivity Decreased morale Increased complaints Non-compliance Legal action Increased costs Corruption & Crime Commission(CCC) investigation Reputational Damage Community outrage Breach of copyright Fines Inaccurate information disclosed	Document & records management IT systems & offsite backups Offsite archiving Cloud storage & contracts Usage agreements Contract clauses Records auditing Legislatory requirements Digitisation of old records Recruitment vetting Performance management Business continuity plans Email archive Training & refresher training ICT Steering Committee Refresher Training Code of Conduct Training Freedom of Information Process Dedicated governance area Team Brief & toolbox items Internal service area communications Insurances Audits Information Transformation Office Agree on ICT Implementation of Recommendations identified in digital plan Records Disaster Recovery Plan CoM Disaster Recovery Plan OSG - CoM - Cyber Security Incident REsponse Plan ECM CiAnywhere System Upgrade	Likely	Minor	Moderate	Minor	Moderate	High	Yes	Cyber Security Training	Chief Information Officer	Ongoing	Awareness training has been implemented across the Council. New refresher training program is now in place.	
												Digital Steering Committee (DSC)	Chief Information Officer	Ongoing	A Digital Steering Committee (DSC) has been set up with the Executive Team to foster good governance for strategic ICT projects.	
												Process Review	Chief Information Officer	Ongoing	A review exercise of the existing processes and policies is being undertaken to refine and ensure that policies, processes and procedures are up to date, efficient and relevant.	
2	Service provision is compromised	Deficient skills & experience Availability of adequate, adaptable & appropriately skilled human resources Poor internal collaboration Competing priorities Communication breakdown Inadequate planning Lack of agility Aging plant & equipment Displacement of employees due to unforeseen events Communicable disease Lack of alignment, clarity & stakeholder engagement Barriers Segregated management structure and reporting Disruption to ICT service provision Fraud Employee productivity impacts in heatwaves Disruption to supply chains Changing demand for goods & services Psychosocial incident Climate change related extreme weather events Changing demand for goods and services Disruptions to transport logistics as a result of climate related extreme events Loss of electricity and or gas supply to venues.	Errors Missed deadlines Diminished customer satisfaction Stress Decreased morale Noncompliance Reputational damage Potential fraud Inadequately resourced programs Inability to easily gather teams Inability to schedule works Disgruntled employees Re-work Project delays Financial implication Loss of access, records, productivity Financial implications Reduced amenities and tourism	EPIC Values and Behaviours Budget allocations Documented policies, procedures & instructions Workforce planning Service reviews Training & mentoring programs Business continuity plans Procurement policy Customer service standards Internal/external audit processes Performance management Maintenance plans Quality assurance & Auditing Business intelligence Personal Development Plan process Planned maintenance Asset management plans Safety documentation & processes Financial sustainability program Sponsorship plans/policy Stakeholder engagement strategy Business improvement teams Strategic community plan Corporate & Business Plans Organisational Team Meeting Cultural Services Infrastructure Strategy Contracts with vendors Business Continuity Plan Firewall & virus scanning Production held at off-site tier 3 data centre Manual Processes Power, Water or ICT Outage Process Replicated environment & Backups Alternate sites (relocations) Remote access Corporate Climate Action Plan Service Catalogue	Possible	Minor	Moderate	Moderate	Moderate	Medium	No	Workforce Plan	Executive Manager People & Culture Manager Human Resources	31/12/2026	Stage 1 of the Workforce Planning Framework (WFP Lite) completed. While Stage 2 was deferred to align with the Integrated Planning and Reporting (IPR) process and other organisational priorities, significant progress has been made, with the four-year Strategic Workforce Plan (FY27-FY30) on track for completion by December 2026.	

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Risk #	Risk Statement	Risk Causes	Risk Consequences	Existing Controls	Risk Assessment						Risk Rating	Are additional controls required?	Treatments (these become new controls)	Actioning Officer	Planned Completion Date	Progress Update
					Likelihood	Financial & Economic	Reputational	Political & Sustainability	Health, Safety & Environment	Service Disruption & Continuity						
3	Temporary or permanent unavailability of personnel with specialist knowledge or services	Lack of succession planning Lack of cross skilling in critical capabilities or knowledge Communicable disease Employment Market	Loss of corporate knowledge Service Failure employees morale/stress	Workforce plan Acting opportunities Service delivery review Leave management Outsourcing Flu shots BMS Recruitment practices Traineeships Learning & Development Framework Supportive culture Flexibility PDP Documented Work Instructions Training Temporary employment contracts Successing Training Talent and succession framework	Likely	Minor	Minor	Insignificant	Minor	Medium	No					
4	Disruption to collection or disposal of rubbish	Fleet loss or damage Skills shortage Disposal locations unavailable Communicable disease Employee unavailability Diminished fuel supply Displacement of employees due to unforeseen events Closure or divestment of RRG Acts of Nature	Delayed service provision Increased costs Reputational damage Increased complaints Health implications Alternative disposal locations Pollution Endangerment of flora and fauna	Waste management plan Service delivery review Marketing & communications plans Subcontractors Alternate sites Fleet operational hours review Marketing & communications plans Budget allocations Flexible employee arrangements Customer service team Stakeholder engagement strategy Workforce planning Split teams arrangement during pandemic Train licenced staff as waste truck drivers Work collaboratively with the Resource Recovery Group regarding resource recovery and waste processing Ongoing discussions with Participating Member Councils Corporate Climate Action Plan	Unlikely	Minor	Moderate	Insignificant	Insignificant	Medium	No					
5	Project/contract deliverables are compromised	Poor project governance Poor stakeholder engagement Deficient skills & experience Noncompliance with policy, procedure &/or Instructions Poor contractor management Inadequate planning Inadequate budget for key project elements Not following project management principles Communicable disease Community opposition Over inflated market Difficult political environment External funding requirements Fraud Employee productivity impacts in heatwaves Disruption to supply chains Changing demand for goods & services Psychosocial incident	Project scope creep Budget overrun Project delay Project failure Reputation damage Damage to supplier relationships Legal action Increased defects	Project Management Framework Qualifications & licenses Performance indicators & monitoring Stakeholder engagement process Contract variation procedure Planned budget process Business & Project plans Contractor management Project control & Advisory groups Change control process Cost management plans Elected Member Information Sessions Marketing & communications Plans Documented policies & procedures Council approvals Engagement of professional services & resources Reviewing development phase Corporate Business Plan Strategic Community Plan Long Term Financial Plan Project Management Office Specification templates Lesson learned debrief at project completion Corporate Climate Action Plan Portfolio Management Office (PMO)	Possible	Moderate	Moderate	Insignificant	Minor	Medium	No					

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Risk #	Risk Statement	Risk Causes	Risk Consequences	Existing Controls	Risk Assessment							Risk Rating	Are additional controls required?	Treatments (these become new controls)	Actioning Officer	Planned Completion Date	Progress Update
					Likelihood	Financial & Economic	Reputation, Political & Sustainability	Health, Safety & Environment	Service Delivery	Disruption & Resilience							
6	Physical Infrastructure Asset integrity is compromised	Operational & maintenance activities Act of nature Gaps in asset knowledge & awareness Lack of understanding of asset lifecycle value Facilities not fit for purpose Aging infrastructure Increased demand on facilities Increasing disruptions of critical infrastructure due to increased operating costs, and climate related events such as heatwaves (causing power outages and increased degradation e.g., powerlines) and flooding must be planned for." Note: increased operational costs due to a need for more cooling and irrigation as a result of global warming and reduced rainfall (i.e. climate change) Lack of renewal planning, resources and funding	Injury Insurance claims Reputational damage Increased costs Legal action	Strategic infrastructure plans Long term financial plan Procurement policy Recruitment processes External re-valuations (one to three years) Community Climate Action Plan Maintenance plans Conservation plans Workplace surveillance Land & property asset plan Cross-functional teams Usage agreements Project management improvement Asset Auditing Process improvement Asset Management System (AMPS) Corporate Climate Action Plan Access Control System Upgrade Scheduled Building Inspections	Possible	Major	Moderate	Catastrophic	Moderate	Medium	No	Review the functionality of the Unity platform	Manager City Buildings & Projects	30/04/2027	ICT have reviewed and a new system will be procured as soon as practicable (April 2027)		
												Asset Management & Maintenance Plans are no longer up to date & need to re-written	Manager City Buildings & Projects	1/06/2027	City Buildings and Asset Team have engaged an external consultant to complete a Building Asset Management Framework to develop a structure to categorise and tier our assets prior to developing individual asset management plans. The first stage of this process is complete. The City is now out to market for the engagement of services to complete the facility condition		
												Testing & Inspections need to be adequately resourced and implemented on a prescribed scheduled basis	Manager City Buildings & Projects	Ongoing	Restructure of the Building Maintenance team has allowed Officers more time to complete Building Inspections. Building inspections are now up to date.		
												Training & Certification of technical staff in order to meet defined processes	Manager City Buildings & Projects	Ongoing	Training for staff around construction management and WHS requirements is on-going. Staff capability has improved with 3 staff obtaining their white card certification.		
												Asset Auditing need to be adequately resourced and implemented on a prescribed scheduled basis	Manager Engineering	Ongoing	Schedule of audits in place. Full Asset team in place.		
												Increase use of CCTV cameras by staff located at Admin and Ops Centre - includes sending alerts of events to security staff	Head Community Safety	31/12/2026	Security & Access Control Tender progressing through CTAU on 21/07/26, after which a contractor will be engaged to commence works.		
												Asset registers inadequate & need to be updated	Manager Engineering	31/12/2026	Infrastructure asset register is generally updated. Working with City Buildings and Projects to improve the asset register for buildings. A condition audit is currently underway which will be used to update the register.		
												Operational work instructions to be updated, created & placed in the maintenance system	Manager City Buildings & Projects	Ongoing	Working with ICT to have an available external platform better inform contractors of the site requirements.		
												Facility Security checks community safety staff at critical locations (Admin and Ops Centre)	Head Community Safety	31/12/2026	Security & Access Control Tender progressing through CTAU on 21/07/26, after which a contractor will be engaged to commence works.		
												Complete security audit of locations identifying current security systems and key	Head Community Safety	31/12/2026	Security & Access Control Tender progressing through CTAU on 21/07/26, after which a contractor will be engaged to commence works.		
												Centralised CCTV Management and upgrade equipment and hardware	Head Community Safety	31/12/2026	Security & Access Control Tender progressing through CTAU on 21/07/26, after which a contractor will be engaged to commence works.		
												Add building security training into staff induction package (e.g. not letting strangers through secure doors- loitering detection.	Executive Manager People & Culture Lead - Human Resources	30/09/2026	OD&L to consult with building facilities team / MelSafe to draft up one page FYI document, to be handed out to each person who is issued a swipe pass		
7	Required technology updates advance more rapidly than the City is able to adapt	Limited financial capacity Deficient skills & experience Limitations of existing hardware & software infrastructure Lack of awareness of new technologies File size limitations Lack of understanding of how to make use of new technologies Limited capability to update & adopt to latest versions Changing demographics Upgrades to systems are impacted by applications Software compatibility Cyber security legislation Artificial Intelligence.	Data loss Diminished productivity Decreased morale Reputational damage Community expectations not being met Employees unable to maximise value from technology Employees purchasing software & hardware without liaising with IT Diminished ability to communicate with the community	Workforce planning Allocation of funding Service delivery reviews Business technology strategy Project spreadsheet Project management relationships with service areas Asset management plans ICT Steering Committee Gap Analysis & ICT Review (Blue Zoo) Systems Audit Exercise and Recommendations Gap Analysis & ICT Review & Implementation of Recommendations finalised & priorities determined Digital Strategy	Possible	Minor	Moderate	Minor	Moderate	Medium	No						

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Risk #	Risk Statement	Risk Causes	Risk Consequences	Existing Controls	Risk Assessment						Risk Rating	Are additional controls required?	Treatments (these become new controls)	Actioning Officer	Planned Completion Date	Progress Update
					Likelihood	Financial & Economic	Reputational	Political & Sustainability	Health, Safety & Environment	Service Delivery & Disruption						
8	Unauthorised access to City information buildings &/or devices	Lack of Security Strategy, Policy Decisions made do not consider security implications Lack of understanding & training Lack of oversight & accountability for expenditure Motivation/opportunity of Individuals or groups to undertake fraud Conflict of interest Unauthorised access to accounts/systems Ineffective internal controls/segregated duties Theft Fraud Data disclosure	Delayed Service Provision Increased Costs/Financial loss Reputational Damage Increased Complaints Health implications Noncompliance Reputational damage Decreased morale Corruption & Crime Commission (CCC) investigation Legal action	Code of conduct Training programs Fraud & misconduct plan & Hotline Policies & procedures Stocktakes/Auditing Induction processes Declarations & returns Delegations Asset registers Portable & attractive items register Segregation of duties Recruitment processes Ongoing police clearances Grievance/contact officers Freedom of Information processes IT authentication processes Procurement systems Record keeping systems Usage agreements External agencies for reporting Internal reporting processes Insurance policies Adequate Closed-circuit Television Surveillance Service delivery review Marketing & communications plans Workforce planning Employee Assistance Program (EAP) CCTV Access Control System Upgrade	Possible	Minor	Minor	Minor	Minor	Medium	No	See treatments in Risk #6	Head Community Safety	As above	As above	
9	Undeclared Conflict of Interest	Lack of understanding & training Non compliance with Code of Conduct Inappropriate relationships with suppliers Endorsement & sponsorship groups Secondary employment	Breach of legislation Legal action Reputational damage Personal liability Financial implications Delays in delivery Termination of employment	Public Sector Commission (PSC) & Corruption & Crime Commission (CCC) reporting Performance management processes Auditing Refresher training Secondary employment declarations Conflict declaration process Procurement & Recruitment processes Due diligence checks - recruitment Annual return Common law contracts Letter of appointment Code of Conduct Fraud control plan Delegation Register Position Descriptions	Unlikely	Minor	Moderate	Insignificant	Moderate	Medium	No					
10	Misappropriation of assets, funds, or other resources.	Data or Intellectual property theft Embezzlement Timesheet fraud Adding fake employees (payroll) Unauthorised pay changes Superannuation fraud (paying super when not entitled) Continue to pay terminated staff Fraudulent behaviour by an employee involved in issuing of approvals/licences/authorisation Fraudulent behaviour by an employee involved in Procurement or financial transactions (Payroll, Asset management, Accounts payable) Rates amendments & Discounts Fraudulent behaviour by an employee during Property Development, Grant Administration or Project management Undeclared conflict of interest	Delayed Service Provision Financial Implications Reputational Damage Increased Complaints Reputational damage Corruption & Crime Commission (CCC) investigation Legal action	Code of conduct Fraud & misconduct Plan & Hotline External agencies for reporting Stocktakes/Auditing Declarations & returns Asset registers Portable & attractive items register Segregation of duties Recruitment processes Ongoing police clearances Procurement systems Internal reporting processes Insurance policies Adequate Closed-circuit Television Surveillance External Auditing	Possible	Moderate	Moderate	Minor	Minor	Medium	No					

