City of Melville

MINUTES
ORDINARY COUNCIL MEETING

UNCONFIRMED

6:30pm, Tuesday, 18 July 2023

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

The City of Melville acknowledges the Bibbulmun people as the Traditional Owners and custodians of the lands on which the City stands today and pays its respect to the Whadjuk people, and Elders both past, present and emerging.

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

Mayor G Gear _____ Date _____

Our Vision
Engaging with our diverse community to achieve an inclusive, vibrant and sustainable future.

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

Our Values

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

UNCONFIRMED

Disclaimer

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the City must obtain, and should only rely on, written notice of the City's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the City on the operation of written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the City. Any advice on a matter of law, or anything sought to be relied upon as representation by the City should be sought in writing and should make clear the purpose of the request.

Audio Recording/ Access to Recording

In accordance with the Council Policy CP- 088 Creation, Access and Retention of Audio Recordings of the Public Meetings this meeting is electronically recorded. All recordings are retained as part of the City's records in accordance with the State Records Act 2000 and the General Disposal Authority for Local Government Records. The Audio recording may be accessed at www.melvillecity.com.au/agendas.

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

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

UNCONFIRMED

Contents

1 Official Opening 7
2 Attendance and Apologies 7
3 Declarations by Members 9
3.1 Declarations by Members who have not read and given due consideration to all matters contained in the business papers presented before the Meeting 9
3.2 Declarations by Members who have received and not read the Elected Members Bulletin 9
4 Announcements by the Presiding Member (Without Discussion) 9
Approved Deputations 9
Approved Written Submissions 9
5 Disclosure of Interest 9
5.1 Financial or Proximity Interests 9
5.2 Disclosure of Interest that may cause a Conflict 10
6 Public Question Time 10
6.1 Questions Received with Notice 10
6.1.1 Dr S Peterson on behalf of City of Melville Residents and Ratepayers Association 10
6.1.2 Mr E Nielsen, Booragoon 13
6.1.3 Dr J Stevens, Bicton 13
6.1.4 Mr M McLerie, Bicton 14
6.2 Questions Received at the Meeting 14
6.2.1 Dr S Peterson on behalf of City of Melville Residents and Ratepayers Association 14
6.2.2 Mr M McLerie, Bicton 14
6.2.3 Mr S Kepert, Mount Pleasant 15
6.3 Questions Taken on Notice at Previous Meeting 16
6.3.1 Dr S Peterson on behalf of City of Melville Residents and Ratepayers Association 16
6.3.2 Dr S Peterson on behalf of City of Melville Residents and Ratepayers Association 21
7 Awards and Presentations 22
Nil.
8 Applications for New Leave of Absence 22
9 Confirmation of Minutes 22
9.1 Ordinary Meeting Of The Council – 20 June 2023 22
9.2 Special Meeting Of The Council – 28 June 2023 22
9.3 Notes Of Agenda Briefing Forum – 11 July 2023 23

UNCONFIRMED

10 New Business of an Urgent Nature 23
11 Identification of Matters for which Meeting may be Closed 23
12 Petitions 24
12.1 Petition - Tompkins Park Exercise Equipment Renewal 24
13 Adoption of Recommendations En Bloc 25
14 Reports 25
14.1 Reports from Committees 25
Nil.
14.2 Reports of the Chief Executive Officer 26
Items Brought Forward 26
E23/11 Public Open Space - The Esplanade Mt Pleasant and Moreau Mews Applecross 26
E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant 36
UP23/18 Kardinya District Centre Activity Centre Plan and associated Scheme Amendment No 15. 46
Management Services 60
M23/9 Council Policy CP-005 Land and Property Retention, Disposal and Acquisition Policy Review 60
Corporate Services 66
C23/47 Request to Attend Conference - Election Caretaker Period 66
C23/48 Delegates to the Western Australian Local Government Association Annual General Meeting 2023 69
C23/49 Common Seal Register July 2023 71
C23/50 Statements of Financial Activity for May 2023 73
C23/51 Investment Statements for May 2023 79
C23/52 Schedule of Accounts Paid for May 2023 85
Community Development 89
CD23/4 Draft CP-112 Customer Feedback Policy and Review of CP-101 Complaint Management Policy 89
CD23/5 City of Melville Tennis Strategy 93
CD23/6 Local Emergency Management Arrangements 2023 101
Environment and Infrastructure 104
E23/11 Public Open Space - The Esplanade Mt Pleasant and Moreau Mews Applecross 104
E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant 105
E23/13 Corporate Climate Action Plan 106
Urban Planning 113
UP23/16 Investigation of Parking at the Alfred Cove Opal Aged Care Facility, Kitchener Road, Alfred Cove 113

UNCONFIRMED

UP23/18 Kardinya District Centre Activity Centre Plan and associated Scheme Amendment No 15. 131

15 Motions with Previous Notice 132

16 Motions without Previous Notice (approval by absolute majority) 133

17 Matters for which Meeting was Closed to the Public 133

18 Decision Made While Meeting was Closed to the Public 134

17.1 Notice of Motion - Compensation Claim 134

19 Closure 134

UNCONFIRMED

1 OFFICIAL OPENING

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

2 ATTENDANCE AND APOLOGIES

In Attendance

Honourable G Gear JP	Mayor

Councillors	Ward
Cr C Ross (*from 6:31pm*)	Applecross - Mount Pleasant Ward
Cr N Pazolli	Applecross - Mount Pleasant Ward
Cr D Macphail	Bateman - Kardinya - Murdoch Ward
Cr N Robins	Bateman - Kardinya - Murdoch Ward
Cr G Barber	Bicton - Attadale - Alfred Cove Ward
Cr J Edinger	Bicton - Attadale - Alfred Cove Ward
Cr J Spanbroek	Bull Creek - Leeming Ward
Cr M Woodall	Bull Creek - Leeming Ward *(electronic attendance)*
Cr K Mair	Central Ward
Cr M Sandford	Central Ward
Cr K Wheatland	Palmyra - Melville - Willagee Ward *(electronic attendance)*

Officers

Mr M Tieleman	Chief Executive Officer
Ms G Bowman *(until 9:32pm)*	Director Community Development
Mr M McCarthy	Director Environment & Infrastructure
Ms D Whyte *(until 9:35pm)*	Acting Director Corporate Services
Mr P Varelis *(until 9:35pm)*	Director Planning
Mr G Ponton *(until 9:32pm)*	Manger Strategic Urban Planning
Ms C Newman	Head of Governance
Ms T Hardmeier *(until 9:32pm)*	Senior Governance Officer
Ms M Smith Poulton	Governance Officer

UNCONFIRMED

At the commencement of the meeting:

Public Gallery	9
Electronic	7
Press	0

Apologies

Cr T Fitzgerald (Deputy Mayor)	Palmyra - Melville - Willagee Ward

On Approved Leave of Absence

Nil

At 6:31pm Cr Ross entered the meeting.

UNCONFIRMED

3 DECLARATIONS BY MEMBERS

3.1 Declarations by Members who have not read and given due consideration to all matters contained in the business papers presented before the Meeting

- **Cr K Wheatland**

  Late Amendments received Tuesday, 18 July

- **Cr M Sandford**

  Cr Spanbroek's Proposed Amendment to Item CD23/5 City of Melville Tennis Strategy

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

Nil.

4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Approved Deputations

Nil.

Approved Written Submissions

Nil.

5 DISCLOSURE OF INTEREST

5.1 Financial or Proximity Interests

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

C23/47 Request to Attend Conference - Election Caretaker Period	
Name	Cr G Barber
Nature of interest	Financial Interest
Item description	Leave

E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant	
Name	Cr M Woodall
Nature of interest	Financial Interest
Item description	Leave

UNCONFIRMED

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)

UP23/16 Investigation of Parking at the Alfred Cove Opal Aged Care Facility, Kitchener Road, Alfred Cove	
Name	Cr G Barber
Nature of interest	Interest under Code of Conduct
Item description	Stay, Discuss, Vote

6 PUBLIC QUESTION TIME

At 6:34pm, the Presiding Member opened Public Question Time.

6.1 Questions Received with Notice

6.1.1 Dr S Peterson on behalf of City of Melville Residents and Ratepayers Association

Question 1:

Is the motion with notice about the compensation claim in the agenda in relation to a former City employee?

Response:

In accordance with clause 6.10(c) of the *City of Melville Meeting Procedures Local Law 2022*, the Presiding Member ruled that an answer to this question would not be given as it concerns an item deemed confidential under section 5.23 (b), (c) and (d) of the *Local Government Act 1995*.

Question 2:

Further to the new $100 million civic square and library mentioned at last month's special meeting of Council, is the City obligated to progress this project, and if so, what is the nature, details, cost and timing of those obligations?

Response:

The proposed new library and cultural centre has been the subject of a number of Council resolutions since it was first proposed in the Melville City Centre Structure Plan, adopted by Council in December 2013. Most relevantly, in June 2015, the Council approved the business case for the new library and cultural centre, subject to a development agreement and land swap agreement being finalised. This agreement was executed following a council resolution in February 2022.

As it has been a number of years since the original business case was presented to Council, the City has contracted an architect to develop a concept plan for the proposed new library and cultural centre to assist with the development of an updated business case. This business case will be presented to Council for consideration at a future date and Council will determine the extent to which the project will be funded. At this stage, the nature, detail, cost and timing of the project is not known.

UNCONFIRMED

Question 3:

Further to the draft Corporate Climate Action plan presented by Council for consideration at this meeting, what are the expected total nominal capital and operation costs (inclusive of City administration overheads and time) on an annual basis over the next 10 years if ALL of the proposed investigations and actions are fully implemented as envisioned?

Response:

The Corporate Climate Action Plan identifies a range of actions across multiple themes and recommends the preparation of annual implementation schedules which will provide details on funding and carbon budgets for ongoing and new actions.

The City has included sufficient funding in the 2023-2024 budget to undertake short-term actions for the first year. Key investments for this financial year relate to the continued installation of solar PV systems, de-carbonisation plan for LF Booragoon, monitoring corporate emissions, the micro-grid project and energy saving measures across multiple building renewal and upgrade projects. In terms of the 2023-2024 budget, sustainability and climate action program main items are staff ($475K), key projects and initiatives ($303,606) and capital works ($350,000), for a total of $1,173,606.

It is expected that detailed financial and carbon budgets will be available for the 2024-2025 financial year onwards following the establishment of the City's carbon account system. This information will be fed into the Long-Term Financial Plan to provide an indication of proposed expenditure over the next 10 years, subject to approval in annual budgets.

Question 4:

Does the City have a current Council approved long term financial plan covering all expected expenditure and rates reviews until at least 2033?

Response:

The City's last reviewed and Council adopted Long-Term Financial Plan covered the period 2014-2015 to 2023-2024. The 2023-2024 Budget which was adopted by the Council at the 28 June 2023 Special Meeting of Council represents the last year of that period and the City will now commence development of the long-term financial plan for the period 2024-2025 to 2034-2035 with the objective of having a new Plan adopted by the Council in February 2024. This time frame will enable the newly elected Council of 2023 to have some input into the Plan.

Question 5:

Further to policy number CP-101 Complaints Management Policy by Customers, why does this policy not include a right for a complainant to seek a review by the Council and/or one of the existing Committees of any CEO decisions in relation to a complaint/complainant?

Response:

As noted in the policy, complainants have the right to appeal decisions made by the City, including by the CEO, to the Western Australian Ombudsman, an impartial and independent body whose responsibility it is to receive, investigate and resolve complaints about various government bodies and authorities, including local governments. As such, it is not considered necessary nor appropriate for Council to review decisions made in relation to complaints or a complainant, as that is the function of the Ombudsman. Depending on the nature of the complaint a complainant may also seek review by the Public Sector Commission or the Department of Local Government, Sports and Cultural Industries.

UNCONFIRMED

While the role of council is to govern the local government's affairs, this oversight does not generally extend to examining individual decisions made by the CEO or other officers. This is in line with Council's strategic role, as outlined in the *Local Government Act 1995*, which is to make local laws and decide policy and other matters at a strategic level, which is in contrast to the role of the administration and the CEO, as also outlined in the *Local Government Act 1995*, which is to manage the day-to-day operations of the local government, which includes the management of complaints.

Question 6:

Further to the response required from the City by 30/06/2023 to the Department of Local Government's letter of 28/02/2023 expressing its concerns with the governance of the City, what is the status of the City's response and when will it be published on its website?

Response:

The City responded to the Department of Local Government by the required date and a report on the actions and items the City is undertaking in response to the Department's concerns will be presented to the August 2023 Ordinary Meeting of Council.

The City's response will be published as part of the officer report for that item.

Question 7:

Further to our communication of 08/07/2023 to CEO Tieleman about a December 2022 media release to which Mayor Gear was a signatory along with 37 other Mayors from across the Country, please explain under what authority the mayor co-signed the media release, and when did the CEO or other City officers first became aware of the media release?

Response:

The invitation from the Inner West Council, Sydney, was specifically to the Mayor inviting him to put his name to a joint Statement of Mayors from across Australia. Mayor Gear gave his support to the Mayors Statement in his role under section 2.8 of the *Local Government Act 1995*, which includes providing leadership and guidance to the community in the district. The intent of the public statement, signed by 38 Mayors, is to recognise and support the important role local government plays in promoting dialogue and conversation, ensuring communities are informed and providing a platform for Indigenous voices to be heard. This intent is also reflected in the Council's resolution on 15 November 2022, to hear and support Aboriginal and Torres Strait Islander people. See page 143 for further information.

Question 8:

By what date does Council expect to replace the CEO?

Response:

The recruitment process has commenced and applications closed on Monday 17 July 2023. At this stage, it is too early to say when a new CEO will be appointed, as there are many factors that would affect a possible start date, such as notice periods etc.

UNCONFIRMED

6.1.2 Mr E Nielsen, Booragoon

Question:

When is Council going to allow the public to participate in the Governance and FMARC committees, as well as publishing the Minutes of these committees, as it is clear they have both been given written Terms of Reference listing a variety of powers and/or duties to perform.

If not, why not?

The LG Act and the LG (Administration) Regulations Sections 5.23(1)(b), 5.24(1)(b) and Regulation 5(b) clearly list authorization for this to occur.

Response:

Committee meetings are only required to be open to the public if they have been powers or duties *delegated* to them by the Council. While these Committees have a range of powers and duties set out in their Terms of Reference, as correctly noted by Mr Nielsen, none of these are *delegated* powers and duties and as a result, these Committees are not required to be open to the public. The Committees make recommendations to the Council, who has the decision-making authority.

6.1.3 Dr J Stevens, Bicton

Question 1:

Instead of pushing me in the direction of the Magistrates' Court about my neighbour's non-compliant retaining wall encroaching onto my land when Magistrate decisions have said numerous times that they cannot deal with boundary retaining matters, why is Council not dealing with my issues itself?

Response:

Neighbours in dispute are encouraged to seek their own independent advice. Landowners are encouraged to amicably manage and deal with both fencing and property boundary matters between themselves and once solutions are determined, seek appropriate approvals through the City, as required. Legal processes are an avenue to consider the resolution of issues.

Question 2:

Why isn't the Council admitting that as the building permit authority it is the government body responsible for approving boundary retaining and enforcing compliance with the Building Act and the approvals it issues?

Response:

The City provides a range of regulatory functions including the consideration of building permit and building compliance matters. In regard compliance, the City is guided by its Compliance and Enforcement Policy. Of particular note is Policy Statement 3 which states:

The City undertakes enforcement actions on behalf of and in the interests of the community as a whole, not in pursuit of the interests or benefit of any individual or group.

Individual property matters and neighbour disputes, from the City's perspective, are best managed between property owners with solutions brought before the City as required by the relevant regulatory processes.

UNCONFIRMED

6.1.4 Mr M McLerie, Bicton

Question 1:

Under what specific Council delegated authority does the Chief Executive Officer, or any other officer, have the right to deem a member of the public an "Unreasonable Customer" and restrict their access to the City's services?

Question 2:

What provisions has Council introduced to provide any member of the public the right for Council review of the Administration's decisions to restrict their access to City public services and facilities or treat them in a manner different to other members of the public?

Response:

These questions will be taken on notice, and a response provided in the Agenda and Minutes of the Ordinary Meeting of Council to be held Tuesday, 15 August 2023.

6.2 Questions Received at the Meeting

6.2.1 Dr S Peterson on behalf of City of Melville Residents and Ratepayers Association

Question 1:

I understand that that policy [CP107 managing Unreasonable Conduct by Customers] is actually in breach of Ombudsman recommendations so the City might like to take that on notice. So my question is, why hasn't the City answered that question, in that light?

Question 2:

Why the delay of publishing the report on the City's website [until August] if the response [required by 30/06/2023] has already been submitted to the Department of Local Government? Why the delay please?

Question 3:

Who would be the acting CEO until the CEO is replaced?

Response:

These questions will be taken on notice, and a response provided in the Agenda and Minutes of the Ordinary Meeting of Council to be held Tuesday, 15 August 2023.

6.2.2 Mr M McLerie, Bicton

Question:

Further to Mayor Gear's statement to a member of the public in December 2020 that "I have received 8 complaints against the CEO and have forwarded these on as soon as possible": How many complaints have been received about the CEOI from 2020, to who where these forwarded and what were the outcomes?

Response:

These questions will be taken on notice, and a response provided in the Agenda and Minutes of the Ordinary Meeting of Council to be held Tuesday, 15 August 2023.

UNCONFIRMED

6.2.3 Mr S Kepert, Mount Pleasant

Note – the names of individuals and organisations have been removed from these public questions as for them to remain gives rise to imputations that may be considered defamatory and fall within the *Defamation Act 2005.*

Question 1:

Was the Council ever made aware that (name removed) claimed to have contracted an external party to represent the City of Melville in these legal proceedings which breaches section 9.29 of the Local Government Act 1995?

Question 2:

Was the Council ever made aware the (name removed) was expelled from proceedings by (name removed) as her attempts to represent the City of Melville, a government agency, breached section 9.29 of the Local Government Act 1995?

Question 3:

Did (name removed) or her employer, (name removed), receive any payment or reward from the City of Melville or (name removed) for attempting to represent the City of Melville in these legal proceedings?

Question 4:

If the answer to the above question is "yes", was any of this amount from the $479,757 Mr Tieleman was recently quoted as spending on legal services so far this financial year?

Question 5:

Given (name removed) 2021 legal opinion sought by (name removed) that said the Council could legally breach its own meeting procedures local law in order to attempt to defraud the Council has now been proven incorrect in a court of law, and proven by a self represented individual who is not, nor claims to be a legal practitioner, will the Council review the suitability of (name removed) to provide their legal opinions to the City of Melville or its public administrators?

Question 6:

Is the Council aware that (name removed) did not attend the trial after composing a 47 page witness statement against the Claimant?

Question 7:

Does (name removed) realise that by not attending the trial and swearing an oath to his submission his claims were hearsay and inadmissible?

Question 8:

Is the Council aware that (name removed) breached confidentiality of the City of Melville by releasing the confidential report on the item M21/5846 which recommended that the Council not approve its own policy because he did not want the Respondent, an elected member of the City, to be represented by a qualified legal practitioner in the action he and (name removed) instigated, and that this report is now in the public domain?

Question 9:

Did the administration spend any more money on legal opinions for this legal action and if so how much?

UNCONFIRMED

Question 10:

Is the Council aware that (name removed) and (name removed) represented the City of Melville in the trial even though they did not have the authority of the Council?

Question 11:

Do (name removed) and (name removed) understand that lying in a Court constitutes perjury as defined by s124 of the Western Australian Criminal Code?

Response:

These questions will be taken on notice, and a response provided in the Agenda and Minutes of the Ordinary Meeting of Council to be held Tuesday, 15 August 2023.

6.3 Questions Taken on Notice at Previous Meeting

6.3.1 Dr S Peterson on behalf of City of Melville Residents and Ratepayers Association

The following Questions Taken on Notice at the Ordinary Meeting of Council held on Tuesday, 20 June 2023 were received from City of Melville Residents and Ratepayers Association:

Question 1:

Does Mayor Gear care about ratepayers' privacy and CEO accountability, and if so, why did Mr Gear not exercise his delegated authority under the Local Government Act to direct the CEO to answer all the questions on notice at the Agenda Briefing Forum of 13/06/2023?

Response:

Three questions were asked by the MRRA at the Agenda Briefing Forum on Tuesday, 13 June 2023. A response to Question 1 was given on the night by the CEO. The questioner advised they were happy for questions 2 and 3 to be responded to in the notes of the Meeting, which is what happened. There is no 'delegated authority' for the Mayor to direct the CEO to answer questions. The Mayor's powers in relation to public question time responses are outlined in clauses 6.8 and 6.10 of the Meeting Procedures Local Law 2022.

Question 2:

When will ratepayers receive a genuine apology, that is, an apology from the officer(s) responsible for releasing their financial information?

Response:

The Association is referred to the City of Melville statement and CEO's apology for the data disclosure on the City's website. The City has also written to each of the affected residents in relation to this matter, providing an explanation and an apology.

UNCONFIRMED

Question 3:

Why can't or won't Marten Tieleman provide answers to the questions to the extent of the information that can be released under the FOI Act in line with the State Government's open by design principles to improve the openness and transparency of governments? For example, the City would be obligated to provide a copy of the investigation report and any internal emails about this concerning incident.

Response:

The City will not divulge information during public question time (or for that matter at any other time) which would compromise its information or systems security or breach privacy principles.

Under Open by Design principles, documents are designed and prepared with the intent that they may be able to be published post any lawful investigations. Information in these documents is generally declassified and third parties are de-identified so that security, investigative processes and privacy principles are not breached.

The City would not be obliged to provide a copy of confidential parts of an investigation report or any internal emails about the referred incident under the Open By Design principles. What it can do in the public's interest is to design certain reports with the intent to satisfy persons that proper investigations were conducted. In this vein, the City can choose to remove private party details and secret and confidential business information from such reports before it applies the Open by Design principles. Hence, it does not mean that all information is automatically available or released to the public.

Public Question Time is for the public to ask questions of the Council, which is different to requesting information/documents. The City will not divulge private, secret or confidential business information, including information that would compromise its information or systems security, during public question time. The appropriate mechanism for the public to request documents of the City, that are not published, is through the FOI process, which incorporates checks and balances to ensure any information released is in the public interest and will not compromise security or privacy principles.

Question 4:

What is the status if Council's February 21, 2023 C22/5943 – FOI process review and improvement report motions and other commitments made by the CEO. For example, what has the FMARC decided to vastly improved the City's poor FOI performance and has Council had an educational session with the Information Commissioner or her office.

Response:

Implementation of the recommendations from the FOI process review is ongoing. The item that was considered at the 21 February 2023 Council Meeting was considered at the 13 March 2023 Financial Management, Audit, Risk and Compliance Committee Meeting with a further report providing greater reporting detail being provided to the 8 May 2023 Committee Meeting. The City is implementing 15 recommendations from the process review with ongoing actions being reported to the Committee. No information or 'educational session' has been held with the Council, however the City is in discussions with their office regarding resources they can provide to the assist with the development of training for all Elected Members, senior officers and other staff.

UNCONFIRMED

Preamble to Questions 5 to 13:

The City has heritage listed the mature Jacaranda and London Plane verge trees in Canning Bridge, for good reason. They are a major City asset. No resident or ratepayer is allowed to prune verge trees without prior permission. There are heavy fines for damaging verge trees. There has been very heavy pruning of heritage listed trees on Forbes and Kintail Roads at the site of major developments. Further there has been significant damage to heritage trees on Forbes Road on the opposite side of the road to the developments. One very mature heritage listed Jacaranda has been destroyed by a developer's truck backing into it;

Question 5:

What procedures has the City put in place to ensure that these important City assets are not damaged or destroyed during construction of new developments?

Response:

The Jacaranda and Plane trees in the public road reserves around Applecross are listed in the Local Heritage Survey. Being listed in a Local Heritage Survey does not provide specific development controls but is a consideration as part of the planning assessment process.

Development controls associated with development depend on the location of the property in question. Much of the City is guided by the planning requirements of Local Planning Scheme No. 6.

As a part of the development assessment process the impact of a proposed development on street trees is taken into account having regard for the relevant planning framework, including State Planning Policy 7.3 Residential Design Codes Volume 1 and 2 and any relevant Activity Centre Structure Plan.

In the case of the Canning Bridge Activity Centre Structure Plan, a combination of nil street setbacks and the need to provide a pedestrian canopy can cause conflicts with existing street trees and the built environment. This is taken into account in the assessment process and is a key consideration in the review of the Canning Bridge Activity Centre Structure Plan.

Where development approval is granted for major developments, a construction management plan is required prior to commencement of the development. This plan includes measures to protect street trees during the construction process and, where possible, in accordance with the relevant Australian Standard.

Question 6:

Did the developers of the Grandton development on Kintail Road and of the Forbes development on Forbes Road seek approval from the City prior to the pruning of mature heritage trees in front of their developments?

Response:

The City pruned the trees at both development sites, in response to requests by the relevant property owners. The City pruned the trees back to the property line, as it is required to remove any part of a street tree which overhangs private property. When the developments are completed, the City will also return to carry out formative pruning works to ensure the tree adapts to its new environment.

UNCONFIRMED

Question 7:

If so, was approval given and what procedures were put in place to ensure that any pruning was only to the boundary line?

Question 8:

If approval was not sought, what penalty action is the City intending to take?

Response to Questions 7 and 8:

The City pruned the trees. See the response to question 6.

Question 9:

What action has the City taken with respect to the two mature verge trees on Forbes Road whereas a result of the development taking place one tree has had a major branch removed and one tree has been destroyed?

Response:

See response to question 6. No street tree adjoining this property has been destroyed as part of this development.

The City is aware of a tree at 3 Forbes Road, across from the development, which has been damaged. To the best of the City's knowledge, the tree was not damaged by the builder/owner of the Forbes Road building site, but by a passing skip bin truck. Unfortunately, the witness to the event did not provide the business name of the truck which makes enforcement very difficult.

Question 10:

What are the possible fines that could be imposed on anyone who prunes or destroys verge trees without the City's permission?

Response:

Under the City's *Activities in Thoroughfares, Public Places and Trading Local Law 2014*, the City can either issue a $500 infringement or commence prosecution in the Magistrates Court. If an infringement is issued and it is paid, the City cannot pursue prosecution. The maximum penalty a Magistrate can impose if a prosecution is successful is $5,000.

Question 11:

It has been suggested that no action has been taken by the City administration with respect to the damaged trees on Forbes Road as it would be hard to identify the culprit. Is this true? Does the Mayor and Councillors think this is good enough?

Response:

See response to question 9.

Question 12:

As the developments are likely to continue for many years in Canning Bridge, what additional processes and controls will the City introduce to ensure these magnificent, heritage listed trees are protected and what has happened on Forbes Road will not be repeated?

UNCONFIRMED

Response:

The development assessment process and the requirement for construction management plans will continue to provide protection to street trees across Applecross.

Question 13:

Deputy mayor Fitzgerald committed on local media to follow-up on the City's tree related enforcement, so please confirm, for every year since 2017;

a. *How many incidences of street trees being unprotected or damaged in contravention of the laws have been reported.*
b. *How many fines and prosecutions has the City pursued.*
c. *What is the total value of the fines and prosecutions issued.*
d. *How much compensation has the City received for the damage to trees (in cash or kind).*

Response:

a) The City has dealt with approximately 300 compliance matters related to tree protection zones since 2017. Of these, approximately one third were instigated following a report from the community. The City does not have data on the number of reports the City has received about damaged street trees, however the City can advise it has pursued 31 property owners for damage to a City tree.

b) Nine property owners have been infringed, one has been prosecuted and 21 have negotiated an outcome to the City's satisfaction.

c) $5,500.

d) $122,000.

Question 14:

This question made allegations about the behaviour and conduct of City staff and asked what policies the Council was implementing in response these allegations.

Response:

The City's Code of Conduct for employees sets out the City's expectations when it comes to the behaviour and conduct of City staff. Any breach of the Code is investigated, and disciplinary action may be taken. If the breach is one of minor or serious misconduct, it is referred to the Public Sector Commission or Corruption and Crime Commission for investigation. It is the role of the CEO, not the Council, to manage employee behaviour and conduct unless the behaviour and conduct is that of the CEO.

Question 15:

At exactly what point did the Presiding Member during last Tuesday June 13's ABF di the Presiding Member make a ruling that the City would not answer our questions on legal costs and parking because it would be too hard for the City to answer, pursuant to s 6.10 (h) of the meeting procedures laws.

Response:

The Mayor decided on this matter prior to the meeting. In this instance the ruling was not stated at the meeting as the questions were not asked by the questioner at the meeting, as the questioner advised they were happy for the questions and responses to be included in the notes of the meeting, which they were.

UNCONFIRMED

6.3.2 Dr S Peterson on behalf of City of Melville Residents and Ratepayers Association

The following Question Taken on Notice at the Special Meeting of Council held on Wednesday, 28 June 2023 was received from City of Melville Residents and Ratepayers Association:

Question:

Why has the CEO not given any specific cold hard figures in any of the responses to any of our questions for ratepayers tonight?

Response:

We will not be providing a more detailed response with the requested figures, as this would require more substantial resources and time.

At 6:59pm, the Presiding Member closed Public Question Time.

UNCONFIRMED

7 AWARDS AND PRESENTATIONS

Nil.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

LEAVE OF ABSENCE

COUNCIL RESOLUTION

At 7:00pm, Cr G Barber moved, seconded Cr N Robins

That the request for new leaves of absence received from Cr D Macphail received on 18 July 2023 be received.

At 7:00pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

9 CONFIRMATION OF MINUTES

9.1 Ordinary Meeting Of The Council – 20 June 2023

COUNCIL RESOLUTION

At 7:00pm, Cr D Macphail moved, seconded Cr C Ross

That the Minutes of Ordinary Council Meeting held on 20 June 2023 be confirmed as a true and accurate record.

At 7:00pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

9.2 Special Meeting Of The Council – 28 June 2023

COUNCIL RESOLUTION

At 7:01pm, Cr N Pazolli moved, seconded Cr C Ross

That the Minutes of Special Council Meeting held on 28 June 2023 be confirmed as a true and accurate record.

At 7:01pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

9.3 Notes Of Agenda Briefing Forum – 11 July 2023

COUNCIL RESOLUTION

At 7:01pm, Cr M Sandford moved, seconded Cr D Macphail

That the Notes of the Agenda Briefing Forum held on 11 July 2023 be confirmed as a true and accurate record.

At 7:01pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

10 NEW BUSINESS OF AN URGENT NATURE

Nil.

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

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

- 17.1 Notice of Motion – Compensation Claim

UNCONFIRMED

12 PETITIONS

12.1 Petition - Tompkins Park Exercise Equipment Renewal

A petition signed by 111 residents of the City of Melville was received on 14 July 2023 and reads as follows:

> *"We the undersigned, all being electors of the City of Melville respectfully request that the Council:*
>
> *Action Sought: Cease the proposed work on the Tompkins Park Exercise Equipment Renewal and re-visit the consultation process.*
>
> *The Reasons Supporting this action: Key Stakeholders including residents and ratepayers on Dunkley Avenue, Melville Beach Road and other residents/ratepayers who live within close proximity have been using the exercise equipment were unaware of the proposed changes and were therefore not able to contribute to the choice of location and proposed changes to the layout. The primary area of concern is the cluster proposal and its intended location. The existing layout is preferred.*

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (12.1)

At 7:48pm, Cr C Ross moved, seconded Cr D Macphail

That the Petition bearing 111 signatures of residents be acknowledged and a report be prepared and brought back to the 15 August 2023 Ordinary Meeting of Council.

At 7:48pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

UNCONFIRMED

13 ADOPTION OF RECOMMENDATIONS EN BLOC

COUNCIL RESOLUTION

At 7:49pm, Cr M Sandford moved, seconded Cr J Edinger

That the recommendations for:

- **C23/49 - Common Seal Register July 2023**
- **C23/51 - Investment Statements for May 2023**
- **C23/52 - Schedule of Accounts Paid for May 2023**

be carried En bloc

At 7:49pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

14 REPORTS

14.1 Reports from Committees

Nil.

UNCONFIRMED

14.2 Reports of the Chief Executive Officer

Items Brought Forward

At 7:01pm, the Presiding Member brought forward item E23/11 Public Open Space – The Esplanade Mt Pleasant and Moreau Mews Applecross for the convenience of those in the gallery and advised Council that an Officer Advice Note has been circulated in relation to Cr Ross' Alternative Motion to Elected Members prior to the meeting.