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Risk #	Risk Statement	Risk Causes	Risk Consequences	Existing Controls	Risk Assessment						Risk Rating	Are additional controls required?	Treatments (these become new controls)	Actioning Officer	Planned Completion Date	Progress Update
					Likelihood	Financial & Economic	Reputational	Political & Sustainability	Health, Safety & Environment	Service Delivery						
11	Employee takes legal or industrial action	Lack of trust/confidence in internal systems/process Legislative changes impact on ability to control employment conditions Inadequate workforce planning Lack of agility in the workforce Lack of understanding of performance management or industrial relations (Managers) Increased union activity/involvement Psychosocial event	Decreased morale Financial costs Potential legal action Reputational damage Loss of employees Increased leave Increased lost time Diminished productivity	Workforce & Service area planning Dispute resolution processes Award / Enterprise Bargaining Agreements Signature behaviours Employee Assistance Program (EAP) Workplace Health & Safety Legislation Code of conduct Performance management Contract management Insurances External independent investigators Training Unacceptable behaviours procedure Public sector reporting Team brief & toolbox topics People framework Policies & procedures Subject Matter Experts & Leadership Teams Common law contracts Auditing Organisational Salary Review Professional development External user pay agreements Grievance & dispute resolution Workforce & service area plans Model of consultation Psychosocial Hazard Form and reporting WALGA ER/IR Advisory Service	Likely	Insignificant	Minor	Minor	Minor	Medium	No					
12	Disruption, over or under payment to Employees	System outage Skills shortage Bank systems unavailable Timesheets not available Internal payment system unavailable Fraud Human error Cash flow issues Data integrity Interpretation of regulations Lack of communication to payroll Communicable disease Error/misinterpretations	Decreased morale Individual financial impacts Reputational damage Financial implications Legal action taken by employees Legal action taken by Fairwork/Ombudsman Employee disengagement Psychosocial event Disciplinary actions	Cash flow management Trained employees & succession planning Agency employees Cross-Council strategies Manual processes Autopay Workforce succession and training Backups Business continuity Disaster Recovery Plan Ability to work from home Internal Auditing of Payments Public Sector Assessment Tool Aurion Cloud Transition	Unlikely	Insignificant	Minor	Minor	Minor	Medium	No					
13	Opinions voiced outside of organisational policy or position	Lack of awareness of social media public relations policy Speaking as an employee, not a resident Awareness of communications strategy & policy Lack of clear communication on organisational position & the reason behind that decision Published inappropriate social media content Motivation of personal views	Legal Action Reputational Damage Financial Impact Adverse effect on organisational priorities	Social media monitoring Social media policy - Updated Communication plans Code of conduct Team brief Induction Social media champions Dedicated social media specialist Standards panel LG networks Training Public relations policy	Possible	Minor	Moderate	Minor	Minor	Medium	No					
14	Changes to local laws affects internal policy	Lack of internal stakeholder engagement Lack of communication of changes Siloing	Disruptions to service provision Non-compliance Decreased morale Diminished productivity Financial implications Reputational damage Legal Action Increased State Administrative Tribunal requirements	Leadership Teams Governance team Documented approvals process Team Brief Stakeholder engagement strategy Compliance Calendar BMS Local law Process Map Workforce Planning & contingency planning	Possible	Minor	Minor	Insignificant	Minor	Medium	No					

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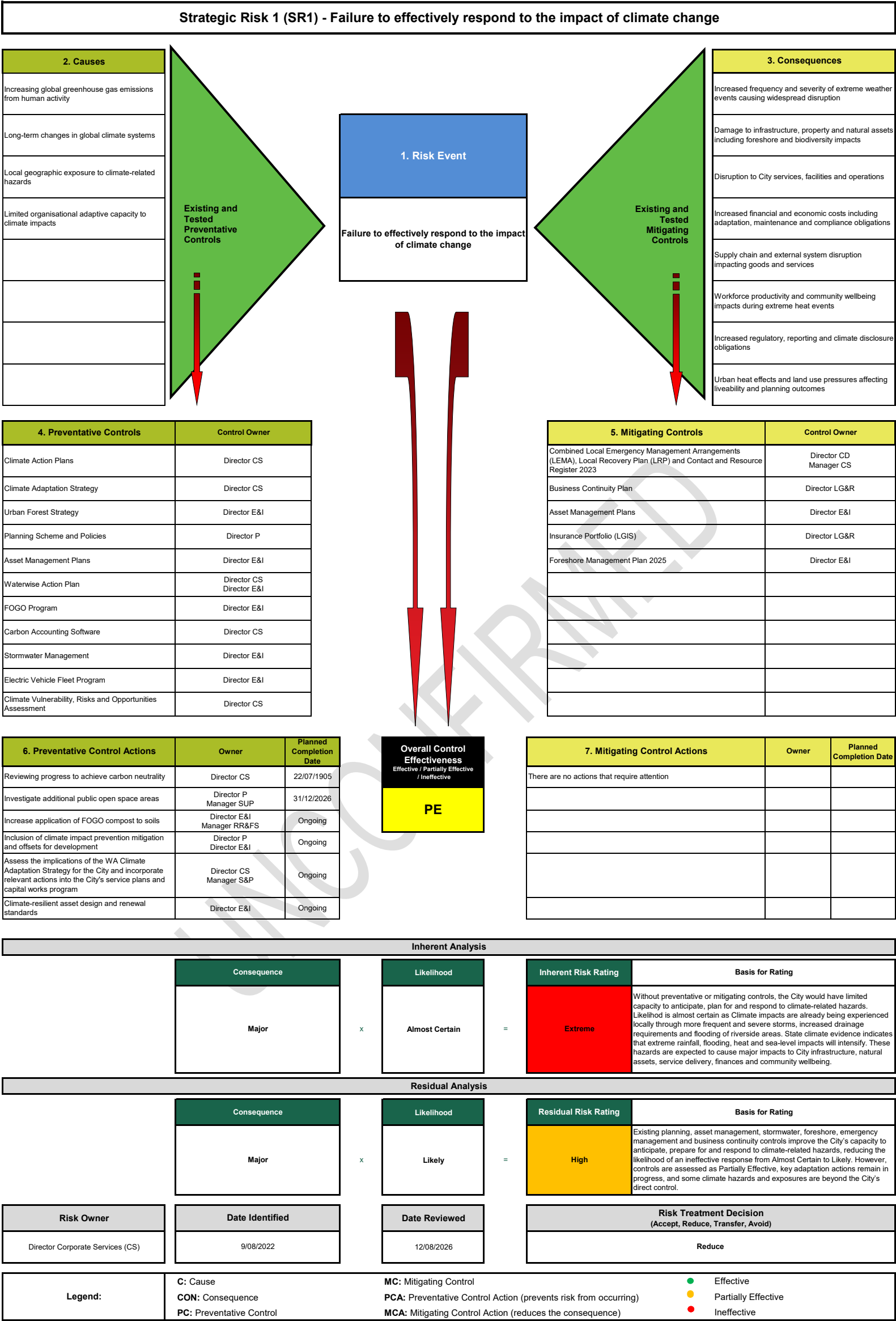
Risk #	Risk Statement	Risk Causes	Risk Consequences	Existing Controls	Risk Assessment						Risk Rating	Are additional controls required?	Treatments (these become new controls)	Actioning Officer	Planned Completion Date	Progress Update
					Likelihood	Financial & Economic	Reputational	Political & Sustainability	Health, Safety & Environment	Service Disruption & Resilience						
15	Occurrence of psychological harm as a result of workplace incidents	Job demands Low job control Poor support Lack of role clarity Poor organisational change management Inadequate reward and recognition Poor organisational justice Conflict/Poor managed work relationships Remote/isolated work Poor physical environment Violence and aggression Bullying and harassment	Decreased morale & engagement Ineffective culture Financial implications Retention of employees Increased leave Increased lost time Diminished productivity & customer service Damaging Action Reputational damage Workers' Compensation Claims Work Health & Safety fines & Provisional Improvement/Cease Work Notices Physical &/or psychosocial injury Inability to deliver strategic goals & transformational objectives Union disputes	Psychosocial Incident Report Mental Health Policy Psychosocial Risk Register Code of Conduct Fit for Work Employee Assistance Program (EAP) Mental Health Working Group Feel Well Melville App Toolbox Topics Safety Representatives Executive Reporting Workers' Compensation Policy Training Contact & Grievance Officers/Process Workforce Planning Job Design/Position Descriptions/Grading/Structure Personal duress alarms Customer Complaints Processes Reward & Recognition Psychosocial Hazard Form and reporting Elected Member Inductions & Training	Possible	Minor	Moderate	Moderate	Minor	Medium	No		Leadership Education & Awareness	Executive Manager People & Culture	Ongoing	New Leadership Framework endorsed by ELT to be launched in September 2026 (SLT only). Five Strengths Leadership Program launched in August 25 with the next program designed for aspiring, emerging and self-leaders, including project managers (commencing September 2026)
													Organisation Change Management Plans	Executive Manager People & Culture	Ongoing	Adopted PROSCI's CLARC and ADKAR models of change. Purchased PROSCI ADKAR enablement package including a range of online resources. Learning pathways to be developed.
16	Ability to maintain and improve the existing natural flora and fauna is compromised	Sea level rise Flooding Bushfire Heatwaves Disease Lack of rainfall Lack of resources Increase in population and housing infill Conflict between rooftop solar and trees Insufficient environmental protection policies Inability to care for the environment Pests Local Government sector influence	Reputational damage Increased urban heat island effect Increased complaints Disgruntled community Delays to achieving the City's aspirations and carbon neutral goals Endangerment of flora and fauna	Dedicated Natural Area & Parks team Dedicated Sustainability & Climate Action team Inspections Policy & procedures Procurement policy Corporate Business Plan Strategic Community Plan Corporate Climate Action Plan Climate Action Governance team Environmental management systems Internal/external auditing processes Training programs Removing trees infested with PSHB Natural Areas Asset Management Plans	Unlikely	Minor	Minor	Moderate	Insignificant	Medium	No					
17	Children or young people experience harm as a result of accessing City services, facilities and products	Lack of governance Lack of appropriate reporting and feedback mechanisms Lack of adequate training Lack of resource Inadequate child safe environments/facility management; Inadequate procurement processes Failure to follow Child Safety and Wellbeing policy and procedure Failure to follow Reportable Conduct procedure	Reputational damage Claim made against the City that is not reported and investigated (legal liability) Immediate and intergenerational trauma Employee mental health impacts Closure of site /service (investigation) Engaging unsafe service providers/ contractors	Childsafe Melville Working Group Reportable Conduct Directorate Procedure Working with Children Procedure Working with Children employment guidelines Community centres have induction documents relating to child safety. Youth programming: language used, registration forms and expectations of staff articulated in posters and verbally. Marketing and communications is child/youth friendly Crime Prevention Through Environmental Design (CPTED) Child Safety & Wellbeing Policy	Likely	Minor	Major	Minor	Moderate	High	Yes		Prioritise and work through implementing 66 recommendations Provide advice and support to relevant Business units to deliver the 66 actions outlined in the Child Safe Implementation Plan	Manager Healthy Melville Child Safety & Wellbeing Facilitator	Ongoing	Working through completing 11 Priority one (1) actions from overall 66 action recommendations
													Codes of Conduct and Guidelines Child safe statement included in Codes of Conduct and introduction of the Child Safe Melville operational policy and guideline into the organisation.	Manager Healthy Melville Child Safety & Wellbeing Facilitator	31/03/2027	Operational policy and guideline has been completed, however formal introduction held off until organisational foundational training module has been finalised. The module will outline staff Code of Conduct and legislative obligations (Reportable Conduct Scheme) and introduce the policy. Training module is in progress with planned completion and launch by Q3 2026-27.
													CSWF to develop and coordinate a cross-organisational working group to support	Manager Healthy Melville Child Safety & Wellbeing Facilitator	Ongoing	Working group formed and timing updated to ongoing as it is expected the group will continue to meet throughout the life of change implementation cross the organisation.

Document Owner:
Last reviewed: Risk & Insurance Officer
27/07/2026

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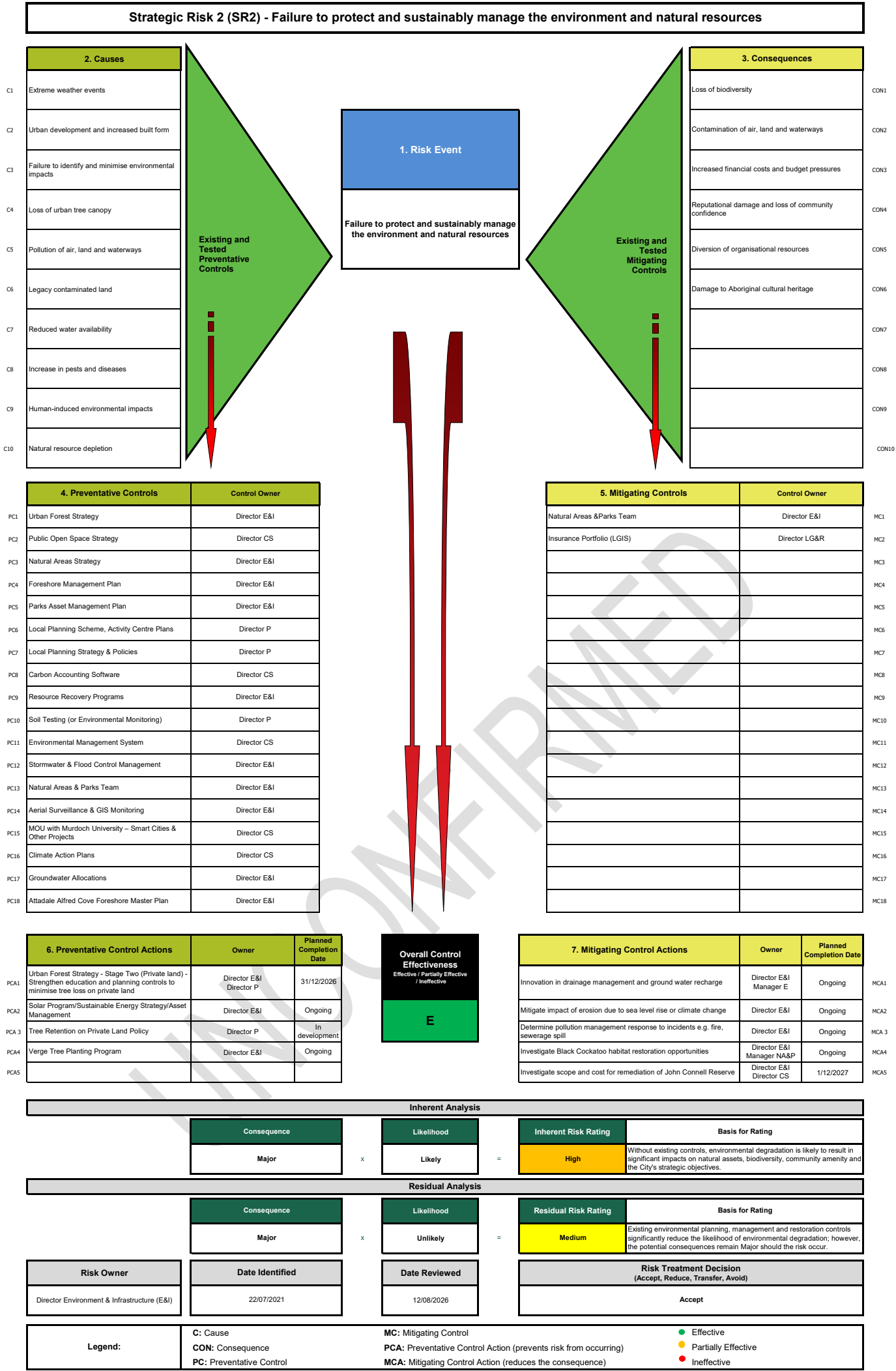
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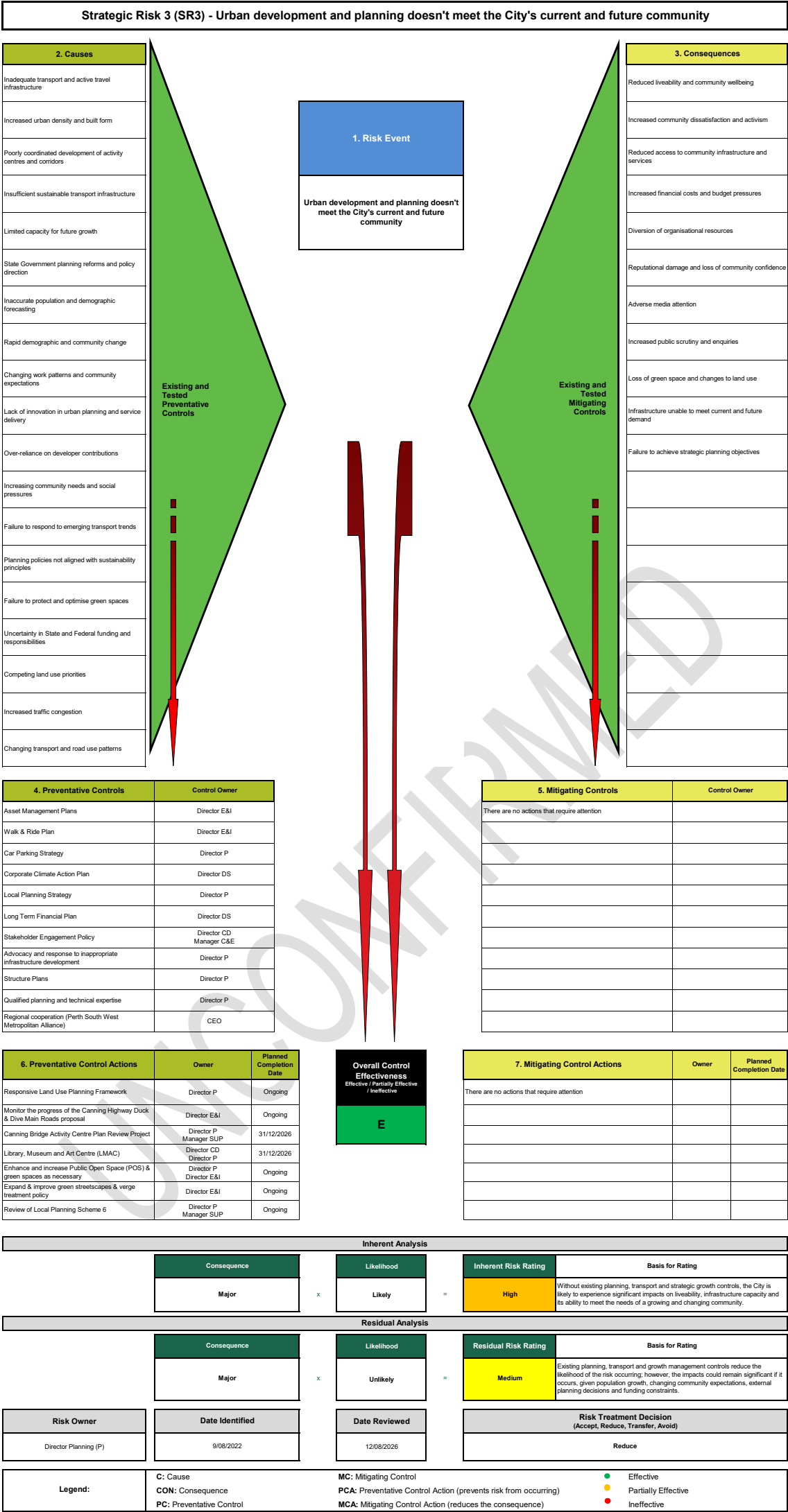
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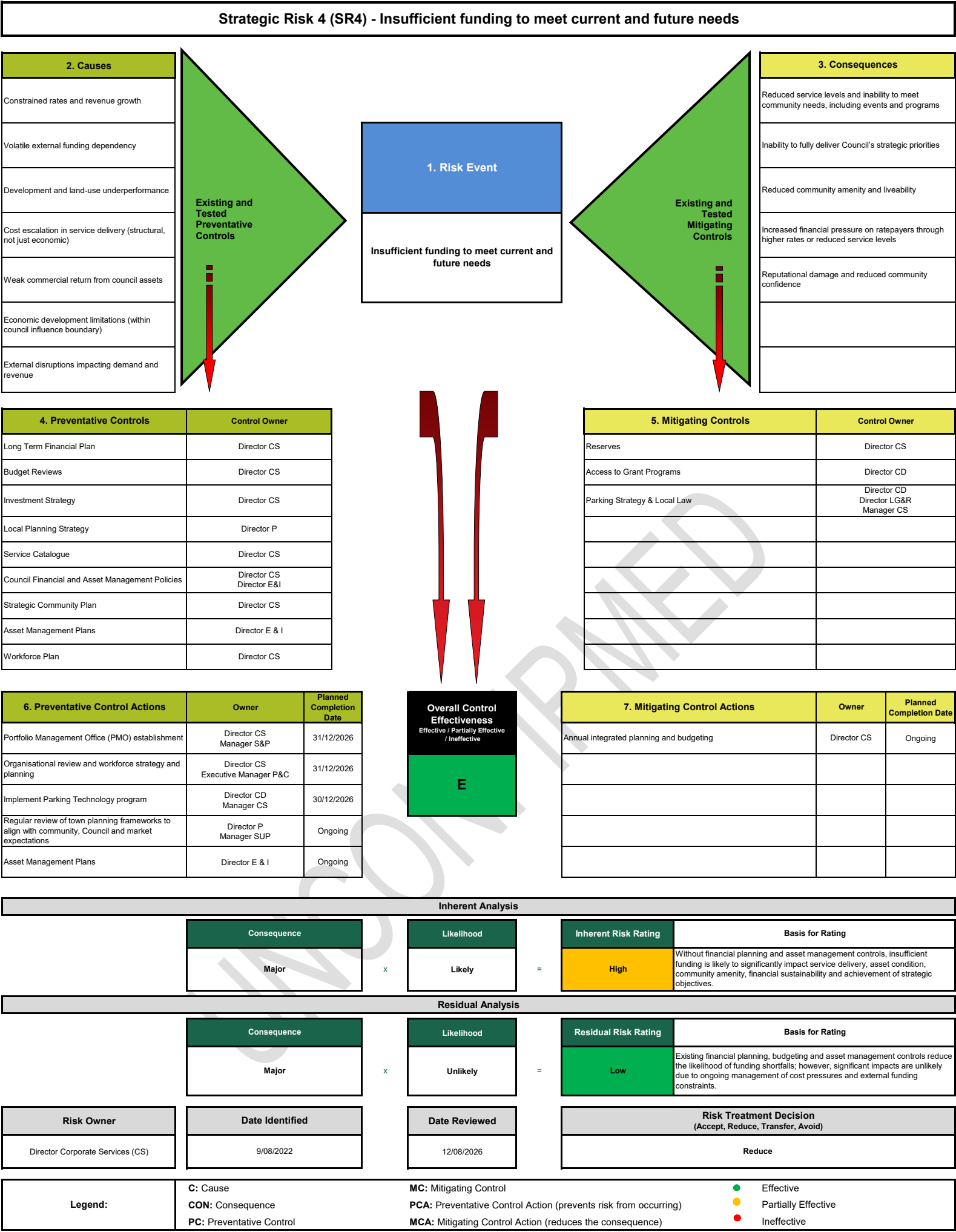
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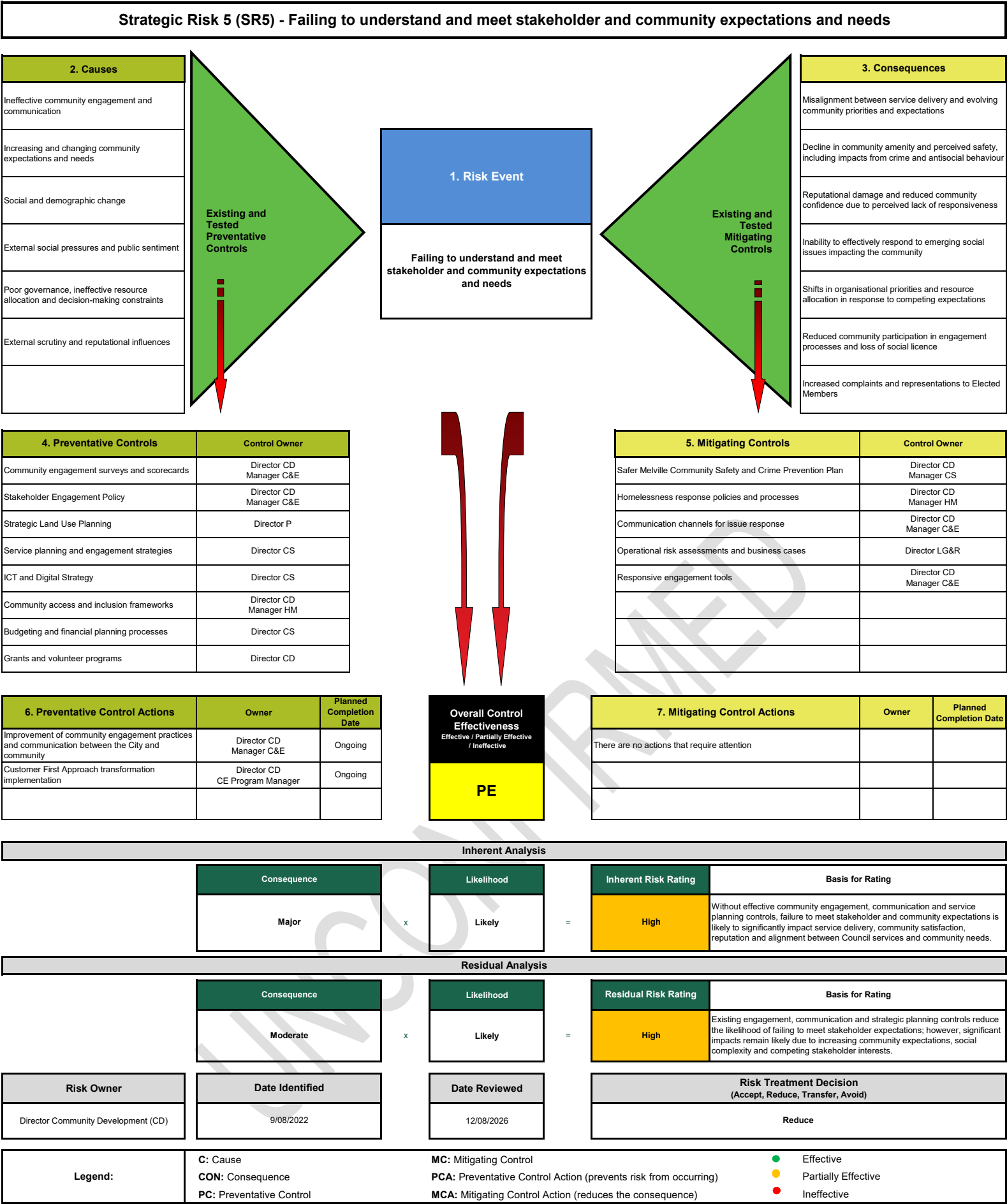
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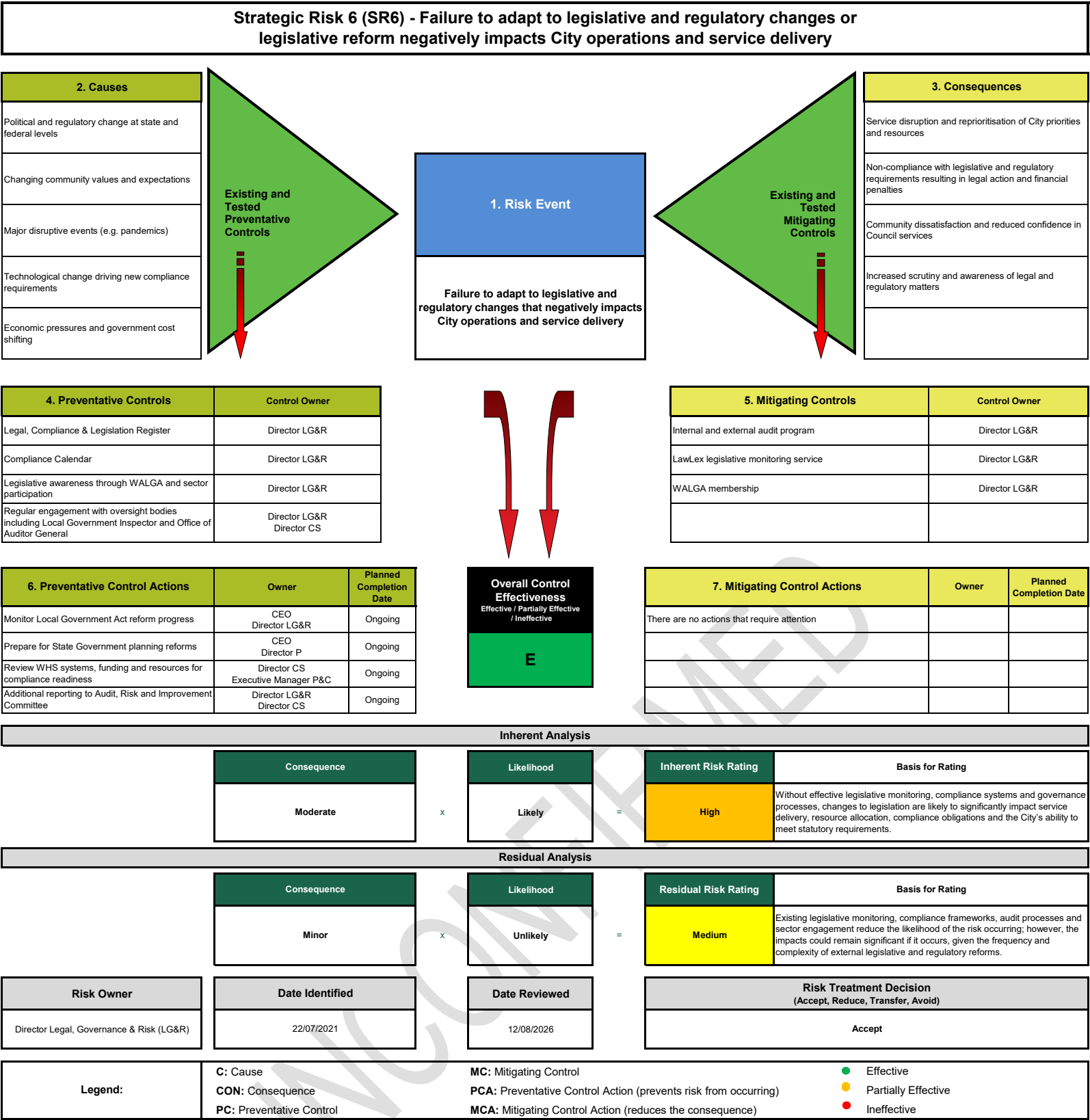
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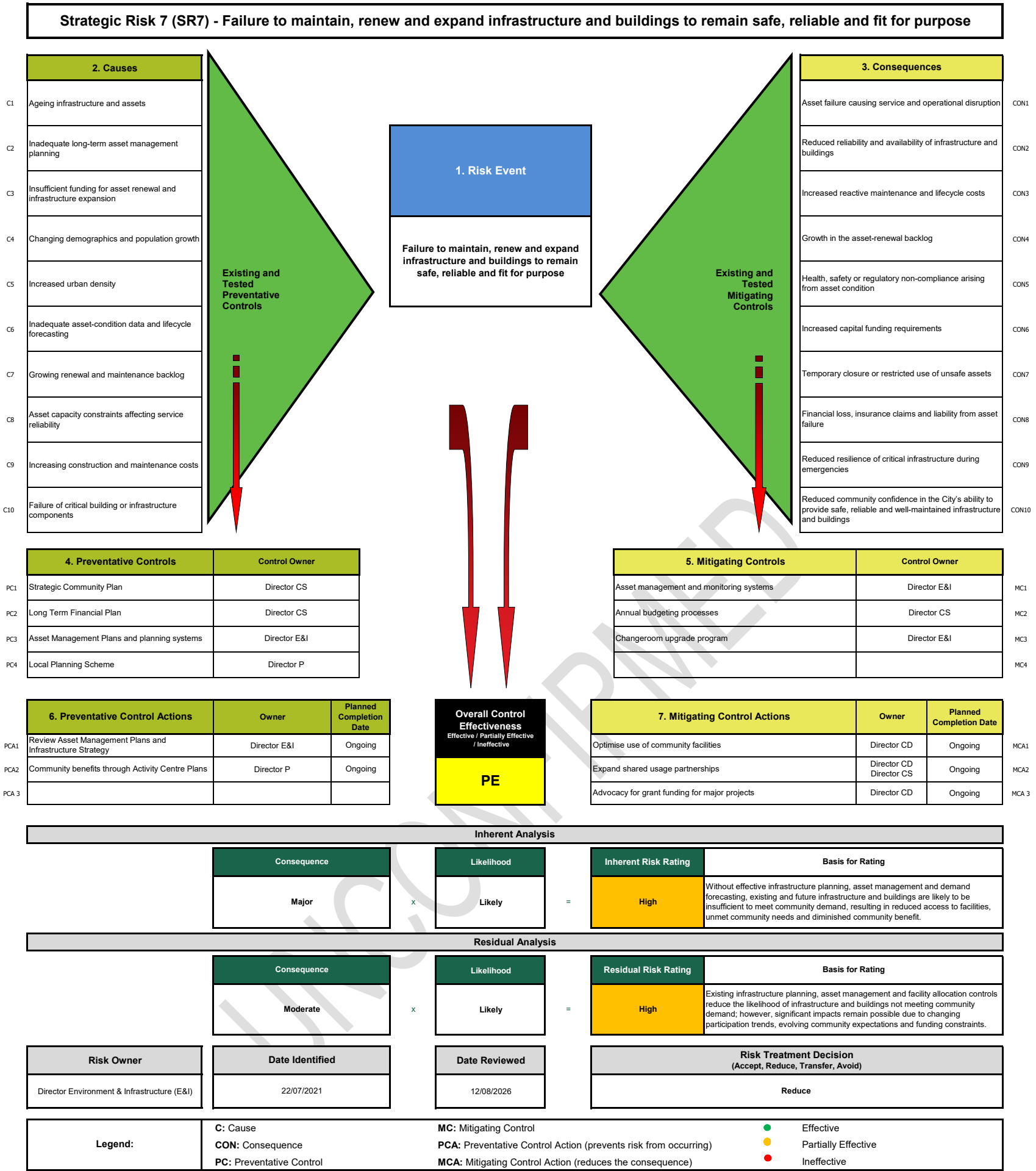
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4. Preventative Controls