E23/11 Public Open Space - The Esplanade Mt Pleasant and Moreau Mews Applecross

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	None
Attachments:	1. The Esplanade - Concept Designs

COUNCIL'S ROLE

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

UNCONFIRMED

SUMMARY

- At the April 2023 Ordinary Meeting of Council, Council resolved to forthwith progress conversion of 100% of the sites at:
  - 13 The Esplanade and 64 Kishorn Road, Mt Pleasant to public open space.
  - 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross to public open space.
- The City's proposed date to commence construction of the site at 13 The Esplanade and 64 Kishorn Road in Mt Pleasant is the 2024-2025 financial year at the conclusion of community engagement and the design process in 2023-2024.
- The construction costs associated with The Esplanade project is estimated to be $1,000,000 to $1,500,000 based on initial concept designs.
- The City's proposed date to commence construction of the site at 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews in Applecross is the 2028-2029 financial year at the conclusion of existing lease arrangements, community engagement, master planning and the design process.
- The construction costs associated with Moreau Mews project is estimated to be a multi-million-dollar project noting that a conceptual design has yet to be prepared for the site. It is estimated that a budget of $4,000,000 will be the required for inclusion in the Long Term Financial Plan for park construction.
- Community consultation, master planning and concept design for the Moreau Mews project is planned to be undertaken in 2025-2026 and 2026-2027 with final design, tender specification and procurement in 2027-2028.
- The Officer recommendation is to employ a temporary full-time employee ($120,000 per annum) to manage the City's construction projects in the Canning Bridge Precinct.

PURPOSE

To seek Council support for timeline and actioning of resolutions from the 18 April 2023 Ordinary Council meeting related to the establishment of public open space at 13 The Esplanade and 64 Kishorn Road in Mt Pleasant and 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews in Applecross, including a temporary full-time position to coordinate project management activities.

CONSEQUENCE

Realistically the earliest that development could occur at The Esplanade site is in the 2024-2025 financial year due to community engagement and design works that will be required. Existing resources are now focused on the delivery of the 2023-2024 Capital Works Program and it may be challenging to secure additional project management resources for this project due to the tight labour market within a reasonable timeframe.

Any development of the Moreau Mews and Kishorn Street site in Applecross would need to take into consideration the fact that there are existing not for profit, commercial and residential term lease agreements in place as outlined in the summarised table below.

Tenancy	Property	Lease Expiry (including options)	Redevelopment clause
1	50-52 Kishorn Road, Applecross	31 Aug 2028	12 months which cannot be exercised before 1 Sept 2023 Earliest vacant possession date 31 Aug 2024
2	50-52 Kishorn Road, Applecross	30 Nov 2024	No redevelopment clause
1 ground floor	31 Moreau Mews	31 Dec 2024	12 months which cannot be exercised before 1 Sept 2023 Earliest vacant possession date 31 Aug 2024
First floor	31 Moreau Mews	Currently Vacant	
	29 Moreau Mews	Public Paid Car park	
	23 Moreau Mews residential	30 Jun 2024	
	25 Moreau Mews residential	30 Jun 2024	
	27 Moreau Mews residential	30 Jun 2024	

The lease agreements at 23, 25 and 27 Moreau Mews conclude at the end of June 2024. Council may choose to consider exercising the redevelopment clause applicable under the commercial leases at 50-52 Kishorn Road and 31 Moreau Mews. If this option was exercised, all the properties in the table above, with the exception of the public carpark at 29 Moreau Mews, would become vacant in September 2024.

If direction from Council is to exercise the redevelopment clause under the lease arrangements, the earliest construction could commence at the Moreau Mews site would be October 2024. This timeframe would be a challenge for the City to achieve as this is a large site with many potential opportunities that would require significant community engagement, master planning and design.

UNCONFIRMED

In addition, it is anticipated that construction of The Esplanade site would be taking place in the 2024-2025 financial year requiring staff resources to focus on this project.

By prematurely terminating current lease arrangements at 50-52 Kishorn Road, there also is a risk of reputational damage due to long term tenants (a not for profit social support service and commercial businesses) being forced to vacant the premises prior to expected lease expiry.

Council could decide not to support the City officer's proposed dates for development of the two sites and bring forward the below construction timelines, noting that there is likely to be inadequate time for community engagement and availability of funding for the Moreau Mews/Kishorn Road site which is planned to fulfil a "town centre" function.

In addition, it is considered appropriate to include upgrades to the streetscape and local road network in the consultation and design phase in order to create a pedestrian friendly activation hub at this location.

- 2024-2025 FY - 13 The Esplanade and 64 Kishorn Road, Mt Pleasant
- 2028-2029 FY - 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross

STRATEGIC ALIGNMENT

Priority	**1**	**Ensure the improvement of sustainability of our environment**
	P1/1	Protect and improve our natural assets to enhance our environment
	2	**Improve the approach for diverse and sustainable urban development and infrastructure**
	P2/2	Enhance amenity and vibrancy through placemaking and creating well designed and attractive public spaces.
	3	**Empower the voices of our diverse community by strengthening engagement**
	P3/1	Increase co-design approaches that engage stakeholders in upfront designs and support issue resolution activities.
	4	**Support healthy lifestyles and wellbeing**
	P4/1	Invest strategicall in local infrastructure and built environments that support physical activity and healthy lifestyles.
	6	**Encourage local economic development**
	P6/1	Encourage opportunities for increased private sector commercial and residential development in strategic locations.
Outcome Indicator	1	Clean and Green
	Goal 1	Greening the City
	Goal 2	Promoting Sustainable Environment
	3	Healthy Lifestyles
	Goal 1	A Safe and Healthy Urban Environment
	Goal 4	Mentally Healthy Community
	Goal 3	Increased Physical Activity

UNCONFIRMED

BACKGROUND

At the Ordinary Meeting of Council held 18 and 19 April 2023, the Council resolved:

That the Council:

1. **Notes the additional information regarding open space in the Canning Bridge Activity Centre prepared in response to the Council resolution of 18 October 2022;**
2. **Acknowledges that the additional information regarding open space in the Canning Bridge Activity Centre will inform Council deliberations on the review of the Canning Bridge Activity Centre Plan;**
3. **With regard to the City owned land at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant, resolves to forthwith progress conversion of 100% of the site to public open space, to include extensive tree planting, a children's playground, and seating."**
4. **Resolves that the lead petitioners for the petition and multi-signature letter received relating to the future use of 13 The Esplanade and 64 Kishorn Road, Mt Pleasant be advised of (3) above;**
5. **With regard to the City owned land at 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross, resolves to forthwith progress conversion of 100% of the site to public open space, to include extensive tree planting, a children's playground, and seating."**

This report will outline the timelines and resources required for the conversion of the City owned land at Moreau Mews and The Esplanade locations from their current use to public open space.

CONSIDERATION

As a result of the Council decision to commence forthwith the conversion of the two sites to public open space, the City has developed a timetable for each development and an has estimated resource requirements, both human and financial.

To ensure an optimal outcome, both projects will need to balance Liveable Neighbourhoods design principles for public open space, including high levels of surveillance. Ordinarily this is achieved by having streets around the perimeter of the public open space. The Moreau Mews and The Esplanade site are unable to achieve this requirement as the side boundaries of the parks abut private property.

Surveillance and interaction between the park and adjoining sites can be enhanced through measures such as:

- Open fencing
- The orientation of building openings (windows, balconies) towards the park
- Active uses (cafes, outdoor areas) directly fronting the park.

The above design elements can be achieved through the planning framework. Future Local Development Plans and/or amendment to the Canning Bridge Activity Centre Plan are envisaged to ensure that future development on adjoining sites links with the public open space once developed.

UNCONFIRMED

13 The Esplanade and 64 Kishorn Road, Mt Pleasant

The former Senior Citizens building site is currently used as a temporary carparking space and, with no building or structures present, this will allow for a quick transition from its current state into public open space.

With any new park design, the City will involve the local community in the design process to ensure that what is constructed is aligned with local aspirations and needs.

The following timeline for The Esplanade project is as follows.

- 2023-2024 Financial year – Community engagement and design
- 2024-2025 Financial year – Construction

The City has developed some early concept designs and options for what the public open space area could potentially be transformed into and have sent these to Elected Members under separate cover.

50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross

The Moreau Mews site is much larger with greater complexity due to existing buildings and lease arrangements. The size of the site will require a greater level of assessment, investigation and consultation with the local community. There are a range of design considerations and options for this location has the potential to form a town centre and significant community hub space for the Canning Bridge precinct.

The Moreau Mews site has consistently been identified as an appropriate location for community uses to service the Canning Bridge Activity Centre. The site is central to the precinct and near the core/high street envisaged on Kishorn Road. The design of the park at Moreau Mews presents an opportunity to provide for a future integrated community use facility on a small portion of the land (community hall, indoor recreation, cafe etc).

The need to maintain for a high level of activation and community use on this site is particularly important given that there may not be opportunity to acquire additional land in such a strategic location. There is also the opportunity to include the adjacent streetscape and road into the design process to support a pedestrian activated town centre hub. It is recommended that designs for the Moreau Mews park maintain the option to provide a future community use facility on portion of the site and to retain a similar area of car parking (35 bays).

It must be highlighted the decision to alter the existing use of the site from predominantly leased sites to public open space has created uncertainty for the existing commercial tenancies. One of the commercial tenants has already informed the City that they are searching for new premises and will vacate the building once secured. To offset this concern, the City's preference is to maintain the current lease agreements, and extend them if the current tenant's request an extension, until the proposed development of the site in the 2028-2029 financial year.

If the commercial tenancies have confidence that lease arrangements will be available until the end of August 2028, this may alleviate their concerns regarding premises tenure. By ensuring the buildings are occupied, it is also anticipated that vandalism and building maintenance costs will be reduced.

UNCONFIRMED

The residential tenancies at 23,25 & 27 Moreau Mews will want to possibly extend leases which are 12-month fixed term leases as residential rental supply is limited and the market is tight.

The following timeline for the Moreau Mews project is as follows.

- 2025-2026 to 2026-2027 Financial years – Master planning, community engagement, and design
- 2027-2028 Financial year – Detailed design, tender specification and procurement
- 2028-2029 Financial year – Construction

There are currently no conceptual designs for this site.

ENGAGEMENT

The City will undertake engagement with the local community in the design of the public open space at both locations.

During the Canning Bridge Activity Centre Plan (CBACP) review consultation period, 588 submissions were received with many making reference to the need for functional public open space.

It is noted that the Council owned sites in Canning Bridge are not currently designated as open space. Should it be proposed to designate these sites as open space under the review of the CBACP, then this may trigger need for further public advertising.

SUSTAINABILITY IMPLICATIONS

The positive benefits of parks to surrounding residents is wide ranging. In urban areas, community parks may be one of the only options for residents to enjoy outdoors and be active. In addition to the variety of amenities parks are beneficial in many other ways as they:

- Contribute to community identity
- Provide active and passive recreational opportunities
- Appeal to all ages
- Contribute to the health and wellness of a community
- Create valuable green space

UNCONFIRMED

	Environmental	Social	Economic
Pros/Opportunities	1. Combat air pollution 2. Reduce heat island effects 3. Encourage biodiversity 4. Increase tree canopy cover	1. Physical and mental health benefits 2. Connection to space 3. Creating safe gathering spaces	1. No reliance on developers to improve public open space in the area as the City will undertake development. 2. Free use by, and activity for, the community
Cons/Drawbacks	1. N/A	1. N/A	1. Loss of potential revenue streams and increased maintenance costs

LEGISLATIVE AND POLICY ALIGNMENT

There are no specific statutory or legal implications relating to this item however the development of these locations as public open space would align with several community priorities identified during the CBACP review and Community Development and Place Activation Plan.

FINANCIAL IMPLICATIONS

The implementation of the resolutions as outlined in this report will not incur additional costs requiring budget allocations in 2023-2024.

13 The Esplanade and 64 Kishorn Road, Mt Pleasant

The Esplanade site consultation and design can be undertaken in-house and the Moreau Mews/Kishorn Road site is not planned to commence until 2025-2026.

50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross

There have been no conceptual designs for the Moreau Mews site however as it is a large site with existing infrastructure that will need to be removed it is anticipated this will be a multimillion-dollar project once completed. An allowance of $4,000,000 is recommended to be included in the long term financial plan.

Project Management

It is recommended that the City employ a Project Manager on a temporary full-time basis ($120,000 per annum for 3-5 years) starting in the 2024/2025 financial year to have oversight of not only these two projects but the impending streetscape upgrade projects in the area. The role would have a full view of City projects within the precinct as well as an important role in liaising with businesses and commercial development proponents to ensure the timely coordination of works takes place to assist in reducing the disruption impacts of development in the precinct and on residents in the area.

UNCONFIRMED

Maintenance and Asset Management

Both sites would require ongoing maintenance, with infrastructure renewal and upgrades included in relevant asset management plans and the long term financial plan. Maintenance plans and costs would be developed and included for future budget consideration following the completion of the construction process for each site.

Rental and Parking Income

Rental income to the City from the tenancies in Moreau Mews and Kishorn Street is still quite substantial, projected to be $162,260 for the 2023-2024 financial year. In addition to this, the parking revenue derived from the public carpark at 29 Moreau Mews is estimated to be $60,000 per annum resulting in a total annual revenue of $222,260 or $1.11M over the next five years. This funding will assist in offsetting the costs of the redevelopment of the site into public open space.

The car parking at The Esplanade site generates about $17,500 per year for the 14 car bays in use. The City also received funding from building companies to store materials on the site from time to time, however this was spasmatic and is not occurring at the moment.

OFFICER RECOMMENDATION

That the Council:

1. **Adopt the proposed development timeline for the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant for community consultation and design in 2023-2024 and provide funding for construction to commence in the 2024-2025 financial year.**
2. **Adopt the proposed development timeline for the site at 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross for community consultation and master planning initiation in 2025-2026 and funding for construction to commence in the 2028-2029 financial year.**
3. **Supports funding to employ a temporary full-time employee to manage City's construction projects in the Canning Bridge Precinct starting in the 2024-2025 financial year.**

Alternative Motion

At 7:01pm, Cr C Ross moved, seconded Cr M Sandford

That the Council resolves to:

1. **Adopt the following consultation, development and completion timeline for the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant. Public consultation, concept plans, report and recommendation to be presented to Council at the February 2024 Ordinary Meeting of Council and to provide funding for construction to commence immediately on approval with a proposed completion date by December 2024.**
2. **Not include any parking spaces on the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant.**
3. **Adopt the following consultation, development and completion timeline for the site at 50-52 Kishorn Road and 23,29 and 31 Moreau Mews, Applecross. Public consultation, concept plans, report and recommendation to be presented to Council at the October 2024 Ordinary Meeting of Council and to provide funding for construction to commence immediately on approval with a proposed completion date by 30 June 2026.**
4. **Exercise the redevelopment clauses for 50-52 Kishorn Road and 31 Moreau Mews and give notice on or before 30 October 2023 to obtain vacant possession by 30 November 2024 and not to enter into or extend any leases for 23 and 29 Moreau Mews beyond 30 November 2024.**
5. **Supports funding to employ a temporary full-time employee to manage City's construction projects in the Canning Bridge Precinct starting in the 2023-2024 financial year.**

At 7:04pm, Cr J Spanbroek left the meeting.

At 7:05pm, Cr J Spanbroek returned to the meeting.

UNCONFIRMED

COUNCIL RESOLUTION

Procedural Motion

At 7:07pm, Cr C Ross moved, seconded Cr M Sandford

That Cr C Ross be allowed an extension of five minutes to speak on the matter.

At 7:08pm, the Presiding Member declared the motion.

CARRIED BY ABSOLUTE MAJORITY (7/5)

Yes (7): Crs Jane Edinger, Katy Mair, Clive Ross, Margaret Sandford, Jennifer Spanbroek, Karen Wheatland and Nicholas Pazolli

No (5): Mayor George Gear JP, Crs Glynis Barber, Duncan Macphail, Nicole Robins and Matthew Woodall

COUNCIL RESOLUTION (E23/11)

Alternative Motion

At 7:01pm, Cr C Ross moved, seconded Cr M Sandford

That the Council resolves to:

1. **Adopt the following consultation, development and completion timeline for the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant. Public consultation, concept plans, report and recommendation to be presented to Council at the February 2024 Ordinary Meeting of Council and to provide funding for construction to commence immediately on approval with a proposed completion date by December 2024.**
2. **Not include any parking spaces on the site at 13 The Esplanade and 64 Kishorn Road, Mt Pleasant.**
3. **Adopt the following consultation, development and completion timeline for the site at 50-52 Kishorn Road and 23,29 and 31 Moreau Mews, Applecross. Public consultation, concept plans, report and recommendation to be presented to Council at the October 2024 Ordinary Meeting of Council and to provide funding for construction to commence immediately on approval with a proposed completion date by 30 June 2026.**
4. **Exercise the redevelopment clauses for 50-52 Kishorn Road and 31 Moreau Mews and give notice on or before 30 October 2023 to obtain vacant possession by 30 November 2024 and not to enter into or extend any leases for 23 and 29 Moreau Mews beyond 30 November 2024.**
5. **Supports funding to employ a temporary full-time employee to manage City's construction projects in the Canning Bridge Precinct starting in the 2023-2024 financial year.**

At 7:36pm, the Presiding Member declared the motion.

CARRIED BY ABSOLUTE MAJORITY (8/4)

Yes (8): Mayor George Gear JP, Crs Glynis Barber, Jane Edinger, Katy Mair, Clive Ross, Margaret Sandford, Karen Wheatland and Nicholas Pazolli

No (4): Crs Duncan Macphail, Nicole Robins, Jennifer Spanbroek and Matthew Woodall

At 7:36pm, the Presiding Member brought forward item E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant for the convenience of those in the gallery.

7:38pm 18/07/2023 *Cr M Woodall, having disclosed a financial interest in relation to Item E23/12 (detailed in Item 5) left the meeting.*

E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil
Attachments:	1. Road Hierarchy - City of Melville 2. Traffic Survey Locations 3. Detailed Traffic Survey Results

COUNCIL'S ROLE

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

SUMMARY

The Council resolved at its Ordinary Meeting of 18 and 19 April 2023 that traffic treatments on Bombard Street be investigated. A petition was also received at the Ordinary Council Meeting of 20 June 2023 regarding speed concerns on Mitchell Street Mount Pleasant, which runs parallel to Bombard Street. These two issues are considered in this report.

Bombard Street has the following traffic treatments already in place which have significantly reduced crashes and improved road safety:

- Speed plateaus west of Tain Street (installed pre-2002)
- Roundabout at Bombard Street/Reynolds Road (installed 2013)
- Roundabout at Bombard Street/Ardross Street (installed 2017)
- Children's Crossing on Bombard Street near Tain Street (installed 2022)

In February 2018, the City installed traffic island with pedestrian crossing facility on Mitchell Street at the intersection with Coogee Road to slow the speed of traffic turning from Coogee Road onto Mitchell Street thus improving the safety at the intersection.

Mitchell Street has not had any additional traffic control measures installed as these have not been warranted to date.

The City receives many requests from residents for traffic treatments for a variety of reasons. Prior to any change to the road network and road conditions, the City undertakes a thorough investigation to assess the road condition and the factors that influence traffic flow and speed. This traffic assessment includes the following:

UNCONFIRMED

- Site inspections
- Recorded traffic count data comprising of speed, classification of vehicles and traffic volumes
- Crash history
- Road design
- Topography of the land
- Vulnerable road users
- Activity generators.

Crash history obtained from Main Roads WA for a five-year period between January 2018 to December 2022, shows that crashes in this area are within expected levels. Earlier traffic interventions installed by the City have significantly reduced crashes and improved road safety on Bombard Street.

The traffic survey results indicate that the volumes of traffic on Bombard Street and Mitchell Street are within the capacity for local access roads, as defined in the Metropolitan Road Hierarchy.

The Traffic Management Warrant System analysis for Bombard Street and Mitchell Street indicated that traffic treatments were not needed at this stage and the site should be monitored with traffic surveyed again in two years (2025).

It has been suggested that Bombard Street has a similar issue to Macrae Road before the closure at Glenelg Street was put into place. However, the traffic data does not suggest this is the case with peak traffic on Macrae Road before the closure over double the peak traffic volume of Bombard Street. It also had a high incidence of bike crashes.

In terms of pedestrian safety, there is a path installed on Mitchell Street between Simpson Street and Ardross Street however, there is no path east of Ardross Street. This segment is listed for consideration on the future capital works program but due to the priority score related to this path section, it is unlikely to be installed within the next five years due to other higher priorities.

The investigation has concluded that at this stage traffic treatments are not warranted on Bombard Street or Mitchell Street.

UNCONFIRMED

PURPOSE

At the Ordinary Meeting of Council held 18 and 19 April 2023 the Council resolved to direct the CEO to:

1. ***Investigate traffic treatments on Bombard Street, Ardross, and Mount Pleasant. The report to include traffic analysis on the impacts of any proposed Bombard Street traffic treatments on Mitchell Street, Ullapool/Sleat Road and Reynolds Road traffic.***
2. ***Report back to the 18 July 2023 Ordinary Meeting of Council.***

Also, at the Ordinary Council Meeting of 20 June 2023 a petition signed by 37 residents regarding speed concerns on Mitchell Street Mount Pleasant was received and the Council resolved:

That the Petition bearing 37 signatures of residents be acknowledged and a report be prepared and brought back to the 18 July 2023 Ordinary Meeting of Council.

As the outcomes of both resolutions affect the other, the traffic control measures identified in the petitions were both investigated and presented to Council in this report.

CONSEQUENCE

Should Council choose to install traffic calming on Bombard Street and Mitchell Street when it is not warranted, it would take funds from other projects that were identified as needing traffic treatments using the warrant system and therefore a higher priority.

Installing closures on Bombard Street would be detrimental to the area as it would:

- Restrict access to the school
- Restrict local access to the shops on Reynolds Road
- Divert and increase traffic on adjoining and parallel streets such as Mitchell Street

STRATEGIC ALIGNMENT

Priority	**2**	**Improve the approach for diverse and sustainable urban development and infrastructure**
	P2/1	Implement innovate, efficient and appropriate initiatives that support community centred infrastructure within integrated transport solutions.
Outcome Indicator	6	Sustainable and Connected Transport
	Goal 1	Appropriate Infrastructure
	Goal 4	Ease of Movement

UNCONFIRMED

BACKGROUND

The City has received complaints from residents along Bombard Street, expressing concern regarding traffic volume and road safety on Bombard Street, Mount Pleasant. Residents have requested that the City install a traffic treatment as a solution to deter rat-run traffic from using Bombard Street to bypass the traffic signals along Canning Highway.

Bombard Street has the following traffic treatments already in place:

- Speed Plateaus west of Tain Street (installed pre-2002)
- Roundabout at Bombard Street/Reynolds Road (installed 2013)
- Roundabout at Bombard Street/Ardross Street (installed 2017)
- Children's Crossing on Bombard Street near Tain Street (installed 2022)

These have been instrumental in improving road safety and reducing crashes on Bombard Street over the years.

A petition signed by 37 residents of the City of Melville was submitted on 19 June 2023 and reads as follows:

> "*We the undersigned, all being electors of the City of Melville, respectfully request that the Council:*
>
> 1. *Address the speed of traffic along Mitchell Street by putting in traffic calming devices, that may include a physical median strip/island at the T-Junction of Glenelg and Mitchell, as well as traffic calming devices at the start of Mitchell Street East to slow rat run traffic. Also implementing traffic calming devices on Mitchell Street West to protect people using the park or travelling to school. Pedestrians of all ages.*
> 2. *Address the safety of pedestrians on Mitchell Street by installing a footpath. Children need a safe place to walk or ride to school as they often must contend with drivers who are more focused on getting to work on time, rather than looking out for children.*
> 3. *We would like to council not to close Bombard St permanently or temporarily. The residents of Mitchell St have already experienced the impact of road closures on Bombard when road works were undertaken at the end of 2022 and early 2023. The speed and volume of traffic was frightening, dangerous and stressful. We do not need another trial of gambling with our children's safety.*
> 4. *We would like traffic calming devices applied consistently on Bombard and Mitchell and other problem streets. Traffic problems should not be indirectly diverted to other streets by applying them to one street."*

In February 2018, the City installed traffic island with pedestrian crossing facility on Mitchell Street at the intersection with Coogee Road to slow the speed of traffic turning from Coogee Road onto Mitchell Street thus improving the safety at the intersection.

CONSIDERATION

The City receives many requests from residents for traffic treatments for a variety of reasons. Prior to any change to the road network and road conditions, the City undertakes a thorough investigation to assess the road condition and the factors that influence traffic flow and speed.

UNCONFIRMED

This includes:

- Site inspections
- Recorded traffic count data comprising of speed, classification of vehicles and traffic volumes
- Crash history
- Road design
- Topography of the land
- Vulnerable road users
- Activity generators.

Using the data above the sites are assessed for Black Spot eligibility. Should that criteria not be met, officers assess the sites using a Traffic Management Warrant System. The information listed analysed and used to assess the site. This assessment determines whether traffic management is warranted, and the priority of the works compared to other recommended projects. Traffic management includes speed plateaus, slow points, road closures, road narrowing, traffic islands and other forms of traffic calming devices.

An investigation regarding traffic on Bombard Street and Mitchell Street has now been completed.

Crash History

Main Roads WA Crash Map shows that between January 2018 to December 2022, there have been three crashes at the intersection of Reynolds Road and Bombard Street. One right-angle crash, one rear-end and one non-collision crash where a bike rider lost control. No other crashes have been recorded along the length of Bombard Street.

In 2013, the intersection of Reynolds Road and Bombard Street recorded 15 crashes in the previous five years, including seven casualty crashes. The City successfully applied for Black Spot funding and installed a roundabout at this intersection, which has significantly improved road safety by reducing crashes.

Similarly, in 2017 identified seven crashes in five years at the intersection of Bombard Street and Ardross Street. The City again secured Black Spot funding and installed a roundabout at this intersection. No crash has been recorded at this intersection between January 2018 to December 2022.

On Mitchell Street there has only been one non casualty crash at the intersection of Ardross Street and no crashes for the rest of the street.

One right-angle crash has been recorded on Ullapool Road at the intersection with Riverview Terrace and Coogee Road over a five-year period. This intersection is treated with a roundabout.

Four crashes have been recorded on Sleat Road, on the section between Ullapool Road and south of Canning Highway over a five-year period. Two of the crashes were at the intersection with Helm Street, one right-angle and one rear-end. The other two crashes were mid-block crashes south of Wren Street.

UNCONFIRMED

There has been one right-angle crash recorded over a five-year period on Ullapool Road, on the section between Coogee Road and Sleat Road. The crash happened at the intersection of Ullapool Road/Coogee Road/Riverview Terrace, which was treated with a roundabout.

The above crash data indicates that there are no problem crash locations in the network of roads investigated in and around Bombard Street and Mitchell Street that require intervention by the City or Main Roads.

Road Hierarchy

Except Reynolds Road, the roads listed in the table below are all classified as a Local Access Roads in the Metropolitan Road Hierarchy adopted by Main Roads WA. The maximum desirable traffic volume for a Local Access Road is up to 3,000 vehicles per day (vpd), and the legal speed is 50km/h.

Reynolds Road is classified as a District Distributor B in the Metropolitan Road Hierarchy. The maximum desirable traffic volume is up 8,000vpd. The legal speed limit on Reynolds Road is 50km/h.

Attachment 1 – *Road Hierarchy – City of Melville* shows the road hierarchy within this study area.

Traffic Survey Results

The table below shows the latest traffic survey conducted on Bombard Street and surrounding streets.

Location	Year	Average Daily Traffic (vehicles per day)	Peak Hour traffic (vehicles per hour)	85th Percentile Speed (km/h)	50th percentile Speed (km/h)
Bombard St 20m west of Alness St	May 2023	2,128	350	47	39
Bombard St 50m West of Ardross St	May 2023	2,076	326	43	37
Bombard St 60m East of Gairloch St	May 2023	2,338	276	52	44
Bombard St 70m West of Reynolds Rd	May 2023	2,727	306	50	42
Bombard St 50m East of Reynolds Rd	May 2023	1,718	221	43	37
Mitchell St 50m West of Ardross St	May 2023	1,399	226	45	38
Mitchell St 30m East of Sweetman St	May 2023	1,233	169	54	46
Mitchell St 120m East of Ardross St	May 2023	456	49	46	37

UNCONFIRMED

Location	Year	Average Daily Traffic (vehicles per day)	Peak Hour traffic (vehicles per hour)	85th Percentile Speed (km/h)	50th percentile Speed (km/h)
Reynolds Rd 150m South of Canning Hwy	June 2023	6,380	730	47	40
Reynolds Rd 100m South of Gibson St	June 2023	5,227	614	59	52
Reynolds Rd 110m North of Coogee Rd	June 2023	5,535	671	54	48
Reynolds Rd 120m South of Coogee Rd	June 2023	4,489	524	56	50
Sleat Rd 20m North of Helm St	May 2023	6,087	525	44	35
Sleat Rd 30m South of Helm St	May 2023	5,105	473	50	38
Ullapool Rd 70m North of Coogee Rd	May 2023	2,481	302	47	41
Ullapool Rd 40m North of Hawkins St	May 2023	2,585	321	58	50
Ullapool Rd 40m North of Ogilvie Rd	May 2023	2,622	315	58	50
Ullapool Rd 80m North of Waugh St	May 2023	2,672	323	57	50
Ardross St 140m South of Canning Hwy	May 2023	2,038	316	48	41
Ardross St 50m North of Bombard St	May 2023	2,053	320	45	39
Ardross St 40m South of Bombard St	May 2023	1,903	284	48	42
Ardross St 50m North of David St	May 2023	1,452	216	55	48

UNCONFIRMED

Attachment 2 – *Traffic Survey Locations* plan shows the traffic survey locations.

Attachment 3 – *Detailed Traffic Survey Results* shows further traffic survey results (such as percent of commercial vehicles) and historical traffic data for comparison.

Traffic Analysis

As shown in the traffic survey table, the maximum Average Weekday Traffic recorded on Bombard Street, west of Reynolds Road, was 2,727vpd with peak hour traffic of 306 vehicles at 5.00pm. The highest peak hour traffic on Bombard Street was 350 vehicles at 8.00 am west of Ardross Street in the vicinity of the school.

Site observation showed a long queue of traffic along Reynolds Road wishing to turn onto Canning Highway. The long line of traffic along Reynolds Road was the result of Main Roads WA assigning priority at the traffic signals, to traffic on Canning Highway. Consequently, the queue of traffic on Reynolds Road, results a long queue of traffic on Bombard Street seeking to enter Reynolds Road.

Bombard Street is the main access to St Benedict's Primary School which is located on Alness Street. During school start and finish times, the school traffic causes heavy congestion on Bombard Street for approximately 30 minutes. The City has been working with the school to ease the congestion and recently, a guarded crossing has been installed on Bombard Street to assist pedestrians to cross the street safely.

The City is working with the school to encourage parents to drop their children at Shirley Strickland Oval and walk them to school from there using the guard controlled crossing on Bombard Street near Tain Street. This would assist in reducing congestion in the morning. The City is investigating options to further improve the safety of children crossing Mitchell Street from the oval.

The traffic management warrant system was applied to Bombard Street using the warrant criteria described above. The warrant assessment indicated that the installation of additional traffic treatments was not warranted at this stage. Low-cost non-capital works solutions (e.g., signing and line marking) could be considered if appropriate and the site should be reviewed again after two years.

A review of the existing signage and line marking on Bombard Street found that it was appropriate.

The traffic management warrant system was also applied to Mitchell Street. The warrant assessment indicated that the installation of additional traffic treatments was not warranted at this stage as requested in the petition. Low-cost non-capital works solutions (e.g. signing and line marking) could be appropriate should increased traffic speeds warrant such a treatment, however this is not required at present and could be considered when the traffic speeds are reviewed again after two years.

Mitchell Street currently has appropriate signage and line marking for a local access road.

Sleat Road on a section north of Helm Street, recorded an Average Weekday Traffic Volume of 6,087vpd which is above the maximum desirable daily traffic volume of 3,000. This is to be expected as it is the only major access to Canning Highway from a large catchment to the south and is signalised.

Except for Sleat Road, the traffic volume recorded on all the streets listed in the table above, are well within the capacity of a local access road.

As shown in the table above, the 85th percentile traffic speeds recorded on Reynolds Road, 100m south of Gibson Street, and 100m north of Coogee Road, were 59km/h. As this is a District Distributor Road which limits the number of traffic treatments that can be installed, the WA Police regularly monitor this road and the Your Everyday Speed (YES) signs have been deployed on Reynolds Road in the past to slow traffic. A review in two years' time will be undertaken to determine if any other treatments including the YES signs should be deployed

UNCONFIRMED

The 85th percentile traffic speed recorded on Ullapool Road, 40m north of Hawkins Street, and 40m north of Ogilvie Road, were 58km/h. The City had proposed traffic calming on Ullapool Road over the last few years, however it was not supported by the majority of the residents.

The traffic survey results shows that the traffic volumes on Bombard Street and Mitchell Street are within the capacity as defined in the Metropolitan Road Hierarchy.

Macrae Road

It has been suggested that Bombard Street has a similar issue to Macrae Road before the closure at Glenelg Street was put into place.