Control Owner

PC1

Strategic Community Plan

Director CS

PC2

Long Term Financial Plan

Director CS

PC3

Asset Management Plans and planning systems

Director E&I

PC4

Local Planning Scheme

Director P

5. Mitigating Controls

Control Owner

MCL

Asset management and monitoring systems

Director E&I

MC2

Annual budgeting processes

Director CS

MC3

Changeroom upgrade program

Director E&I

MC4

6. Preventative Control Actions

Owner

Planned Completion Date

PCA1

Review Asset Management Plans and Infrastructure Strategy

Director E&I

Ongoing

PCA2

Community benefits through Activity Centre Plans

Director P

Ongoing

PCA 3

Overall Control Effectiveness

Effective / Partially Effective / Ineffective

PE

7. Mitigating Control Actions

Owner

Planned Completion Date

MCA1

Optimise use of community facilities

Director CD

Ongoing

MCA2

Expand shared usage partnerships

Director CD
Director CS

Ongoing

MCA 3

Advocacy for grant funding for major projects

Director CD

Ongoing

Inherent Analysis

Consequence

Major

Likelihood

Likely

Inherent Risk Rating

High

Basis for Rating

Without effective infrastructure planning, asset management and demand forecasting, existing and future infrastructure and buildings are likely to be insufficient to meet community demand, resulting in reduced access to facilities, unmet community needs and diminished community benefit.

Residual Analysis

Consequence

Moderate

Likelihood

Likely

Residual Risk Rating

High

Basis for Rating

Existing infrastructure planning, asset management and facility allocation controls reduce the likelihood of infrastructure and buildings not meeting community demand; however, significant impacts remain possible due to changing participation trends, evolving community expectations and funding constraints.

Risk Owner

Director Environment & Infrastructure (E&I)

Date Identified

22/07/2021

Date Reviewed

12/08/2026

Risk Treatment Decision
(Accept, Reduce, Transfer, Avoid)

Reduce

Legend:

C: Cause

CON: Consequence

PC: Preventative Control

MC: Mitigating Control

PCA: Preventative Control Action (prevents risk from occurring)

MCA: Mitigating Control Action (reduces the consequence)

Effective

Partially Effective

Ineffective

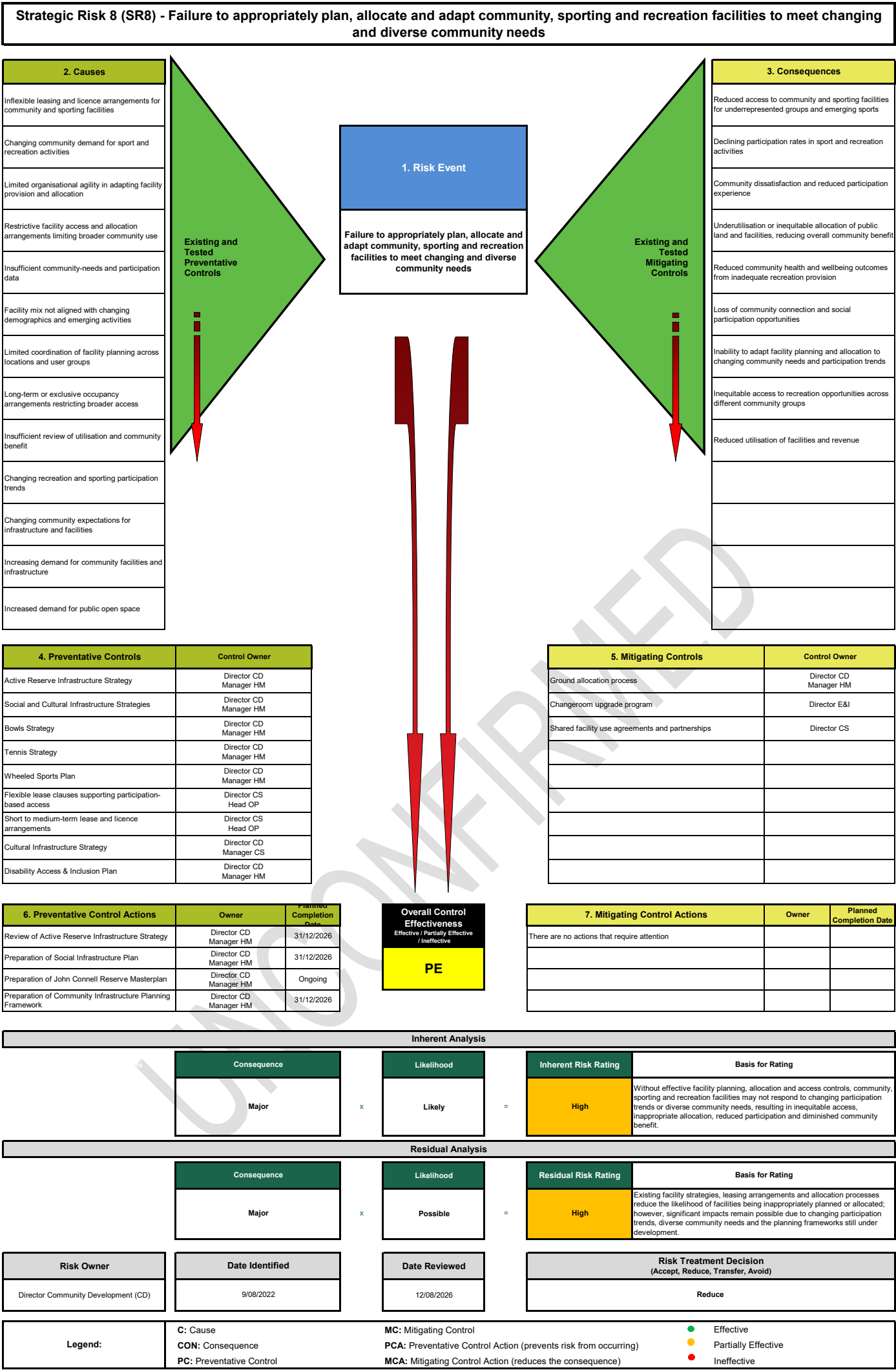
Strategic Risk Register Bowtie

27/08/2026

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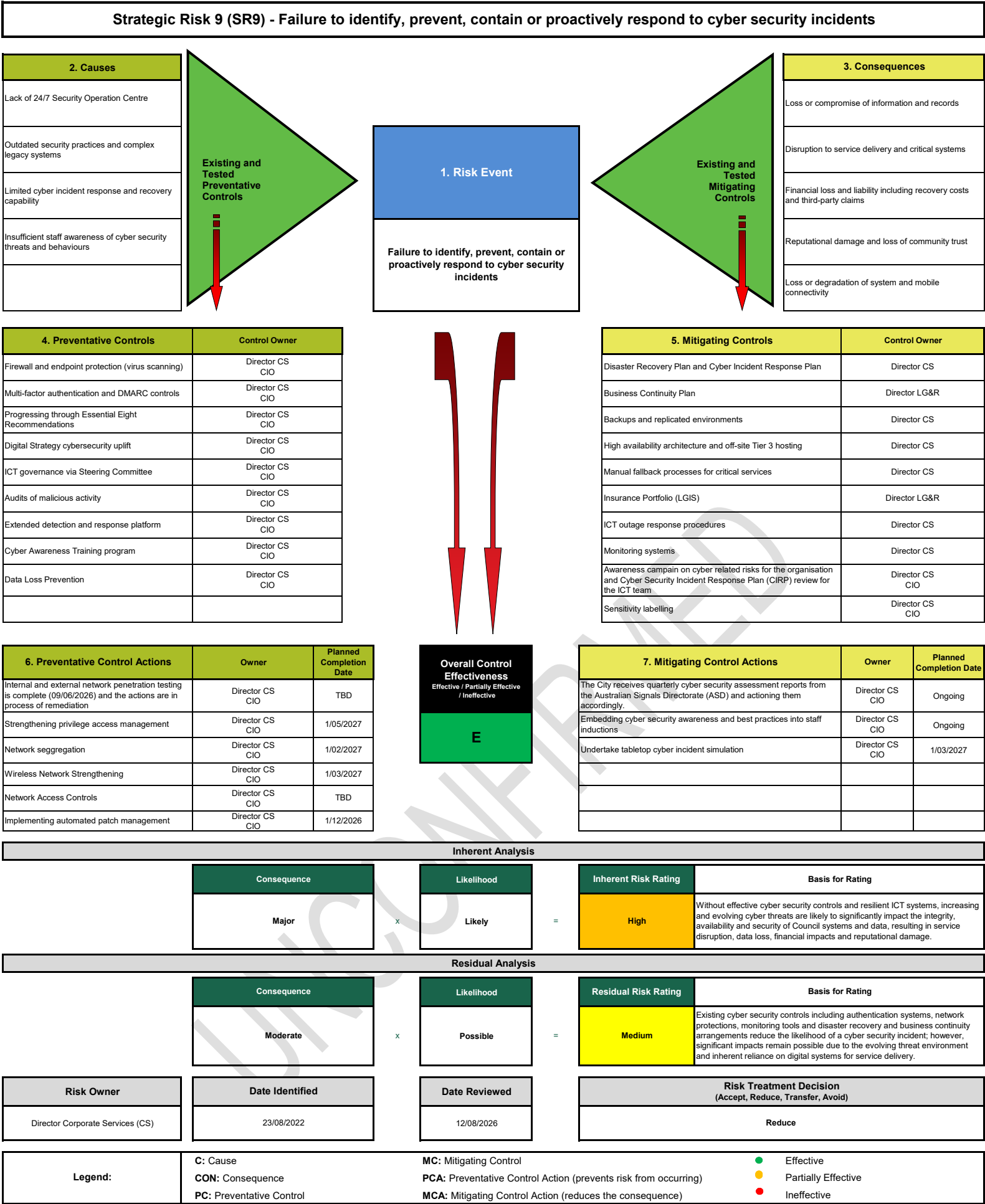
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Council Plan 2025-26

Quarterly Report
Q4 2025-26City of
Melville

Council Plan 2024-2034: Quarterly Report Q4 2025-26

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3. Projects and Program Performance	2
4. Service Performance	6

1. Introduction

The Quarter 4 2025-26 (April – June 2026) progress update below outlines progress in delivering the Council Plan during this reporting period, summarising performance across projects, programs and services. Detailed reports are provided in Attachment 2 (Projects and Programs) and Attachment 3 (Services).

2. Definitions

The definitions below provide guidance on the meaning of the status updates used throughout this report.

Project Performance

- **Not Commenced** – Project is not scheduled to have commenced this quarter
- **On-Track** – Project is tracking according to milestones
- **Monitor** – Project is not tracking according to milestones, but recoverable without intervention
- **Off-Track** – Project is not tracking according to milestones, and intervention is required
- **Complete** – Project is complete

Service Performance

- **On Track** – Service is being delivered as planned
- **Monitor** – Service is being delivered as planned but requires monitoring
- **Off Track** – Service is not being delivered as planned and requires support and intervention

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Council Plan 2025-26

Quarterly Report
Q4 2025-26**3. Projects and Program Performance**

A total of **62 projects and programs** were identified in 2025-26 to support achievement of the Council Plan outcomes and objectives. Performance has been assessed against agreed phasing and milestones for Q4 2025-26, with results indicating the following status:

- 16 Complete.
- 28 On-Track.
- 13 Monitoring.
- 5 Off-Track.

Council Plan Outcomes	#	Complete	Not Commenced	On-Track	Monitor	Off-Track
Healthy, Safe and Inclusive	28	9	-	3	11	5
Clean and Green	13	6	-	6	1	-
Sustainable and Connected Development	14	1	-	12	1	-
Vibrant and Prosperous	3	-	-	3	-	-
Good Governance and Leadership	4	-	-	4	-	-
Total	62	16	-	28	13	5

Table 1: Programs and Projects

The following **projects** have been classified as *Monitoring* or *Off-Track* in Q4, reflecting areas where progress is being tracked closely due to emerging risks, delays, or changes in scope.

Q4 Project Phases and Milestones	Status	Officer Comment
Outcome – Healthy, Safe and Inclusive		
Capital Projects		
Service 04 – Libraries		
Library and Cultural Centre Development		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Tender is assessed and awarded for construction	Monitor	<u>Officer Comment:</u> Tender documents have been delayed due to changes to the design based on budget requirements. Redesign has added time to the project. Tender is now due to be released in August with an item to Council in October 2026.

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Council Plan 2025-26

Quarterly Report
Q4 2025-26

Q4 Project Phases and Milestones	Status	Officer Comment
Service 07 – Community Safety		
Facility Security Upgrades - Building Access Control		
<u>Project Phase:</u> Construction <u>Milestone:</u> Review System effectiveness	Off-Track	<u>Officer Comment:</u> The project is currently off track following the original tender being declined. Revised tender is out for release and closure in June 2026 with evaluation to occur before the end of financial year 25/26. Subject to the successful completion of the procurement process, delivery of Stage 1 and Stage 2A is now planned for FY2026/27. Commissioning and implementation timeframes will be confirmed following contractor appointment.
Service 11 – Sport and Recreation		
Changeroom Upgrade - Beasley Reserve		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Procurement for the construction of the Beasley Reserve Facility commences	Off-Track	<u>Officer Comment:</u> Due to the development of a concept plan that was ultimately not compatible with the site constraints and high expectations from the primary stakeholder group, the project experienced significant challenges in aligning scope, budget and deliverability. These factors collectively impacted the project's progression and required a reassessment of the proposed outcomes to ensure a more practical and achievable approach moving forward.
Changeroom Upgrade - Leeming Recreation Centre (Peter Ellis)		
<u>Project Phase:</u> Construction <u>Milestone:</u> Construction finishes at Leeming Recreation Centre and is open for sporting clubs	Monitor	<u>Officer Comment:</u> Due to late changes in the location of the storage container, practical completion is now due in July. This also aligns to the site main switchboard upgrade which has been moved to September school holidays to meet stakeholder expectations.
Changeroom Upgrade - Troy Park		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Procurement for the construction of the Troy Park Community Facility commences	Monitor	<u>Officer Comment:</u> The City is awaiting final sign off from club prior to commencing to Tender documentation.
Changeroom Upgrade - Winnacott Reserve		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Assess and award tender for Winnacott Reserve changerooms	Monitor	<u>Officer Comment:</u> Due to the late injection of external funding, the scope of the changeroom upgrade expanded into a broader facility renewal project, which has impacted the overall program and delivery timeframes. The concept plan has now been approved, and the City has engaged an architect to finalise the detailed design documentation through to tender during the next financial year.

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Q4 Project Phases and Milestones	Status	Officer Comment
Tompkins Park Redevelopment		
<u>Project Phase:</u> Procurement <u>Milestone:</u> Tender is assessed and awarded for construction. Construction commencement will be subject to seasonal restrictions	Monitor	<u>Officer Comment:</u> Detailed design will be finalised by the end of financial year, and the project will be paused awaiting future funding.
Operating Projects		
Service 07 – Community Safety Mobile Patrols		
Fiona Stanley Hospital - New Parking Technology		
<u>Project Phase:</u> Construction <u>Milestone:</u> Pilot testing, community education and full system activation and evaluation	Off-Track	<u>Officer Comment:</u> The tender was declined and is currently being re-advertised.
Service 11 – Sport and Recreation		
Active Reserve Infrastructure Strategy (ARIS) - Review		
<u>Project Phase:</u> Planning <u>Milestone:</u> Final plan to Ordinary Meeting of Council	Off-Track	<u>Officer Comment:</u> Due to extended consultation timeframes in earlier periods and competing priorities in Q3 and Q4, drafting of the plan has been delayed. The draft plan is forecast to be complete in Quarter 2 (Oct-Dec) 2026-27.
Changeroom Upgrade (Pre-Planning) - Alan Edwards Reserve		
<u>Project Phase:</u> Planning <u>Milestone:</u> Undertake Concept Design and Feasibility. Prepare CSRFF application (subject to Council endorsement of concept)	Monitor	<u>Officer Comment:</u> Draft Needs and Site Analysis complete for user engagement. User engagement commenced. Delay due to current resource constraints and competing project priorities and CSRFF on hold.
Changeroom Upgrade (Pre-Planning) - Gairloch Reserve		
<u>Project Phase:</u> Planning <u>Milestone:</u> Undertake Concept Design and Feasibility. Prepare CSRFF application (subject to Council endorsement of concept)	Monitor	<u>Officer Comment:</u> Draft Needs and Site Analysis complete for user engagement. User engagement commenced. Delay due to current resource constraints and competing project priorities and CSRFF on hold.

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Q4 Project Phases and Milestones	Status	Officer Comment
Melville Bowling Club Redevelopment - Needs Analysis and Feasibility Study		
<u>Project Phase:</u> Planning	Monitor	<u>Officer Comment:</u> Draft Needs and Site Analysis complete.
<u>Milestone:</u> Feasibility study		
Morris Buzzacott Reserve - Site Development Plan		
<u>Project Phase:</u> Planning	Monitor	<u>Officer Comment:</u> Draft has been finalised, delay due to resource constraints and competing priorities, Expected to be presented to Council in Quarter 1 (July - Sept) 2026-27.
<u>Milestone:</u> Council report		
Morris Buzzacott Reserve - Tennis Court (Kardinya) Planning and Design Investigations		
<u>Project Phase:</u> Planning	Monitor	<u>Officer Comment:</u> Draft design and proposed amended management model finalised, delay due to resource constraints, extended engagement with user group and competing priorities, Expected to be presented to Council in Quarter 1 (July - Sept) 2026-27.
<u>Milestone:</u> Council report		
Outcome: Sustainable and Connected Development		
Operating Projects		
Service 28 – Strategic Planning		
Public Open Space Strategy - Review		
<u>Project Phase:</u> Development / Implementation	Monitor	<u>Officer Comment:</u> Strategy being adjusted to reflect feedback from EMES (March 2026), ahead of community engagement and consideration for adoption.
<u>Milestone:</u> Updated POS strategy finalised and adopted		

Table 2: Projects Under Monitoring and Off-Track

The following **programs** have been classified as *Monitoring* and *Off-Track* for Q4, reflecting areas where progress is being tracked closely due to emerging risks, delays, or changes in scope.

Q4 Status	Officer Comment
Outcome – Healthy, Safe and Inclusive	
Capital Program	
Service 07 – Community Safety	
Parking Technology Program	
Off-Track	The tender was declined and is currently being re-advertised.

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Q4 Status	Officer Comment
Service 11 – Sport and Recreation	
Community Sports and Recreation Facilities Fund Program	
Monitor	While the CSRFF program is on hold, the City has supported the Melville Cricket Club as per the item at the November 2025 Ordinary Meeting of Council. Replacement of the Turf Cricket Block on Field 1 has been completed through a financial contribution from the City, along with funding from Cricket Australia, Ms Kim Giddens MLA and the Club.
Outcome – Clean and Green	
Operating Program	
Service 15 - Sustainability	
Corporate Climate Action Plan Program	
Monitor	1. CREST delayed to 2026-27 due to unforeseen complexities during procurement. 2. Scope 3 and decarbonisation modelling also delayed as consultant unavailable due to personal reasons - final deliverables on track for Q1 2026-27. 3. Energy Efficiency and renewable energy works program of works by consultant ongoing and also due to be complete during Q1 2026-27.

Table 3: Programs Under Monitoring and Off-Track

4. Service Performance

A total of **41 services** are being delivered to the community in support of the Council Plan outcomes and objectives. Performance has been assessed for Q4 2025-26, with results indicating the following status:

- 40 On-Track.
- 0 Monitoring.
- 0 Off-Track

Council Plan Outcomes	#	On-Track	Monitor	Off-Track
Healthy, Safe and Inclusive	12	12	-	-
Clean and Green	4	4	-	-
Sustainable and Connected Development	10	10	-	-
Vibrant and Prosperous	2	2	-	-
Good Governance and Leadership	13	13	-	-
Total	41	41	-	-

Table 4: Services – Q4 2025-26 Status

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Council Plan Reference	2025-2026 Program and Project Name	Project/ Program Description (from Council Plan Narration)	Revised Budget Q3 (Mar 2025) \$	Revised Budget Q4 (June 2025) \$	Spend to Date Q4 (June 2026) \$	Status Q4/Year End ● Complete ● Not Commenced ● On-Track ● Monitor ● Off-Track	Comment Q4/Year End
Capital Projects							
Outcome - Healthy, Safe and Inclusive							
CAP2025-26-01	Men's Shed Modifications	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.	\$ 477,363	\$ 358,363	\$ 335,868	Complete	
CAP2025-26-02	Blue Gum Community Centre Redevelopment	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.	\$ 527,616	\$ 527,616	\$ 545,058	Complete	
CAP2025-26-03	Library and Cultural Centre Development	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, and public open space.	\$ 1,500,000	\$ 1,500,000	\$ 1,491,339	Monitor	Tender documents have been delayed due to changes to the design based on budget requirements. Redesign has added time to the project. Tender is now due to be released in August with an item to Council in October 2026.
CAP2025-26-04	Atwell Gallery Redevelopment (Stage 2)	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.	\$ 300,000	\$ 300,000	\$ 96,983	Complete	
CAP2025-26-05	Facility Security Upgrades - Building Access Control (Phase 1)	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.	\$ 300,000	\$ 300,000	\$ 50,425	Off-Track	The project is currently off track following the original tender being declined. Revised tender is out for release and closure in June 2026 with evaluation to occur before the end of financial year 25/26. Subject to the successful completion of the procurement process, delivery of Stage 1 and Stage 2A is now planned for FY2026/27. Commissioning and implementation timeframes will be confirmed following contractor appointment.
CAP2025-26-06	Changeroom Upgrade - Beasley Reserve	To upgrade the Beasley Reserve changerooms, pavilion, public toilets and storage areas to meet the current and future needs of the sporting clubs.	\$ 370,000	\$ 370,000	\$ 67,080	Off-Track	Due to the development of a concept plan that was ultimately not compatible with the site constraints and high expectations from the primary stakeholder group, the project experienced significant challenges in aligning scope, budget and deliverability. These factors collectively impacted the project's progression and required a reassessment of the proposed outcomes to ensure a more practical and achievable approach moving forward.
CAP2025-26-07	Changeroom Upgrade - Karoonda Reserve	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.	\$ 1,500,000	\$ 1,500,000	\$ 1,375,138	On-Track	The project has reached practical completion and is open for Club use.

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CAP2025-26-08	Changeroom Upgrade - Leeming Recreation Centre (Peter Ellis)	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.	\$ 320,000	\$ 320,000	\$ 27,653	Monitor	Due to late changes in the location of the storage container, practical completion is now due in July. This also aligns to the site main switchboard upgrade which has been moved to September school holidays to meet stakeholder expectations.
CAP2025-26-09	Changeroom Upgrade - Troy Park	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.	\$ 300,000	\$ 300,000	\$ 182,715	Monitor	The City is awaiting final sign off from club prior to commencing to Tender documentation.
CAP2025-26-10	Changeroom Upgrade - Len Shearer Reserve	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.	\$ 179,056	\$ 179,056	\$ 188,304	Complete	
CAP2025-26-11	Changeroom Upgrade - Winnacott Reserve	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.	\$ 300,000	\$ 300,000	\$ 48,588	Monitor	Due to the late injection of external funding, the scope of the changeroom upgrade expanded into a broader facility renewal project, which has impacted the overall program and delivery timeframes. The concept plan has now been approved, and the City has engaged an architect to finalise the detailed design documentation through to tender during the next financial year.
CAP2025-26-12	Tompkins Park Redevelopment	This project will refurbish the Tompkins Park 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.	\$ 570,000	\$ 665,921	\$ 479,536	Monitor	Detailed design will be finalised by the end of financial year and the project will be paused awaiting future funding.
Outcome: Clean and Green							
CAP2025-26-13	Attadale Alfred Cove Masterplan	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.	\$ 200,000	\$ 127,000	\$ 6,734	On-Track	This is a multi-year project, with construction of the path network scheduled for June 2026. The first stage of planting is planned to occur during the winter months, aligning with optimal seasonal conditions. Design development for interpretive signage and the overall style of supporting infrastructure will continue throughout the latter half of 2026.
CAP2025-26-14	Goolugatup Heathcote Lower Development	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.	\$ 2,179,000	\$ 2,037,000	\$ 1,066,545	On-Track	

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Outcome: Sustainable and Connected Development							
CAP2025-26-15	Majestic Boardwalk Refurbishment	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.	\$ 1,650,000	\$ 1,650,000	\$ 1,583,180	Complete	The City opened the boardwalk to the public on Saturday 16 May.
Outcome: Vibrant and Prosperous							
CAP2025-26-16	Holiday Lighting Installation	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.	\$ 220,000	\$ 220,000	\$ 73,887	On-Track	This is a 3 year project, year one procured and years 2 & 3 currently in tender phase. Handover to Environment & Infrastructure occurred in June/July 2026.

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Capital Programs							
Outcome - Healthy, Safe and Inclusive							
CAP2025-26-17A	Furniture and Equipment - Libraries, Museums and Community Centres	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.	\$ 89,000	\$ 93,000	\$ 79,361	Complete	Furniture replacement have been completed in accordance with requirements.
CAP2025-26-17B	Furniture and Equipment - Leisure Centres	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.	\$ 605,941	\$ 605,941	\$ 112,290	On-Track	All procurement related to items in this budget line will be completed before 30 June 2026. Gym Cardio Equipment Tender is currently in evaluation (as at 7 May 26), procurement will be complete, with equipment supply expected August / September 2026
CAP2025-26-18	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.	\$ 400,000	\$ 396,000	\$ 227,795	Complete	The majority of acquisitions and commissioned works are progressing in line with planned timelines and are expected to be completed by the end of the financial year. While a small number of items remain subject to final approvals and scheduling considerations, overall activity remains on track, with most acquisitions and commissions anticipated to be finalised before the close of the financial year.
CAP2025-26-19	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.	\$ 300,000	\$ 152,000	\$ -	Off-Track	The tender was declined and is currently re-advertised.
CAP2025-26-20	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.	\$ 96,452	\$ 96,452	\$ 97,120	Monitor	While the CSRFF program is on hold, the City has supported the Melville Cricket Club as per the item at the November 2025 Ordinary Meeting of Council. Replacement of the Turf Cricket Block on Field 1 has been completed through a financial contribution from the City, along with funding from Cricket Australia, Ms Kim Giddens MLA and the Club.

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Outcome: Clean and Green							
CAP2025-26-21	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.	\$ 846,000	\$ 846,000	\$ 318,668	On-Track	Tender awarded for CEUF Solar PV upgrades across Civic Centre, Point Walter and Ecohub increasing capacity by 46%. Scoping commenced for 2627 Projects
CAP2025-26-22	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.	\$ 824,080	\$ 919,080	\$ 621,067	Complete	Natural Areas Asset Plan is under review. Community engagement remains strong, highlighted by the successful native plant giveaway held in May, where all plants were allocated within 90 minutes of release. Installation of additional Cockitroughs in April, bringing the total number across the City to ten, providing supplementary water sources for black cockatoos and other wildlife.
CAP2025-26-23	Irrigation Program	The Irrigation Program includes renewal and new and upgrade projects (irrigation and bore renewal) to assist with the management of healthy parks and green spaces in the city.	\$ 1,431,914	\$ 1,431,914	\$ 912,484	Complete	Renewal of bores and pumps, controller cabinets, in field systems completed at various POS across the City.
CAP2025-26-24	Parks and Foreshores Program	The Parks & Foreshores Programs include renewal and new and upgrade projects. Renewal projects implement of foreshore and parks management plans which include provision for infrastructure, furniture and whole of park renewals. New and upgrade projects include additional foreshore and parks infrastructure, furniture and whole of park assets.	\$ 3,193,844	\$ 3,289,844	\$2,623,234	Complete	Renewal of synthetic turf wickets, AFL goals, Basketball backboards and hoops. New playing netball/basketball surface at Peter Ellis Reserve. Jack Howson Tennis Court renewed to include Pickleball option.
CAP2025-26-25	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.	\$ 503,807	\$ 478,807	\$ 276,405	Complete	New PAW Lighting installed in Bull Creek.
CAP2025-26-26	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.	\$ 935,572	\$ 1,108,072	\$ 875,704	On-Track	The 2026 planting program will commence in the winter months, with over 2,000 trees scheduled for planting across parks and streetscapes, alongside additional planting within natural areas. This season also marks the first year of implementation of the compulsory Commercial Centre Planting program. Recent aerial data indicates positive progress in canopy expansion, with overall tree canopy increasing from 12.5% in 2022 to 12.7% in 2026 across both public and private land.