In 2014 the section of Macrae Road between Ness Street and Kishorn Road recorded a total of 18 casualty crashes involving bike riders. Traffic counts in 2014 (west of Glenelg Street) showed a morning peak hour traffic of 580 vehicles and 60 bike riders. The Traffic Volume was 2,900 vehicles per day which is higher than Bombard Street traffic. The peak hour traffic data was also significantly higher than Bombard Street which was 350 vehicles.

There is no justification for putting in place a closure on Bombard Street as this would be detrimental to road users and direct traffic onto nearby roads (e.g. Mitchell Street)

Request for Path on Mitchell Street

There is a path installed on Mitchell Street between Simpson Street and Ardross Street, however there is no path east of Ardross Street. The volume of traffic on that section of Mitchell Street was measured as 456 vehicles per day and the 85th percentile speed was 46km/h.

It is the City's goal to eventually install a path all the way along every street. The City has a scoring system to assist in prioritizing the path installation projects. At this stage the installation of a path on Mitchell Street would not be listed in the capital program for the next 5 years due to its score compared to other proposed path segments in the City of Melville.

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

There are no legislative or policy implications presented as part of this report.

FINANCIAL IMPLICATIONS

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

UNCONFIRMED

OFFICER RECOMMENDATION

That the Council:

1. **Notes that no further traffic treatments are warranted on Bombard Street and Mitchell Street at this stage; and**
2. **Notes that the City will conduct further traffic monitoring in this area in 2025; and**
3. **Direct the CEO to inform the lead petitioner on the outcome of the traffic investigation on Mitchell Street.**

COUNCIL RESOLUTION (E23/12)

Procedural Motion

At 7:37pm, Cr K Mair moved, seconded Cr C Ross

That the item be deferred until the 21 November 2023 Ordinary Meeting of Council.

At 7:41pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

UNCONFIRMED

At 7:42pm, the Presiding Member brought forward item UP23/18 Kardinya District Centre Activity Centre Plan and Associated Scheme Amendment No.15 for the convenience of those in the gallery.

At 7:42pm, Cr M Woodall returned to the meeting.

UP23/18 Kardinya District Centre Activity Centre Plan and associated Scheme Amendment No 15.

File Number:	
Responsible Officer:	Director Urban Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	
Attachments:	1. Attachment 1 Statutory Planning Committee Modified ACP 2. Attachment 2 Scheme Amendment 15 3. Attachment 3 City Modified ACP 4. Attachment 4 ACP Submission Schedule July 2023 5. Attachment 5 Amendment 15 Submission Schedule July 2023

COUNCIL'S ROLE

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

SUMMARY

1. Further to receipt of a proposed Activity Centre Plan (ACP) for the Kardinya District Centre on 15 May 2020, the City of Melville (City) was required to provide a recommendation to the Western Australian Planning Commission (WAPC) as to whether it:
   (a) Supports the proposed ACP submitted for the Kardinya District Centre.
   (b) Supports a modified version of the proposed ACP.
   (c) Does not support the ACP.
2. The City is also required to consider the initiation of an amendment to LPS 6 to support implementation of the proposed ACP.
3. The ACP has been prepared by a private landowner and under the Planning and Development (Local Planning Scheme) Regulations 2015 (Regulations), the City is required to assess and advertise it for community comment prior to referring it for determination to the WAPC.
4. The ACP is assessed under State Planning Policy 4.2 – Activity Centres (SPP4.2) which requires an ACP to be prepared for all District Centres and sets out a range of matters that must be addressed in an ACP.
5. There are a number of matters for consideration within the ACP as submitted with the main issues related to the proposed ACP boundary, densities and maximum heights.
6. Initial advertising of the submitted ACP (July – August 2020) resulted in a substantial response with the majority of submissions /comment received objecting to the proposed ACP as advertised.
7. The main concerns related to proposed densities and heights and possible traffic issues arising from them.

UNCONFIRMED

8. The ACP as originally submitted was not supported.
9. Modifications can be made to the ACP that will address the issues identified and are considered to achieve an acceptable balance between the requirements of the State Planning Framework, community concerns and the City's requirements to assess the ACP.
10. Balanced modifications that meet policy requirements while responding to the issues identified and raised by the community are considered the most effective means of securing the best outcome for the City and various stakeholders.
11. Council considered the proposed ACP as submitted at its meeting of 17 November 2020 and resolved to advertise proposed modifications for community comment.
12. Council further considered the proposed ACP subsequent to advertising of the proposed modifications at its meeting of 16 March 2021 and resolved to recommend to the WAPC that the proposed ACP only be approved subject to the modifications identified.
13. The Statutory Planning Committee (SPC) under delegation from the WAPC considered the City's recommendation at its meeting of 21 September 2021 and resolved to make further modifications to the City's recommended modified ACP and that this further modified ACP be advertised and that a Scheme Amendment to implement the proposed ACP be initiated and advertised.
14. These modifications included changes to the boundary of the ACP area and increases to maximum heights permissible in the core precinct of the ACP.
15. At its meeting of 13 December 2022, Council resolved to initiate Scheme Amendment No.15 and advertise the SPC proposed modifications concurrently.
16. Advertising has now been completed and submissions received on both the SPC modified ACP and proposed Scheme Amendment No.15.
17. The content of submissions received did not result in anything being raised that would warrant a change in the Councils original position with many submissions requesting this position be maintained.
18. The Council is now required to provide a recommendation to the WAPC in relation to the ACP and to the Minister for Planning in relation to proposed Scheme Amendment No.15.
19. It is recommended that the Council maintains its support for the modified version of the ACP that it previously supported and similarly that Amendment No. 15 be only approved if modified to reflect the version of the ACP previously supported by Council.

UNCONFIRMED

PURPOSE

This matter is presented to Council for a decision as to its final recommendation to the WAPC in regard to the proposed ACP, and its final recommendation to the Minister for Planning in regard to proposed Scheme Amendment No.15 to Local Planning Scheme No. 6 (LPS6).

CONSEQUENCE

The ultimate determining authority for the proposed ACP is the WAPC and for the proposed Scheme amendment is the Minister for Planning. The City's role is to provide a recommendation as to how, in the City's view, the relevant authority should determine the matters at hand.

The recommendation to Council is considered the most balanced outcome between meeting the planning policy framework and community expectations.

STRATEGIC ALIGNMENT

Priority	**2**	**Improve the approach for diverse and sustainable urban development and infrastructure**
	P2/1	Implement innovate, efficient and appropriate initiatives that support community centred infrastructure within integrated transport solutions.
	P2/2	Enhance amenity and vibrancy through placemaking and creating well designed and attractive public spaces.
	P2/3	Optimise the capability and liveability of activity centres with consideration to the expectations of our community.
	P2/4	Enhance regulatory and approval frameworks to ensure sustainable building infrastructure.
Outcome Indicator	2	Growth and Prosperity
	Goal 1	Achieve Economic Resilience
	Goal 2	Local Job Opportunities for Locals
	Goal 3	Location of Choice for A Diverse Range of Businesses

BACKGROUND

A proposed Activity Centre Plan (ACP) has been submitted to the City by the owners of the Kardinya Park Shopping Centre. The proposed ACP relates to the Kardinya District Centre, within which the Kardinya Park Shopping Centre is located and surrounds.

Development approval for the redevelopment of the Kardinya Park Shopping Centre was issued by the Development Assessment Panel (DAP) on the 8 June 2020. The proposal comprised a redevelopment of the Kardinya Park Shopping Centre site incorporating undergrounding of the existing at grade car parking, expansion of the shopping centre internal mall, introduction of a new roof top food and beverage precinct, a cinema complex, a 12 storey residential apartment building and a number of perimeter developments.

The City recommended a decision on the development proposal be deferred to enable preparation and approval of an Activity Centre Plan for the Kardinya District Centre that would provide an appropriate context for consideration of such a major development. The DAP resolved to approve the proposed development in the absence of an ACP but modified the proposed development to reduce the apartment building height from 12 to 9 storeys.

The proposed ACP has been prepared by a landowner and has been submitted to the City for assessment.

Where an ACP is submitted to the City, the City is required to advertise the proposed ACP for comment, refer to relevant agencies, assess the proposed ACP against the planning framework and provide a report to the WAPC with recommendations as to how the WAPC should determine the proposed ACP within a required statutory period.

An ACP is a strategic planning document that is intended to provide guidance for the future use and development of the area to which it applies and to which due regard should be given in the consideration/determination of development applications.

UNCONFIRMED

The contents of the ACP should be consistent with LPS6 and where proposals under an ACP may differ from LPS6, for example proposed density within residential zoned parts of the ACP area, alterations to LPS6 are required for those proposals to take effect. On this basis, any proposals identified within the ACP which are different to LPS6 can only be implemented upon gazettal of an amendment to the Scheme to modify it to reflect the proposals contained within the ACP.

The proposed ACP as submitted was considered by Council at its meeting on 17 November 2020 at which it was resolved to advertise proposed modifications to the ACP for further community comment. Advertising commenced from the 26 November 2020 and concluded on the 8 January 2021.

The Council considered the outcomes of this advertising period at its meeting of the 16 March 2021 and resolved to recommend to the WAPC that the proposed ACP only be approved subject to modification to the ACP as submitted with respect to the ACP boundary, identification of precincts, maximum building height, density controls, Gilbertson Road widening, other matters and statutory provisions.

The SPC under delegation from the WAPC considered the proposed ACP as submitted and the modifications as recommended by the City at its meeting of 21 September 2021 and resolved to require the City to advertise proposed further modifications to the ACP and request the City to undertake advertising of these modifications concurrent with a proposed Scheme Amendment to modify LPS6 as necessary to enable the ACP to be enacted.

The Council considered the SPC request at its meeting of 13 December 2022 and resolved to proceed as requested. Advertising of the SPC further modified ACP and Scheme Amendment No. 15 modifying LPS6 to enable implementation of the ACP incorporating the SPC modified ACP has now been completed.

The SPC modified ACP is included as Attachment 1. The SPC modifications shown on this plan differ from the City's recommended modifications in relation to the boundary of and areas included within the ACP area, and in relation to building heights within the "Core" precinct within the ACP. Proposed Scheme Amendment 15 is included as Attachment 2.

CONSIDERATION

Proposed Statutory Planning Committee (SPC) modifications to ACP.

The SPC proposed modifications basically comprise two items.

1. Increases in maximum building height within the Core precinct in the ACP.
2. Changes to the boundary of the ACP.

UNCONFIRMED

Building height within the Core precinct

The City's recommended modified ACP proposes maximum building heights be capped in the ACP at 6 storeys within the Core precinct. This is consistent with the existing planning framework including:

- Local Planning Scheme No. 6.
- The recommendations under the Murdoch Specialist ACP in relation to the Kardinya District Centre.
- Comparative ACPs such as the Melville District and Riseley Centre ACP.

The SPC proposed modifications suggest a maximum height within the core of 7 storeys for non-residential buildings, 9 storeys for residential buildings and 12 storeys for buildings at two "landmark" sites. In proposing these increased heights, the SPC has provided no explanation as to why the extra height is required.

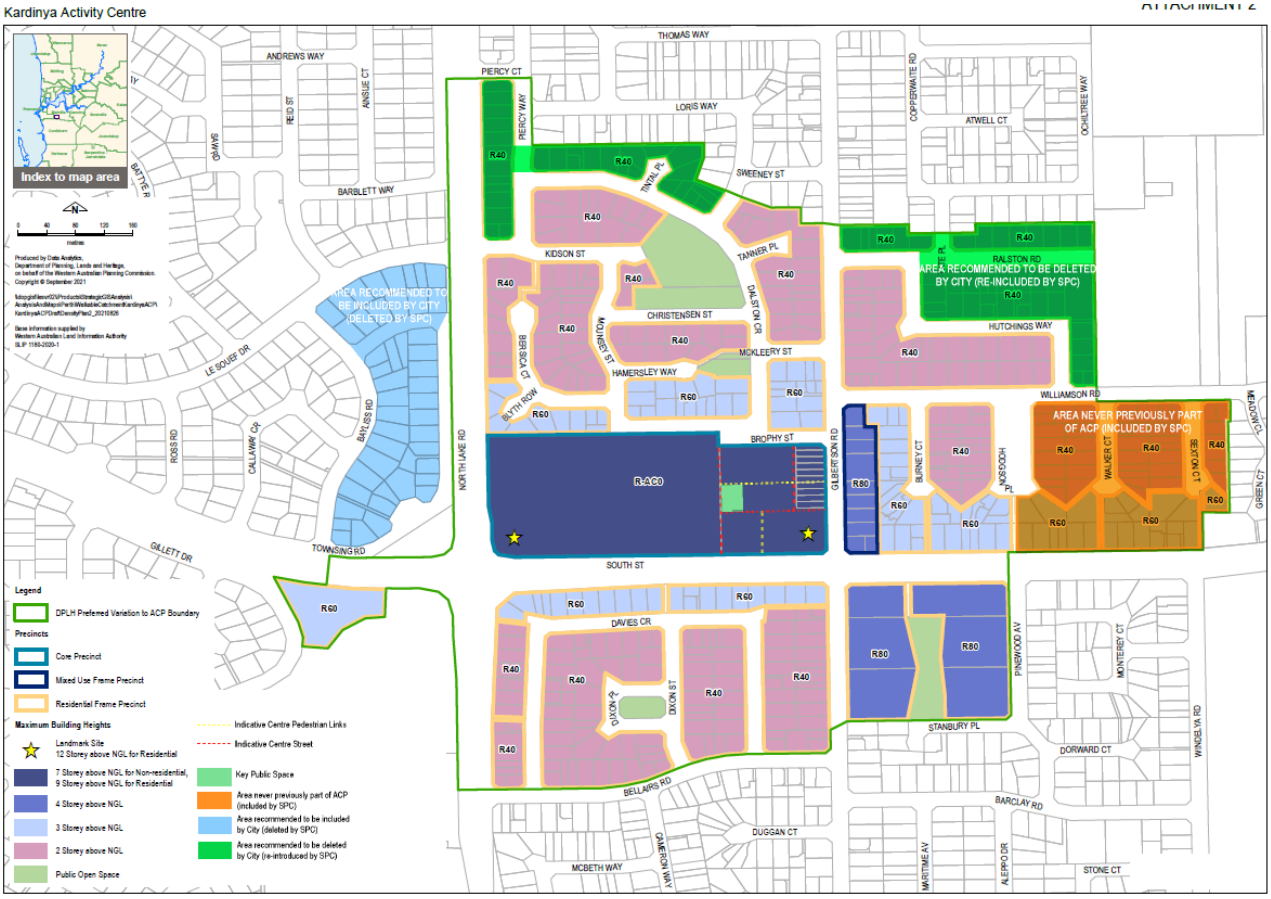
As the City recommended heights are consistent with the planning framework, have the general support of the community and no necessity for the increased heights has been demonstrated, the City's modified maximum building height within the Core precinct of 6 storeys continues, from the City's perspective, to be appropriate.

ACP boundary modifications

The SPC modifications propose to change the boundary of the ACP in three ways;

1. Extend the eastern boundary further along South Street to include within the ACP an area never previously within the ACP in any other version (shown orange in plan below).
2. Extend the northern and north-eastern boundaries of the ACP to insert back into the ACP two areas proposed to be removed from the ACP in the City recommended modified ACP (shown green in plan below).
3. Delete from the ACP an area east of North Lake Road and north of South Street inserted into the ACP under the City's recommended modified ACP (shown light blue in plan below).

UNCONFIRMED



STATUTORY PLANNING COMMITTEE (WESTERN AUSTRALIAN PLANNING COMMISSION) ATTACHMENT A: PREFERRED ACTIVITY CENTRE PLAN

No specific explanation/justification has been provided by the SPC for these proposed changes and there is a concern that they fail to reflect policy guidance under SPP 4.2 and the wider planning framework. The City recommended modified ACP delivers all policy requirements including dwelling targets and has general community and Council support. Given this, any proposal to further modify it should demonstrate either a specific need to modify it in response to a failure to meet requirements, or clear articulation as to how the modifications proposed improve the delivery of the relevant policy guidance for an ACP.

In this regard, the primary objective is to deliver an activated district centre at Kardinya. There's concern that the proposed boundary modifications have been driven by a desire to address a perceived issue beyond the obligations of an ACP. It is understood that in this instance, the SPC is seeking to utilise the proposed ACP to respond to a concern about long term vehicle access on to South Street from adjoining properties.

Where such properties would normally fall within the policy guidance for an ACP, such as within a nominal 400m walkable catchment additional consideration to address this issue within the ACP may be appropriate. The concern is that the SPC is seeking to extend the ACP beyond what would be its normal extent to capture properties within it so that this matter can then be addressed and is as a consequence impacting on areas that would not normally be included.

In doing so, from the City's perspective, it's contradicting policy guidance by removing other areas from the ACP which usually should be included as part of the nominal walkable catchment area and including areas that otherwise would not be included as they extend beyond the walkable catchment. The proposed boundary changes contained in the SPC modification do not reflect the objectives of the relevant policy framework and result in a weaker outcome in terms of supporting an activated district centre at Kardinya and are therefore not supported. The City's recommended modified ACP is included as Attachment 3.

ACP Part 1 Clauses

When the SPC considered the ACP and proposed its modifications, it did not make any determination in relation to the clauses contained within Part 1 of the ACP text as outlined by the City's recommended modifications to the ACP. The City's support for its recommended clauses within Part 1 of the ACP documentation remains and should be supported.

Main Roads WA Submission (MRWA)

A submission received from MRWA repeats previous advice that it does not support the proposed ACP as it has concerns in relation to some of the traffic advice prepared by the proponent. This item has been subject to liaison between the proponent and MRWA and updated advice has been provided, however, MRWA has still has concerns.

A key concern of MRWA is capacity of the intersection of Gilbertson Road (Local Distributor Road) and South Street (Primary Regional Road). An option proposed by MRWA involves the ACP requiring a widening of Gilbertson Road adjacent to the South Street intersection. As Gilbertson Road is a local road, the responsibility for acquiring land for the widening and upgrading the road would rest with the City. This outcome is not supported. Should Gilbertson Road require upgrading to maintain satisfactory operation of South Street, then the required land at the intersection should be identified and reserved for regional purposes.

Final approval of the ACP rests with the WAPC. The WAPC should be satisfied that traffic matters have been appropriately addressed to its satisfaction before approving the ACP. Advice to the WAPC is also recommended with respect to ensuring that any required widening/upgrading of the South Street/Gilbertson Road intersection is designated a regional/state responsibility.

Proposed Amendment 15

Proposed Scheme Amendment No.15 essentially addresses two main considerations:

1. Amends LPS6 to reflect the zoning, density and development requirements proposed in the ACP for the Kardinya District Centre.
2. Introduces specific clauses to facilitate the removal of encumbrances on the title of the Kardinya Park Shopping Centre (KPSC) property.

Changes to LPS6 reflecting the proposed ACP

Scheme Amendment No.15 is based upon the contents of the SPC modified version of the ACP. The modifications proposed by the SPC in its modified version of the ACP are not supported and as such it is recommended that Council only support Amendment 15 subject to its modification to reflect the version of the ACP previously supported by Council.

Clauses related to removal of encumbrances

The submission on behalf of the owners of the Kardinya Square Shopping Centre raises the following in relation to clauses within Amendment 15 that will remove;

1. A restrictive covenant preventing the sale of alcohol within the KPSC property
2. Two easements providing right of access across portions of the KPSC property by the owners of the KSSC.

UNCONFIRMED

Restrictive Covenant

The submission states that:

> *"… a restrictive covenant is a property right. While there is a general power in the Planning and Development Act 2005 for planning schemes to extinguish restrictive covenants, it is a power which should be used very sparingly. In this case, there is no evidence that a restriction on the adjoining property from selling liquor impacts on the implementation of the Activity Centre.*
>
> *This is quite unlike a scenario where (for example) the restriction relates to a broad land use, such as any retail land uses, where the restrictive covenant would have the effect of thwarting the implementation of the planning objectives for an area. In this regard, the City should have the lightest of touches to ensure that it is not interfering with legitimate, registered property rights.*
>
> *At the very least, the City's officers should advise why the restrictive covenant impacts on the implementation of the Activity Centre. Such an exercise has not been undertaken. My client reserves its right in this regard to challenge these provisions in the Supreme Court should they be pursued."*

Advice has been received from the City's solicitors and is summarised as follows;

1. A local planning scheme may provide for extinguishment or variation of any restrictive covenant.
2. The power to vary/extinguish exists where there is a planning purpose in doing so.
3. A number of arguments have been made in support of doing so including:
    a) The covenant has never been enforced.
    b) It cannot be achieved via other mechanism.
    c) Land in the Activity Centre will be zoned C2 under which there are a range of permissible land uses which involve the sale of liquor. The restrictive covenant prevents those uses from being carried out and consequently restricts the extent to which the land can achieve the full development outcome contemplated by the ACP.
    d) In this regard permissible land uses that reference the Liquor Licensing Act in their definition (and are therefore potentially permitted under the scheme) but could be prevented from being established by the covenant include;
        i) Brewery
        ii) Liquor store-large
        iii) Liquor store-small
        iv) Nightclub
        v) Restaurant/café
        vi) Small bar
        vii) Tavern

The legal advice concludes there's a legitimate planning purpose in extinguishing the covenant to permit the sale of liquor. As the extinguishment of a restrictive covenant is not a form of injurious affection, no compensation is payable if it is extinguished.

UNCONFIRMED

While there may be a potential risk that the beneficiary of the restrictive covenant could take some form of action, perhaps on the basis that extinguishment is in some way beyond power, the final form and contents of, and indeed whether any amendment proceeds is determined by the Minister for Planning, and therefore it is the Minister who will ultimately determine whether there is sufficient planning grounds to include clauses to extinguish the covenant.

Easements

The submission states that:

> *"… again, an easement is a property right. The easements in question in this case provide access to my client's car parking areas and are therefore essential to the operation of Kardinya Square. My client is most concerned that its easements might be extinguished in circumstances where there might be a hiatus between that point, and the road becoming a gazetted thoroughfare.*
>
> *In our view, the better option would for the City to acquire this land, and immediately create a road under the Land Administration Act 1997 process. This would provide greater certainty as to timing."*

Legal advice has also confirmed that easements can be extinguished under this process based upon there being a sufficient planning basis for doing so.

The submitters concern relates not so much to extinguishment of the existing easements but to any potential for, upon extinguishment, the risk of the owners of the Kardinya Square Shopping Centre site losing legal access across the KPSC site prior to the creation of the gazetted Road which will eventuate from the redevelopment of the KPSC property.

It is intended that extinguishment of the private easements will trigger immediate implementation of an easement in gross which will ensure ongoing access until such time as the public road is gazetted following its construction as part of the redevelopment of the KPSC.

Prior to determining final approval of the proposed amendment, the Minister for Planning should be satisfied that the phrasing of relevant clauses triggering the easement in gross is appropriate to ensure this is provided when required.

ENGAGEMENT

In accordance with the Council resolution of the 13 December 2022, the SPC proposed modifications to the ACP and proposed Scheme Amendment No.15 were advertised concurrently for a minimum of 42 days.

Correspondence was sent to properties within and adjoining the affected area, persons who had previously registered on the ACP Melville Talks web page were emailed directly, advertisements placed in print media and notifications in social media and signage was placed on site advising of the community engagement underway and inviting submissions.

UNCONFIRMED

Outcomes of advertising, SPC modifications proposed to ACP

56 submissions were received in relation to the proposed SPC modifications to the ACP of which 23 (41%) objected to the proposed SPC modifications, 28 (50%) supported the proposed SPC modified version of the ACP and commentary provided in 3 (1%) were classed as unclear or not relevant. A schedule of submissions received is included as Attachment 4.

It is noted that of the 28 submissions of support for the SPC modified version of the ACP, 21 are from either the owner of the KPSC, other representatives of the KPSC or tenants of the KPSC, that is 75% of submissions of support are connected in one way or another to the proponent, the KPSC.

Within the area contained within the boundary of every version of the ACP (originally submitted proponent version, City's recommended modified version and SPC further modified version), 23 submissions in support (21 associated with the KPSC) and 10 submissions in objection were received.

Within the area proposed to be included for the first time within the ACP, as a consequence of the SPC proposed modifications to the ACP, 4 submissions were received, 2 in support and 2 objecting. 1 submission from a property directly abutting the extended ACP area but not within it objecting was also received.

Within the area removed from within the ACP in the City's recommend modified version and proposed to be reinserted within the ACP under the SPC modifications 2 submissions of objection were received and none of support although a supporting submission was received from a property directly abutting this area.

No submissions were received from within the area inserted within the ACP under the City's recommended modified version although 3 objecting submissions were received from adjoining properties.

Major themes within objecting submissions

1. Objection to proposed SPC modified heights in the Core Precinct. The preferred position of the majority of submissions that raised this issue is heights be no greater than those proposed in the City's recommended modified ACP.
2. No explanation/justification has been provided as to why the area inserted into the ACP west of North Lake Road in the City's recommended modified ACP is proposed to be deleted under the SPC modifications.
3. No explanation/justification has been provided for the inclusion of the new area at the eastern edge along South Street under the SPC proposed modifications to the ACP. Objectors note that it's some distance from the actual district centre in the core precinct and suggest that if the goal is to encompass highly walkable areas to implement denser zoning then it makes more sense to expand to the west which is much closer to the core not further east and outside the indicative 400m catchment suggested in relevant policy.
4. Confirmation of support for the City's recommended modified ACP which is seen as a reasonable compromise between the policy requirements and local concerns, and which has general community support.
5. A specific objection was raised by the owners of the Kardinya Square Shopping Centre property directly abutting the KPSC property on the east and within the core precinct in relation to the identification of a possible future location for the provision of an area of "Key Public Space" within their property.

UNCONFIRMED

The provision of a public space is indicative only and its form, scale and location will be determined at a future point when redevelopment of the general location where it is shown is contemplated. It is not specified as public open space to be ceded but rather simply indicates that as part of the future redevelopment of this part of the core precinct consideration of provision of a future space of some kind providing for outdoor public activity/use is encouraged.

It is noted that the objection does not appear to be so much on the basis of the concept of the provision of such a space (which is encouraged under the applicable policy framework) but rather that it should have been provided within the KPSC property rather than the Kardinya Square property.

Unfortunately, as the development approval for the redevelopment of the KPSC precedes the proposed ACP and the opportunity to secure such a space within the KPSC portion of the Core precinct is now limited. As the location indicated directly abuts what will ultimately be the main street within the district centre the location indicated is considered to best serve the policy objective and vision for the activity centre.

Major themes within supporting submissions

The main theme within supporting submissions is the perceived economic benefit the ACP will bring primarily to retailers within the KPSC, reflecting the preponderance of supporting submissions from this group. This is acknowledged but it is noted that this economic benefit is likely to occur irrespective of which version of the ACP ultimately gets adopted.

Outcomes of advertising proposed Scheme Amendment No.15

46 submissions were received of which 19 (41%) objected to the proposed amendment, 26 (57%) supported the amendment and 1 (2%) was identified as unclear or not relevant. Of the 26 submissions in support 21 (81%) are in some way related to the KPSC (owner, representative of, or tenant at the centre).

Within the area proposed to be included in the ACP area for the first time under the SPC modifications a total of 4 submissions were received, 2 in support and 2 objecting. Within the area proposed to be reinserted 2 objections were received, and no submissions were received in the area proposed to be deleted under the SPC modifications.

Major themes within objecting submissions

1. The proposed amendment is based on the SPC modified ACP and no explanation/ evidence has been provided to justify/explain why these modifications are required and how they will enable a better more activated centre to be achieved. The amendment should therefore be modified to reflect the preferred ACP which is the Council's recommended modified ACP.

2. The proposed building heights contained in the amendment (reflecting the SPC modifications) are not supported and should as a minimum revert to the heights recommended by the Council.

3. The owners of the Kardinya Square Shopping Centre (KSSC) have objected to the inclusion of clauses within the amendment that extinguish existing encumbrances in favour of the KSSC property over the KPSC property.

UNCONFIRMED

Major themes within supporting submissions
The main theme within supporting submissions is the perceived economic benefit the ACP will bring primarily to retailers within the KPSC, reflecting the preponderance of supporting submissions from this group. This is acknowledged but it is noted that this economic benefit is likely to occur irrespective of which version of the ACP ultimately gets adopted.

SUSTAINABILITY IMPLICATIONS

	Environmental	Social	Economic
Pros/Opportunities	6. Supports integrated transports solutions. 7. Establishes approval frameworks supporting sustainable built form design	1. Supports placemaking and well-designed public spaces	1. Supports greater local job opportunities and economic development

LEGISLATIVE AND POLICY ALIGNMENT

The requirement for and policy framework governing preparation of an Activity Centre Plan is included within the planning framework under SPP4.2. Preparation of a LPS6 Amendment is undertaken in accordance with the Planning and Development Act 2005 and Town Planning Regulations 2015. The matters subject of this report have been and are being progressed in accordance with the requirements of this planning framework.

FINANCIAL IMPLICATIONS

The proposed ACP will provide additional development opportunity in the ACP area. Whilst there are no direct financial cost implications with the ACP, new development will provide revenue opportunities for the City as well as need for additional services. It is noted that the applicant has been required to pay an application fee to offset costs associated with the assessment of the ACP and proposed scheme amendment.

UNCONFIRMED

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (UP23/18)

At 7:42pm, Cr N Robins moved, seconded Cr D Macphail

1. That the Council in reference to the proposed Kardinya District Centre Activity Centre Plan advises the Western Australian Planning Commission that:

(a) The City of Melville has advertised modifications to the Kardinya District Activity Centre Plan in accordance with the instructions from the Statutory Planning Committee of the Western Australian Planning Commission dated 21 September 2021, pursuant to Clause 22 (2) of Schedule 2, Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2105.

(b) Results of the advertising period are included in a Schedule of Submissions and associated documentation now forwarded to the Western Australian Planning Commission.

(c) The Council having regard to the results of the advertising period, the existing planning framework and the principles of orderly and proper planning, does not support the modifications proposed to the Kardinya District Centre Activity Centre Plan by the Statutory Planning Committee.

(d) In lieu of the modifications identified by the Statutory Planning Committee, the Council recommends that the proposed Kardinya District Centre Activity Centre Plan be further modified to revert to the modifications as recommended by Council on 16 March 2021.

(e) The Council notes the concerns raised by Main Roads Western Australia with respect to aspects of the Kardinya District Centre Activity Centre Plan and understands the Western Australian Planning Commission will satisfactorily respond to these issues ahead of determination of the Plan.

(f) Further to (e) above, the Council notes a Main Roads Western Australia proposal to use the Activity Centre Plan to seek widening of a portion of Gilbertson Road to increase capacity at the South Street/Gilbertson Road intersection. The Council does not support the use of the Activity Centre Plan for this purpose and requires that any land identified for enhancement of the South Street intersection to be appropriately designated as part of the Primary Regional Road Reserve.

2. That the Council, in reference to proposed Scheme Amendment No.15 to Local Planning Scheme 6, advises the Western Australian Planning Commission that:

(a) The City has advertised Scheme Amendment No. 15 to Local Planning Scheme No.6 inclusive of modified content to align with the modifications to the Kardinya District Activity Centre Plan in accordance with the instructions from the Statutory Planning Committee of 21 September 2021.

(b) Results of the Scheme Amendment advertising period are included in a Schedule of Submissions and associated documentation now forwarded to the Western Australian Planning Commission.

(c) The Council, having regard to the results of the advertising period, the existing planning framework and the principles of orderly and proper planning, resolves not to support Scheme Amendment No.15 to Local Planning Scheme 6.

(d) The Council advises that it may support an amendment to Local Planning Scheme No.6 that aligns with the suite of modifications to the proposed Kardinya District Centre Activity Centre Plan as recommended by Council on 16 March 2021.

(e) Proposed Scheme Amendment No.15 to Local Planning Scheme 6 raises issues with respect to extinguishment of property rights. Whilst the intent of these provisions are supported in the interest of orderly and proper planning they are highlighted to the Western Australian Planning Commission for appropriate consideration of planning merit and timing should the Scheme Amendment be supported.

At 7:47pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

UNCONFIRMED

Management Services

At 7:50pm, the Presiding Member advised the Council that an Officer Advice Note in relation to Cr Sandford's Amendment has been circulated to Elected Members prior to the meeting.

M23/9 Council Policy CP-005 Land and Property Retention, Disposal and Acquisition Policy Review

File Number:	
Responsible Officer:	Strategic Land & Property Executive
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil
Attachments:	1. Proposed Council Policy - CP-005 Strategic Land Management

COUNCIL'S ROLE

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

SUMMARY

- At the 16 May 2023 Ordinary Meeting of Council, a notice of motion resolved to review the Council Policy CP-005 Land and Property Retention, Disposal and Acquisition Policy. This included an Elected Members workshop held on Tuesday 27 June 2023 to discuss strategic objectives of the policy.
- CP-005 was last reviewed in 2017 and officers recommend that the Policy as revised, be updated and renamed to reflect the current strategic objectives of the Council for the City's land and property assets.