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CAP2025-26-27	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.	\$ 2,269,418	\$ 2,389,418	\$2,563,661	On-Track	
CAP2025-26-28	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.	\$ 647,657	\$ 622,657	\$ 365,575	Complete	Renewal planting in roundabouts and verge areas is currently underway, supporting streetscape enhancement and asset renewal. Ongoing weed control programs are being delivered across PAWs, sumps, footpaths, and kerblines to maintain amenity. Mowing of arterial roads is on schedule, with maintenance of Ogilvie Road now transitioned to and being undertaken by City operational teams.
CAP2025-26-29	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.	\$ 1,134,593	\$ 1,092,593	\$ 912,926	Complete	Renewal of key playspaces completed at Ric Vosper Reserve, Hogarth Way, Point Walter Reserve, and Montague Hillary Park. The completion of the new Public Open Space at The Esplanade includes a significant new playspace. Detailed design for the new Public Open Space at Moreau Mews is completed.

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Outcome: Sustainable and Connected Development							
CAP2025-26-30	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.	\$ 12,199,975	\$ 12,199,975	\$ 9,193,656	On-Track	The majority of the program completed. However, there are a few projects identified as carry forwards due to delays in service relocation, grant funding opportunities, materials and contractor availability. The main carry forward is North Lake Road/ Winterfold Road traffic signal installation project which is delayed due to Western Power and Main Roads WA issues. This is a fully grant funded project.
CAP2025-26-31	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.	\$ 2,060,732	\$ 2,060,732	\$ 1,667,080	Complete	This program is complete.
CAP2025-26-32	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.	\$ 2,551,500	\$ 2,544,000	\$ 1,901,954	On-Track	The majority of program completed. However the pedestrian crossing improvements on Benningfield Road will not be completed until next financial year due to delays from Western Power, Water Corporation works and design refinements.
CAP2025-26-33	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.	\$ 282,455	\$ 282,455	\$ 269,054	On-Track	
CAP2025-26-34	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.	\$ 5,329,261	\$ 5,158,393	\$ 3,690,260	On-Track	
Outcome: Good Governance and Leadership							
CAP2025-26-35	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.	\$ 827,835	\$ 827,835	\$ 91,309	On-Track	Capital projects have progressed well and remain on track. The iPaaS platform has been successfully implemented and is now operationalised for ongoing system integrations. Hardware renewals are continuing in line with the asset lifecycle schedule. Infrastructure upgrades have been completed.
CAP2025-26-36	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.	\$ 6,298,240	\$ 6,298,240	\$ 3,033,286	On-Track	Some of the carry forwards are accepted due to delivery timeframes however more work is required to minimise these for the following financial year. Resourcing has been the biggest cause of delay.

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Operating Projects							
Outcome - Healthy, Safe and Inclusive							
OP2025-26-01	Museum Collection Management System	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.	\$ 61,604	\$ 61,604	\$ 25,200	Complete	Final phase of the Museum Collection Management System implementation took longer than expected due to data migration complexities but is close to completion. New CMS will be operational by end of Q1 26/27. Museum collection data hosted in Library system will be taken off public access but will be kept operational for staff while a staged decommission process is completed.
OP2025-26-02	Fiona Stanley Hospital - New Parking Technology	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.	\$ 150,000	\$ 150,000	\$ 47,597	Off-Track	The tender was declined and is currently re-advertised.
OP2025-26-03	Active Reserve Infrastructure Strategy (ARIS) - Review	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.	\$ 23,335	\$ 23,335	\$ 19,180	Off-Track	Due to extended consultation timeframes in earlier periods and competing priorities in Q3 and Q4, drafting of the plan has been delayed. The draft plan is forecast to be complete in Quarter 2 (Oct-Dec) 2026-27.
OP2025-26-04	Leeming Recreation Centre - Needs analysis and pre-feasibility study	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.	\$ 39,076	\$ 39,076	\$ 47,565	Complete	Pre-Feasibility Study presented to May 2026 Ordinary Meeting of Council.
OP2025-26-05	Changeroom Upgrade (Pre-Planning) - Alan Edwards Reserve	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.	\$ 28,002	\$ 28,002	\$ -	Monitor	Draft Needs and Site Analysis complete for user engagement. User engagement commenced. Delay due to current resource constraints and competing project priorities and CSRFF on hold.
OP2025-26-06	Changeroom Upgrade (Pre-Planning) - Gairloch Reserve	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.	\$ 28,002	\$ 28,002	\$ -	Monitor	Draft Needs and Site Analysis complete for user engagement. User engagement commenced. Delay due to current resource constraints and competing project priorities and CSRFF being on hold.

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OP2025-26-07	Melville Bowling Club Redevelopment - Needs Analysis and Feasibility Study	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.	\$ 76,004	\$ 76,004	\$ 60,962	Monitor	Draft Needs and Site Analysis was complete in June. Presentation scheduled for Elected Members in late August. Project is behind schedule due to protracted procurement timeframes initially. Forecast was to complete Feasibility Study by Q4, however this is not expected to be completed until Q3 2026/27.
OP2025-26-08	Morris Buzzacott Reserve - Site Development Plan	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.	\$ 28,002	\$ 28,002	\$ -	Monitor	Draft finalised, delay due to resource constraints and competing priorities, Expected to be presented to Council in Quarter 1 (July - Sept) 2026-27.
OP2025-26-09	Morris Buzzacott Reserve - Tennis Court (Kardinya) Planning and Design Investigations	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.	\$ 8,002	\$ 8,002	\$ -	Monitor	Draft design and proposed amended management model finalised, delay due to resource constraints, extended engagement with user group and competing priorities, Expected to be presented to Council in Quarter 1 (July - Sept) 2026-27.
OP2025-26-10	John Connell Reserve - Sports Field Extension and Offset Revegetation Planning	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.	\$ 50,000	\$ 50,000	\$ 21,791	Complete	Business Case and item was considered at the April 2026 Ordinary Meeting of Council.

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● Complete ● Not Commenced ● On-Track ● Monitor ● Off-Track							
Outcome: Sustainable and Connected Development							
OP2025-26-11	Booragoon (Melville City Centre) Activity Centre Plan - Review	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.	\$ 24,505	\$ 24,505	\$ 23,478	On-Track	Project Scope endorsed at May 2026 Council meeting, enabling Decision Gate and progression toward appointment of consultants and project commencement. The Council endorsed process (OMC Feb 2026) for Decisions Gates is now being implemented.
OP2025-26-12	Canning Bridge Activity Centre Plan - Review	This project will update the Canning Bridge Activity 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.	\$ 100,000	\$ 100,000	\$ 80,400	On-Track	Council resolved in June 2026 to accept Statutory Planning Committee decision. Required modifications to the document now being progressed.
OP2025-26-13	Riseley Activity Centre Plan - Review	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.	\$ 110,754	\$ 110,754	\$ 61,748	On-Track	EMES and external workshops scheduled for June 2026. Workshop outcomes will inform draft ACP.
OP2025-26-14	Murdoch Knowledge and Health - Parking and Transport Planning Investigation	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.	\$ 18,000	\$ 18,000	\$ -	On-Track	Continued collaboration with DPLH, PTA and Development WA.
OP2025-26-15	Myaree Business Area Master Plan	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.	\$ -	\$ -	\$ -	On-Track	Master Plan content revised to maintain an understanding of strategic opportunities, while providing additional recognition of expenditure constraints. Consistent with CEO input and direction.
OP2025-26-16	Public Open Space Strategy - Review	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.	\$ 75,000	\$ 75,000	\$ 48,325	Monitor	Strategy being adjusted to reflect feedback from EMES (March 2026), ahead of community engagement and consideration for adoption.
OP2025-26-17	Local Planning Scheme 6 - Review	This project ensures compliance with the State Planning Framework and updates the City's statutory planning framework. It aims to respond to evolving needs and deliver outcomes that benefit the broader community and district.	\$ 395,308	\$ 395,308	\$ 351,035	On-Track	Progressing in accordance with revised Implementation Plan. Item to Council in June 2026 received support for further round of preliminary engagement. On track for referral to Minister by end of 2026/ early 2027.

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Outcome: Vibrant and Prosperous							
OP2025-26-18	Tivoli Site - Investigation Consultancy	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.	\$ 80,000	\$ 80,000	\$ 47,937	On-Track	Updated Draft Conservation Management Plan reviewed & currently being updated. EMES presentation provided by Urbis to Ems 05/05/26 to present initial findings and thoughts. Tivoli Site Development Opportunities Assessment report completed by Urbis June 2025, currently under internal review.
OP2025-26-19	Destination Marketing Strategy	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.	\$ 44,325	\$ 44,325	\$ 5,360	On-Track	A key achievement was the development of the Discover Melville Plan, which establishes a coordinated approach to destination development, place promotion, and local economic activation. The plan is scheduled for Council consideration in July, positioning the City to strengthen its tourism offering and enhance visitor economy outcomes.
Outcome: Good Governance and Leadership							
OP2025-26-20	Our Future Melville Vision Campaign	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.	\$ 84,113	\$ 84,113	\$ 4,360	On-Track	Our Future Melville campaign were progressed to build awareness and alignment across major City projects. This included completing a targeted community photo shoot, developing branding for LPS6 engagement, and reviewing the Future Melville webpage now in redevelopment. Work also commenced on aligning long-term projects under a consistent narrative, including sustainability and digital strategy themes.

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Operating Programs							
Outcome - Healthy, Safe and Inclusive							
OP2025-26-21	Active Reserve Infrastructure Strategy (ARIS) Program - Preliminary Design Program	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.	\$ 80,668	\$ 80,668	\$ 19,111	On-Track	Consultants have completed technical analysis and preliminary designs for Mandala Court Investigation, Morris Buzzacott Reserve Sports Lighting and Len Shearer Reserve Sports Lighting. Business cases to be developed for each infrastructure proposal in the 2026-27 financial year.
Outcome: Clean and Green							
OP2025-26-22	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.	\$ 225,787	\$ 225,787	\$ 229,983	Monitor	1. CREST delayed to 2026-27 due to unforeseen complexities during procurement. 2. Scope 3 and decarbonisation modelling also delayed as consultant unavailable due to personal reasons - final deliverables on track for Q1 2026-27. 3. Energy Efficiency and renewable energy works program of works by consultant ongoing and also due to be complete during Q1 2026-27.
OP2025-26-23	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.	\$ 169,787	\$ 169,787	\$ 209,919	On-Track	EcoHub delivered 70 programs reaching over 2650 attendees. Community Capacity Building workshops, The Adaption Game collateral complete, CAAG planting event, Partnerships with Perth Zoo, PSW Metro Alliance, 200 households participating in WasteSorted Palmyra and Community battery design ongoing.

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Outcome: Sustainable and Connected Development							
OP2025-26-24	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.	\$ 13,500	\$ 13,500	\$ 46,584	On-Track	Draft LPP for Trees on Private Land approved for commencement of advertising phase at June Council 2026. Preparations underway to commence statutory advertising.
Outcome: Good Governance and Leadership							
OP2025-26-25	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), Microsoft 365 CoPilot, telephony upgrades, WHS systems, and enhancements to project management, service desk, and cybersecurity systems.	\$ 4,561,959	\$ 4,561,959	\$2,294,784	On-Track	The Digital Strategy was adopted by Council at the April 2026 OCM. In FY25-26, key projects delivered included CiAnywhere (CiA) Finance, Purview, PRIS legislation requirements, Data Centre Migration, Teams Telephony, Contact Centre as a Service, 3D People Counters, Reconciliation Action Plan Tracking Software and the CXR Proof of Concept. Work also strengthened the City's cyber posture through improved cyber awareness, network protection and access management controls and resilience.

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		Healthy, Safe and Inclusive					
01	Community Development - People	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 include: • Youth Activities • Volunteer Melville • Access and Inclusion • First Nations Engagement and Reconciliation • Child Safety • Seniors	On-Track	On-Track	On-Track	On-Track	Key achievements over the last QTR include: -Maximum numbers at the Memory Café -South of the river forums addressing goals out of the Age Friendly Melville plan -Review and engagement on the Directions from Young People strategy -Review Age-Friendly Melville Plan -Supporting volunteers through training -Launching an internal website for child safeguarding -Update of the Homelessness procedure
02	Neighbourhoods Centres and Community Capacity Building	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, responsive service delivery. Sub services include: • Community Centre Management • Capacity Building – Local Not for Profit Organisations and Community Groups • Financial Counselling and Emergency Relief	On-Track	On-Track	On-Track	On-Track	Key achievements over the last QTR include: - Forbes Community Space Occupancy Permit paperwork has now been submitted, and furniture ordered. - Blue Gum Community Centre refurbished. - Review of grants to ensure access for residents experiencing hardship. - Emergency Relief position establishing within existing resources.
04	Libraries	Provide inclusive, vibrant spaces, information, and activities that promote literacy, support lifelong learning, and foster social connectedness and accessibility across the community. Sub services include: • Life-long Learning Activities, Events and Programs • Reference, Information and Readers Advisory Service • Library Home Delivery Service • Library Centre Management • Library Collections	On-Track	On-Track	On-Track	On-Track	Library services continued to be delivered to a high standard during the final quarter, with performance remaining on track.
05	Arts, Culture and Events	Plan, manage, and deliver arts and cultural services, events, programs, facilities, and collections that foster lifelong learning, creativity, and community engagement. Sub services include: • Events and Cultural Programs and Services • Arts Development • Art Collection Management • Public Art Management • Cultural Infrastructure Planning and Project Management	On-Track	On-Track	On-Track	On-Track	The Arts, Culture and Events Service Review was presented to staff, with implementation of key outcomes now underway. The quarter also saw the successful delivery of major cultural initiatives, including a record-breaking Melville Midwinter, completion of the 50th Melville Art Awards publication, and delivery of Percent for Art projects at the Civic Chiller Compound (Place Names) and LeisureFit Booragoon.

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06	Museums and Cultural Precincts	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 include: • Cultural Precinct Management • Goolugatup Gallery Curation • Exhibitions, Programs, Education Services and Events • Local History Services • Museum Collection Management	On-Track	On-Track	On-Track	On-Track	Museums and Cultural Precincts remained on track, with services delivered to a high standard. Highlights included the successful Making Home Under Southern Skies exhibition at Yagan Mia Wireless Hill Museum, continued collection work for the new Museum Management System, and delivery of a diverse program of exhibitions and community activities
07	Community Safety	Provide programs, activities, information and education about community safety to help people feel safe, secure and connected; reduce crime and preventable injuries and contribute to a safe and secure physical environment. Sub services include: • Community Safety and Crime Prevention Programs	On-Track	On-Track	On-Track	On-Track	Community safety initiatives progressed this quarter, including establishment of an H5 Avian Influenza Working Group, emergency management training, and community safety education activities. The Safer Melville Plan was finalised for Council consideration, the Animal Management Plan report was prepared, and the Security Infrastructure and Maintenance tender was successfully evaluated to support future community safety infrastructure improvements
08	Community Safety Mobile Patrol Service	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 include: • Community Safety Mobile Patrol Service • Holiday Watch Program	On-Track	On-Track	On-Track	On-Track	The MelSafe Operations Response Team delivered a consistently high level of service during Q4, completing 743 community safety-related tasks, 370 alarm responses, 266 environmental issue responses, and 165 noise complaint investigations. The team also conducted 158 Holiday Watch patrols for City of Melville residents, maintaining a strong and responsive presence across the community.
09	Ranger Services	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 include: • Animal Management • Fire Management • Parking Management • Emergency Management	On-Track	On-Track	On-Track	On-Track	Q4 focused on proactive animal management and parking enforcement. 87 infringements, 78 cautions, 1,316 parking infringements and 6 parking cautions, while responding to 1,058 parking-related requests during the transition back to manual enforcement during the Mobile License Plate Recognition tender process. The team also impounded 29 dogs and 14 vehicles, investigated 19 dog attacks and 88 dog nuisance complaints, and delivered the City's new cat impounding facility.

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10	Public Health	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. Sub services include: • Environmental Health • Sampling and Monitoring • Mosquito Management	On-Track	On-Track	On-Track	On-Track	Number of incoming EH Requests: 428 Number of Finalised EH Requests: 465 Applications Assessed: 99 Licensed Premises Inspections: 239 Sampling (Food and Water): 149 • 125 Pools • 16 food + 8 environmental Implementation of the City's Mosquito Management Plan Activities: 87.5 officer hours
11	Sport and Recreation	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 include: • Sport and Recreation Facilities Planning • Recreation Development and Bookings Reserves and Bookings, Fund and Grant Administration, Club Liaison and Support • Health Promotions	On-Track	On-Track	On-Track	On-Track	Key achievements over the last QTR include: - Continued to work collaboratively with our Sport and recreation clubs - Karoonda changeroom refurbishment complete - SpacetoCo implementation ready for Q1 26/27 - Healthy Melville Plan draft completed - Menstrual equity being received well at centres - John Connell Reserve Field Extension Business Case presented April OMC - Leeming Recreation Centre Needs Analysis and Pre-Feasibility Study complete
13	LeisureFit	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 include: • LeisureFit Booragoon Centre Management • Health and Fitness Programs • LeisureFit Melville • Shirley Strickland Sports Pavilion • Aquatic Programs	On-Track	On-Track	On-Track	On-Track	Key achievements over the last QTR include: - LeisureFit membership has continued to grow with 5,639 members. - Re-opening of Health Lounge, replacement flooring in cycle & wellness studios and main gym. - An average of 2000 Strength for Life sessions p/month. - Completion of a wonderful mural at LeisureFit Booragoon to complement the area.

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14	Point Walter Golf Course (A)	Manage and maintain a sustainable public golf course at Point Walter Reserve to promote community health, wellbeing, and social connection. • Golf Course Contract Management (Property)	On-Track	On-Track	On-Track	On-Track	Attendance at monthly operational meetings continued throughout the quarter to review operational performance, maintenance matters and upcoming priorities. Patronage remained strong overall, with positive attendance trends reported during the quarter. Lower visitation levels were observed on weekends and public holidays. A number of maintenance and asset management initiatives are currently under review to support the ongoing operation and long term performance of the facility.
14	Point Walter Golf Course (B)	Manage and maintain a sustainable public golf course at Point Walter Reserve to promote community health, wellbeing, and social connection. Sub services include: • Golf Course Maintenance (Natural Areas and Parks)	On-Track	On-Track	On-Track	On-Track	Golf course maintenance continued to be delivered to a high standard throughout the financial year. Several tee boxes were renewed, enhancing both course presentation and playability. Team morale remained strong, with changes to operating hours improving working conditions and overall staff satisfaction. The revised hours also helped reduce negative interactions with golfers while supporting increased patronage of the course.

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		Clean and Green					
15	Sustainability	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 include: • Corporate Climate Action • Community Climate Action	On-Track	On-Track	On-Track	On-Track	Decarbonisation model nearing finalisation and scope 3 modelling ongoing with input from MLT. Preferred suppliers for solar PV and battery projects identified for improvements at EcoHub, Pt. Walter and Civic Centre - increasing capacity by 46%. A successful quarter for EcoHub with 70 programs delivered with 2650 attendees during Q4. The adaptation game collateral finalised, Community Battery design progressed and WasteSorted Palmyra project ongoing - with 200 households participating.
16	Natural Areas Management	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 include: • Bushland Management • Foreshore Management • Wetland Management	On-Track	On-Track	On-Track	On-Track	Recruitment of a new Natural Areas Coordinator and Foreshore Officer was completed during the year. Significant progress was made on the Point Waylen (MBS) Project, with revegetation works completed and path network construction underway, enhancing the site's environmental and recreational values. The Foreshore Management Plan was completed and the review of the Natural Areas Management Plan commenced, supporting the long-term management, restoration and protection of natural assets.
17	Parks and Streetscape Management	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 include: • Open Space Design and Project Management • Sporting Reserves and Ovals • Parks and Playspaces • Streetscapes • Urban Forest Management • Irrigation and Water Management	On-Track	On-Track	On-Track	On-Track	The City's urban forest canopy increased from 12.5% in 2022 to 12.7% in 2026. Key projects completed included the Esplanade and Ogilvie Road public open spaces. Moreau Mews Public Open Space progressed to detailed design, with site works expected in late 2026. Capital works delivered included court resurfacing at Peter Ellis and Jack Howsen reserves. New playgrounds were completed at Ric Vosper, Webber and Point Walter reserves, improving community recreation facilities.
18	Resource Recovery and Waste Management	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 include: • 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	On-Track	On-Track	On-Track	On-Track	A successful quarter for RR&W team. Re.Group transition has occurred with contracts secured for FOGO, recycling and green waste. Veolia contracts for the transport of waste to Kwinana Energy Recovery facility also secured.

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#	Service	Service Statement	Status for Q1 ● On-Track ● Monitor ● Off-Track	Status for Q2 ● On-Track ● Monitor ● Off-Track	Service Status Q3 ● On-Track ● Monitor ● Off-Track	Service Status Q4 ● On-Track ● Monitor ● Off-Track	Service Comment Q4
Sustainable and Connected Development							
19	Building Services	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 include: • Building Approvals and Assessments	Monitor	Monitor	On-Track	On-Track	<u>Building Applications Received:</u> 525 <u>Request for Building Plans/Documents:</u> 157 <u>Building Permits determined:</u> 514 Statistics status: Ongoing data and system issues impacting certainty of performance outcomes. Solution with ICT on pause pending systems review.
20	Development Compliance	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 include: • Building Compliance • Swimming Pool Compliance • Planning Compliance	Monitor	Monitor	Monitor	On-Track	Current data indicates: <u>Statutory private swimming pool inspections required to be completed for the year:</u> 4177 <u>Inspections completed:</u> 4152 <u>Additional properties attended to but were unable to be accessed:</u> 25 This data is still being worked on to ensure its accuracy for state level reporting.
21	Statutory Planning Services	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. Sub services include: • Development and Other Applications • Planning and Development Information • Building Referrals • Policy Review and Statutory Controls	Monitor	Monitor	On-Track	On-Track	<u>Planning Applications Received:</u> 385 (245 Development) <u>Planning Apps. Determined:</u> 278 (159 Development) <u>Development Assessment Panel App. Received:</u> 2 (amendments) <u>Development Assessment Panel App. Determined:</u> 1 Additional planning applications include written planning advice, deemed-to-comply-checks, subdivision referral responses and Section 40 advice. Statistics status: Ongoing data and system issues impacting certainty of performance outcomes. Solution now in progress.

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Service Progress Report 2025-26

Quarter 4 (April - June 2026)

#	Service	Service Statement	Status for Q1 ● On-Track ● Monitor ● Off-Track	Status for Q2 ● On-Track ● Monitor ● Off-Track	Service Status Q3 ● On-Track ● Monitor ● Off-Track	Service Status Q4 ● On-Track ● Monitor ● Off-Track	Service Comment Q4
22	Roads and Transport Infrastructure - Roads and Carparks (includes Transport Support Assets)	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 include: • Road and Carpark Design and Planning • Road and Carpark Construction • Road and Carpark Maintenance • Crossover and Verge Administration	On-Track	On-Track	On-Track	On-Track	All 2025/26 road and carpark design projects were completed, with the majority of 2026/27 design projects either underway or complete, supporting future program delivery. Delivery of the road renewal program is reported separately through program reporting. Ongoing maintenance activities included pothole patching, concrete repairs, crack sealing and replacement of street signs, helping maintain safe and serviceable road infrastructure across the City.
23	Roads and Transport Infrastructure - Stormwater and Drainage	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 include: • Stormwater and Drainage Design and Planning • Stormwater and Drainage Construction • Stormwater and Drainage Maintenance	On-Track	On-Track	On-Track	On-Track	Business-as-usual stormwater maintenance continued to be delivered effectively, with 4,429 drainage pits cleaned across the City. Renewal works included relining 963 linear metres of drainage pipe and replacing 48 gullies to maintain asset condition and service levels. Upgrade projects were also completed, including installation of 31 gullies, 30 soak wells and 5 infiltration pipes, improving drainage capacity and network resilience. The design review of the Adrain st sump is still in progress.
24	Paths	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 include: • Paths Design and Planning • Paths Construction • Paths Maintenance	On-Track	On-Track	On-Track	On-Track	All 2025/26 path design projects were completed, and the majority of 2026/27 path design projects have already been finalised, supporting future delivery. The path construction program is reported through the program reporting process. Ongoing path maintenance continued across the network, including grinding of localised trip hazards and path panel replacements to maintain safety and service standards for the community.

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25	Traffic, and Road Safety	Management and monitoring of traffic and road safety and provide traffic engineering advice to internal and external stakeholders. Sub services include: • Traffic and Transport Planning • Street Lighting • Underground Power • Road Safety and Active Transport Education • Traffic and Road Safety Assessments	On-Track	On-Track	On-Track	On-Track	Continued to deliver core services despite staff turnover and high workloads. A business improvement project is underway, with early customer service improvements evident. Traffic survey uploads to Intramaps have commenced, with five years of data planned. MRWA has agreed in principle to fully fund low-cost traffic treatments in Applecross and Melville. Black Spot projects progressed, 230 TMPs were approved, and the Road Safety Management Plan advanced to include a network-wide safety review.
26	City Buildings Project Management	Manage and deliver of major capital works projects in accordance with community outcomes and the City's Project Management Framework. Sub services include: • Major Projects • Minor and Internal Projects	On-Track	On-Track	On-Track	On-Track	Projects are on track for Quarter 4.
27	City Buildings Management	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 include: • City Building Maintenance Planning • City Buildings Maintenance Delivery	On-Track	On-Track	On-Track	On-Track	Projects are on track for Quarter 4.
28	Strategic Planning	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 include: • Land Use Strategy Preparation and Review • Activity Centres and Precinct Planning • Policy Review and Development • Urban Investigations and Analysis • Place-Based Implementations	On-Track	On-Track	On-Track	On-Track	Planning framework is being actively maintained and enhanced in accordance with legislative requirements. LPS 6 Review ongoing. Riseley Structure Plan under review. Booragoon, Petra Street Plans scheduled. Policy review ongoing. Strategies including POS Strategy underway.

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Quarter 4 (April - June 2026)

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Vibrant and Prosperous							
30	Strategic Land and Property Management	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 include: • Land and Property Management • Strategic Land Disposal and Acquisition • Property Leasing, Licencing Management and Administration	On-Track	On-Track	On-Track	On-Track	Key work included the Land Optimisation Strategy and amendments to the Strategic Land Management Policy were endorsed in June OMC. Strategic Property business cases and property disposals also progressed to the optimise the City's property portfolio.
31	Business Development	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 include: • Business Engagement and Support • Business Friendly Initiatives, Events and Programs • Tourism Development	On-Track	On-Track	On-Track	On-Track	Development of the Discover Melville Plan, which establishes a coordinated approach to destination development, place promotion, and local economic activation. The plan is scheduled for Council consideration in July, positioning the City to strengthen its tourism offering and enhance visitor economy outcomes.
Good Governance and Leadership							
32	Community and Stakeholder Engagement	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 include:	On-Track	On-Track	On-Track	On-Track	Key work included playground upgrades, development applications, and strategic plans such as Age-Friendly Melville and Directions from Young People. Engagement advisory services supported best-practice approaches across major projects, while ongoing initiatives like Club Connect and the Melville Sounding Board strengthened relationships and feedback channels.
33	Customer Experience	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 include: • Customer Relations First Point of Contact • Customer First	On-Track	On-Track	On-Track	On-Track	Review of Complaints handling related policies and processes was progressed. Core customer service delivery targets remain on track for the quarter. New Salesforce Omni-channel system was implemented as part of Customer Experience Reimagined project. The project has now commenced phase aimed to build request management and online self-service capabilities.
34	Asset Management Planning	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. Sub services include: • Asset Management Strategic Planning • Asset Data Management • Infrastructure Asset Valuation	On-Track	On-Track	On-Track	On-Track	The Asset Management Strategy was adopted in May 2026. Condition audit assessments were completed for Roads and Paths, Building condition assessments are ongoing with approximately 50% completed so far. Valuations for 25/26 infrastructure are completed and currently undergoing peer review. Systems continue to be reviewed and improved.

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Quarter 4 (April - June 2026)

#	Service	Service Statement	Status for Q1 ● On-Track ● Monitor ● Off-Track	Status for Q2 ● On-Track ● Monitor ● Off-Track	Service Status Q3 ● On-Track ● Monitor ● Off-Track	Service Status Q4 ● On-Track ● Monitor ● Off-Track	Service Comment Q4
35	Corporate Strategy	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 include: • Integrated Strategic Planning • Reporting • Portfolio Management Office	On-Track	On-Track	On-Track	On-Track	FY26/27 Business Planning Process finalised and Council Plan Update and Budget adopted in June. Templates and process documents for 26/27 reporting under development as well as feedback from 26/27 Annual Business Planning and Budgeting process being analysed to incorporate into process for 27/28. Capital project prioritisation for 27/28 projects has commenced and Project Management Framework nearing completion.
36	Communications	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 include: • Marketing and Communications • Digital Marketing • Public Relations and Media	On-Track	On-Track	On-Track	On-Track	Key initiatives included the Future Melville campaign, enhanced Council decision communications through video content, and delivery of major milestones such as the Esplanade Park opening and National Reconciliation Week. The communications team was restructured to align with strategic priorities. Targeted campaigns supporting Cats and Fencing local laws and customer communication tools also improved clarity and reach.
37	Finance and Risk	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 include: • Procurement and Contract Oversight • Financial Management and Accounting • Rating and Revenue • Risk and Insurance	On-Track	On-Track	On-Track	On-Track	This quarter, Financial Services delivered all key outputs, completing month-end financial reports within statutory timeframes and supporting corporate planning and budget development targets. Rates collection remained strong at 95.6%, improving on the same period last year. Procurement executed 23 contracts, with 22 tenders being processed. Investment activity complied with policy, with 18% of the portfolio allocated to approved green investments.
38	Information Communication and Technology (ICT)	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 include: • Information Management • Technology Operations and Improvements • Strategic Projects and Innovation • Customer Enablement and Support	On-Track	On-Track	On-Track	On-Track	The Digital Strategy was adopted by Council at the April 2026 OCM. In FY25-26, key projects delivered included CiAnywhere (CiA) Finance, Purview, PRIS legislation requirements, Data Centre Migration, Teams Telephony, Contact Centre as a Service, 3D People Counters, Reconciliation Action Plan Tracking Software and the CXR Proof of Concept. Work also strengthened the City's cyber posture through improved cyber awareness, network protection and access management controls.