PURPOSE

This report responds and provides recommendations to the notice of motion at the 16th of May 2023 Ordinary Meeting of Council to review Council Policy CP-005 Land and Property Retention, Disposal and Acquisition Policy.

CONSEQUENCE

If the revised, updated and renamed Council Policy is not adopted the current strategic objectives of the Council for the City's land and property assets will not be captured and published. The Council will have to rely on dated objectives and references to internal State Government policy won't be removed.

STRATEGIC ALIGNMENT

Priority	**2**	**Improve the approach for diverse and sustainable urban development and infrastructure**
	P2/3	Optimise the capability and liveability of activity centres with consideration to the expectations of our community.
	5	**Ensure long term financial sustainability**
	P5/3	Identify opportunities for appropriate alternative revenue streams.
	6	**Encourage local economic development**
	P6/1	Encourage opportunities for increased private sector commercial and residential development in strategic locations.
Outcome Indicator	2	Growth and Prosperity
	Goal 1	Achieve Economic Resilience
	5	Sense of Community
	Goal 3	Place Activation and Liveability

BACKGROUND

A motion with notice at the Ordinary Meeting of Council held on 16th May 2023 resolved:

1. ***Schedule one or more Elected Members workshop/s to discuss the CP-005 Land and Property Retention, Disposal and Acquisition Policy at which Elected Members will discuss the strategic objectives the policy is to achieve prior to the July 2023 Ordinary Meeting of Council;***
2. ***Following the workshops prepare amendments to CP-005 which align with the general outcomes of the workshop and present them in a report for consideration at the July 2023 Ordinary Meeting of Council.***

CP-005 Land and Property Retention, Disposal and Acquisition Policy is overdue review as it was last reviewed on 21 March 2017. One workshop discussing review of this policy was held however, no formal updated policy was resolved and adopted.

CONSIDERATION

A draft amended policy was included with the motion with notice however, upon review and given the length of time since this policy was last reviewed; officers recommend the Policy is revised, updated and renamed for the following reasons.

The objectives of the Council have changed since the policy was last reviewed in 2017 and considering this in the context of the City's land and property assets officers have prepared a new draft policy.

The City has a finite availability of land and property with its primary purpose being the provision of public open space, and the delivery of necessary services and facilities to the community. As population increases in the City as a result of urban infill, the management of the City's landholdings has and will continue to rise, to meet the expectations of the community.

The proposed policy applies to all City owned and controlled land and property assets and:

- Updates and introduces new policy objectives which allow the City's visions and strategic objectives to be updated, without updating the Council Policy
- Proposes the strategic position of the Council in relation to land and property assets
- Removes emphasis on revenue-raising and rates offsets
- Removes detailed operational matters
- Removes reference to State Government internal operational policy
- Establishes a high level procedure to consider acquisition, sale, lease or other deal structure of land and building assets.

As well as the Council Policy for Land Management, it is important to note the City has an established governance and procedural framework for all the land and property assets.

ENGAGEMENT

Officers have collaborated with Elected Members and internal stakeholders. All comments and feedback have been incorporated into the proposed revised, updated and renamed Council Policy.

SUSTAINABILITY IMPLICATIONS

The new proposed Council Policy includes a Policy objective to ensure all land and property assets owned or controlled by the City deliver social, environmental and economic benefit to the community.

LEGISLATIVE AND POLICY ALIGNMENT

Review of CP-005 is the first step in updating the Council's objectives for City owned and controlled land. It is also recommended a wider framework, including the Land Asset Management Plan, is updated and endorsed by Council.

FINANCIAL IMPLICATIONS

There are no financial implications for updating Council Policy and no additional expenditure or resources are required to adopt the Policy.

OFFICER RECOMMENDATION

At 7:50pm, Cr G Barber moved, seconded Cr J Spanbroek

That the Council adopt the revised, updated and renamed Council Policy CP-005 Strategic Land Management Policy

COUNCIL RESOLUTION (M23/9)

Amendment

At 7:58pm, Cr M Sandford moved, seconded Cr C Ross

That the officer recommendation be amended by adding the following to the end of the recommendation:

", subject to the following amendments:

1. ***On page 1, under "Policy Statement", on the second last line insert a comma after "social" and add the word: "environmental".***
2. ***On page 2 line 3; and page 3 second last dot point; delete "8" weeks for community engagement and substitute "12".***
3. ***On page 2 in the property classification table regarding "Investment", add the following words to the second dot point:***

   "The property may be sold or leased to a third party(s) referenced by a current market valuation (dated not less than 6 months old) as determined by an independent licensed valuer. Subject to contractual conditions of sale or lease of the property between the City and the third party(s), the current market valuation should reference the proposed settlement date or lease commencement date to ensure the assessed value takes into account that the market value may change prior to the settlement date or lease commencement date should this period exceed the agreement execution date by more than 12 months.".
4. ***On page 3, in the "References that may be applicable to this Policy" section, next to "Other Plans, Frameworks, Documents Applicable to Policy:", and after "CP-103 Improving Public Spaces", add:***

   "CP-120 Climate Action Policy and Corporate Climate Action Plan"

At 7:58pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

At 7:51pm, Cr N Pazolli left the meeting.

At 7:53pm, Cr N Pazolli returned to the meeting.

COUNCIL RESOLUTION

Substantive Motion as Amended

At 7:50pm, Cr G Barber moved, seconded Cr J Spanbroek

That the Council adopt the revised, updated and renamed Council Policy CP-005 Strategic Land Management Policy, subject to the following amendments:

1. **On page 1, under "Policy Statement", on the second last line insert a comma after "social" and add the word: "environmental".**
2. **On page 2 line 3; and page 3 second last dot point; delete "8" weeks for community engagement and substitute "12".**
3. **On page 2 in the property classification table regarding "Investment", add the following words to the second dot point:**

   "The property may be sold or leased to a third party(s) referenced by a current market valuation (dated not less than 6 months old) as determined by an independent licensed valuer. Subject to contractual conditions of sale or lease of the property between the City and the third party(s), the current market valuation should reference the proposed settlement date or lease commencement date to ensure the assessed value takes into account that the market value may change prior to the settlement date or lease commencement date should this period exceed the agreement execution date by more than 12 months.".
4. **On page 3, in the "References that may be applicable to this Policy" section, next to "Other Plans, Frameworks, Documents Applicable to Policy:", and after "CP-103 Improving Public Spaces", add:**

   "CP-120 Climate Action Policy and Corporate Climate Action Plan"

COUNCIL RESOLUTION

Amendment

At 7:58pm, Cr N Robins moved, seconded Cr K Mair

That the Substantive Motion be amended to include an additional point 5 to read as follows:

"Include a new point 6 under "Policy Objectives" which reads as follows:

6. To, where consistent with the above objectives, create greater revenue from current and potential land, property, and facility holdings to reduce the necessity of future rate increases."

At 8:10pm, the Presiding Member declared the motion.

CARRIED (7/5)

Yes (7):	Crs Glynis Barber, Duncan Macphail, Katy Mair, Nicole Robins, Jennifer Spanbroek, Karen Wheatland and Matthew Woodall
No (5):	Mayor George Gear JP, Crs Jane Edinger, Clive Ross, Margaret Sandford and Nicholas Pazolli

COUNCIL RESOLUTION (M23/9)

Substantive Motion as Amended

At 7:50pm, Cr G Barber moved, seconded Cr J Spanbroek

That the Council adopt the revised, updated and renamed Council Policy CP-005 Strategic Land Management Policy, subject to the following amendments:

1. **On page 1, under "Policy Statement", on the second last line insert a comma after "social" and add the word: "environmental".**
2. **On page 2 line 3; and page 3 second last dot point; delete "8" weeks for community engagement and substitute "12".**
3. **On page 2 in the property classification table regarding "Investment", add the following words to the second dot point:**

   "The property may be sold or leased to a third party(s) referenced by a current market valuation (dated not less than 6 months old) as determined by an independent licensed valuer. Subject to contractual conditions of sale or lease of the property between the City and the third party(s), the current market valuation should reference the proposed settlement date or lease commencement date to ensure the assessed value takes into account that the market value may change prior to the settlement date or lease commencement date should this period exceed the agreement execution date by more than 12 months."
4. **On page 3, in the "References that may be applicable to this Policy" section, next to "Other Plans, Frameworks, Documents Applicable to Policy:", and after "CP-103 Improving Public Spaces", add:**

   "CP-120 Climate Action Policy and Corporate Climate Action Plan"
5. **Include a new point 6 under "Policy Objectives" which reads as follows:**

   "6. To, where consistent with the above objectives, create greater revenue from current and potential land, property, and facility holdings to reduce the necessity of future rate increases."

At 8:10pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

Corporate Services

8:11pm 18/07/2023 *Cr G Barber, having disclosed a financial interest in relation to Item C23/47 (detailed in Item 5), left the meeting.*

C23/47 Request to Attend Conference - Election Caretaker Period

File Number:	
Responsible Officer:	Chief Executive Officer
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Not applicable
Attachments:	1. Climate Summit Sept 2023 - Preliminary Program

COUNCIL'S ROLE

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

SUMMARY

- A request has been received from an Elected Member to attend the Climate Summit for Local Government 2023 (6 – 8 September 2023) in Melbourne.
- In accordance with CP-092 Elected Member Professional Development, Elected Members wishing to attend a conference after 30 June in the year their term of office ends and where they have insufficient training funds, must seek approval from the Council.

PURPOSE

Cr G Barber is seeking approval to attend the Climate Summit for Local Government 2023, to be held 6 – 8 September 2023, in Melbourne.

In accordance with Policy CP-092 Elected Members wishing to attend conferences and seminars after 30 June 2023 in the year their term expires and where they have insufficient funds available in their training allocation, are required to seek the approval of the Council.

CONSEQUENCE

Consideration should be given to achieving the City's strategic direction in accordance with its Climate Emergency Declaration, its commitment to the reducing its carbon emissions and the objectives under adopted CP-120 Climate Action Policy which includes demonstrating leadership in climate change mitigation and adaptation.

UNCONFIRMED

STRATEGIC ALIGNMENT

Priority	**There are no applicable priorities in relation to this report.**
Outcome Indicator	1 Clean and Green Goal 2 Promoting Sustainable Environment

BACKGROUND

Council Policy CP-092 Elected Members Professional Development provides as follows:

5. CONDITION OF APPROVAL

5.1 Prior approval must be obtained from the Council:

- *For attendance at Conferences/Training/ Seminars after 30 June in the year an Elected Member's term of office ends;*
- *Where two or more Elected Members have requested to the attend the same conference outside of Western Australia at the same time;*
- *Where the Elected Member does not have sufficient funds available in their Training and Development allocation to meet all associated event costs.*

CONSIDERATION

Cr Barber is seeking approval to attend the Climate Summit for Local Government 2023, to be held in Melbourne 6 – 8 September 2023.

The Cities Power Partnership's Climate Summit for Local Government will bring together elected officiations and chief executives from Council's across the country to identify key opportunities, inform practical actions and inspire innovation, all at the local government level. A copy of the Preliminary Program for this event is included as an attachment.

Approximate costs associated with this event include:

• All inclusive Registration (member)	$1,265.00
• Return Flights (approximate)	$800.00
• Accommodation 3 nights (average)	$690.00
	$2,755.00 plus sustenance

Cr Barber does not currently have sufficient funds in her training allocation to cover the costs associated with attendance at this Summit. Should the Council approve Cr Barber's attendance, consideration should be given to either approving the payment of the additional costs or requesting Cr Barber to fund any shortfall.

Cr Barber's current term as an Elected Member will conclude as part of the 2023 Local Government Election which is approximately six weeks after the Summit.

ENGAGEMENT

There has been no engagement with the community or external stakeholders in relation to this matter.

UNCONFIRMED

LEGISLATIVE AND POLICY ALIGNMENT

Council Policy CP-092 Elected Member Professional Development applies to this request, specifically clause 5 that requires a request from an Elected Member to attend a conference or training after 30 June in the year their term expires, is required to seek the prior approval of the Council.

Additionally, where the Elected Member does not have sufficient funds to meet all the costs associated with the conference or training, they are required to seek prior approval of the Council.

FINANCIAL IMPLICATIONS

Elected Members have an annual training allocation of $3,750.00 and a travel allocation of $1,000. Any unused amounts are carried over for one year only. Cr Barber does not have sufficient funds to cover all the costs associated with this event.

It should be noted that upon adoption of the 2023-2024 Budget, a further training allocation will be available to Elected Members, however the Council would need to approve the expenditure of this for Elected Members whose term concludes in October 2023.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C23/47)

At 8:11pm, Cr J Edinger moved, seconded Cr N Robins

That the Council:

1. **Not support the attendance of Cr G Barber at the Climate Summit for Local Government 2023, to be held 6 – 8 September 2023 in Melbourne, due to the requirements of CP-092 Elected Members Professional Development and the time of the 2023 Local Government Election.**
2. **Reimburse Cr G Barber the costs associated with attendance at the Climate Summit for Local Government 2023, to be held 6 – 8 September 2023 in Melbourne, should Cr G Barber attend at her own cost and be successful in being re-elected in the October 2023 Local Government Election.**

At 8:13pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

At 8:14pm, Cr Barber returned to the meeting.

C23/48 Delegates to the Western Australian Local Government Association Annual General Meeting 2023

File Number:	
Responsible Officer:	Chief Executive Officer
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil
Attachments:	Nil

COUNCIL'S ROLE

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

SUMMARY

- The Western Australian Local Government Association (WALGA) Annual General Meeting will be held on Monday, 18 September 2023.
- The Council may nominate two voting delegates and two proxy delegates to represent the City of Melville and attend and vote at the Western Australian Local Government Association Annual General Meeting.

PURPOSE

For the Council to nominate two voting delegates and two proxy voting delegates to attend the Annual General Meeting of WALGA and to vote on the City's behalf.

CONSEQUENCE

The Council may choose to not nominate delegates and consequently the City's vote on the matters affecting local government at a state and national level would be lost.

STRATEGIC ALIGNMENT

Priority	**3**	**Empower the voices of our diverse community by strengthening engagement**
	P3/1	Increase co-design approaches that engage stakeholders in upfront designs and support issue resolution activities.
Outcome Indicator		There are no applicable outcome indicators in relation to this report.

BACKGROUND

The City of Melville is a member of the Western Australian Local Government Association (WALGA). Membership entitles the City to nominate two voting delegates and two proxy voting delegates to attend the Annual General Meeting of WALGA and to vote on the City's behalf.

UNCONFIRMED

CONSIDERATION

The WALGA Annual General Meeting is scheduled to be held at the WALGA Convention on Monday 18 September 2023 at Crown Perth. The City of Melville, as a WALGA member, is entitled to nominate two voting and two proxy voting delegates to attend the Annual General Meeting and vote on the City's behalf. The City is required to advise WALGA by Friday, 8 September 2023 of its nominees.

Only registered delegates or proxy delegates will be permitted to exercise voting entitlements on behalf of member Councils. Delegates may be Elected Members or serving officers. Each year the City nominates Elected Members to attend and vote on the Annual General Meeting agenda items.

ENGAGEMENT

No engagement with the community or external stakeholders is associated with this matter.

LEGISLATIVE AND POLICY ALIGNMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONFIRMED

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C23/48)

At 8:15pm, Cr K Mair moved, seconded Cr G Barber

That the Council:

1. Nominate the following Elected Members as the City of Melville delegates:

1. Cr K Wheatland

2. Cr C Ross

And the following Elected Members to be proxy voting delegates:

1. Cr D Macphail

2. Cr J Spanbroek

to the Western Australian Local Government Association Annual General Meeting to be held on Monday, 18 September 2023.

2. Confirms that Councillor Macphail is to be the Proxy Member one and Councillor Spanbroek is to be the Proxy Member two.

3. Requests the Chief Executive Officer to forward advice of the City of Melville nominees for the Western Australian Local Government Association Annual General Meeting to the Western Australian Local Government Association by the deadline of 8 September 2023.

At 8:15pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

C23/49 Common Seal Register July 2023

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

COUNCIL'S ROLE

Information: For the Council / Committee to note.

SUMMARY

This report details the documents to which the City of Melville Common Seal has been applied for the period from 19 April 2023 up to and including 21 June 2023 for the Council's noting. This is a standing report to the Council.

PURPOSE

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

The following documents were affixed with common seal during the period 19 April 2023 up to and including 21 June 2023.

Register Reference	Parties	Description	ECM Reference
CS2209	City of Melville and Mr Hammer	Common Seal and CEO Sign Off for Surrender of Easement 13 Dirk Hartog Road, Bull Creek	DA-2023-182
CS2210	City of Melville and McLeods Lawyers	Common Seal and CEO Sign Off for the withdrawal of an existing caveat to be replaced – 18A Tweeddale Road	7555459
CS2211	City of Melville and LU BAI	Reinstatement of Caveat No. 103 – 105 Rome Road, Myaree	DA-2020-870 & DA-2020-871
CS2212	City of Melville and McLeods Lawyers	Extinguish Portion of Easement – 5 Carr Place Myaree	DAP-2021-16

CONSEQUENCE

This is a standard report for the Elected Members' that details the documents to which the City of Melville Common Seal has been applied for the period from 19 April 2023 up to and including 21 June 2023 for the Council's noting.

STRATEGIC ALIGNMENT

Priority	**1**	**Ensure the improvement of sustainability of our environment**
	P1/1	Protect and improve our natural assets to enhance our environment
Outcome Indicator	1	Clean and Green
	Goal 1	Greening the City

LEGISLATIVE AND POLICY ALIGNMENT

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

COUNCIL RESOLUTION (C23/49)

At 7:49pm, Cr N Pazolli moved, seconded Cr D Macphail

That the Council notes the actions of His Worship the Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from 19 April 2023 up to and including 21 June 2023 for the Council's noting.

At 7:49pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (12/0)

C23/50 Statements of Financial Activity for May 2023

File Number:	
Responsible Officer:	Manager Financial Services
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	1. Statement Nature Type May 2023 2. Rate Setting Nature Type May 2023 3. Rate Setting Program May 2023 4. Net Working Capital May 2023 5. Reconciliation Net Working Capital May 2023 6. Notes Rate Setting Program May 2023 7. Budget Amendments May 2023 and July 2023 8. Summary Rate Debtors May 2023 9. General Debtors Aged 90 Days May 2023 10. Rates Collection Graph May 2023

COUNCIL'S ROLE

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

SUMMARY

This report presents:

- The Statements of Financial Activity by Nature or Type and Rate Setting Statement by Program and Nature or Type, for the period ending 31 May 2023 and recommends that they be noted by the Council.
- The variances for the month of 31 May 2023 and recommends that they be noted by the Council.
- The Budget amendments required for the month of 31 May 2023 and July 2023 and recommends that they be adopted by Absolute Majority decision of the Council.

PURPOSE

The attached financial reports reflect a positive financial position of the City of Melville as at 31 May 2023.

CONSEQUENCE

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

STRATEGIC ALIGNMENT

Priority	**5**	**Ensure long term financial sustainability**
	P5/1	Undertake efficiency improvements to maximise cost effectiveness.
	P5/2	Advocate at National and State levels to maximise funding.
	P5/3	Identify opportunities for appropriate alternative revenue streams.
Outcome Indicator	2	Growth and Prosperity
	Goal 1	Achieve Economic Resilience

BACKGROUND

The Statements of Financial Activity for the period ending 31 May 2023 have been prepared and tabled in accordance with the *Local Government (Financial Management) Regulations 1996*.

Overall Summary of the City's Financial Position

- The City's total investments holding for May 2023 were $180.37m of which the Municipal cash balance at the end of the month was $36.9m and $143.2m was held in reserve accounts, which are restricted to the defined purpose for which the reserve account was established.
- The investment in green/ethical term deposits as at 31 May 2023 was $76.7m or 43% of total investment holdings, compared to $76.7m (41%) in April 2023. Green/Ethical investments are invested in the three banks, in accordance with the council credit rating policy. CBA and Suncorp are unable to accept new term deposit or process rollovers of existing Green /Ethical Investments which will be withdrawn in future.
- Rates raised as at 31 May were $96.3m, compared to a year to date budget of $96.3m. The positive variance of $0.03m, is due to interim adjustments in respect to both Commercial and Residential improved properties.
- Total debtor collections for May 2023 equalled $2.2m. The Rates collection target was 93.5% and the actual collection is tracking slightly higher at 95.7%, compared to 94.8% for the same period in 2021-2022. The total outstanding debtors (including all rates and sundry debtors) is $6.3m as of 31 May 2023.

CONSIDERATION

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

1. Statement of Financial Activity by Nature and Type (Attachment 1)

   Provides details on the various categories of income and expenditure.

2. Rate Setting Statement by Program (Attachment 3)

   Provides details on the Program classifications.

3. Rate Setting Statement by Nature or Type (Attachment 2)

   Provides details on the Nature or Type classifications.

Variances

A detailed summary of variances and comments based on the Rate Setting Statement by Nature or Type is provided in attachments:

Rate Setting Statement by Nature or Type (Attachment 3)

Statement of Variances in Excess of $100,000 (Attachment 6)

Revenue

Rates raised as at 31 May was $96,351,582, compared to a year-to-date budget of $96,321,889. The positive variance of $29,693 is due to interim rate adjustments processed on various residential improved properties.

Rates Collection

SUMMARY OF RATE DEBTOR MOVEMEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	*% Diff Current Mth to Previous Mth*	Actuals This Month Last Year YTD	*% Diff Current Mth to Current Mth Last Yr*
Opening Balance - 1 July	5,453,565	5,453,565	*0%*	6,491,862	*-16%*
Debtors Raised	120,284,513	120,249,749	*0%*	118,109,311	*2%*
Payments Received	(120,045,713)	(118,615,521)	*1%*	(117,775,616)	*2%*
Closing Balance	5,692,365	7,087,793	*-20%*	6,825,557	*-17%*

Total rate debtor collections for the month equalled $1,430,192.

Sundry Debtor Movement

SUMMARY OF SUNDRY DEBTOR MOVEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	*% Diff Current Mth to Previous Mth*	Actuals This Month Last Year YTD	*% Diff Current Mth to Current Mth Last Yr*
Opening Balance - 1 July	642,878	642,878	*0%*	882,151	*-27%*
Invoices Raised	6,594,744	6,247,464	*6%*	5,809,712	*14%*
Receipts	(6,618,704)	(5,856,538)	*13%*	(6,037,389)	*10%*
Prepayments	1,416	(10,147)	*-114%*	2,047	*-31%*
Closing Balance	620,335	1,023,658	*-39%*	656,520	*-6%*

Sundry debtor balances decreased by $403,323 over the course of May from $1,023,658 to $620,335 of which total 90-day sundry debtors over $1,000 for the month is $199,041, representing 32% of total sundry debtors.

Money Expended in an Emergency and Unbudgeted Expenditure

Not applicable for May 2023.

Budget Amendments May 2023

Details of Budget Amendments requested for the month of May 2023 that reflect effective changes to budgets are shown in attachment Budget Amendments May 2023. Budget amendments that are purely administrative and detail movements between budget responsible officers are not included in the attachment. This reporting is aligned with legislative requirements.

Variances greater than $100,000 processed in May 2023 are highlighted in the attachment.

Budget Amendments July 2023

Murdoch Drive Shared Path

A funding shortfall has been identified for the landscape component of the Murdoch Drive Shared Path project which is now at its final stages.

The funding shortfall has arisen due to the planting specifications being substantially increased for the specific tree and shrub species from what was initially estimated, because of the landscape being designed to encourage roosting and improve the habitat for endangered Black Cockatoo populations within the Murdoch Precinct. The optimal time for the works to be carried out is during the winter season to allow the plants sufficient time to establish.

As a result, an additional $110,000 over and above the existing budget allocation for 2023-2024 of $140,976 for this project is required as a matter of urgency to ensure that this project can be finalised and delivered this winter. It is proposed that the additional $110,000 be funded from the Infrastructure Asset Management Reserve.

As a result, an additional $110,000 over and above the existing budget allocation for 2023-2024 of $140,976 for this project is required urgently to deliver this project. It is proposed that the additional $110,000 be funded from the Infrastructure Asset Management Reserve.

Granting of concession or writing off debts owed to the City

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

Sundry Debtors

There were no sundry debts written off for the month of May.

Rate Debtors

There were no sundry rate debts written off for the month of May.

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

The impact of Covid-19 on the services provided by the City, the health of the city employees and community itself as well as the financial impacts on the City, State and Federal economy is a significant strategic risk. The City has well developed business continuity plans in place and has enacted the Incident Response Team (IRT) to coordinate and plan the City's response to the Covid-19 crisis.

LEGISLATIVE AND POLICY ALIGNMENT

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

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

34*. Financial activity statement report — s. 6.4*

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

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

(2) Each statement of financial activity is to be accompanied by documents containing —

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
(b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or
(b) by program; or
(c) by business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
(b) recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

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

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

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

FINANCIAL IMPLICATIONS

Variances

Variances are detailed and explained in Notes Rate Setting Statement May 2023 (Attachment 6) Notes on Statement of Variances in excess of $100,000 by Nature or Type.

At 8:14pm, Cr N Robins left the meeting.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C23/50)

At 8:16pm, Cr N Pazolli moved, seconded Cr J Edinger

That the Council:

1. Notes the Rate Setting Statement and Statements of Financial Activity for the month ending 31 May 2023 as detailed in the following attachments:

- **Statement Nature Type May 2023**
- **Rate Setting Nature Type May 2023**
- **Rate Setting Program May 2023**
- **Net Working Capital May 2023**
- **Reconciliation Net Working Capital May 2023**
- **Notes Rate Setting Program May 2023**
- **Budget Amendments May 2023**
- **Summary Rate Debtors May 2023**
- **General Debtors Aged 90 Days May 2023**
- **Rates Collection Graph May 2023**

2. By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for May 2023 and July 2023.

At 8:16pm, the Presiding Member declared the motion.

CARRIED BY ABSOLUTE MAJORITY (11/0)

At 8:16pm, Cr N Robins returned to the meeting.

C23/51 Investment Statements for May 2023

File Number:	
Responsible Officer:	Manager Financial 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

This report presents the investment statements for the period ending 31 May 2023 for the Council's information and noting.

PURPOSE

The City's investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 4.10% to 4.22% which exceeds the benchmark three month bank bill swap (BBSW) reference rate of 3.90%.

43% of the City's investment portfolio is invested in authorised deposit taking institutions that do not lend to industries engaged in the exploration for, or production of, fossil fuels. This compared to 41% in April 2023.

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

CONSEQUENCE

Not applicable as this report only presents information for nothing.

STRATEGIC ALIGNMENT

Priority	**5**	**Ensure long term financial sustainability**
	P5/1	Undertake efficiency improvements to maximise cost effectiveness.
	P5/2	Advocate at National and State levels to maximise funding.
	P5/3	Identify opportunities for appropriate alternative revenue streams.
Outcome Indicator	2	Growth and Prosperity
	Goal 1	Achieve Economic Resilience

UNCONFIRMED

BACKGROUND

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

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

CONSIDERATION

The following statement details the investments held by the City as at 31 May 2023.

CITY OF MELVILLE
STATEMENT OF INVESTMENTS
FOR THE PERIOD ENDING 31 MAY 2023

SUMMARY BY FUND		
Municipal		$36,908,671
Reserve		$143,238,104
Trust		$-
Citizen Relief		$224,848
TOTAL		**$180,371,622**
SUMMARY BY INVESTMENT TYPE		
11AM		$14,548,320
31Days at Call		$-
60Days at Call		$2,000,000
90Days at Call		$16,600,000
Term Deposit		$147,223,302
TOTAL		**$180,371,622**
SUMMARY BY CREDIT RATING		
AAA Category	AAA	
AA Category (AA+ to AA-)	AA-	$95,617,732
	A+	$41,753,890
A Category (A+ to A-)	A	
	A-	
BBB+ Category	BBB+	$43,000,000
TOTAL		**$180,371,622**

Exposure to an individual institution is limited according to Council policy and in May 2023 the investments were within the acceptable limits.

Investment with financial institutions						
Institution	Credit Rating	Credit Rating Category	Funds held at period end	Actual %	Limit Per Policy	
ANZ	AA-	AA Category	$ 3,200,000	1.77%	30.00%	✓
AMP	BBB+	BBB+ Category	$ -	0.00%	15.00%	✓
Bankwest	AA-	AA Category	$ -	0.00%	30.00%	✓
Bank of Queensland	BBB+	BBB+ Category	$ 25,000,000	13.86%	15.00%	✓
ING Bank	A-	A Category	$ -	0.00%	25.00%	✓
Bendigo & Adelaide	BBB+	BBB+ Category	$ 18,000,000	9.98%	15.00%	✓
CBA	AA-	AA Category	$ 19,000,000	10.53%	30.00%	✓
Macquarie	A+	A Category	$ 2,053,890	1.14%	25.00%	✓
NAB	AA-	AA Category	$ 43,876,172	24.33%	30.00%	✓
St George	AA-	AA Category	$ -	0.00%	30.00%	✓
Suncorp	A+	A Category	$ 39,700,000	22.01%	25.00%	✓
Westpac	AA-	AA Category	$ 29,541,560	16.38%	30.00%	✓
		TOTAL	**$ 180,371,622**	**100%**		

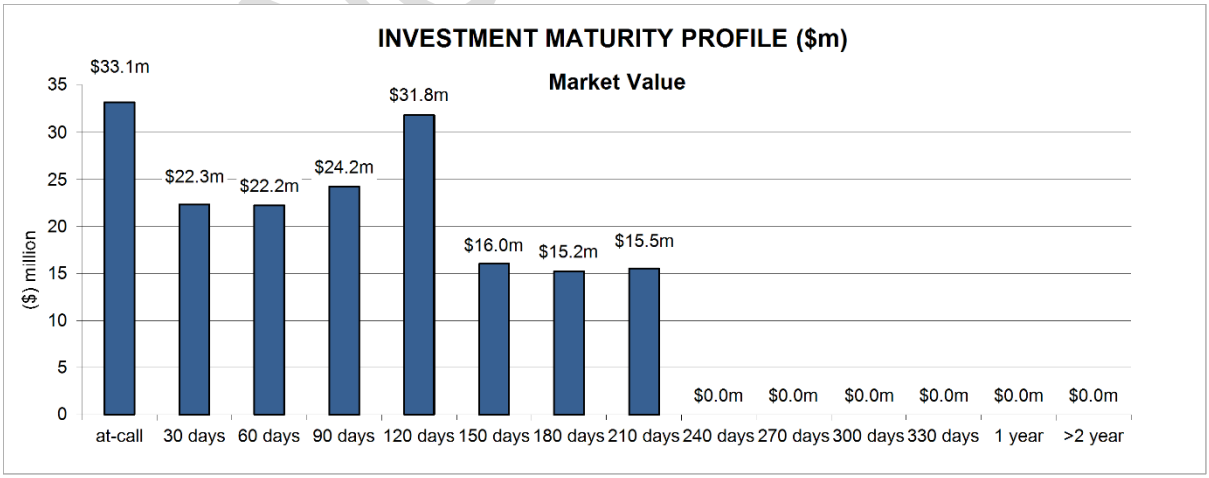
**Standard & Poor's ratings. Source: Policy No. CP-009: Investment of Funds*

The City's investments were invested within the limits allowed within each category rating for May 2023.

Maximum Percentage of Average Investment Portfolio Balance				
Long Term Rating	Funds held at period end $	Actual %	Limit Per Policy	
AAA Category	$ -	0%	100%	✓
AA Category (AA+ to AA-)	$ 95,617,732	53%	80%	✓
A Category (A+ to A-)	$ 41,753,890	23%	50%	✓
BBB+ Category	$ 43,000,000	24%	25%	✓
TOTAL	**$ 180,371,622**	**100%**		

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

The graph below summarises the maturity profile of the City's investments at market value as at 31 May 2023. The immediacy of the demand for funds depends on the particular Fund or Reserve Account(s) of the City. The maturity profile provided in the table above meets the liquidity requirements of the Council policy.

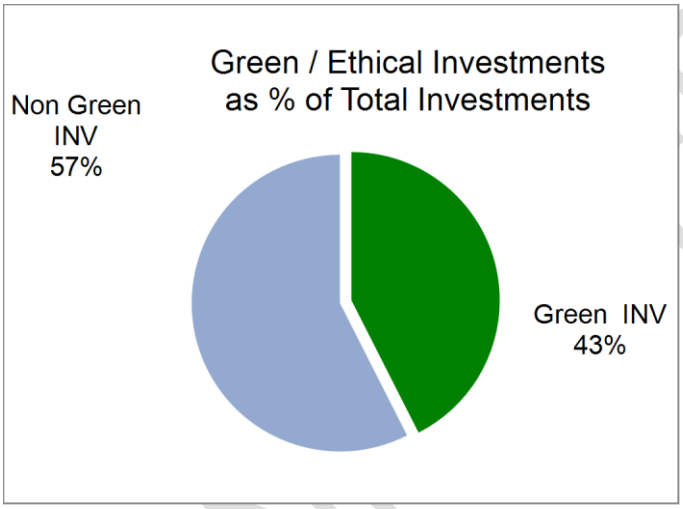


The City exercises a deliberative preference in favour of green/ethical investments. This preference will however only be exercised after the foremost investment considerations of credit rating, comparable rate and risk diversification are fully satisfied.