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39	Governance	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 include: • Organisational Governance • Council Support and Assistance • Civic Functions and Ceremonies	On-Track	On-Track	On-Track	On-Track	SME held with 220 residents, 4 motions received and 1 passed. Annual review of delegations and authorisations completed and adopted by Council. Local government reform initiatives progressed, including review of Committees and CEO performance review framework, adopted by Council. Policy Framework adopted by Council and Policy and Legislation Working Group established. Business-as-usual including governance improvement projects on track
40	Internal Audit	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 include: • Internal Audit	On-Track	On-Track	On-Track	On-Track	Paxon (contracted internal auditor) undertaking internal audits in accordance with the adopted internal audit plan with the following audits underway: - IPRF and Strategic Asset Management - Contract Management and Procurement Once audits are completed, reported to ARIC Audit activity report including implementation of audit findings reported to ARIC OAG performance audits (external financial audit, IT security and gifts and benefits audits) reported to ARIC with management comments
41	People and Culture	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 include: • Human Resources • Payroll • Learning and Organisational Development	On-Track	On-Track	On-Track	On-Track	Stage 1 of the Workforce Planning Framework has been completed, with the four-year Strategic Workforce Plan on track for December 2026. Employee engagement increased to 64% (up 3% and above industry benchmark), with participation rising by 7.8%. The Leadership Competency Framework is awaiting CEO endorsement, and the next Five Strengths Leadership Program will commence in September 2026, with a partnership with the City of Fremantle under consideration.

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Quarter 4 (April - June 2026)

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42	Workplace Health and Safety	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 include: • Safety, Health and Wellbeing	On-Track	On-Track	On-Track	On-Track	Implementation of the three-year WHS Transformation Strategy has established the governance, systems and capability required to strengthen WHS performance. Enhanced reporting, contractor management and targeted WHS training have improved governance oversight, safety leadership and risk management. The Strategy now transitions to Phase 2 – Embed and Grow (Aug 2026–Jun 2027) to embed these improvements and drive sustained WHS performance.
43	Fleet	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 include: • Fleet Planning and Procurement • Fleet Maintenance	On-Track	On-Track	On-Track	On-Track	Expecting an increase in innovation, efficiencies and workloads once the Workshop Supervisor and Service Lead positions are filled. CapEx program will also receive additional attention to minimise carry forwards and increase procurement efficiencies.
49	Advocacy and Grants	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. • Advocacy • Grants	On-Track	On-Track	On-Track	On-Track	A Canberra visit advanced Council-endorsed advocacy priorities through meetings with Federal representatives. The Advocacy Plan progressed with quarterly meetings with local Members, and several capital projects were officially opened. A site visit with Hon. Reece Whitby MLA explored opportunities in Canning Bridge. The City secured a \$4.14m Lotterywest grant for the Library, Museum and Arts Centre, bringing total external funding to \$21.4m. The Advocacy Plan review also commenced.

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Council Plan 2024-2034 Quarterly Report

Q4 2025-26 (April – June 2026)

ARIC - 27 July 2026



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Projects and Programs

Summary

Council Plan Outcomes	#	Complete	Not Commenced	On-Track	Monitor	Off-Track
Healthy, Safe and Inclusive	28	9	-	3	11	5
Clean and Green	13	6	-	6	1	-
Sustainable and Connected Development	14	1	-	12	1	-
Vibrant and Prosperous	3	-	-	3	-	-
Good Governance and Leadership	4	-	-	4	-	-
Total	62	26%	-	45%	21%	8%

Project Performance Status Definitions

- **Not Commenced** – Project is not scheduled to have commenced this quarter
- **On-Track** – Project is tracking according to milestones
- **Monitor** – Project is not tracking according to milestones, but recoverable without intervention
- **Off-Track** – Project is not tracking according to milestones, and intervention is required
- **Complete** – Project is complete

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Projects and Programs

Capital Projects

Title	Phase	Milestone	Status
Library and Cultural Centre Development	Procurement	Tender is assessed and awarded for construction	Monitor
Facility Security Upgrades - Building Access Control	Construction	Review System effectiveness	Off-Track
Changeroom Upgrade - Beasley Reserve	Procurement	Procurement for the construction of the Beasley Reserve Facility commences	Monitor
Changeroom Upgrade - Leeming Recreation Centre (Peter Ellis)	Construction	Construction finishes at Leeming Recreation Centre and is open for sporting clubs	Monitor
Changeroom Upgrade - Troy Park	Procurement	Procurement for the construction of the Troy Park Community Facility commences	Monitor
Changeroom Upgrade - Winnacott Reserve	Procurement	Assess and award tender for Winnacott Reserve changerooms	Monitor
Tompkins Park Redevelopment	Procurement	Tender is assessed and awarded for construction. Construction commencement will be subject to seasonal restrictions	Monitor

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Projects and Programs

Operating Projects

Title	Phase	Milestone	Status
Fiona Stanley Hospital - New Parking Technology	Construction	Pilot testing, community education and full system activation and evaluation	Off-Track
Active Reserve Infrastructure Strategy (ARIS) – Review	Planning	Final plan to Ordinary Meeting of Council	Off-Track
Changeroom Upgrade (Pre-Planning) - Alan Edwards Reserve	Planning	Undertake Concept Design and Feasibility. Prepare CSRFF application (subject to Council endorsement of concept)	Monitor
Changeroom Upgrade (Pre-Planning) - Gairloch Reserve	Planning	Undertake Concept Design and Feasibility. Prepare CSRFF application (subject to Council endorsement of concept)	Monitor
Melville Bowling Club Redevelopment - Needs Analysis and Feasibility Study	Planning	Feasibility study	Monitor
Morris Buzzacott Reserve - Site Development Plan	Planning	Council Report	Monitor
Morris Buzzacott Reserve - Tennis Court (Kardinya) Planning and Design Investigations	Planning	Council Report	Monitor
Public Open Space Strategy – Review	Development / Implementation	Updated POS strategy finalised and adopted	Monitor

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Projects and Programs

Capital Programs

Title	Status
Parking Technology Program	Off-Track
Community Sports and Recreation Facilities Fund Program	Monitor

Operating Programs

Title	Status
Corporate Climate Action Plan Program	Monitor

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Services

Summary

Council Plan Outcomes	#	On-Track	Monitor	Off-Track
Healthy, Safe and Inclusive	12	12	-	-
Clean and Green	4	4	-	-
Sustainable and Connected Development	10	10	-	-
Vibrant and Prosperous	2	2	-	-
Good Governance and Leadership	13	13	-	-
Total	41	100%	-	-

Service Performance Status Definitions

- On Track – Service is being delivered as planned
- Monitor – Service is being delivered as planned but requires monitoring
- Off Track – Service is not being delivered as planned and requires support and intervention

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Next Update: July 2026

Thank You

Questions and Discussion



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City of Melville Council Plan 2024-2034

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Progress Report 2025-26

Quarter 2 (October-December)

Council Plan Reference	2025-2026 Program and Project Name	Project/ Program Description	Q1 Planned Project Milestone	Q2 Planned Project Milestone	Q3 Planned Project Milestone	Q4 Planned Project Milestone
Capital Projects						
Outcome - Healthy, Safe and Inclusive						
CAP2025-26-01	Men's Shed Modifications	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.	Continue Construction	Finalise construction	Enter into 12 month Defects Liability period	Continue 12 month Defects liability period
CAP2025-26-02	Blue Gum Community Centre Redevelopment	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.	Continue Construction	Construction is complete and the Centre is re-opened to the public	The City enters the 12 month defects liability period	The City continues with the 12 month defects liability period
CAP2025-26-03	Library and Cultural Centre Development	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, and public open space.	Detailed design on track and communicated with user groups	Detailed design complete	Tender for construction is put together and advertised	Tender is assessed and awarded for construction
CAP2025-26-04	Atwell Gallery Redevelopment (Stage 2)	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.	Detailed design on track and communicated with user groups	Detailed design complete	Hold point in the contract awaiting external funding outcomes	Hold point in the contract awaiting external funding outcomes
CAP2025-26-05	Facility Security Upgrades - Building Access Control (Phase 1)	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.	Council approval and budget allocation	Identifying priority locations, selection of vendors and contract negotiations	Initial installation of solution at high priority sites, linking systems to community safety patrol services. Informing residents and businesses about the project	Review system effectiveness
CAP2025-26-06	Changeroom Upgrade - Beasley Reserve	To upgrade the Beasley Reserve changerooms, pavilion, public toilets and storage areas to meet the current and future needs of the sporting clubs.	Schematic design completed	Detailed design on track and communicated with user groups	Detailed design complete	Procurement for the construction of the Beasley Reserve Facility commences
CAP2025-26-07	Changeroom Upgrade - Karoonda Reserve	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.	The construction tender advertised	The construction tender is assessed and presented to Council for endorsement	Construction begins at Karoonda Reserve	Construction finishes at Karoonda Reserve and is open for sporting clubs
CAP2025-26-08	Changeroom Upgrade - Leeming Recreation Centre (Peter Ellis)	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.	The construction tender is assessed and presented to Council for endorsement	Construction begins at Leeming Recreation Centre for the users of Peter Ellis Reserve	Construction continues at Leeming Recreation Centre	Construction finishes at Leeming Recreation Centre and is open for sporting clubs
CAP2025-26-09	Changeroom Upgrade - Troy Park	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.	Schematic design completed	Detailed design on track and communicated with user groups	Detailed design complete	Procurement for the construction of the Troy Park Community Facility commences
CAP2025-26-10	Changeroom Upgrade - Len Shearer Reserve	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.	Finalise construction	Occupation and Stakeholder move into the new facility. Transition into the 12 month defect liability period	Remain in the defect liability period	Remain in the defect liability period
CAP2025-26-11	Changeroom Upgrade - Winnacott Reserve	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.	Finalise concept drawings	Move to schematic and detailed design	Create and advertise tender documents for Winnacott Reserve changeroom upgrade	Assess and award tender for Winnacott Reserve changerooms
CAP2025-26-12	Tompkins Park Redevelopment	This project will refurbish the Tompkins Park 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.	Detailed design on track and communicated with user groups	Detailed design complete	Tender for construction is put together and advertised	Tender is assessed and awarded for construction. Construction commencement will be subject to seasonal restrictions
Outcome: Clean and Green						

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Progress Report 2025-26

Quarter 2 (October-December)

CAP2025-26-13	Attadale Alfred Cove Masterplan	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.	Plans finalised with stakeholders	Obtain contractors to conduct work	Works commenced	Works completed
CAP2025-26-14	Goolagatup Heathcote Lower Development	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.	Stake 1 under procurement	Planning commences once funding secured	Secure contractors to undertake funded work	Commence construction of funded works
Outcome: Sustainable and Connected Development						
CAP2025-26-15	Majestic Boardwalk Refurbishment	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.	N/A	Construction will commence. Community will be notified of the boardwalk closure	Construction continues	Construction is finalised and the City transitions into the 12 month defects liability period. Boardwalk is reopened to community
Outcome: Vibrant and Prosperous						
CAP2025-26-16	Holiday Lighting Installation	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.	Procurement of contractors	Install electrical connections and lighting	Removal of fairy lights and evaluation of outcomes	Planning for 2026-27
Operating Projects						
Outcome - Healthy, Safe and Inclusive						
OP2025-26-01	Museum Collection Management System	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.	Scoping complete by August 2025	System requirements/design complete by October 2025	System procured/supplier contracted by December 2025	System implemented/fully operational by April 2026. Old CMS systems/storage decommissioned by June 2026
OP2025-26-02	Fiona Stanley Hospital - New Parking Technology	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 overstay, illegal footpath parking, and obstructive or unsafe parking.	Procurement for vendor selection	System installation and integration	Pilot testing, community education and full system activation and evaluation	N/A
OP2025-26-03	Active Reserve Infrastructure Strategy (ARIS) - Review	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.	Community engagement, draft plan	Draft plan to Ordinary Meeting of Council, community engagement, draft plan	Finalise plan	Final plan to Ordinary Meeting of Council
OP2025-26-04	Leeming Recreation Centre - Needs analysis and pre-feasibility study	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.	Draft pre-feasibility study	Present draft Needs and Site Analysis and Pre-Feasibility Study to Council	N/A	N/A
OP2025-26-05	Changeroom Upgrade (Pre-Planning) - Alan Edwards Reserve	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.	Develop Project Plan	Undertake Needs and Site-Analysis (includes stakeholder engagement)	Continue Needs and Site-Analysis (includes stakeholder engagement)	Undertake Concept Design and Feasibility. Prepare CSRFF application (subject to Council endorsement of concept)
OP2025-26-06	Changeroom Upgrade (Pre-Planning) - Gairloch Reserve	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.	Develop Project Plan	Undertake Needs and Site-Analysis (includes stakeholder engagement)	Continue Needs and Site-Analysis (includes stakeholder engagement)	Undertake Concept Design and Feasibility. Prepare CSRFF application (subject to Council endorsement of concept)
OP2025-26-07	Melville Bowling Club Redevelopment - Needs Analysis and Feasibility Study	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.	Procurement - Consultancy	Needs and site analysis	Concept Design	Feasibility study

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OP2025-26-08	Morris Buzzacott Reserve - Site Development Plan	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.	Draft Open Space concept plan	Stakeholder and community engagement, cost estimate	Council report	N/A
OP2025-26-09	Morris Buzzacott Reserve - Tennis Court (Kardinya) Planning and Design Investigations	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.	Design and cost estimate	Management Model review	Council report	N/A
OP2025-26-10	John Connell Reserve - Sports Field Extension and Offset Revegetation Planning	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.	Project plan, consultations	Concept, cost estimate, business case	Council report	N/A
Outcome: Sustainable and Connected Development						
OP2025-26-11	Booragoon (Melville City Centre) Activity Centre Plan - Review	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.	Council consideration of preliminary engagement	Finalise scope/RFQ for Precinct Structure Plan (PCP) and Master Plan	Procure consultants and commence PSP/Master Plan preparations	Draft PSP and Master Plan and associated stakeholder engagement
OP2025-26-12	Canning Bridge Activity Centre Plan - Review	This project will update the Canning Bridge Activity 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.	Completion of FIR work and provision to WAPC	Determination and endorsement of revised Canning Bridge Activity Centre Plan (CPACP) by WAPC	Post CPACP review projects commenced	N/A
OP2025-26-13	Riseley Activity Centre Plan - Review	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.	Review and refine technical input, engagement with state agencies. Council briefing on project scope and technical findings	System installation and integration	Preparation of draft Riseley Structure Plan revisions	ELT and EMES input on draft Riseley Structure Plan
OP2025-26-14	Murdoch Knowledge and Health - Parking and Transport Planning Investigation	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.	Desktop study, literature review and site audit	Meetings with relevant stakeholders, namely DPLH, PTA, Main Roads, DoH, Development WA, St John of God	Begin preparation of movement and place audit report	N/A
OP2025-26-15	Myaree Business Area Master Plan	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.	Master plan finalised by July 2025	N/A	N/A	N/A
OP2025-26-16	Public Open Space Strategy - Review	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.	Phase 2 Opportunities and directions assessment undertaken	Phase 3 draft strategy completed and community engagement undertaken	Updated POS strategy finalised and adopted	N/A
OP2025-26-17	Local Planning Scheme 6 - Review	This project ensures compliance with the State Planning Framework and updates the City's statutory planning framework. It aims to respond to evolving needs and deliver outcomes that benefit the broader community and district.	Anticipated workshops to commence and continue through to end of Q4	Elected Member workshops to continue through to end of year	Make relevant adjustments to draft LPS6 in response to final workshop recommendations. Present draft to	Seek approval from Council to submit the draft scheme to WAPC/Minister for permission to advertise the draft scheme.
Outcome: Vibrant and Prosperous						
OP2025-26-18	Tivoli Site - Investigation Consultancy	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.	Release consultants brief and select preferred consultant	Draft report	Draft Council report	June OMC
OP2025-26-19	Destination Marketing Strategy	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.	Rollout of Destination Marketing Strategy marketing activity	Rollout continues	Destination Marketing campaign evaluation at the end of Q2	N/A
Outcome: Good Governance and Leadership						

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OP2025-26-20	Our Future Melville Vision Campaign	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.	Rollout of Our Future Melville Vision marketing activity	Rollout continues	Rollout continues	Rollout of Our Future Melville Vision marketing activity and evaluation
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