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

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

The total investment in authorised institutions as at 31 May 2023 was $76,700,000 or 43% of total investment holdings being in non-fossil fuels institutions, compared to $76,700,000 (41%) in April 2023. The total investments holding for May and April were $180,371,622 and $188,762,461 respectively.



Green / Ethical Investment with financial institutions

Institution	Credit Rating	Credit Rating Category	Funds held at period end
Bendigo & Adelaide	BBB+	BBB+ Category	$ 18,000,000
CBA	AA-	AA Category	19,000,000
Suncorp	A+	A Category	$ 39,700,000
		TOTAL	**$ 76,700,000**

Green investments are invested in the three banks listed above, in accordance with the council credit rating policy. CBA and Suncorp are unable to accept new money or process rollovers of Green /Ethical Investments which will be withdrawn in future.

ENGAGEMENT

This report is available to the public on the City's website.

A wide range of suitably credit rated Authorised Deposit-taking Institutions (ADI's) were engaged with during the course of the month in respect to the placement and renewal of investments.

SUSTAINABILITY IMPLICATIONS

Strategic

- The interest earned on invested funds assists in addressing the following key priority area identified in The City of Melville Corporate Business Plan 2020-2024.
- Priority Number One – "Restricted current revenue base and increasing/changing service demands impacts on rates".

Risk

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

Environmental

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

LEGISLATIVE AND POLICY ALIGNMENT

The following legislation is relevant to this report:

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

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

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

Council Policy CP-009 – Investment of Funds provides guidelines with respect to the investment of City of Melville (the City) funds by defining levels of risk considered prudent for public monies. Liquidity requirements are determined to ensure the funds are available as and when required and take account of appropriate benchmarks for rates of return commensurate with the low levels of risk and liquidity requirements. The types of investments that the City has the power to invest in is limited by prescriptive legislative provisions governed by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Part III of the *Trustees Act 1962*.

UNCONFIRMED

FINANCIAL IMPLICATIONS

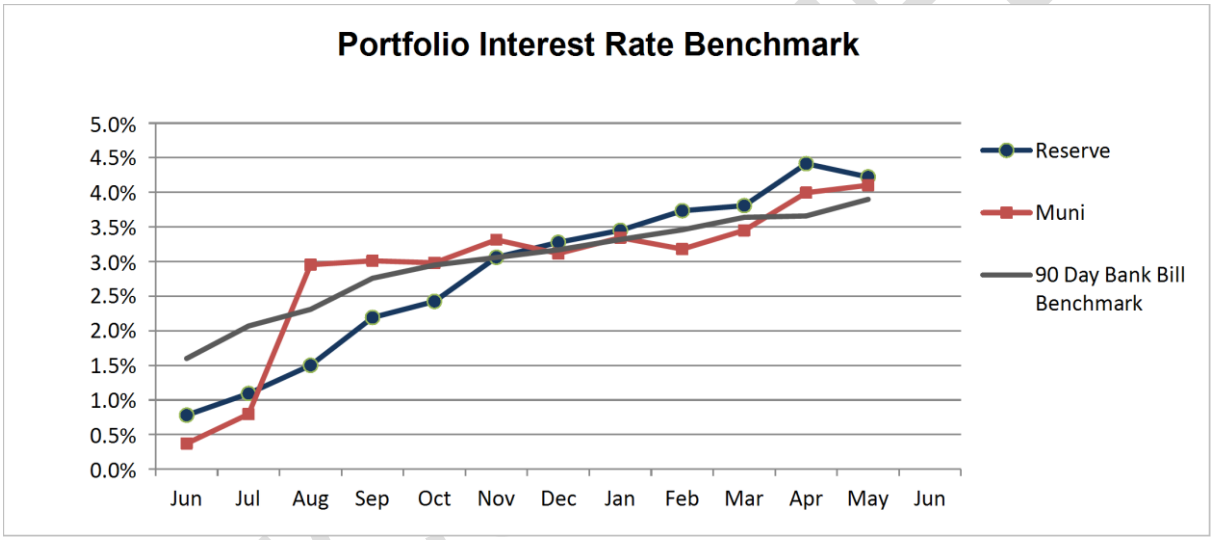
For the period ending 31 May 2023:

- Investment earnings on Municipal and Trust Funds were $1,335,039 against a year-to-date budget of $1,357,500 representing a negative variance of $22,461.

  The weighted average interest rate for Municipal and Trust Fund investments as at 31 May 2023 was 4.10% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 3.90%.

- Investment earnings on Reserve accounts were $4,486,307 against a year-to-date budget of $4,079,208 representing a positive variance of $407,099.

  The weighted average interest rate for Reserve account investments as at 31 May 2023 was 4.22% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 3.90%.



OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C23/51)

At 7:49pm, Cr N Pazolli moved, seconded Cr D Macphail

That the Council notes the Investment Report for the period ending 31 May 2023.

At 7:49pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (12/0)

C23/52 Schedule of Accounts Paid for May 2023

File Number:	
Responsible Officer:	Manager Financial Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	1. Payment Details May 2023

COUNCIL'S ROLE

Information: For the Council / Committee to note.

SUMMARY

- This report presents the details of payments made under delegated authority to suppliers for the period of May 2023 and recommends that the Schedule of Accounts Paid be noted.

PURPOSE

The Schedule of Payments for the month totals $28,172,461. The report and the attached Schedule of Accounts Paid are presented for the Council's information.

CONSEQUENCE

Not applicable as this report only presents information for nothing.

STRATEGIC ALIGNMENT

Priority	**5**	**Ensure long term financial sustainability**
	P5/1	Undertake efficiency improvements to maximise cost effectiveness.
	P5/2	Advocate at National and State levels to maximise funding.
	P5/3	Identify opportunities for appropriate alternative revenue streams.
Outcome Indicator	2	Growth and Prosperity
	Goal 1	Achieve Economic Resilience

BACKGROUND

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

UNCONFIRMED

A total of $10,294,116 direct creditor payments were paid during the month, of which, 17% of payments were paid to suppliers located within the City of Melville and 21% to suppliers within the Southwest Metropolitan Region, compared to 22% and 30% of total of $6,373,256 direct creditor payments made over April 2023 respectively.

The biggest payment of $1,650,235 made during the month was the ESL payment to the Department of Fire and Emergency Services (DFES). Approximately 95% of supplier invoices are paid within 30 days of receipt of the invoices.

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

CONSIDERATION

The Schedule of Accounts Paid for May including Payment Register numbers, Cheques: 842-842, Electronic Funds Transfers batches: 832-837, Trust Payments, Card Payments and Payroll was distributed to the Elected Members of the Council on 30 June 2023.

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

SCHEDULE OF PAYMENTS MADE
MAY 2023

Payments made under Delegated Authority DA-035

MUNICIPAL FUNDS - DIRECT CREDITOR PAYMENTS		
Cheques	Chq Payment Register No. 842	$444.42
	Chq Payment on Restricted Funds Register No.	
	Less Cancelled Chqs	($3,118.33)
Electronic Funds Transfers	EFT Payment Register No. 833,834,835 and 837	$9,899,864.45
	EFT Payment on Restricted Funds Register No. 832 and 836 and 132	$255,325.10
	Less Cancelled EFTs	-
		$10,152,515.64
Direct Debits	Bank Fees	$13,618.39
	Ampol Fuel	$102,492.42
Direct Payments		$25,489.85
	Total Direct Creditor Payments	***$10,294,116.30***
Payroll	Total Pay 23 and 24	*$4,194,211.94*
	Total Payroll	***$4,194,211.94***
Cards	Westpac Corporate Cards	$8,650.66
	Westpac Purchase Cards	$72,522.81
	American Express	$2,958.90
	Total Card Payments	**$84,132.37**
	Total Direct Creditor Payments from Municipal Account	***$14,572,460.61***

INTERFUND & INVESTMENT TRANSACTIONS			
Interfund Transfers			
Loan			$0.00
Citizen Relief Trust			$0.00
Citizen Relief Operating			$0.00
Municipal			($8,857,213.87)
Reserve			$8,857,213.87
Trust			$0.00
		Total Interfund Transfers	**$0.00**
New Municipal Investments			
Westpac Bank	2/05/2023		$700,000.00
Westpac Bank	2/05/2023		$3,000,000.00
Westpac Bank	5/05/2023		$3,400,000.00
Westpac Bank	11/05/2023		$1,600,000.00
Westpac Bank	19/05/2023		$800,000.00
Westpac Bank	26/05/2023		$2,300,000.00
Westpac Bank	29/05/2023		$1,800,000.00
		Total New Investments	**$13,600,000.00**
		Grand Total	**$28,172,460.61**

Details of the payments are shown in the attachment. Any payment over and above $25,000.00 has been highlighted under the Payment Amount column in the attachment 1.

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

There are no identifiable strategic, risk and environmental management implications.

LEGISLATIVE AND POLICY ALIGNMENT

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

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

FINANCIAL IMPLICATIONS

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

UNCONFIRMED

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C23/52)

At 7:49pm, Cr N Pazolli moved, seconded Cr D Macphail

That the Council notes the Schedule of Accounts paid for the period May 2023 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in the attachment, Payment Details May 2023.

At 7:49pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (12/0)

UNCONFIRMED

Community Development

CD23/4 Draft CP-112 Customer Feedback Policy and Review of CP-101 Complaint Management Policy

File Number:	CD23/8158
Responsible Officer:	Director Community Development
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	None
Attachments:	1. Draft Customer Feedback Policy CP-112 2. Complaints Management Policy CP-101

COUNCIL'S ROLE

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

SUMMARY

- This Item proposes to withdraw the draft Customer Feedback Policy CP-112 initially put forward as a proposed new Council Policy in August 2020 and seeks Council endorsement of the updated Customer Complaints Management Policy CP-101.
- Several Operational Policies have been updated to provide direction in documenting and managing customer feedback, compliments, and complaints.
- In addition, a report is provided annually to the Governance Committee to inform Council on customer service data, trends, issues, and improvements.

PURPOSE

This item was first presented to Council on 16 June 2020, deferred to 21 July 2020 for Council to consider further correspondence, then referred to a Council Workshop, held on 23 March 2021 with no specific amendment outlined following discussion.

CONSEQUENCE

A Council Policy related to Complaints Management CP-101 is already in place. The updated existing CP-101 Policy is included in this report for Council endorsement. The proposed Customer Feedback Policy CP-112 would establish two very similar Council policies and duplicate elements of existing operational policies in relation to the City's customer service approach.

STRATEGIC ALIGNMENT

Priority	**3**	**Empower the voices of our diverse community by strengthening engagement**
	P3/1	Increase co-design approaches that engage stakeholders in upfront designs and support issue resolution activities.
Outcome Indicator	5	Sense of Community
	Goal 2	Participation and Inclusion

UNCONFIRMED

BACKGROUND

1. In September 2016, the Complaints Management Policy (CP-101) was adopted by Council following a Notice of Motion that a Council Policy be developed. Prior to this time customer service-related policy was at an operational policy level.

2. In November 2016, a new section heading: 'reporting to the Council' was added, via a notice of motion. (Item 16.1 – Amendment to Complaints Management Policy- CP101).

   'That the Council resolve to amend Council Policy CP-101 Complaints Management Policy as follows:

   After External Review on page 3 add a new section heading and text as follows: "Reporting to the Council: Annually, at the first Governance Committee meeting held at least two months after the close of the relevant financial year, the Chief Executive Officer will report to the Committee, in a report intended for review by the Council, to inform the Council on customer service data, trends, issues and improvements as a minimum, while protecting the privacy and confidentiality of all parties, unless a written law requires otherwise. For avoidance of doubt the report for the 2015/2016 financial year will be made through the next available Governance Committee meeting after this policy is adopted.

3. In June 2019, the Department of Local Government, Sport, and Cultural Industries released the Report of the Inquiry into the City of Melville. Recommendation 2 stated "That consideration be given by the Council to engage an independent person to review and act on complaints about City processes and decisions for a period of three months from the date of this report."

4. Customer Science, a CSIA certified organisation, was selected to undertake the independent review and following that review a final report was provided in December 2019. This independent review included verification of several operational documents and the following Council Policies as part of understanding the City's practice in the handling of complaints and achieving resolutions:

   a) CP- 101 Complaints Management Policy

   b) CP-107 Managing Unreasonable Conduct by Customers

   c) Customer Feedback Complaints Procedure and

   d) The recommendations from the CSIA Complaints Handling Framework.

5. The review also included on site assessments including interviews, observations and viewing of other pertinent systems and documentation.

6. At the August 18, 2020, Ordinary Council meeting the following resolution was carried:

   1. Revoke the policy: 8126_CP-107 – Managing Unreasonable Conduct by Customers.

   2. Note the draft Council Policy as attached 8126 CP-112 - Customer Feedback Policy and refers it to a Council Workshop for discussion and amendment before returning for decision at a future meeting of Council.

UNCONFIRMED

An Elected Member Workshop was held on 23 March 2021 with no specific amendment for the Draft CP-112 Customer Feedback Policy outlined during or following the discussion. This draft Policy is therefore being presented to Council in accordance with the resolution.

CONSIDERATION

Customer Feedback Management is about receiving compliments, resolving individual complaints, and identifying, suggestions and opportunities to make systemic improvements. The actions to be taken to rectify an issue, acknowledge a compliment and improve a service are operational matters; and therefore, policy relating to customer feedback should be an operational document to support the existing suite of operational policies and procedures that inform the way the City responds to customers. These operational documents include a Complaints Management Policy; Customer Feedback Management Policy; Managing Unreasonable Customer Behaviour Policy, Customer Service Charter, Our Customer First Approach, and the International Customer Service Standard (ICSS 2020-2025).

As the Elected Member Workshop held on 23 March 2021 provided no amendments and there is a duplication with other Customer related Council and operational policies, the City is recommending withdrawal of the Draft Policy. The draft CP-112 Customer Feedback Policy duplicates a section of the existing Council Complaints Management Policy CP-101 and the existing operational policies that the City utilises.

The existing Council Complaints Management Policy CP-101 has also been reviewed and updated for Council endorsement as part of this process. A minor change is recommended to reflect that there is no need to reference the 2015/2016 financial year in the Policy document.

ENGAGEMENT

There are no engagement implications presented as part of this report, as the changes recommended are minor in nature.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

CP-101 Complaints Management Policy

FINANCIAL IMPLICATIONS

There are no financial implications related to this report.

UNCONFIRMED

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (CD23/4)

At 8:16pm, Cr D Macphail moved, seconded Cr K Mair

That the Council:

1. **Notes there are a number of operational documents and policies that guide the City's Customer Service Approach.**
2. **Approves the updated Complaints Management Policy CP-101.**
3. **Approves the withdrawal of proposed draft CP-112 Customer Feedback Policy.**
4. **Notes that an annual report is provided to the Governance Committee on customer service data, trends, issues, and improvements to the next meeting after 31 August each year.**

At 8:16pm, the Presiding Member declared the motion.

CARRIED BY ABSOLUTE MAJORITY (12/0)

UNCONFIRMED

CD23/5 City of Melville Tennis Strategy

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	There are no Disclosures of Interest
Attachments:	1. Tennis West - EMES 25/10/22 2. City of Melville Tennis Strategy - Final

COUNCIL'S ROLE

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

SUMMARY

- At the August 2022 Ordinary Meeting of Council, Council resolved to defer the City of Melville Tennis Strategy to the November 15 Ordinary Meeting of Council to allow for additional consultation with clubs to take place and to workshop the strategy with Elected Members
- Additional engagement and meetings with clubs took place in late 2022
- Two Elected Member workshops also took place in late 2022 (one with Tennis Clubs and Tennis West, and one with City officers)
- A number of Council decisions have been made in 2023 relating to tennis infrastructure and facilities.
- The updated City of Melville Tennis Strategy includes amendments that reflect:
    - The additional engagement and feedback received from tennis stakeholders
    - A stronger alignment to strategic City of Melville priorities and strategies
    - Council decisions made in early 2023

PURPOSE

The intention of the City of Melville Tennis Strategy is to provide clear direction for the provision of tennis, and associated infrastructure within the City of Melville, ensuring the long-term sustainability for clubs and public tennis infrastructure by delivering and managing resources in an effective and efficient manner.

The strategy is to also be closely aligned to key City of Melville strategic planning documents and frameworks to ensure the strategy recommendations are contributing to wider City of Melville goals and priorities.

UNCONFIRMED

CONSEQUENCE

An alternate option would be to not endorse the City of Melville Tennis Strategy however this will impact on the City's ability to strategically plan for the future of tennis in the City.

Not endorsing the Tennis Strategy may also cause confusion, uncertainty and concern amongst tennis stakeholders including clubs, members, coaches, and Tennis West.

Not endorsing the Tennis Strategy will discount evidence, research and engagement that have informed this strategic planning document and risks unplanned approaches to the provision and support of the City's tennis facilities and infrastructure into the future.

STRATEGIC ALIGNMENT

Priority	**4**	**Support healthy lifestyles and wellbeing**
	P4/3	Empower inclusive participation and support for sports and community groups.
	P4/1	Invest strategically in local infrastructure and built environments that support physical activity and healthy lifestyles.
Outcome Indicator	3	Healthy Lifestyles
	Goal 3	Increased Physical Activity

BACKGROUND

The City developed the Active Reserve Infrastructure Strategy (ARIS) in 2020 and one of the many recommendations was for the City to conduct a strategic review of the sport of tennis within the City of Melville.

A copy of the ARIS can be located at the following link on the City's Website: City of Melville Active Reserve Infrastructure Strategy

The City has five tennis clubs within its boundaries, with varying participation rates, condition and facility offerings and programs:

- Applecross Tennis Club;
- Blue Gum Park Tennis Club;
- Bullcreek Tennis Club;
- Kardinya Tennis Club; and
- Melville Palmyra Tennis Club.

In addition to the club facilities, the City has several other public tennis courts which provide a level of service to the wider community. These include:

- Bridgewater Tennis Courts, Applecross
- Mandala Tennis Courts, Bateman
- Point Walter, Bicton
- Peter Ellis Park, Leeming

UNCONFIRMED

A number of school tennis courts and publicly accessible 'hit-up-walls' also provide opportunities for participation in tennis within Melville.

Otium Planning Group (OPG) were appointed as independent leisure consultants to develop the Tennis Strategy document and conducted extensive research and engagement to inform the strategy.

In August 2022, the Council considered item CD22/8148 – City of Melville Tennis Strategy. The following procedural motion was resolved at the meeting as follows:

That the Council defer the City of Melville Tennis Strategy until the 15 November 2022 Ordinary Meeting of Council:

- ***To consult with the tennis clubs regarding the strategy for any errors and/or inclusions;***
- ***To workshop the strategy at an EMES; and***
- ***To address the need for a clear strategic direction for the sustainability of clubs, public courts and infrastructure.***

Following additional stakeholder engagement, a project update report was provided at the November 2022 Ordinary Meeting of Council with Council resolving as follows:

That the Council notes:

1. ***The City of Melville Tennis Strategy update contained in this report.***
2. ***That the City of Melville Tennis Strategy will be presented to an Ordinary Meeting of Council for endorsement in early 2023.***

CONSIDERATION

The executive summary of the strategy can be found on pages 1 – 2 of the attached strategy document.

The main changes and amendments to the strategy following the Council deferral in 2022 and after additional stakeholder engagement has taken place relate to the following:

- Need for Asset Management Planning (AMP) – clarify AMP process and roles and responsibilities including Access and Inclusion requirements.
- Satellite facility planning and involvement - clarify how clubs will be included.
- Balance between member, public hire and coaching use of courts/infrastructure to facilitate sustainability – clarify 'commercial use' commentary.
- Clarify regular ongoing engagement / meetings between City, Clubs and Tennis West.
- Point Walter grass courts – was subject to separate engagement process and Council decision.
- Ensuring consistency of definition of 'replacement of courts' and 'resurfacing of courts.'
- Grass court infrastructure - clarify wording.

UNCONFIRMED

Specific changes to strategy recommendations following engagement with clubs and Tennis West:

Asset Investment Model

- Additional detail relating to asset management planning, both from City and Clubs, and sharing of information and also a key agenda item in ongoing club communication. AMP (inc. access and inclusion requirements) as a key action following endorsement of strategy.

Club Communication

- Change wording that commits the City to meeting with all clubs and Tennis West at 6 monthly intervals as agreed in the stakeholder meeting 6 October 2022.

Community Tennis Court Infrastructure

- Clarify and commit to engaging with clubs and involve them in the planning for improvements to public tennis court infrastructure including schools.

Grass Court Infrastructure

- Add 'synthetic courts' to hardcourts sentence to clarify intent of recommendation and clarify wording about clubs decision to change/convert surface/s.

Future Club Court Development

- Clarify the wording about commercial coaching programs being a sole driver for additional court development (it's about the balance of use – public court hire, club use and coaching programs to maximise sustainability).

Clay Court Replacement

- Recommendation has been removed due to the recent clay court resurfacing and conversion to hard courts by the Bullcreek Tennis Club.

There have also been 2 Council decisions in 2023 which relate to Tennis Infrastructure, being the Dyoondalup Point Walter Multi-Use Courts and the Applecross Tennis Club Floodlighting Development Application. Both decisions have been reflected in the updated recommendations contained in the strategy document.

The strategy is also closely aligned to key City of Melville strategic planning documents and frameworks to ensure the strategy recommendations are contributing to wider City of Melville goals and priorities. This has been further clarified and explained in the updated document.

ENGAGEMENT

Following deferral of the original Council item in August 2022, further engagement took place with Tennis West and Melville Tennis Clubs to discuss the draft recommendations and strategic direction in further detail. These engagement activities included individual meetings with each club and a workshop with all clubs and Tennis West.

UNCONFIRMED

Two additional workshops were also conducted with Elected Members: One with Tennis Clubs and Tennis West (25 October 2022) and one with City officers (22 November 2022). Tennis West's and Melville Tennis Clubs' presentation to Elected Members on 25 October is attached. The presentation focussed on Tennis in WA and the City from a broad perspective and also outlined the strengths of each COM tennis club, current planning considerations and the future direction Tennis West and the clubs would like to travel in.

All Tennis clubs and Tennis West were also provided an opportunity to review the updated strategy document in May 2023 prior to finalising the Strategy for this item. Some additional minor changes have been made to the Strategy following this final round of consultation.

SUSTAINABILITY IMPLICATIONS

The intention of the City of Melville Tennis Strategy is to provide clear direction for the provision of tennis, and associated infrastructure within the City of Melville, ensuring the long-term sustainability for clubs and public tennis infrastructure by delivering and managing resources in an effective and efficient manner.

Without a strategic approach, there is a risk of ad hoc investment into tennis facilities resulting in inefficient spend and allocation of resources, all having an impact on the sustainability of tennis infrastructure and of the City.

LEGISLATIVE AND POLICY ALIGNMENT

An extensive documentation review was conducted in the development of the Tennis Strategy in addition to the previous literature review as part of the Active Reserve Infrastructure Strategy (ARIS).

A summary review of current key strategic documents for the City of Melville is contained in the City of Melville Tennis Strategy, pages 4 to 8.

The following Council Policies have also been identified as relevant to the City of Melville Tennis Strategy:

- CP-002 Stakeholder Engagement Policy
- CP-008 Financial Sustainability Policy
- CP-010 Self Supporting Loans Policy
- CP-028 Physical Activity Policy
- CP-030 Environmental Policy
- CP-031 Asset Management Policy
- CP-037 Community Hub Policy
- CP-084 Disability Access and Inclusion Policy
- CP-103 Improving Public Spaces Policy

UNCONFIRMED

FINANCIAL IMPLICATIONS

There is no initial cost for endorsing the strategy.

The strategy makes a number of recommendations, some for clubs to action and some for the City to action.

High level cost estimates have been provided for core tennis infrastructure to guide further planning and budgeting for specific projects. Any City funds required to deliver specific public tennis projects or grant requests from clubs will be subject to future budget requests as part of the annual budget process.

At 8:17pm, Cr N Robins returned to the meeting.

OFFICER RECOMMENDATION

At 8:17pm, Cr D Macphail moved, seconded Cr G Barber

1. **That the Council Endorse the City of Melville Tennis Strategy as the guiding document for the sport of tennis within the City of Melville; and**
2. **Note that any future funding requirement to deliver on the priorities and recommendations in the City of Melville Tennis Strategy will be subject to Council approval via the Annual Budget process.**

Amendment

At 8:17pm, Cr N Pazolli moved, seconded Cr M Woodall

That the officer recommendation be amended by adding the following points to the Officer Recommendation:

1. ***That the overarching principles guiding the Council's investment in tennis sports facilities are:***
    a) ***The provision of inclusive community level sports infrastructure that facilitates community involvement to obtain the social and health benefits of sports participation for the community.***
    b) ***It is not the purpose of the Council to provide elite level sports facilities / infrastructure that should be provided by Federal & State Government funding and/or from the resources of State & National sports associations.***
    c) ***Council supports multi-use community sports facilities rather than facilities for the exclusive use of a single entity/club/sport.***
    d) ***Council supports sports clubs that focus on the operations of their sport for the benefit of the community from an essentially volunteer base. The Council does not support the non-sport commercialisation of its public sports facilities by sports club entities that have the objective of generating alternative revenue streams derived from commercial operations from Council provided public capital assets.***
2. ***Long Term Leases and Club Lease conditions is to be considered in the upcoming Club Leases & Licences Policy Review.*)**

UNCONFIRMED

COUNCIL RESOLUTION

Procedural Motion

At 8:24pm, Cr K Mair moved, seconded Cr J Spanbroek

That Cr N Pazolli be allowed an extension of five minutes to speak on the matter.

At 8:25pm, the Presiding Member declared the motion.

LOST (6/7)

Note: Due to equality of votes at the Council Meeting, the Presiding Member exercised their right to cast a second vote to reach a decision in this matter (Section 5.21(3) of the *Local Government Act 1995*)

Yes (6): Crs Jane Edinger, Katy Mair, Margaret Sandford, Jennifer Spanbroek, Karen Wheatland and Nicholas Pazolli

No (6): Mayor George Gear JP, Crs Glynis Barber, Duncan Macphail, Nicole Robins, Clive Ross and Matthew Woodall

COUNCIL RESOLUTION

Amendment

At 8:17pm, Cr N Pazolli moved, seconded Cr M Woodall

That the officer recommendation be amended by adding the following points to the Officer Recommendation:

1. That the overarching principles guiding the Council's investment in tennis sports facilities are:

a) The provision of inclusive community level sports infrastructure that facilitates community involvement to obtain the social and health benefits of sports participation for the community.

b) It is not the purpose of the Council to provide elite level sports facilities / infrastructure that should be provided by Federal & State Government funding and/or from the resources of State & National sports associations.

c) Council supports multi-use community sports facilities rather than facilities for the exclusive use of a single entity/club/sport.

d) Council supports sports clubs that focus on the operations of their sport for the benefit of the community from an essentially volunteer base. The Council does not support the non-sport commercialisation of its public sports facilities by sports club entities that have the objective of generating alternative revenue streams derived from commercial operations from Council provided public capital assets.

2. Long Term Leases and Club Lease conditions is to be considered in the upcoming Club Leases & Licences Policy Review.

At 8:38pm, the Presiding Member declared the motion.

LOST (3/9)

Yes (3): Crs Karen Wheatland, Matthew Woodall and Nicholas Pazolli

No (9): Mayor George Gear JP, Crs Glynis Barber, Jane Edinger, Duncan Macphail, Katy Mair, Nicole Robins, Clive Ross, Margaret Sandford and Jennifer Spanbroek

UNCONFIRMED

COUNCIL RESOLUTION

Amendment

At 8:26 Cr D Macphail moved, seconded Cr G Barber

That the Council amend the officer recommendation to include an additional point 3, to read:

3. ***Provides a progress report every 3 years on the Tennis Strategy detailing the actions and recommendations that have been implemented or addressed as well as an update of actions and recommendations yet to be implemented or addressed as outlined in the Tennis Strategy.***

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

CARRIED UNANIMOUSLY (12/0)

COUNCIL RESOLUTION (CD23/5)

Substantive Motion as Amended

At 8:17pm, Cr D Macphail moved, seconded Cr G Barber

1. **That the Council Endorse the City of Melville Tennis Strategy as the guiding document for the sport of tennis within the City of Melville; and**
2. **Note that any future funding requirement to deliver on the priorities and recommendations in the City of Melville Tennis Strategy will be subject to Council approval via the Annual Budget process.**
3. **Provides a progress report every 3 years on the Tennis Strategy detailing the actions and recommendations that have been implemented or addressed as well as an update of actions and recommendations yet to be implemented or addressed as outlined in the Tennis Strategy.**

At 8:44pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

CD23/6 Local Emergency Management Arrangements 2023

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil interest
Attachments:	1. Local Emergency Management Arrangements 2023

COUNCIL'S ROLE

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

SUMMARY

- Section 41 of the *Emergency Management Act 2005* requires that a Local Government is to ensure that Local Emergency Management Arrangements (LEMAs) are prepared.
- Local Emergency Management Arrangements are to be consistent with the State Emergency Management Policies and State Emergency Plans.
- Local Emergency Management Arrangements are to include a Local Recovery Plan (LRP) and the nomination of a Local Recovery Coordinator (LRC).
- The Local Emergency Management Committee reviewed and endorsed the Local Emergency Management Arrangements 2023 on the 28 June 2023 for submission to Council for endorsement.
- Copies of the Local Government's Emergency Management Arrangements are to be delivered to the State Emergency Management Committee (SEMC) as soon as practicable after they are prepared and endorsed.

UNCONFIRMED

PURPOSE

The aim of the City of Melville's Local Emergency Management Arrangements (LEMA) is to detail the emergency management arrangements for the City and to ensure that an understanding between agencies and stakeholders involved in managing emergencies within the City is clearly established.

The LEMA is provided for the Council for endorsement prior to submission to the State Emergency Management Committee. The LEMA will also be tabled at the District Emergency Management Committee (DEMC).

In accordance with the *Emergency Management Act 2005* the Local Emergency Management Arrangements 2023 have been reviewed and endorsed by the City's Local Emergency Management Committee at its meeting held on 28 June 2023 for submission to Council.

CONSEQUENCE

Section 41 of the *Emergency Management Act 2005* requires that a Local Government is to ensure that Local Emergency Management Arrangements in the Local Government district are prepared. If the 2023 Local Emergency Management Arrangements are not endorsed by Council, the 2018 LEMA will be the reference document which will not be up-to-date and may impact the City's response in the case of an emergency.

STRATEGIC ALIGNMENT

Priority	**4**	**Support healthy lifestyles and wellbeing**
	P4/4	Support National, State and community efforts to assist people in need.
Outcome Indicator	4	Safe and Secure
	Goal 1	Being Prepared for an Emergency

BACKGROUND

Local Emergency Management Arrangements are required to ensure that there are suitable plans in place to deal with emergencies should they arise. It is not the intent of this document to detail the procedures for Hazard Management Authorities (HMA's) in dealing with an emergency. These should be detailed in the HMA's individual plan.

The following considerations are relevant to the LEMA:

A. This document applies to the local government district of the City of Melville;

B. This document covers areas where the City of Melville provides support to HMA's in the event of an incident;

C. This document details the City of Melville's capacity to provide resources in support of an emergency, while still maintaining business continuity; and

D. This document details the City of Melville's responsibility in relation to recovery management.

E. These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from District, State or Federal level agencies.

CONSIDERATION

A Local Emergency Management Committee (LEMC) is to be formed by the Local Government.

The City's LEMC meets quarterly in accordance with the *Emergency Management Act 2005*.

The functions of the LEMC are:

A. To advise and assist the Local Government in establishing the Local Emergency Management Arrangements for the district;

B. To liaise with public authorities and other persons in the development, review and testing of the Local Emergency Management Arrangements; and

C. To carry out other emergency management activities as directed by SEMC or prescribed by regulations.

The LEMC has reviewed and endorsed the Local Emergency Management Arrangements 2023 at its meeting held on 28 June 2023.

UNCONFIRMED

ENGAGEMENT

Consultation has been undertaken with the Department of Fire and Emergency Services Authority of Western Australia, the Melville State Emergency Services Unit, the WA Police, Department of Communities, Fiona Stanley Hospital, St John of God Hospital, St John Ambulance, Murdoch University and City of Melville Staff.

The Local Emergency Management Arrangements will be available to the public on the City's website.

SUSTAINABILITY IMPLICATIONS

The LEMA details the City of Melville's capacity to provide resources in support of an emergency, while still maintaining business continuity; and covers areas where the City of Melville provides support to HMA's in the event of an incident and to support the recovery of the community from an economic, infrastructure, community/personal support and environmental aspect.

LEGISLATIVE AND POLICY ALIGNMENT

It is a function of a Local Government:

A. Subject to the *Emergency Management Act 2005*, to ensure that effective Local Emergency Management Arrangements are prepared and maintained for its district;

B. To manage recovery following an emergency affecting the community in its district; and

C. To perform other functions given to the Local Government under that Act.

FINANCIAL IMPLICATIONS

There are no upfront financial implications for the Council relating to this report.

CONFIRMED

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (CD23/6)

At 8:44pm, Cr K Mair moved, seconded Cr N Robins

That the Council endorse the Local Emergency Management Arrangements 2023 for submission to the State Emergency Management Committee.

At 8:45pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

Environment and Infrastructure

E23/11 Public Open Space - The Esplanade Mt Pleasant and Moreau Mews Applecross

Item E23/11 Public Open Space – The Esplanade Mt Pleasant and Moreau Mews Applecross was brought forward for the convenience of those in the gallery – see page 26.

UNCONFIRMED

E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant

Item E23/12 Traffic Investigation for Bombard Street and Surrounds, Mount Pleasant was brought forward for the convenience of those in the gallery – see page 36.

UNCONFIRMED

E23/13 Corporate Climate Action Plan

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	1. Draft Corporate Climate Action Plan to Council (under separate cover)

COUNCIL'S ROLE

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

SUMMARY

- The City of Melville Council resolved to prepare a Climate Action Plan to be presented to Council in two years from the 21 June 2021 as part of its declaration of a climate emergency
- A draft Corporate Climate Action Plan for the City as an organisation to be carbon neutral by 2030 has been prepared for Council consideration
- A detailed climate action implementation schedule will be prepared each year based on short term and medium-term actions, with a review of the Corporate Climate Action Plan every two years (2025, 2027 and 2029)
- It is proposed to prepare a Community Climate Action Plan for net zero by 2050 in 2023-2024 through a consultative process with the Climate Action Reference Group (CARG) and the broader community
- The officers recommend adopting the Corporate Climate Action Plan, noting there is adequate funding in the 2023-2024 budget to progress high priority, short term actions

PURPOSE

The purpose of this report is to present back to Council the draft Climate Action Plan in accordance with the climate emergency declaration in June 2021. The Corporate Climate Action Plan relates to the City as an organisation achieving carbon neutral by 2030. A Community Climate Action Plan will be prepared in 2023-2024 aimed at achieving net zero as a geographic area by 2050.

CONSEQUENCE

The Corporate Climate Action Plan will guide the actions and initiatives undertaken by the City to achieve carbon neutral by 2030. If the Council does not resolve to adopt the Corporate Climate Action Plan, this would not be in accordance with the June 2021 resolution and the City will continue undertaking its carbon reduction measures in the absence of a plan.

STRATEGIC ALIGNMENT

Priority	**1**	**Ensure the improvement of sustainability of our environment**
	P1/1	Protect and improve our natural assets to enhance our environment
	P1/2	Utilise technological opportunities to efficiently enhance the sustainability of the environment through monitoring and reporting.
	P1/3	Advocate and utilize the Nation and State level policies to protect and enhance the biodiversity of our environment and natural assets.
	2	**Improve the approach for diverse and sustainable urban development and infrastructure**
	P2/4	Enhance regulatory and approval frameworks to ensure sustainable building infrastructure.
Outcome Indicator	1	Clean and Green
	Goal 1	Greening the City
	Goal 2	Promoting Sustainable Environment
	Goal 3	Reducing Carbon Emissions
	Goal 4	Sustainable Energy Management
	Goal 5	Sustainable Waste Management
	Goal 6	Sustainable Water Management
	4	Safe and Secure
	Goal 1	Being Prepared for an Emergency

BACKGROUND

At the Ordinary Meeting of Council held 15 June 2021, the Council declared a climate emergency and committed to achieving net zero for emissions caused by the operations of the City of Melville by 2030 and for the geographical area by 2050 as point 1 of the resolution. Points 2 and 3 of the Council resolution specific to this report are outlined below.

1. ***Notes the actions taken to date and that the City will commence preparation of a Draft Climate Action Plan that will guide the city on addressing Council's commitments. That plan will:***
   - ***Develop a public engagement and education program on Climate Action.***
   - ***Undertake research and assessments to plan the actions towards Climate Change Mitigation and Adaptation***
   - ***Identify additional resources to implement actions identified in the Climate Action Plan;***
   - ***Identify opportunities to advocate for at State and Federal Government level for policies consistent with a climate emergency response.***
   - ***Identify the additional costs associated with transitioning to carbon positive rather than carbon neutral operations by 2030.***
2. ***Directs the Chief Executive Officer to prepare a Draft Climate Action Plan to be presented to the Council within two years***

In developing the climate action plan, it became clear that there needs to be an action plan specific to the City as an organisation (Corporate Climate Action Plan) and another relevant to the geographic area of the City (Community Climate Action Plan). This report presents the draft Corporate Climate Action Plan for consideration by the Council, which will be distributed under separate cover to Elected Members prior the Agenda Briefing Forum. The Community Climate Action Plan will be presented for Council consideration during 2023-2024.

CONSIDERATION

The impacts of climate change are already being felt by communities around the world, including increasing temperatures, longer droughts, more frequent and intensive natural disasters such as heatwaves and bushfires, and sea level rise, with associated increases in coastal erosion and inundation. With these impacts projected to further increase over the coming years and decades, the City of Melville needs to act now to safeguard our community and our environment.

The risks associated with climate change are becoming more important to Local Governments. Being the government closest to the people, the need for Local Governments to respond to, and manage, the impacts of climate change has never been greater. Local Governments are on the front line of addressing climate change and have an important role to play. In acknowledging this role, Council resolved to commit to a climate emergency declaration in June 2021 and to prepare a draft Climate Action Plan within two years.

The City is addressing climate change within our Local Government area to minimise these impacts through committing to be carbon neutral as an organisation by 2030 and net zero as a geographical region by 2050. Our community and business plans are aligned with the United Nations Sustainable Development Goals to ensure our actions are economically, socially, and environmentally sustainable.

The City of Melville is committed to finding practical ways to address climate change risks and impacts as an organisation. The draft Corporate Climate Action Plan brings together the actions the City will undertake to tackle climate change, build resilience and minimise the vulnerability of our organisation. The actions are based on a detailed climate vulnerability, risk, and opportunity (VRO) assessment developed for the City in 2022–2023.

The Corporate Climate Action Plan's approach to achieving our carbon neutral target by 2030 is based on a science-based methodology that prioritises emission reductions in the areas that will have the most significant impact. The actions are grouped under ten key themes, highlighting existing activities and proposed future actions to mitigate and adapt to climate change. The ten themes are:

- emissions reduction
- built environment
- finance
- policies and planning
- habitat protection
- transport
- education and awareness
- First Nations
- advocacy
- community focus

These actions focus on the emissions from the City as an organisation being our emissions that come from electricity or fuels used in our buildings, cars and machinery (Scope 1 and 2), as well as key sources of Scope 3 emissions in the future from our value chain such as materials used in buildings, City activities and waste production. It also addresses key opportunities to protect our community from the impacts of climate change through adaptation efforts on City managed land.

The Corporate Climate Action Plan has a particular emphasis on detailed actions required in the short term (1-2 years), with the period 2025 to 2030 to be developed further based on the progress made toward the carbon neutral target. The short-term actions will form the basis for the Action Implementation Schedule outlining the scope of these actions and their effectiveness in reducing carbon emissions in an economically and environmentally sustainable manner.

Key short-term actions listed below will form the focus for the action implementation schedule for the next two years:

Built Environment

- Perform an audit across the building portfolio using the Green Building Council Australia Performance framework to identify potential emission reductions and resilience against extreme weather. Implement outcomes of audits following review of cost/emissions
- Undertake an infrastructure audit to enhance climate resilience

Community Focus

- Develop a community climate action plan to outline collective strategies and initiatives for addressing climate change

Education & Awareness

- Undertake Education & Awareness sessions for staff and Elected Members

Emissions Reduction

- Assess and improve efficiency practices for tools powered by fossil fuels, while planning for their future transition to renewable power as suitable technology becomes available.
- Maximise the City's renewable electricity, explore a renewable energy microgrid, optimise energy use through demand management and the existing dashboard

Finance

- Review and update the City's sustainability revolving fund to allow savings from sustainability initiatives to fund future initiatives

Habitat Protection

- Explore nature-based solutions as protective measures against climate change and disasters, particularly in areas of flooding and riverine erosion

Policies & Planning

- Include climate change related risks into the Risk Management Framework and Environmental Management System, and revise the Business Continuity Plan, to ensure uninterrupted service provision during extreme events

Transport

- Assess active transport routes and infrastructure at City buildings to facilitate staff usage for commuting, including end-of-trip facilities and parking options

This plan serves as the first phase of a broader, inclusive community-wide climate planning effort which will result in the preparation of a Community Climate Action Plan in 2023-2024 which will be developed in consultation with the City's Climate Action Reference Group and through a range of other community engagement activities.

Acting on and responding to climate change is an ongoing process and the Corporate Climate Action Plan will be reviewed and updated every two years to reflect changing circumstances and emerging information.

ENGAGEMENT

The actions contained in the plan originated from the independent Climate VRO assessment completed in May 2023. During this process, staff were engaged in workshops run by the Sustainability and Climate Action team in September 2022, facilitated by the independent consultant in December 2022 and community workshops in February 2023.

SUSTAINABILITY IMPLICATIONS

The research, analysis and planning of this Corporate Climate Action Plan has considered opportunities to address Council's climate risk, opportunities to adapt to climate change and address climate impacts faced by the organisation and staff.

	Environmental	Social	Economic
Pros/Opportunities	1. Reducing carbon emissions 2. Lowering temperatures 3. Increasing biodiversity 4. Reducing water use 5. Combat air pollution	1. Physical and mental health benefits for staff	1. Cheaper power for City buildings 2. Reduce cost of fuel for City vehicles
Cons/Drawbacks	1. N/A	1. N/A	1. Upfront cost of implementation actions

LEGISLATIVE AND POLICY ALIGNMENT

- Climate Action Policy (CP-120)

FINANCIAL IMPLICATIONS

The City will develop detailed action implementation schedules for each financial year to assess the financial costs and associated carbon emissions benefits of actions included in the Corporate Climate Action Plan prior to their implementation. This will be done for more complex actions similar to a business case and be based on the Marginal Cost of Abatement to ensure value for money investments. The action implementation schedules will be used as the basis for funding as part of the annual budget process to ensure transparency and accountability in progressing toward the 2030 carbon neutral target.

OFFICER RECOMMENDATION

At 8:45pm, Cr G Barber moved, seconded Cr M Sandford

That the Council endorse the Corporate Climate Action Plan.

At 8:51pm, Cr J Edinger left the meeting.

At 8:52pm, Cr J Edinger returned to the meeting.

COUNCIL RESOLUTION

Amendment

At 8:45pm, Cr J Spanbroek moved, seconded Cr N Pazolli

That the Council amends the Officer Recommendation by adding the following words to the end of the motion:

> ***"and requests that the Chief Executive Officer arranges quarterly reporting to Council on the cost of preparing, reviewing and implementing the Corporate and Community Climate Action Plans and any associated projects resulting from these plans (where it is feasible to capture these costs). And on an annual basis report the reduction in carbon emissions in conjunction with the costing report".***

At 9:02pm, the Presiding Member declared the motion.

CARRIED (10/2)

Yes (10):	Mayor George Gear JP, Crs Glynis Barber, Jane Edinger, Duncan Macphail, Katy Mair, Nicole Robins, Clive Ross, Jennifer Spanbroek, Matthew Woodall and Nicholas Pazolli
No (2):	Crs Margaret Sandford and Karen Wheatland

COUNCIL RESOLUTION (E23/13)

Substantive Motion as Amended

At 8:45pm, Cr G Barber moved, seconded Cr M Sandford

That the Council endorse the Corporate Climate Action Plan and requests that the Chief Executive Officer arranges quarterly reporting to Council on the cost of preparing, reviewing and implementing the Corporate and Community Climate Action Plans and any associated projects resulting from these plans (where it is feasible to capture these costs). And on an annual basis report the reduction in carbon emissions in conjunction with the costing report.

At 9:02pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

UNCONFIRMED

Urban Planning

9:02pm 18/07/2023 *Cr G Barber, having disclosed an interest under code of conduct in relation to Item UP23/16 (detailed in Item 5), elected to stay, discuss and vote.*

UP23/16 Investigation of Parking at the Alfred Cove Opal Aged Care Facility, Kitchener Road, Alfred Cove

File Number:	N/A
Responsible Officer:	Director Urban Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Application Number:	N/A
Applicant:	City of Melville
Owner:	City of Melville
Proposal:	Nil
Attachments:	Nil

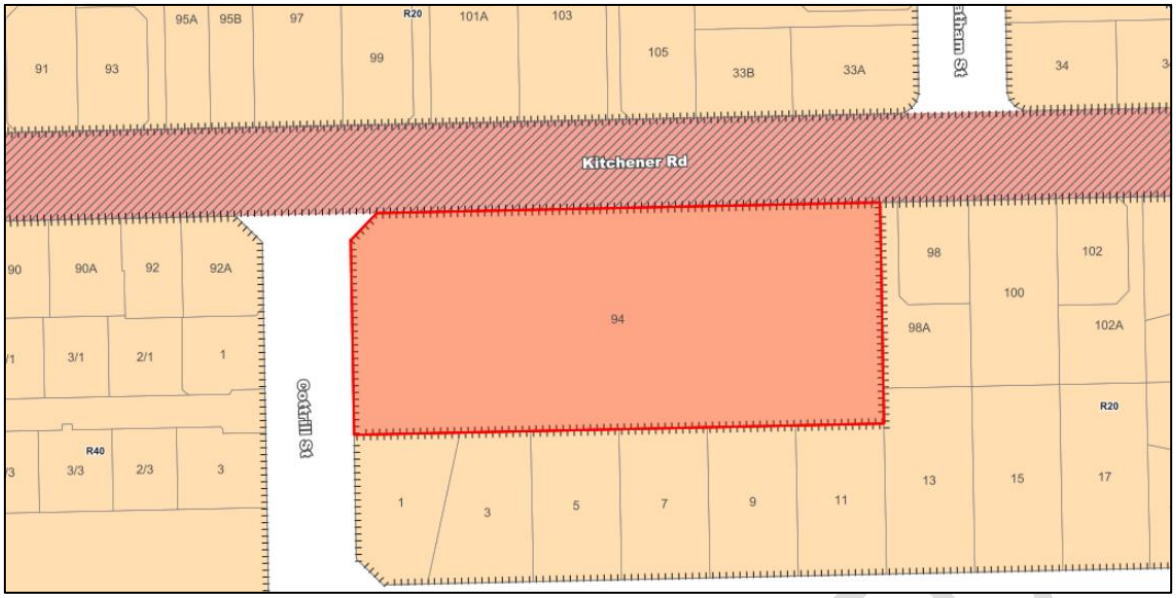
COUNCIL'S ROLE

Advocacy: When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

SUMMARY

1. In March 2023, Council considered a Notice of Motion and resolved to direct the Chief Executive Officer to prepare a report investigating parking concerns and potential solutions at and around the Alfred Cove Opal Aged Care facility on the corner of Kitchener Road and Cotterill Street, Myaree.
2. The concerns relate to insufficient parking at the facility, resulting in parking congestion in surrounding streets and insufficient parking spaces for visitors.
3. Investigations have established that the on-site parking is provided in accordance with the relevant planning approval.
4. The ability to provide additional street parking adjacent to the site has been explored but is not able to be implemented for safety reasons. It's noted that opportunities for additional staff parking are available in surrounding streets and at the nearby Harry Clemens Reserve and Marmion Reserve.
5. Solutions are identified to encourage the aged care centre to manage staff parking more effectively and to introduce designated bays reserved for visitor use.

UNCONFIRMED



LPS6 ZONING OF THE SUBJECT SITE – ZONED RESIDENTIAL R40

AERIAL IMAGE OF THE SUBJECT SITE

SUBJECT SITE - KITCHENER ROAD

PURPOSE

Report to Council on the outcomes of the investigation of the parking issues at Alfred Cove Opal Aged Care facility on the corner of Kitchener Road and Cotterill Street, Myaree with a view to identifying potential solutions.

CONSEQUENCE

Options to better manage parking at the subject property have been identified. Specific recommendations include encouraging staff to utilise available parking in the vicinity and to provide a designated number of bays to be available to visitors during visiting hours.

Alternative options include provision of more on street and/or embayed parking in the vicinity of the centre or to take no action.

The provision of additional street parking is not recommended due to traffic safety concerns. Taking no action is also not recommended given that practical solutions have been identified regarding management of on-site parking.

STRATEGIC ALIGNMENT

Priority	**2**	**Improve the approach for diverse and sustainable urban development and infrastructure**
	P2/1	Implement innovate, efficient and appropriate initiatives that support community centred infrastructure within integrated transport solutions.
	P2/3	Optimise the capability and liveability of activity centres with consideration to the expectations of our community.
	3	**Empower the voices of our diverse community by strengthening engagement**
	P3/1	Increase co-design approaches that engage stakeholders in upfront designs and support issue resolution activities.
	P3/3	Improve engagement with the business community.
Outcome Indicator	1	Clean and Green
	Goal 2	Promoting Sustainable Environment
	3	Healthy Lifestyles
	Goal 1	A Safe and Healthy Urban Environment
	Goal 3	Increased Physical Activity
	4	Safe and Secure
	Goal 2	People Feel Safe and Secure in All Places at All Times
	Goal 7	Safe and Secure Places and Environment
	6	Sustainable and Connected Transport
	Goal 3	Choice and Use of Transport Options
	Goal 4	Ease of Movement
	Goal 2	Balancing Transport Priorities

UNCONFIRMED

BACKGROUND

At the March 2023 Ordinary Council Meeting, the Council resolved as follows:

> ***That the Council directs the CEO to prepare a report on investigating a suitable solution to the parking concerns at and around the Alfred Cove Opal Aged Care facility on the corner of Kitchener Road and Cotterill Street, Myaree.***

Development History:

Development approval for the aged care facility was granted by the Development Assessment Panel in November 2016 for the construction of a three-storey aged care facility comprising of 120 beds. The development was approved with a total of 36 on-site parking bays.

The parking approval for the centre included a parking dispensation having regard to:

1. Opportunity for street parking outside the centre
2. Traffic Impact Assessment indicating proportion of staff to access the centre via public transport or other means.
3. Low vehicle usage of aged care residents at this facility.
4. Availability of off street parking at nearby Harry Clemens or Marmion Reserve.

Inspections have established that the required parking spaces have been provided on site. Investigation also indicates that there's no opportunity to retrospectively provide additional parking spaces on-site.

Reason for Parking Issue

Inspections have indicated that on-site parking spaces are often utilised 80 to 100 per cent, particularly between 10 am and 4pm,on weekdays. This level of usage presents challenges with respect to the availability of visitor spaces during the day. As noted above, availability of bays under the development approval is reliant upon up to 25 per cent of staff not driving to the facility and utilisation of offsite parking in peak periods, such as that at Harry Clemens Reserve or Marmion Reserve.

Responses to Date

Parking Management:

A number of complaints have been received from local residents about overflow parking at the site and resultant parking on the verge and street congestion. A street parking management response has been deployed. Measures include no parking restrictions in the streets surrounding the facility.

Additional Embayed Parking:

The opportunity to provide additional embayed, verge parking in surrounding streets has been explored. For safety reasons, in particular sight line requirements for driveways and intersections, additional embayed parking is not recommended.

UNCONFIRMED

Travel Management:

The City has held discussions with the building operator to manage staff and visitor parking. Discussions have aligned with the intent of the planning approval in which parking provision is linked to a proportion of staff using alternatives to the private cars and utilisation of overflow parking in the vicinity of the centre.

The City has also built an improved footpath connections in the area to encourage and facilitate walking.

CONSIDERATION

Additional on-street parking and/or embayed parking in the vicinity of the site is not recommended for safety reasons. On-site parking required under the planning approval has been provided and there's no capacity for additional on-site bays.

Investigations conclude that the opportunity to address parking congestion and the shortage of visitor bays at the centre is through travel management and parking management.

Travel Management and Overflow Parking:

Parking congestion at the site, and lack of visitor car spaces, is largely a reflection of staff seeking to park as close as possible to their workplace. Parking provision on site is reliant on a proportion of staff not driving to the centre and for staff to utilise off-site parking at peak periods. Convenient overflow parking opportunities exist at Harry Clemens Reserve and Marmion Reserve as well as nearby streets such as Mullings Way and Stammers Place.

It's recommended that further discussion be held with the operators of the aged care centre to re-visit their staff Travelsmart Plans and to highlight alternatives to on-site parking.

Visitor Parking:

Whilst acknowledging visitor parking demands, the current development approval does not specify the reserving of specific bays for visitor usage. As a result, staff parking demand frequently presents a lack of spaces for visitors. A potential solution is to mark and sign post, a number of on-site visitor bays during visiting hours. It is recommended that this initiative form part of further discussions with the centre operators.

ENGAGEMENT

This matter, at this time, does not require broader community engagement. The concerns regarding parking are well understood. Part of the solution of this matter is further engagement with the centre operators.

SUSTAINABILITY IMPLICATIONS

The City's parking standards are geared towards promotion of alternative sustainable modes of transport other than private car. Alternative modes of transport and improved management of parking supports environmental sustainability.

UNCONFIRMED

LEGISLATIVE AND POLICY ALIGNMENT

The relevant development approval includes a standard parking condition. The on-site parking provided is in accordance with the requirements under the approved development application. The terms of the development approval note that parking is reliant upon a portion of staff not driving to the centre. The need for visitor parking is also acknowledged. These aspects would inform discussions with the centre operators regarding proposed enhancements to parking management.

FINANCIAL IMPLICATIONS

Not applicable.

OFFICER RECOMMENDATION

At 9:02pm, Cr J Edinger moved, seconded Cr N Pazolli

That Council:

1. **Note the findings into the investigation of parking concerns and potential solutions at the Opal Aged Care Centre, Kitchener Road, Alfred Cove as outlined in this report; and**
2. **Endorse proposed parking management improvements outlined in this report, namely further negotiations with the Centre Operator seeking:**
   a) **Improvements to management of on-site bays including review of TravelSmart initiatives, alternative travel options for staff and utilising nearby off-site parking in peak periods.**
   b) **The identification and reserving of specific on-site bays for use only by visitors to the facility during visiting hours.**

COUNCIL RESOLUTION

Amendment

At 9:03pm, Cr G Barber moved, seconded Cr M Sandford

That the Council amend the officer recommendation by including an additional point 3, 4 and 5, to read as follows:

3. Remove the no-parking signs and re-instate timed local parking bays on the western side of Cotterill Street in the parking embayment area:
4. On the eastern side of Cotterill Street insert two to three parking bays (allowing a suitable distance from the intersection corner)
5. If for some reason Point 4 is deemed unviable, allow verge parking on the eastern verge of Cotterill Street in front of the Opal Aged Care facility.

At 9:16pm, the Presiding Member declared the motion.

CARRIED (10/2)

Yes (10): Mayor George Gear JP, Crs Glynis Barber, Jane Edinger, Duncan Macphail, Katy Mair, Nicole Robins, Clive Ross, Margaret Sandford, Jennifer Spanbroek and Karen Wheatland

No (2): Crs Matthew Woodall and Nicholas Pazolli

At 9:09pm, Cr J Spanbroek left the meeting.

At 9:10pm, Cr J Spanbroek returned to the meeting.

COUNCIL RESOLUTION (UP23/16)

Substantive Motion as Amended

At 9:02pm, Cr J Edinger moved, seconded Cr N Pazolli

That Council:

1. **Note the findings into the investigation of parking concerns and potential solutions at the Opal Aged Care Centre, Kitchener Road, Alfred Cove as outlined in this report; and**
2. **Endorse proposed parking management improvements outlined in this report, namely further negotiations with the Centre Operator seeking:**
   a) **Improvements to management of on-site bays including review of TravelSmart initiatives, alternative travel options for staff and utilising nearby off-site parking in peak periods.**
   b) **The identification and reserving of specific on-site bays for use only by visitors to the facility during visiting hours.**
3. **Remove the no-parking signs and re-instate timed local parking bays on the western side of Cotterill Street in the parking embayment area:**
4. **On the eastern side of Cotterill Street insert two to three parking bays (allowing a suitable distance from the intersection corner)**
5. **If for some reason Point 4 is deemed unviable, allow verge parking on the eastern verge of Cotterill Street in front of the Opal Aged Care facility.**

At 9:17pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

UNCONFIRMED

UP23/17 Contact with Developers - Policy and Register

File Number:	
Responsible Officer:	Director Urban Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No Officer Disclosure
Application Number:	NA
Applicant:	NA
Owner:	NA
Proposal:	Nil
Attachments:	1. Developer Contact With Staff - Example Policy 2. Elected Member Relationship With Developers - Example Policy

COUNCIL'S ROLE

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

SUMMARY

1. At the 18 October 2022 Ordinary Meeting of Council (OMC), it was resolved that investigations be undertaken regarding the need for a policy and/or registration system to manage and record elected member and staff contact with property developers.
2. Results of investigations established that existing governance processes and record keeping protocols suitably address staff and elected member contact with developers. Accordingly, establishment of an additional policy and developer contact register is not considered necessary.
3. Draft Council policies providing additional guidance regarding staff and elected member contact with developers have been prepared to assist Council in making a determination on this matter.

PURPOSE

For Council to consider options for a Council Policy and or a register to guide and record staff and Elected Member contact with developers.

CONSEQUENCE

Existing governance and record keeping protocols negate the need for the creation of a separate developer contact policy and/or register. Should Council decide to progress a policy regarding contact with developers then further direction would be required on policy content, scope of matters to be covered by a policy and operational details of any register. It is noted that the operation of a developer contact register is likely to have resource implications. Funds are currently not budgeted for this service.

Progress of investigations with Council through Elected Member Engagement Sessions (EMES) has also highlighted the thought that a contact register be applied as a mechanism to reduce the extent of discretion sought by developers. A developer contact policy will not necessarily reduce the notion of developers seeking the application of discretion. Reducing the extent of discretion available to developers, and correspondingly controlling the information provided to developers, would require changes to the planning framework itself.

UNCONFIRMED

STRATEGIC ALIGNMENT

Priority	**There are no applicable priorities in relation to this report.**
Outcome Indicator	There are no applicable outcome indicators in relation to this report.

BACKGROUND

At the 18 October 2022 Ordinary Meeting of Council it was resolved:

> ***That the Council directs the Chief Executive Officer to prepare draft Council policies for Council's discussion at an EMES / workshop followed by consideration & adoption at or before the March 2023 Ordinary Meeting of Council, that provides policy guidelines for Elected Members and all staff (and Planning Staff in particular) for the management and registration of all Elected Member and staff contacts with Property Developers involved in or likely to be involved in property developments within the City of Melville. The policy shall define EM / staff duties, responsibilities and recording of such contacts.***

The reasons provided in support of the resolution were:

1 Applicants, objectors, and members of the community must have trust in Council Members' ability to make decisions free of influence or the perception of influence, particularly in respect of town planning and development decisions.

2 Contact with developers is a normal and necessary function of the role of a Council Member and duties of planning staff. However, the nature and frequency of that contact can sometimes lead to allegations or perceptions of bias, influence or even corruption being made towards Council Members / staff. Implementing transparent decision-making processes and registration of such contacts can reduce opportunities for such allegations or perceptions to be raised.

3 Refer to Town of Cambridge Council Policy 033 and Council Policy 039 as examples of such policies.

The resolution has been progressed with Elected Member Engagement Sessions held 7 March 2023 and 30 May 2023. Two draft policies providing examples of guidance on contact between staff and developers and elected members and developers were made available at these Elected Member Engagement Sessions. An update report was also provided to Council in March 2023 (Item M23/5960) where Council resolved as follows:

> ***That the Council:***
>
> ***1 Note the Update Report – Property Developer Policy and Register; and***
>
> ***2 That the matter be further considered at the June 2023 Ordinary Meeting of Council.***

In considering the matter at the EMES held on 30 May 2023, Council noted the preferred timing option to further consider the issue at the July 2023 Ordinary Meeting of Council.

UNCONFIRMED

CONSIDERATION

Details:

Council's resolution on this matter seeks investigation of a Policy approach to manage elected member and staff contact with developers. The objectives of the approach are generally:

1. To ensure stakeholder trust in the development application and decision-making process.
2. To provide transparency in any contact between developers and/or staff related to the planning assessment and decision-making process.

Investigations into the need for additional Policy controls has examined whether the above objectives are satisfied through existing mechanisms. Should additional controls be recommended, further consideration would be needed to explore the scope of any additional measures and resources required for implementation. Existing controls are detailed below.

Department of Local Government Guidelines:

In recognition of the potential sensitivities with this issue, the Department of Local Government has published a guide specifically relating to Elected Members' Relationships with Developers (the Guideline).

The Guideline acknowledges that contact with developers is a normal and necessary function in the role of a Councillor and notes that such contact can involve a range of pressures. The Guideline also highlights that in order to protect the openness and transparency of Council decision making, elected members need to understand the limitations on their decision making in relation to development applications and to maintain appropriate separation from development proposals and stakeholders such as applicants and objectors.

A key purpose of the guideline is to alert Elected Members to the risks associate with their role as a decision maker and to provide guidance on those areas of risk. The guidelines also assist local government to develop and adopt procedures for elected members that will provide transparency and protection to the integrity of the decision-making process. The City's current governance, record keeping and code of conduct requirements, for both Councillors and staff, align with the content of the Local Government Guidelines.

Code of Conduct:

The City has adopted Codes of Conduct for staff and elected members. Each code has different content but generally includes matters such as:

1. Values, principles, integrity and requirements with respect to behaviour.
2. appropriate relationships with others and the wider community
3. clarification of roles
4. use of Council resources and information
5. conflicts of interest
6. reporting of breaches of code of conduct.

With regard to development applications, the Code of Conduct supports fair and honest decision making, disclosure of interests and associations and complaint processes for breaches.

UNCONFIRMED

Quasi-Judicial Role Policy:

The City's Quasi-Judicial Role Policy specifically addresses the decision-making role of elected members and the assessment and decision-making roles of staff. The Policy outlines appropriate behaviours, responsibilities and record keeping. The Policy includes specific details and guidance with respect to contact with applicants and developers.

A central aim of the Policy is to ensure trust in the decision-making process and to provide transparency in staff and elected member contact with applicants and developers.

Governance and Integrity Framework:

The City's Governance and Integrity Framework and associated Deployment Strategies aim at ensuring staff and elected members undertake their roles with fairness, equity and honesty. With respect to development applications, the content aligns with the Local Government Department guidelines and emphasises the need for effective, lawful and value-based decision making. The Framework brings together other governance controls such as the Codes of Conduct, Quasi-Judicial Role Policy and Record Keeping standards.

State Records Act 2000

The State Records Act governs record keeping requirements for State and Local Government in Western Australia. The Act defines what information is required to recorded and outlines responsibilities with respect to processes and systems to be used to ensure appropriate management of records.

Local Government Act 1995

The Local Government Act reinforces the requirement for the management of information and the keeping of records. The City has prepared a Record Keeping Plan and supporting controls, including Records Management Policy and Elected Member Record Keeping Guidelines, to manage the storing and management of information. Electronic records systems are established for recording of information associated with development application assessment and determination. Communication and contact with developers are captured under these systems.

Record Keeping Plan

The City's Record Keeping Plan responds to obligations under the State Records Act and sets out the City's processes with respect to which records are to be created and how these records are managed.

Records Management Policy:

This Policy applies to all staff and elected members. The Policy outlines record capturing responsibilities, processes and legal requirements. With respect to development applications the Policy notes the requirements for elected members to document communications associated with the decision-making process, and for staff the need to maintain records associated with business activities.

Elected Member Record Keeping Guidelines:

These guidelines provide specific instructions on elected member responsibilities with respect to record keeping. With respect to development applications and decision making, the guidelines note the responsibility of elected members to create, capture and maintain records of their business activities as elected members.

UNCONFIRMED

Other Local Government Responses

The Council motion with respect to investigation of the management of staff and elected member contact with developers highlights existing policy responses at the Town of Cambridge. The Town of Cambridge response, and policies from other Western Australian local governments are summarised below. The various example policy documents are attached to this report.

Town of Cambridge – Policy 33 – Developer Contact with Staff:

The Policy was adopted in 2017 and most recently reviewed and amended in November 2021. The purpose of the Policy is to guide staff in managing contact with developers. Policy content defines the scope of developer contact, information able to be provided by staff and requirements for recording of developer contact. Prescribed contact is defined as that involving contact relating to a development proposal with a value greater than $2 million. Such contact is required to be recorded in a register.

An important provision of the Policy notes that staff are not to have in person meetings or telephone communication with a proponent where a proponent is seeking to develop in a manner that is inconsistent with the Local Planning Strategy. For clarity, this provision would allow the "normal and necessary" contact with developers where a proposal involves a discretionary or performance-based assessment of an application under the planning framework, but would control contact where such discretion is outside of high level planning principles identified in the Town's Local Planning Strategy. Town of Cambridge – Developer Contact with Staff.

Town of Cambridge – Policy 39 – Elected Member Relationships with Developers:

The Policy was adopted in 2017 and most recently reviewed and amended in November 2021. The Policy provides guidance to elected members for the management of contact with developers. The scope of contact defined in the Policy is wide with most contact between an elected member and a developer with respect to a planning proposal being required to be recorded. Contact details are not placed in a Register, instead elected members are required to declare any prescribed contact at the time a planning proposal is being considered by Council and/or a Committee. Town of Cambridge – Elected Member Relationships with Developers.

City of Vincent – Policy 4.2.15 Council Member Contact with Developers:

The Policy was adopted in 2015 and most recently amended and reviewed in May 2022. The Policy, like the Town of Cambridge Polices, notes that contact with developers is a normal and necessary function of the role of an elected member and that establishment of a transparent decision-making process will reduce potential for allegation or perception of bias. The Policy defines what is considered a prescribed contact with a developer and highlights certain exemptions. The scope of prescribed contacts is similar to the Town of Cambridge approach in that elected members are required to record most contact with a developer on a planning proposal. Prescribed contact is required to be recorded in a publicly available register. Contact occurring prior to lodgement of an application is to be declared as an interest at the time the item is presented to a Council meeting, but is not required to be recorded on the register. City of Vincent – Council Member Contact with Developers.

City of South Perth – Policy P700 – Developers and Lobbyists:

The Policy was adopted in March 2022 and seeks to provide guidance to elected members on disclosing any association with developers and lobbyists with a view to ensuing openness and transparency in the decision-making process. As with the other described polices, the City of South Perth approach defines the scope of contact to be captured and outlines the details to be recorded in a register. City of South Perth – Developers and Lobbyists Policy

UNCONFIRMED

City of Melville Policy Response:

The other local government policy responses examined, indicate a focus on requiring elected members to register contact with developers with respect to progressing planning proposals. The approach reflects the significant elected member role in the decision-making process and the greater potential for perception of bias or conflict of interest. The focus on elected members also recognises the normal day-to-day contact between applicants and staff in delivering a planning assessment and information service.

The policies examined are consistent in that they seek to define the circumstances where recording of contact is required. Only the Town of Cambridge has extended the developer contact recording requirements to staff. The Town of Cambridge, Policy 33 identifies that staff are required to record contact with developers where a planning proposal is being progressed which is inconsistent with the Local Planning Strategy or of a value equal to or more than $2 million.

Council's motion on this matter seeks preparation of Council policy responses to guide elected members and staff on the management and registration of contact with developers. Investigations conclude that an additional Policy response is not required as issues of stakeholder trust and the need to provide integrity and transparency in the planning decision-making process are suitably addressed by the City's existing framework. Draft policies have been prepared in response to the Council resolution and to assist analysis on this matter. Should Council elect to progress with a Developer Contact Policy, applicable to elected members and/or staff, then additional direction would be beneficial regarding several key elements of a policy response.

Intended Outcome of a Developer Contact Policy:

The City's existing governance and record keeping controls establish the obligations for the way in which staff and elected member interact with developers. These controls also require and outline how details of interactions are to be captured and recorded. Should a developer contact policy be proposed then consideration would need to be given as to how prescribed contacts are to be recorded. For example, is contact to be recorded under existing record keeping systems or is an additional register approach proposed.

Scope of Contact Register:

Of the policies reviewed, most require a contact register to apply only to elected members. This represents a manageable approach in terms of scale and resources, given that the bulk of contact from a developer on a planning proposal occurs between staff and the applicant. The policies reviewed also provide for a wide scope of planning proposals and circumstances applicable to elected member contact with developers. Again, this reflects the practicalities given lesser level of contact between developers and elected members, but more importantly acknowledges the greater role of elected members in decision making and the potential for perception of bias or conflicts.

Should Council wish to explore a contact register that applies to staff then careful consideration would be required to arrive at the extent of circumstances in which developer contact is required to be captured. A threshold of requiring the recording of staff contact with developers in relation to planning proposals with a value of $20 million is suggested as workable.

The threshold would capture significant development, particularly that which may involve proposals for performance assessment within the planning framework. A threshold which sought registration of staff contacts for a wider range of planning proposals would be a significant administrative undertaking and likely to require additional staff resources.

UNCONFIRMED

Management of any proposed contact register itself will require consideration. Details to be recorded in a register, frequency of updating and level of availability of the register content will need to be considered. A contact register would be expected to be publicly available. Certain interactions, such as pre-lodgement discussions or contact through State Administration Tribunal proceedings may be commercially sensitive, classified as confidential and may not able to be recorded.

Definition of Developer:

Existing developer contact policy responses generally define a developer as someone involved in the making of a planning proposal with the ultimate purpose of achieving a profit. Dependent on the extent of the scope of the proposed policy, consideration would need to be given as to whether the definition is intended to capture smaller "mum and dad" developers. Clarity is also required on the intended treatment of "not for profit" entities who are often active in the development industry.

Definition of a Planning or Development Proposal:

Existing developer contact policy responses generally define a development or planning proposal as including:

1. an application to use, develop or subdivide land; and
2. a proposal to amend a Local Planning Scheme or Structure Plan.

Proposals to include pre-lodgement discussions or general enquiries in the definition of a planning proposal for the purpose of a contact register are problematic. The pre-lodgement discussions are encouraged and are aimed at improving the overall quality, compliance and design of a proposal. At the pre-lodgement phase discussions are often held based on commercial in-confidence. A practice of placing developer pre-lodgement discussions on a public contact register has potential to dissuade developers from seeking information on the merits of a proposal. As highlighted above, this outcome could detract from the purpose of pre-lodgement discussions which is to enhance the quality, compliance and design of a proposal. Complications may also arise in determining whether a contact requires recording, particularly where a concept is at an early stage with many details not yet known.

Guidance on Level of Information Provided

The Town of Cambridge staff developer contact policy provides guidance with respect to the level of information to be provided by staff. The policy also highlights that any information provided by staff is not binding with applicants directed to seek their own planning advice. The Town of Cambridge policy provides guidance that staff should not provide verbal information or meet with developers regarding proposals that are outside of that provided for by the Town's Local Planning Strategy. In a City of Melville context this type of guidance is currently achieved via the existing governance controls, in particular the Code of Conduct. It is an existing standard that professional planning staff would limit planning information to matters which may be achieved in consistency with the concepts contained within the City's Local Planning Strategy.

This situation should not be confused with planning information provided on planning proposals where an applicant is seeking to have aspects of a proposal assessed using performance criteria or discretion available in the operable planning framework. This planning function is integral to the day-to-day interactions between staff and applicants and is aimed at enhancing the overall quality, compliance and design of a proposal.

UNCONFIRMED

A staff developer contact policy which sought to regulate professional provision of planning information in these circumstances would detract from the integrity of the planning assessment and decision-making process, potentially jeopardise outcomes for the community and conflict with the City's customer service values. This is particularly pertinent given the trend toward local government having a reducing role in the planning decision making process. Staff contact with developers, is now one of few opportunities for a local government to be involved in seeking improvements to the design and amenity impacts of a proposal.

Significantly, a developer contact policy and/or controls on the nature of information provided will not reduce the available flexibility in the existing planning framework. If Council is seeking to reduce the extent of discretion available to developers, and correspondingly to control the information provided to developers, then this objective would require a different approach that sought changes, amendments, and adjustments to the planning framework itself.

Conclusion

Response to the Council motion has examined the City's existing governance protocols and record keeping requirements and how they would apply to the management and recording of contact between developers and elected members or staff. The conclusion is that the intent of a developer contact policy and register is already met by the City's existing governance and record keeping framework and therefore a separate policy response is not considered necessary. It is open for Council to consider further guidance with respect to developer contact, however, such an approach would add additional administrative requirements and is unlikely to contribute to additional integrity and transparency in the decision-making process.

In response to the Council motion, draft polices have been prepared to assist deliberations on this matter. The content of the draft policies is based on that of the Town of Cambridge, as referred to in the Council resolution. Whilst additional controls are not recommended, the draft policies have been prepared with a scope and complexity which responds to the intent of the Council resolution and reflecting the various feedback received through Elected Member Engagement Session whilst being relatively manageable from a resources and administrative viewpoint. Content of the two draft polices is summarised below:

UNCONFIRMED

Staff Contact with Developers (Attachment 1)

Policy Content	Response	Comment
Scope	Requires staff contact with developers to be recorded for development proposals with a value in excess of $20 million or any proposal which is inconsistent with the City's Local Planning Strategy. Limited to active development proposals.	Extent of scope recognises that staff contact with developers is a normal and essential part of the development assessment process. The suggested threshold captures significant proposals where likelihood of major concessions and/or impact is greater. Captures any proposal which is inconsistent with the existing Local Planning Strategy, recognising greater risk for perception of bias on such proposals. Number of contacts to be recorded is likely to be manageable. Limited to actual development proposals where details are sufficiently known and confidentiality implications not likely to arise.
Guidance	Highlights that information provided by staff is not binding. Notes that staff are unable to provide information verbally or at meetings on proposals that are inconsistent with the City's Local Planning Strategy.	Provides clarity to all parties of the limitation of any information provided. Makes it clear to staff that developer contact on proposals involving inconsistency with the Local Planning Strategy is limited to written communication.
Register	Requires prescribed contacts to be recorded in a Register.	

Elected Member Contact with Developers (Attachment 2)

Policy Content	Response	Comment
Scope	Requires elected member contact with developers to be recorded in relation to any development proposals or related matter.	The wider scope responds to the greater role of elected members in the decision-making process and greater risk for perception of bias or conflicts. Number of contacts are however expected to be manageable from a recording viewpoint.
Guidance	Provides specific guidance to elected members with respect to behaviours and developer contact. Guidance aligns with the Local Government Department advice and City protocols such as the Quasi-Judicial Role Policy.	Additional guidance responds to the greater risk factors associated with perception of bias and conflict at elected member level due to the more direct role in decision-making.
Register	Requires prescribed contacts to be recorded in a Register.	

UNCONFIRMED

ENGAGEMENT

To date engagement has been limited to workshopping the matter with Elected Members. Should Council resolve to prepare a Policy on Developer Contact then it is recommended that community engagement be undertaken prior to a decision on whether to adopt the Policy.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

Conduct of staff and elected members in dealing with property developers is guided by a range of legislation and protocols. There is no legislative requirement for the City to establish a separate Policy or Register relating to staff or elected member contact with property developers. Existing governance controls such as the Code of Conducts, Quasi-Judicial Role Policy and record keeping requirements currently address appropriate contact with developers and the recording of such contact.

The Department of Local Government has also published a guide relating to Elected Members' Relationships with Developers. The State and Local Planning Frameworks define the controls to be used in the assessment and determination of planning applications. These controls define the extent of discretion available in particular circumstances and form the basis of any information or guidance provided to applicants and developers.

FINANCIAL IMPLICATIONS

A new Policy providing for the establishment of contact registers when staff and/or elected members interact with developers will have financial implications. Should Council choose to prepare a new policy, it is noted that the extent of the implications cannot be accurately determined at this stage as further direction is required on the scope of the policy, the nature of any proposed register and responses to issues such as level of confidentiality.

A Policy which seeks to capture developer contact in a wide range of circumstances is likely to require additional staff resources.

Funds are currently not allocated in the 2023-2024 Budget to support the preparation and implementation of a Developer Contact Policy.

UNCONFIRMED

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (UP23/17)

At 9:17pm, Cr D Macphail moved, seconded Cr N Robins

That Council:

1. **Note the findings of the investigations into the need for specific Council policies dealing with staff and Elected Member contact with developers as outlined in this report.**
2. **Not proceed with a Council policy and associated contact register with regard to staff and Elected Member contact with developers given that such contact is suitably managed through existing governance controls, the planning framework and record keeping protocols.**

At 9:28pm, the Presiding Member declared the motion.

CARRIED (7/5)

Yes (7):	Mayor George Gear JP, Crs Glynis Barber, Jane Edinger, Duncan Macphail, Nicole Robins, Margaret Sandford and Karen Wheatland
No (5):	Crs Katy Mair, Clive Ross, Jennifer Spanbroek, Matthew Woodall and Nicholas Pazolli

UNCONFIR

UP23/18 Kardinya District Centre Activity Centre Plan and associated Scheme Amendment No 15.

Item UP23/18 Kardinya District Centre Activity Centre Plan and Associated Scheme Amendment No.15 for the convenience of those in the gallery – see page 46.

UNCONFIRMED

15 MOTIONS WITH PREVIOUS NOTICE

15.1 Notice of Motion - Duck and Dive Report

File Number:	
Related to Item:	Canning Highway Duck and Dive Report
Elected Member:	Cr Clive Ross
Attachments	Nil

OBJECTIVE, BENEFIT AND POTENTIAL RISKS TO BE CONSIDERED

Not provided.

Reasons for the Motion as provided by Cr Ross

1. The report from Hatch Roberts Day (HRD) confirms that the construction of a Duck and Dive (DnD) will have serious negative impacts on the community amenity and lifestyle both during the construction phase and ongoing usage.
2. The community needs to be informed of the DnD proposal and HRD's report, so that they can provide their input to the City.
3. The City needs the community support to be able to convince the relevant State Government authorities to consider reasonable or more viable options, which seem to have been ignored.
4. Time is of the essence and priority needs to be given to this matter as it impacts upon the development in the Canning Bridge Activity Centre, the Riseley Centre and all traffic using Canning Highway and Canning Bridge.

COUNCIL RESOLUTION

At 9:29pm, Cr C Ross moved, seconded Cr G Barber

That the Council resolves to direct the CEO to:

A. Immediately publicise the Report received from consultants Hatch on the Main Roads proposal for the construction of a Duck and Dive section of road-way in Canning Highway between Canning Bridge and Riseley Street and invite public comments; and

B. Form a reference group comprised of elected members and City officers to consider and prepare an alternative proposal to the Duck and Dive proposal; and

C. Council authorises the reference group to lobby the relevant Minister or Ministers to cease consideration of the Duck and Dive proposal and to consider any alternatives presented by the reference group as approved by Council.

At 9:32pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

UNCONFIRMED

16 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

Nil.

17 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

COUNCIL RESOLUTION

At 9:32pm, Cr N Pazolli moved, seconded Cr K Mair

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

17.1 Notice of Motion - Compensation Claim

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

At 9:32pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

At 9:32 the Presiding Member adjourned the meeting.

At 9:32pm,Mr G Ponton disconnected from the meeting electronically and did not return.

At 9:32pm,Ms T Hardmeier left the meeting and did not return.

At 9:32pm,Ms G Bowman left the meeting and did not return.

At 9:35pm,Ms D Whyte left the meeting and did not return.

At 9:35pm,Mr P Varelis left the meeting and did not return.

At 9:35 the Mayor resumed the meeting.

COUNCIL RESOLUTION

At 9:56pm, Cr M Sandford moved, seconded Cr J Edinger

That the meeting come out from behind closed doors

At 9:56pm, the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

18 DECISION MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

17.1 Notice of Motion - Compensation Claim

COUNCIL RESOLUTION

At 9:37pm, Cr C Ross moved, seconded Cr M Sandford

That the Council approve the recommendation as detailed in the confidential motion.

At 9:55pm, the Presiding Member declared the motion.

LOST (6/7)

Note: Due to equality of votes at the Council Meeting, the Presiding Member exercised their right to cast a second vote to reach a decision in this matter (Section 5.21(3) of the *Local Government Act 1995*)

Yes (6):	Crs Glynis Barber, Jane Edinger, Katy Mair, Clive Ross, Margaret Sandford and Jennifer Spanbroek
No (6):	Mayor George Gear JP, Crs Duncan Macphail, Nicole Robins, Karen Wheatland, Matthew Woodall and Nicholas Pazolli

19 CLOSURE

There being no further business to discuss, the Presiding Member confirmed that Councillor Woodall and Councillor Wheatland were still in attendance electronically, and declared the meeting closed at 9:57pm.

UNCONFIRMED

Strategic Land Management

Policy Type: Council Policy **Policy Owner: Chief Executive Officer**	**Policy No. CP- 005** **Last Review Date:**

Policy Objectives

1. To provide a policy framework through which the City can consider its freehold and vested reserve land and property assets and make decisions, using a systematic informed approach, with respect to the retention, disposal or acquisition of such assets or a combination thereof

2. To ensure that decisions made in relation to the use of the City of Melville land and property assets provide a benefit aligned to the visions and objectives of the City of Melville

3. To align and facilitate delivery of the Land Asset Management Plan recommendations

4. To ensure all land and property assets owned or controlled by the City deliver social, environmental and economic benefit to the community.

5. To ensure the City has control and access to appropriately located land to deliver necessary services and facilities to the community

Policy Scope

This policy applies to all City owned or controlled land and property assets, including Crown Land vested to the City under management orders.

Definitions / Abbreviations Used In Policy

Reserves properties owned by the State of Western Australia that are vested in the City for care, control and management, and are generally required to be used for the specific purposes outlined in the applicable management order.

Freehold Land land owned by the City in fee simple.

Policy Statement

This policy acknowledges that land and property assets form an integral part in facilitating the attainment of the City's visions and objectives.

The City aims to ensure its land assets are used as a mechanism for intergenerational equity, facilitating agility in adapting to evolving demographic, social and economic trends within the community.

UNCONFIRMED

The City will ensure that open and transparent community engagement is undertaken as a fundamental component of any proposal to dispose of any land or property asset in accordance with the *Local Government Act 1995* and for a minimum period of 8 weeks.

Property Classifications

Classification	Description
Surplus	• No current, or likely future, City or community services are provided from the property. • The property is not let to a third party for a beneficial purpose. • The property has no capacity to influence or support any other current, or possible future, desired planning outcome or redevelopment project.
Investment	• No City of Melville or community services are provided from the property. • The property may be let to a third party through a lease arrangement based upon market valuation as determined by an independent valuer • The property is considered to have the capacity to influence or support other desired planning outcomes or redevelopment projects.
Civic	• Properties from which non infrastructure related City of Melville services are provided. • Portions of the property may be let to a third party.
Commercial	• Properties from which independent commercial activities are or can be conducted. • The property may be let to a third party.
Residential	• Properties which are primarily used to provide residential accommodation. • The property may be let to a third party.
Community	• Properties from which community support activities or services are provided on behalf of the City or for the broader benefit of the community. • The property may include both freehold and Crown Land vested in the City. • Portions of the property may be let to a third party.
Utilities	• Properties used by the City for the provision of essential infrastructure, e.g. water management, road reserves, parking, telecommunications, public access, etc. • The property may be Crown Land vested in the City. • Portions of the property may be let or sold to a third party.
Public Spaces and Other Reserves	• Property held by the City for the purpose of providing parks and nature reserves or some other community purpose. • The property may be Crown Land vested in the City. • Portions of the property may be let to a third party.

Acquisition and disposal of land and building assets

The Council will only consider the acquisition, sale, lease, or other deal structure of land and building assets after the following steps have been taken:

- All proposed transactions have been referred through an open market process including all unsolicited proposals and bids.

UNCONFIRMED

- A thorough Business Case analysis of applicable financial, social and/or environmental benefits, undertaken in accordance with the Land Asset Management Plan and/or established Procedure and Policy.
- Consideration has been given to the disposal of land and property by means of auction, tender or private treaty dependent upon the specific circumstances of the proposed disposal and in accordance with the provisions of the *Local Government Act 1995*.
- The acquisition or disposal is in line with a strategic consideration to all land and building assets owned or controlled by the City.
- The acquisition or disposal may be undertaken on a case by case basis in line with the Land Asset Management Plan recommendation for that property.
- Open and transparent community engagement is undertaken for any proposal to dispose of any land or property asset in accordance with the *Local Government Act 1995* and for a minimum period of 8 weeks.
- Appropriate risk management strategies have been applied in accordance with any adopted Risk Management Policy.

References that may be applicable to this Policy

Legislative Requirements:	Local Government Act 1995
Procedures, Process Maps, Work Instructions:	Land and Property Retention, Disposal and Acquisition Procedure
Other Plans, Frameworks, Documents Applicable to Policy:	Land Asset Management Plan Corporate Business Plan Local Planning Strategy Public Spaces Strategy CP-103 Improving Public Spaces
Delegated Authority No:	DA-008 Disposition of Land and Other Assets

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

UNCONFIRMED

CITIES POWER PARTNERSHIP

CLIMATE SUMMIT FOR LOCAL GOVERNMENT 2023

Preliminary Program

A reminder that the Summit content is tailored to an audience of elected officials and council executives!

Exciting news! The ABC's Craig Reucassel will be Master of Ceremonies at the Summit and Awards Gala Dinner

Electric Vehicle Showcase and Drive Day:
Wednesday September 6th, 2 - 6pm, Melbourne Showgrounds, Flemington

Agenda

EV Showcase and Drive Day + Summit Welcome Reception

Get up close and personal with the latest zero emission vehicles progressively making it into council fleets. There will be a range of vehicles to view - from EV utes to heavy duty trucks to passenger vehicles - with the opportunity to get behind the wheel and test drive*.

At the conclusion of the Drive Day, a catered reception will be held for participants to chat to colleagues, EV car representatives, and CPP and Climate Council staff.

**Test driving of vehicles available to fully licensed drivers who sign a waiver. Drive Day component is subject to weather conditions and may be altered on the day for safety reasons.*

Conference Day 1: Thursday September 7th, 9am - 4pm, RMIT Storey Hall, Melbourne CBD

Agenda

Conference Welcome and Welcome to Country

Presentation by Climate Scientists followed by Q&A

Climate Science Update from the Climate Council: What Local Governments Need to Know

Keynote Address followed by Q&A

Raising Ambitions: Lessons and Learnings from Innovative Local and Overseas Climate Policies and Initiatives

Morning Tea

Panel Discussion with Leading Councils

Electrify Everything - why electrification is critical + benefits and opportunities for the electrification of councils and communities

- Going off Gas
- Energy Efficiency in Buildings
- Community Batteries and Virtual Power Plants

Panel Discussion led by Industry Experts and Mayors

Preparing Communities for a Clean Economy

Lunch

Watch for coming announcements about **bonus events** such as excursions and walking tours around Melbourne!

Conference Day 1: Continued

Plenary Presentation on Sustainable Transport

Inspiring Case Studies – how sustainable and active transport enhance community liveability, health and happiness.

- Transitioning Fleets to 100% EVs
- Active Transport
- Public Transport

Concurrent Panels

Addressing Climate Risk – why climate risk should be at the forefront of council decision making. Hear about the most pressing risks to council operations and to the community, and tactics to mitigate them.

- For CEOs and Executives: Risk in Operations
- For Elected Officials: Risk for the Community

Awards Gala Dinner **6:30 - 10:30pm, State Library, Melbourne CBD**

Join us to celebrate the 2023 Climate Award winners, and all that local governments do for climate action in Australia. We will come together to enjoy a three course dinner and drinks at the historic State Library.

Conference Day 2: Friday September 8th, 9am - 4pm, RMIT Storey Hall, Melbourne CBD

Agenda
Ministerial Keynote **Three Levels of Government Working Together to Tackle Climate Change –** how governments and communities can work together to accelerate local climate action
Panel and Q&A with Local, State and Federal Government Respresentatives **Local Government's Role in Climate Action**
Concurrent Workshops with Industry Experts, Researchers and Mayors **Adaptation and Resilience:** Protecting our Families, the Economy and our Environment
Morning Tea
Communications Training: How to Effectively Talk about Climate Change **These sessions will be led by our team of world-class media trainers at the Climate Media Centre who will provide tips and tricks on communicating topics such as:** > Sustainable Transport: Sending the Right Signal > Extreme Weather: Making the Link to Climate Change
Concurrent Panels > For Regional and Rural Councils: Changing Community Sentiment towards Large Scale Renewables Projects > For Urban Councils: How Urban Councils Can Push the Envelope in Climate Action
Lunch
Innovate4Cities Marketplace: forging partnerships to accelerate council climate action implementation A shared space to rapidly connect and match solutions providers, funders and supporters to implement city/town climate actions that tackle research and innovation gaps required to safeguard the livelihoods of residents, and help councils progress towards the goals of the Paris Agreement. **In partnership with the Global Covenant of Mayors for Climate & Energy (GCoM) Global Secretariat*
Meet The Experts + Networking Spend quality time with climate scientists, an ABC presenter, leading experts in fields of energy, adaptation and communications - all while networking with fellow elected officials and council executives from around Australia.
Final Presentation

CLIMATE COUNCIL

CITIES POWER PARTNERSHIP

cpp@climatecouncil.org.au
citiespowerpartnership.org.au

STATEMENT OF FINANCIAL ACTIVITY by Nature or Type
For the period 1 July 2022 to 31 May 2023

	May Actual $	*YTD Rev. Budget $*	*YTD Actual $*	*Variance $*	*Variance %*	*Annual Rev. Budget $*
Revenue						
Rates	21,681	96,321,889	96,351,582	29,693	0%	96,366,881
Grants & Contributions	400,005	1,675,555	1,746,111	70,556	4%	4,887,399
Fees & Charges	1,177,472	16,046,797	16,120,308	73,510	0%	17,124,130
Service Charges	497	2,515,125	2,534,209	19,084	1%	2,515,125
Interest Earnings	670,810	5,838,541	6,180,438	341,896		6,468,500
Other Revenue	28,608	2,146,886	2,208,793	61,907	3%	2,251,852
	2,299,073	124,544,794	125,141,440	596,647	0%	129,613,888
Expenses						
Employee Costs	(4,501,929)	(51,586,055)	(50,138,062)	1,447,993	-3%	(57,095,966)
Materials & Contracts	(3,470,312)	(32,172,727)	(31,215,692)	957,036	-3%	(38,505,901)
Utilities	(403,547)	(3,927,627)	(3,910,720)	16,907	0%	(4,251,994)
Insurance	-	(1,335,503)	(1,253,766)	81,737	-6%	(1,338,640)
Depreciation	(2,081,766)	(22,673,095)	(22,829,523)	(156,428)	1%	(24,734,028)
Finance Costs	(2,871)	(64,002)	(69,621)	(5,619)	9%	(70,202)
Other Expenditure	121,660	(122,908)	(321,623)	(198,715)	162%	(1,039,351)
	(10,338,766)	(111,881,918)	(109,739,006)	2,142,911	-2%	(127,036,083)
	(8,039,693)	**12,662,876**	**15,402,434**	**2,739,558**	**22%**	**2,577,805**
Grants/Contributions for the Development of Assets						
Non-Operating Grants, Subsidies and Contributions	-	520,806	529,427	8,621	2%	7,455,502
(Profit)/Loss on Disposal of Assets						
Proceeds on Disposal	67,931	1,842,422	299,177	(1,543,245)	-84%	2,324,868
Net Book Value from Disposal of Assets	(117,182)	-	(653,891)	(653,891)	100%	(1,270,750)
	(49,251)	1,842,422	(354,715)	(2,197,137)	-119%	1,054,118
NET RESULT	**(8,088,944)**	**15,701,450**	**15,577,146**	**(124,303)**	**-1%**	**11,762,771**
Other Comprehensive Income	-	-	-			-
Total Other Comprehensive Income	-	-	-			-
TOTAL COMPREHENSIVE INCOME	**(8,088,944)**	**15,701,450**	**15,577,146**			**11,762,771**

UNCONFIRMED

RATE SETTING STATEMENT by Nature or Type
For the period 1 July 2022 to 31 May 2023

	May Actual $	YTD Rev. Budget $	YTD Actual $	Variance $	Variance %	Annual Budget $	Annual Rev. Budget $
OPERATING ACTIVITIES							
Revenue from operating activities (excluding rates and non-operating grant, subsidies and contributions)							
Grants & Contributions	400,005	1,675,555	1,746,111	70,556	4%	4,474,605	4,887,399
Fees & Charges	1,177,472	16,046,797	16,120,308	73,510	0%	17,169,679	17,124,130
Service Charges	497	2,515,125	2,534,209	19,084	1%	2,515,125	2,515,125
Investment Earnings	670,810	5,838,541	6,180,438	341,896	6%	2,265,000	6,468,500
Other Revenue	(20,643)	3,989,308	1,854,079	(2,135,230)		913,349	3,305,970
	2,228,141	30,065,327	28,435,144	(1,630,183)		27,337,758	34,301,125
Expenditure from operating activities							
Employee Costs	(4,501,929)	(51,586,055)	(50,138,062)	1,447,993	-3%	(56,503,518)	(57,095,966)
Materials & Contracts	(3,470,312)	(32,172,727)	(31,215,692)	957,036	-3%	(35,411,078)	(38,320,825)
Utilities	(403,547)	(3,927,627)	(3,910,720)	16,907	0%	(4,228,694)	(4,251,994)
Insurance	0	(1,335,503)	(1,253,766)	81,737	-6%	(1,338,640)	(1,338,640)
Depreciation	(2,081,766)	(22,673,095)	(22,829,523)	(156,428)	1%	(23,345,104)	(24,919,104)
Finance Costs	(2,871)	(64,002)	(69,621)	(5,619)	9%	(70,202)	(70,202)
Other Expenditure	121,659	(122,908)	(321,622)	(198,714)	162%	(2,421,398)	(1,039,351)
	(10,338,766)	(111,881,918)	(109,739,006)	2,142,912		(123,318,635)	(127,036,083)
Operating activities excluded from budget							
(Profit)/Loss on Asset Disposals	49,251	(1,842,422)	354,715	2,197,137	-119%	-	(1,054,118)
Depreciation on Assets	2,128,035	22,673,095	22,844,945	171,850	1%	23,345,104	24,919,104
Plant Capital Charge	-	-	-	-	100%	-	-
Plant Investment Provision						235,305	235,305
Movement in Deferred Rates	15,069	-	72,815	72,815	100%	-	
	2,192,355	20,830,672	23,272,475	2,441,802		23,580,409	24,100,291
Investing Activities							
Non-operating grants, subsidies and contributions	-	520,806	529,427	8,621		5,229,789	7,455,502
Proceeds from Carawatha Equity	-	-	(600,000)	-		-	-
Proceeds from Disposal of Assets	67,931	1,842,422	299,177	(1,543,245)	-84%	1,270,750	2,324,868
Purchase of Furniture & Equipment	(199,232)	(1,461,263)	(1,247,118)	214,146	-15%	(2,404,350)	(4,562,887)
Purchase of Plant & Equipment	(73,265)	(8,146,346)	(2,647,413)	5,498,932	-68%	(4,348,348)	(9,130,100)
Purchase of Land & Buildings	(822,164)	(10,377,346)	(9,924,131)	453,215	-4%	(17,256,698)	(18,101,629)
Purchase of Infrastructure Assets	(3,056,338)	(19,261,500)	(18,564,111)	697,389	-4%	(30,609,643)	(32,807,858)
	(4,083,068)	(36,883,227)	(32,154,169)	5,329,058		(48,118,500)	(54,822,104)
Financing Activities							
Repayment of Debentures	- 11,681	(212,808)	(212,808)	0	0%	(226,069)	(226,069)
Self-Supporting Loan Principal Revenue	13,261	203,932	203,932	0	0%	208,375	208,375
Funds to be Set Aside	-	(1,551,711)	(1,551,711)	-	0%	(27,728,011)	(33,587,484)
Funds to be Used	-	14,708,581	14,708,581	0	0%	52,097,793	59,143,356
Carry Forward Funds	-		-	-	100%		
	1,580	13,147,994	13,147,995	1		24,352,088	25,538,178
Estimated surplus / (deficit) - B/Fwd	30,843,809	**-**	1,551,711				1,551,711
Estimated (surplus) / deficit - C/Fwd	(20,865,731)	**(11,600,738)**	(20,865,731)				
Amount to be raised from general rates	**(21,681)**	**(96,321,889)**	**(96,351,582)**			**(96,166,881)**	**(96,366,881)**

UNCONFIRMED

RATE SETTING STATEMENT by Program
For the period 1 July 2022 to 31 May 2023

	May Actual $	*YTD Rev. Budget $*	*YTD Actual $*	*Variance $*	*Variance %*	*Annual Budget $*	*Annual Rev. Budget $*
OPERATING ACTIVITIES							
Revenue from operating activities (excluding rates and non-operating grant, subsidies and contributions)							
Governance	302	-	1,941	1,941	100%	0	0
General Purpose Funding	922,651	6,968,683	7,277,204	308,521	4%	5,565,000	9,823,500
Law, Order, Public Safety	14,805	2,765,542	2,849,376	83,834	3%	2,770,125	2,770,125
Health	3,911	235,214	239,807	4,593	2%	262,194	237,663
Education & Welfare	10,779	270,829	292,130	21,302	8%	741,798	1,053,011
Housing	10,370	100,099	104,277	4,179	4%	112,495	108,495
Community Amenities	154,815	3,513,523	3,447,950	(65,573)	-2%	3,579,993	3,604,993
Recreation and Culture	722,623	8,442,034	8,626,337	184,303	2%	9,001,604	9,264,344
Transport	243,834	1,242,485	1,424,179	181,694	12%	1,579,380	1,477,360
Economic Services	170,371	3,722,065	3,519,874	(202,190)	-5%	3,410,204	3,922,205
Other Property and Services	(26,319)	2,804,855	652,068	(2,152,787)	-77%	314,964	2,039,428
	2,228,141	30,065,327	28,435,144	(1,630,183)		27,337,758	34,301,125
Expenditure from operating activities							
Governance	(636,517)	(4,741,109)	(4,595,198)	145,910	-3%	(5,464,280)	(5,708,737)
General Purpose Funding	(69,592)	(1,202,363)	(1,257,065)	(54,702)	5%	(1,248,114)	(1,286,114)
Law, Order, Public Safety	(343,635)	(3,945,963)	(3,828,872)	117,091	-3%	(4,305,982)	(4,381,142)
Health	(87,402)	(1,022,468)	(956,438)	66,030	-6%	(1,151,217)	(1,123,217)
Education & Welfare	(158,121)	(1,981,683)	(1,871,811)	109,871	-6%	(2,369,467)	(2,982,807)
Housing	(8,658)	(113,914)	(99,611)	14,303	-13%	(121,603)	(121,603)
Community Amenities	(1,963,097)	(25,310,119)	(23,657,171)	1,652,949	-7%	(27,971,039)	(28,816,004)
Recreation and Culture	(3,442,924)	(36,503,989)	(37,108,052)	(604,063)	2%	(40,222,411)	(40,406,193)
Transport	(2,119,118)	(19,908,186)	(19,735,238)	172,948	-1%	(21,828,160)	(22,339,836)
Economic Services	(196,309)	(2,990,950)	(2,627,867)	363,083	-12%	(3,017,414)	(3,479,912)
Other Property and Services	(1,313,394)	(14,161,175)	(14,001,682)	159,493	-1%	(15,618,949)	(16,390,520)
	(10,338,766)	(111,881,918)	(109,739,006)	2,142,912		(123,318,635)	(127,036,083)
Operating activities excluded from budget							
(Profit)/Loss on Asset Disposals	49,251	(1,842,422)	354,715	2,197,137	-119%	-	(1,054,118)
Depreciation on Assets	2,128,035	22,673,095	22,844,945	171,850	1%	23,345,104	24,919,104
Plant Capital Charge	-	-	-	-	100%	-	-
Plant Investment Provision						235,305	235,305
Movement in Deferred Rates	15,069	-	72,815	72,815	100%	-	
	2,192,355	20,830,672	23,272,475	2,441,802		23,580,409	24,100,291
Investing Activities							
Non-operating grants, subsidies and contribu	-	520,806	529,427	8,621		5,229,789	7,455,502
Proceeds from Carawatha Equity	-	-	(600,000)	-		-	-
Proceeds from Disposal of Assets	67,931	1,842,422	299,177	(1,543,245)	-84%	1,270,750	2,324,868
Purchase of Furniture & Equipment	(199,232)	(1,461,263)	(1,247,118)	214,146	-15%	(2,404,350)	(4,562,887)
Purchase of Plant & Equipment	(73,265)	(8,146,346)	(2,647,413)	5,498,932	-68%	(4,348,348)	(9,130,100)
Purchase of Land & Buildings	(822,164)	(10,377,346)	(9,924,131)	453,215	-4%	(17,256,698)	(18,101,629)
Purchase of Infrastructure Assets	(3,056,338)	(19,261,500)	(18,564,111)	697,389	-4%	(30,609,643)	(32,807,858)
	(4,083,068)	(36,883,227)	(32,154,169)	5,329,058		(48,118,500)	(54,822,104)
Financing Activities							
Repayment of Debentures	(11,681)	(212,808)	(212,808)	-	0%	(226,069)	(226,069)
Self-Supporting Loan Principal Revenue	13,261	203,932	203,932	-	0%	208,375	208,375
Funds to be Set Aside	-	(1,551,711)	(1,551,711)	-	0%	(27,728,011)	(33,587,484)
Funds to be Used	-	14,708,581	14,708,581	-	0%	52,097,793	59,143,356
Carry Forward Funds	-		-	-	100%		
	1,580	13,147,994	13,147,995	-		24,352,088	25,538,178
Estimated surplus / (deficit) - B/Fwd	30,843,809	**-**	1,551,711				1,551,711
Estimated (surplus) / deficit - C/Fwd	(20,865,731)	**(11,600,738)**	(20,865,731)				
Amount to be raised from general rates	**(21,681)**	**(96,321,889)**	**(96,351,582)**			**(96,166,881)**	**(96,366,881)**

UNCONFIRMED

REPRESENTATION OF NET WORKING CAPITAL
AS AT 31 MAY 2023

Net Current Assets Represented by	*31 MAY 2023*			*30 APRIL 2023*	
Current Assets					
Cash & Cash Equivalents					
Cash in Hand	4,022			4,022	
Cash at Bank/(Overdraft)	261,520			792,374	
Investments	180,146,775			188,537,614	
		180,412,317			189,334,010
Trade & Other Receivables					
Debtors - Rates	4,365,196			5,507,041	
Debtors - Security Charge	106,592			118,186	
Debtors - Pool Inspection Fee	19,149			20,622	
Debtors - Instalment Fee	94			95	
Debtors - UGP	315,262			332,979	
Debtors - Refuse	55,156			61,186	
FESA Levy Debtors	830,916			1,047,684	
Pensioner Rebates	1,448,478			1,415,233	
Sundry Debtors	620,335			1,023,658	
Less : Provision for Doubtful Debts	(383,966)			(383,966)	
		7,377,212			9,142,717
Inventories	170,218	170,218		168,495	168,495
Other Financial Assets					
Accrued Income	3,093,399			3,131,560	
Prepayments	(1,445)			(8,889)	
Other	0			0	
GST Claim (Net)	613,041			416,030	
		3,704,995			3,538,701
Total Current Assets		**191,664,743**			**202,183,923**
Current Liabilities					
Trade & Other Payables					
FESA Levy Payable	582,250			2,229,646	
Sundry Creditors	17,123,328			16,406,912	
Amount Received in Advance	1,404,615			1,287,375	
		19,110,192			19,923,933
Provisions					
Provision for Long Service Leave	4,366,181			4,360,940	
Provision for Annual Leave	3,964,801			3,873,312	
Accrued Wages	18,765			18,765	
		8,349,747			8,253,018
Total Current Liabilities		**27,459,939**			**28,176,950**
Net Current Assets		**164,204,804**			**174,006,973**
Less: Restricted Assets					
Reserves	143,287,347			143,287,347	
		143,287,347			143,287,347
Timing Difference		51,725			(124,184)
Net Working Capital		**20,865,731**			**30,843,809**

UNCONFIRMED

NET WORKING CAPITAL RECONCILIATION

FOR THE MONTH OF MAY 2023

		YTD Actual $
Net Result		**15,577,146**
Add:		
Surplus B/Fwd.		1,551,711
Proceeds on disposal of Assets		299,177
Carry Forward Reserve Transfers		-
Reserve: Funds to be Used		14,708,581
Self Supporting Loans - Principal (Net)		(8,876)
Depreciation Written back		22,844,945
Plant Capital Charge		-
(Profit)/Loss on Asset Disposal		354,715
	Sub Total	**55,327,400**
Less:		
Acquisition of Fixed assets		13,818,662
Proceeds from Carawatha Equity		600,000
Expenditure on Infrastructure assets		18,564,111
Reserve: Funds to be Set Aside		1,551,711
Non Current Adjustments		(72,816)
	Sub Total	**34,461,668**
	Net Working Capital	**20,865,731**

UNCONFIRMED

Statement of Variances in Excess of $100,000 by Nature and Type
Financial Year-To-Date Ending 31 May 2023

This report provides commentary on the year-to-date variances identified in attachment 6002B – Rate Setting Statement by Nature and Type, for the period ended 31 May 2023.

In accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, a local government is required each financial year, to adopt a percentage or value to be used in statements of financial activity for the reporting of material variances. The City's Accounting Policy CP-025, indicates that this will occur each year when adopting the annual budget. When adopting the 2022-2023 Annual Budget, a level of 10% or $100,000 (whichever is the greater) was adopted for the reporting of material variances for the 2022-2023 financial year. Variances less than 10% or $100,000 are not considered material and are not detailed in this report.

Variances are based on 'Actual' income raised and expenditure incurred, compared to the Year-to-Date Revised Budget and are shown in the Year-to-Date Budget Variance column in the tables below. The main reasons for the variances are outlined in this report.

In the tables below, positive variances are shown in black coloured font, and negative variances are shown in both parentheses and in red coloured font, i.e. (XXX.XX). These tables refer to the applicable nature and type variance.

Operating Revenue

Investment Earnings	YTD Budget $	YTD Actual $	YTD Budget Variance $
	5,838,541	**6,180,438**	**341,897**
A combination of interest rates being raised significantly, and lower than expected expenditure from reserve accounts has contributed to a positive variance in investment earnings.			
Higher Investment earnings on Reserve accounts.			*407,099*
The remaining various positive and negative variances amount to a net negative variance.			*(65,202)*

UNCONFIRMED

Statement of Variances in Excess of $100,000 by Nature and Type
Financial Year-To-Date Ending 31 May 2023

Operating Revenue (cont.)

Other Revenue	YTD Budget $	YTD Actual $	YTD Budget Variance $
	3,989,308	1,854,079	(2,135,229)
Income from recoverable works from Natural Areas and Parks, Resource Recovery and Waste, the South West Group and Engineering service areas in excess of the budget.			*61,907*
Negative variance on proceeds from asset sales due to timing of asset disposals.			*(1,543,245)*
Negative timing variances related to the written down value of assets sold.			*(653,891)*

UNCONFIRMED

Statement of Variances in Excess of $100,000 by Nature and Type
Financial Year-To-Date Ending 31 May 2023

Operating Expenditure

Employee Costs	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(51,586,055)	(50,138,062)	1,447,993
Majority of the underspend in employment costs relate to timing of annual leave, personal leave and the pending leave adjustments scheduled for the end of the financial year. An element of the underspend also relates to lower staff levels than budgeted for certain service areas, as identified below.			
Natural Areas and Parks underspends due to vacant positions.			*295,105*
Neighbourhood Development underspend due to vacant positions in Customer Relations, Community Development – People and Neighbourhood Coordination.			*230,601*
Chief Executive Officer shows a positive variance due to minor underspends in the South West Group and CEO administrative staff.			*216,956*
Healthy Melville			*174,038*
Building and Environmental Health Services underspend due to vacant positions.			*208,978*
Director Environment and Infrastructure underspend due to actual hours worked by business support staff being lower than the budgeted levels.			*185,247*
Strategic Urban Planning underspends due to vacant positions.			*113,076*
Statutory Planning underspend due to vacant positions.			*106,007*
Corporate Services negative variance due largely to costs associated with the resignation of contract staff.			*(111,735)*
Cultural Development			*(164,678)*
The remaining various positive and negative variances amount to a net positive variance.			*194,398*

UNCONFIRMED

Statement of Variances in Excess of $100,000 by Nature and Type
Financial Year-To-Date Ending 31 May 2023

Operating Expenditure (cont.)

Materials and Contracts	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(32,172,727)	**(31,215,692)**	**957,035**
Resource Recovery and Waste shows underspends of $336,458 in stores and materials costs, mainly related to the FOGO program, $325,148 in waste disposal and recyclables processing fees for the City's waste collection program, combined with other minor variances.			*892,763*
City Buildings show a positive variance relating to timing variances on contractors' budgets across the City's various buildings, particularly for the Civic Centre and Operations Centre relating to building maintenance.			*433,227*
Strategic Urban Planning due to delays in commencement of various special urban planning projects.			*334,473*
Engineering shows a positive variance made up of minor timing variances across the City's various maintenance programs.			*250,828*
Statutory Planning shows a negative variance as a result of higher than expected legal fees incurred compared to budget.			*(100,349)*
Information Technology show a negative variance made up of timing variances in licensing costs, partially offset by underspends in contract payments.			*(389,716)*
Natural Areas and Parks show a negative variance relating to timing variances on contractors' budgets across various parks and reserves.			*(620,594)*
The remaining various positive and negative variances amount to a net positive variance.			*156,403*

UNCONFIRMED

Statement of Variances in Excess of $100,000 by Nature and Type
Financial Year-To-Date Ending 31 May 2023

Operating Expenditure (cont.)

Other Expenditure	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(122,908)	(321,622)	(198,714)
Other Expenditure shows a positive variance due to timing differences between budget and actual expenditure for internally charged expenditure across several service areas.			*(308,110)*
The remaining various positive and negative variances amount to a net positive variance			*109,396*

Capital Income

Proceeds from Disposal of Assets	YTD Budget $	YTD Actual $	YTD Budget Variance $
	1,842,422	299,177	(1,543,245)
Heavy vehicles show a negative variance due to delays in the delivery of vehicles on order.			*(1,080,696)*
Light vehicles show a negative variance due to delays in the delivery of vehicles on order.			*(355,666)*
Negative variance due to timing of various asset disposals.			*(106,883)*

Capital Expenditure

Purchase of Furniture and Equipment	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(1,461,263)	(1,247,118)	214,145
Underspends on mobile garbage bins and bin surrounds due to timing variances.			*279,189*
The remaining various positive and negative variances amount to a net negative variance.			*(65,044)*

UNCONFIRMED

Statement of Variances in Excess of $100,000 by Nature and Type
Financial Year-To-Date Ending 31 May 2023

Capital Expenditure (cont.)

Purchase of Plant and Equipment	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(8,146,346)	**(2,647,413)**	**5,498,933**
Positive timing variances on Heavy Vehicles due to longer than expected lead times on vehicles ordered.			*3,672,922*
Positive timing variances on Light Vehicles due to longer than expected lead times on vehicles ordered.			*900,919*
Positive timing variances on Heavy Plant due to longer than expected lead times on plant ordered.			*778,223*
The remaining various positive and negative variances amount to a net positive variance.			*146,869*

Purchase of Land and Buildings	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(10,377,346)	**(9,924,131)**	**453,215**
Sustainable Energy Infrastructure – Piney Lakes Environmental Education Centre – The project scope is currently being reviewed and the commencement date will be determined once this review is completed.			*160,000*
Pop Up Library project not commenced due to dependency on the demolition of the Civic Square Library.			*50,000*
The remaining various positive and negative variances amount to a net positive variance.			*243,215*

UNCONFIRMED

Statement of Variances in Excess of $100,000 by Nature and Type
Financial Year-To-Date Ending 31 May 2023

Capital Expenditure (cont.)

Purchase of Infrastructure Assets	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(19,261,500)	**(18,564,111)**	**697,389**
Parks, Streetscapes Structures *Shirley Strickland Reserve Upgrade – Positive variance relating to the reversal of accrued 2021-2022 expenditure amounts for which the City has yet to be invoiced.*			*221,466*
Roads *Engineering Design work in progress - Roads 22-23 – Positive variance due to delays in the commencement of the project.*			*150,000*
The remaining various positive and negative variances amount to a net positive variance.			*325,923*

UNCONFIRMED

BUDGET AMENDMENTS

FOR THE MONTH OF MAY 2023

Budget Amendments

Account Number	Description	Journal Number	Date	Amount Transferred From	Amount Transferred To	Budget Amendments >$100,000 Total Amount	Comments
368-26481-7900-000	Place	B02333	16/05/2023		20,000	$ 20,000	Increase to budgeted funds used from Canning Bridge Parking Reserve for Canning Bridge Place Grants.
277-28141-7888-000	Parking Management - Canning Bridge Activity Centre			20,000			
367-26524-7051-000	Goolugatup Lowerlands Project	B02335	18/05/2023		2,200	$ 19,582	Budget created to represent sponsorship funding from Heritage Council of Western Australia for Goolugatup Lower lands event programming.
367-26524-7055-000	Goolugatup Lowerlands Project				1,500		
367-26524-7100-000	Goolugatup Lowerlands Project				4,500		
367-26524-7126-000	Goolugatup Lowerlands Project				5,682		
367-26524-7221-000	Goolugatup Lowerlands Project				3,000		
367-26524-7226-000	Goolugatup Lowerlands Project				2,700		
367-26524-5280-000	Goolugatup Lowerlands Project			19,582			
445-85536-1605-000	Traffic Management	B02337	25/05/2023		44,000	$ 44,000	Increase to budgeted funds used from New/Upgrade Works Reserve for Bull Creek Drive Islands and Trees capital project.
277-28119-7888-000	New/Upgrade Works Reserve			44,000			
454-85531-1605-000	MRRG Road Projects	B02339	25/05/2023		66,185	$ 66,185	Budget created to represent additional funding from Main Roads for Archibald Street MRRG projects.
493-85624-5220-000	MRG04892 Archibald St (A) (Income)			30,241			
493-85625-5220-000	MRG04893 Archibald St (B) (Income)			22,863			
493-85626-5220-000	MRG04894 Archibald St (C) (Income)			13,081			
Various Accounts	Write Club Caralee	B02345	31/05/2023		44,159	$ 44,159	Budet created to represent grant funding received from Department of Local Government Sport and Cultural Industries for Write Club at Caralee Community School.
365-22529-5205-000	Write Club Caralee			44,159			
				193,926	**193,926**	**193,926**	

UNCONFIRMED

BUDGET AMENDMENTS
FOR THE MONTH OF JULY 2023

Budget Amendments

Account Number	Description	Journal Number	Date	Amount Transferred From	Amount Transferred To	Budget Amendments >$100,000 Total Amount	Comments
TBA 277-28110-7888-000	Murdoch Drive Shared Path Infrastructure Asset Management Reserve	TBA	TBA	110,000	110,000	$ 110,000	Increase to budgeted funds used from the Infrastructure Asset Management Reserve for Murdoch Drive Shared Path landsaping component.

UNCONFIRMED

City of Melville

SUMMARY OF DEBTORS

FOR THE PERIOD ENDING : 31 May 2023

Detail	Actuals Current Month YTD	Actuals Previous Month YTD	*% Diff Current Mth to Previous Mth*	Actuals This Month Last Year YTD	*% Diff Current Mth to Current Mth Last Yr*
RATE DEBTORS					
Opening Balance - 1 July	4,024,978	4,024,978	*0%*	4,940,228	*-19%*
Rates & Charges Raised	96,999,280	96,963,464	*0%*	92,816,718	*5%*
Payments Received	(96,659,062)	(95,481,401)	*1%*	(92,686,948)	*4%*
Closing Balance	4,365,196	5,507,041	*-21%*	5,069,998	*-14%*
REFUSE DEBTORS					
Opening Balance - 1 July	55,131	55,131	*0%*	96,130	*-43%*
Rates & Charges Raised	1,654,515	1,654,209	*0%*	1,597,135	*4%*
Payments Received	(1,654,489)	(1,648,154)	*0%*	(1,633,681)	*1%*
Closing Balance	55,156	61,186	*-10%*	59,585	*-7%*
FESA DEBTORS					
Opening Balance - 1 July	782,850	782,850	*0%*	1,005,372	*-22%*
Rates & Charges Raised	18,478,430	18,479,101	*0%*	17,565,588	*5%*
Payments Received	(18,430,364)	(18,214,267)	*1%*	(17,574,940)	*5%*
Closing Balance	830,916	1,047,684	*-21%*	996,019	*-17%*
UNDERGROUND POWER DEBTORS					
Opening Balance - 1 July	459,503	459,503	*0%*	293,564	*57%*
Rates Raised	176,308	177,378	*-1%*	3,151,076	*-94%*
Payments Received	(320,549)	(303,902)	*5%*	(2,900,476)	*-89%*
Closing Balance	315,262	332,979	*-5%*	544,164	*-42%*
POOL DEBTORS					
Opening Balance - 1 July	19,059	19,059	*0%*	20,532	*-7%*
Rates & Charges Raised	476,769	476,754	*0%*	481,415	*-1%*
Payments Received	(476,679)	(475,190)	*0%*	(479,802)	*-1%*
Closing Balance	19,149	20,622	*-7%*	22,145	*-14%*
SECURITY DEBTORS (SECL)					
Opening Balance - 1 July	111,765	111,765	*0%*	134,833	*-17%*
Rates & Charges Raised	2,499,211	2,498,844	*0%*	2,497,576	*0%*
Payments Received	(2,504,383)	(2,492,422)	*0%*	(2,499,118)	*0%*
Closing Balance	106,592	118,186	*-10%*	133,291	*-20%*
INSTALMENT FEE DEBTORS					
Opening Balance - 1 July	280	280	*0%*	1,203	*-77%*
Rates & Charges Raised	0	0	*0*	(197)	*-100%*
Payments Received	(186)	(185)	*0%*	(651)	*-72%*
Closing Balance	94	95	*0%*	355	*-73%*

SUMMARY OF RATE DEBTOR MOVEMEMENT

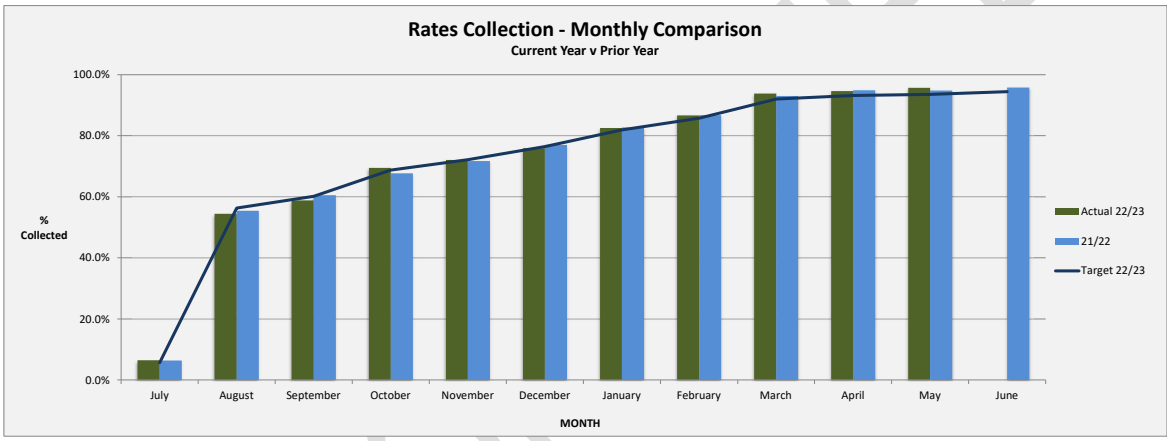
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	*% Diff Current Mth to Previous Mth*	Actuals This Month Last Year YTD	*% Diff Current Mth to Current Mth Last Yr*
Opening Balance - 1 July	5,453,565	5,453,565	*0%*	6,491,862	*-16%*
Debtors Raised	120,284,513	120,249,749	*0%*	118,109,311	*2%*
Payments Received	(120,045,713)	(118,615,521)	*1%*	(117,775,616)	*2%*
Closing Balance	5,692,365	7,087,793	*-20%*	6,825,557	*-17%*

UNSIGNED

SUMMARY OF GENERAL DEBTORS (over $1,000) AGED 90 DAYS OR GREATER
FOR THE MONTH ENDED 31 MAY 2023

Debtor Number	Debtor Name	Amount	Comments and subsequent events
Accounts with Debt Collection			
516252	Zurich Insurance Limited	$1,068	Sent to CS Legal November.
851022	Opal Aged Care - Murdoch	$10,797	Sent to Recoveries Legal. Balance reduced - payment of $6,781 paid 26 May 2023.
861732	Healthcare WA	$12,002	Legal Action on hold - payment arrangement in place.
	Total of Accounts with Debt Collection Agent	**$ 23,867**	
Payment arrangements			
832568	Individual	$22,298	Payment plan of $200.00 per fortnight.
862342	Perth AFC Futsal Club	$6,147	Payment plan of $1,000.00 per month.
863837	Sukura Japan Pty Ltd	$1,250	Payment plan of $1,300.00 per month maintained.
864132	Individual	$11,267	Payment plan of $130.00 per fortnight maintained since May 2021.
	Total on Payment Arrangement	**$ 40,962**	
Ordinary Debtors			
508879	LGISWA	$2,736	Statement issued 1 June 2023. Responsible officer to contact debtor.
803957	Belgravia Health & Leisure Group Pty Ltd	$13,025	Statement issued 1 June 2023. Debtor disputing invoices.
854034	Kwik Logistics	$5,984	Company in liquidation. Claim submitted June 2022, waiting on settlement.
865188	On Tb Pty Ltd	$10,327	Enforcement Warrant has been issued.
868927	Technogym Australia Pty Ltd	$28,105	Statement issued 1 June 2023. Debtor advised this will be paid in June.
869073	5 Macrae Pty Ltd	$38,200	Statement issued 1 June 2023. Debtor is waiting for completion of building.
	Total Ordinary Debtors	**$ 98,377**	
Sporting & Community Organisations			
506014	Brentwood Karoonda Sporting Association	$19,309	Statement issued 1 June 2023. $792.15 paid in May 2023.
515973	CBC Cricket Club	$2,000	Statement issued 1 June 2023. Emailed president.
862151	South Perth Futsal Club	$4,827	Statement issued 1 June 2023. Debtor has advised they will investigate further.
869826	WA State Futsal League	$9,699	Statement issued 1 June 2023. Debtor emailed.
	Total Sporting & Community Organisations	**$ 35,835**	

UNCONFIRMED



UNCONFIRMED

City of Melville

LISTING OF PAYMENTS MADE UNDER DELEGATED AUTHORITY

FOR THE PERIOD OF
MAY 2023
PRESENTED TO THE
ORDINARY MEETING OF COUNCIL
TO BE HELD ON
TUESDAY 18TH JULY 2023
ITEM C23/6001

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6979	**1300 TEMPFENCE READY INDUUSTRIES PTY LTD T/AS**			**$**	**787.71**
.6979	Temporary fencing	31/05/2023	E111502	$	787.71
.7359	**AARO GROUP PTY LTD**			**$**	**24,313.96**
.7359	Drainage services	31/05/2023	E111523	$	24,313.96
.0366	**ABAXA WH LOCATION SERVICES PTY LTD T/AS**			**$**	**4,543.00**
.0366	Underground Service Location	16/05/2023	E110950	$	4,543.00
.5032	**ABORIGINAL PRODUCTIONS AND PROMOTIONS THE RICHARD WALLEY FAMILY TRUST T/AS**			**$**	**1,100.00**
.5032	Entertainers	16/05/2023	E111053	$	1,100.00
.7522	**ACCESS PLUS WA DEAF INC**			**$**	**551.18**
.7522	Community services and respite	16/05/2023	E111143	$	551.18
.6145	**ACCESS TECHNOLOGIES HEYTESBURY TECHNOLOGIES PTY LTD AFT HAMPEL TRUST T/AS**			**$**	**189.64**
.6145	Fencing supplies and services	16/05/2023	E111074	$	189.64
.4888	**ACTION GLASS & ALUMINIUM**			**$**	**21,220.10**
.4888	Glazing supplies and services	31/05/2023	E111433	$	21,220.10
.2528	**ADVAM PTY LTD**			**$**	**610.17**
.2528	Cash collection services	31/05/2023	E111393	$	610.17
.4456	**ADVANCE PRESS (2013) PTY LTD**			**$**	**495.00**
.4456	Printing	31/05/2023	E111425	$	495.00
.6138	**AE HOSKINS BUILDING SERVICES THE TRUSTEE FOR M R HOSKINS FAMILY TRUST T/AS**			**$**	**12,620.74**
.6138	Building construction materials and services	16/05/2023	E111073	$	12,620.74
.6855	**AIR LIQUIDE AUSTRALIA LIIMITED**			**$**	**446.74**
.6855	Gas	31/05/2023	E111493	$	446.74
.2330	**ALINTA ENERGY ALINTA SALES PTY LTD T/AS**			**$**	**3,502.75**
.2330	Gas	16/05/2023	E110998	$	2,780.25
.2330	Gas	31/05/2023	E111389	$	722.50

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.3350	**ALL GARDENING SERVICES SCHNITTER, JOCHANAN SHANOAH T/AS**			**$**	**420.00**
.3350	Landscaping services and supplies	16/05/2023	E111016	$	210.00
.3350	Landscaping services and supplies	31/05/2023	E111407	$	210.00
.8208	**ALL GOOD GRUB GOODALL, STACEY MARIE T/AS**			**$**	**477.25**
.8208	Catering services and supplies	16/05/2023	E111178	$	477.25
.3806	**ALS LIBRARY SERVICES PTY LTD**			**$**	**4,020.80**
.3806	Library Expenses	16/05/2023	E111027	$	2,252.50
.3806	Library Expenses	31/05/2023	E111412	$	1,768.30
.6088	**ALYKA PTY LTD**			**$**	**9,487.50**
.6088	Website expenses	16/05/2023	E111072	$	9,487.50
.2755	**AMBIUS RENTOKIL INITIAL RENTOKIL INITIAL PTY LTD T/AS**			**$**	**5,455.60**
.2755	Facilities management services	16/05/2023	E111004	$	3,030.44
.2755	Facilities management services	31/05/2023	E111398	$	2,425.16
.4064	**AMCOM PTY LTD T/AS VOCUS COMMUNICATIONS**			**$**	**101,404.80**
.4064	IT and telecommunications expenses	16/05/2023	E111033	$	101,404.80
.7052	**AMPED DIGITAL AMPED IT PTY LTD T/AS**			**$**	**616.00**
.7052	Marketing materials and promotional items	31/05/2023	E111506	$	616.00
.3016	**AMPOL PETROLEUM DISTRIBUTORS PTY LTD**			**$**	**631.24**
.3016	Fuel	31/05/2023	E111401	$	631.24
.6085	**ANDREW FRAZER DESIGNS A & A.D FRAZER T/AS**			**$**	**1,600.00**
.6085	Painting supplies and services	31/05/2023	E111456	$	1,600.00
.1149	**APACE AID INCORPORATED**			**$**	**32,890.80**
.1149	Nursery supplies	16/05/2023	E110973	$	1,054.90
.1149	Nursery supplies	31/05/2023	E111364	$	31,835.90
.6015	**AQUATIC SERVICES WA PTY LTD**			**$**	**14,976.50**

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6015	Swimming pool costs	31/05/2023	E111453	$	14,976.50
.3515	**ARBOR CARBON PTY LTD**			**$**	**16,484.00**
.3515	Environmental consultancy services	16/05/2023	E111020	$	16,484.00
.8152	**ARBORIBUS PTY LTD**			**$**	**660.00**
.8152	Arborists and tree services	16/05/2023	E111175	$	660.00
.8627	**ARBOROLOGY WA ARBORICULTURAL CONSULTANT**			**$**	**2,604.50**
.8627	Arborists and tree services	16/05/2023	E111198	$	2,604.50
.7422	**ARCHAE-AUS PTY LTD**			**$**	**1,031.25**
.7422	Consulting services	16/05/2023	E111140	$	1,031.25
.0469	**ARMANDO'S SPORTS ARMANDO'S SPORTS UNIT TRUST T/AS**			**$**	**1,177.97**
.0469	Sport and recreation equipment	31/05/2023	E111343	$	1,177.97
.7585	**ART DISPLAY HIRE**			**$**	**220.00**
.7585	Artists and artworks	31/05/2023	E111530	$	220.00
.3739	**ART INSTALL LUMINARE PTY LTD T/AS**			**$**	**2,465.10**
.3739	Artists and artworks	31/05/2023	E111410	$	2,465.10
.0014	**ARTEIL (WA) PTY LTD**			**$**	**363.00**
.0014	Furniture and Fit Out	16/05/2023	E110932	$	363.00
.1150	**ASB MARKETING PTY LTD**			**$**	**2,772.00**
.1150	Marketing materials and promotional items	31/05/2023	E111365	$	2,772.00
.4313	**ASPHALTECH PTY LTD**			**$**	**582,549.02**
.4313	Roads and paving supplies - asphalt and bitumen	12/05/2023	E110928	$	564,441.27
.4313	Roads and paving supplies - asphalt and bitumen	19/05/2023	E111296	$	18,107.75
.8833	**ASPIRE PERFORMANCE TRAINING PTY LTD**			**$**	**34,954.52**
.8833	Training services	31/05/2023	E111570	$	34,954.52

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8909	**ATA CONSULTING KERR, PETER RAYMOND T/AS**			**$**	**3,630.00**
.8909	Environmental consultancy services	31/05/2023	E111575	$	3,630.00
.8197	**ATTADALE GARDEN BAGS THE TRUSTEE FOR BOWDEN FAMILY TRUST T/AS**			**$**	**100.00**
.8197	Waste collection and disposal	16/05/2023	E111177	$	100.00
.2301	**ATUL GARG**			**$**	**3,406.52**
.2301	Community services and respite	31/05/2023	E111388	$	3,406.52
.5610	**AUSCONTACT ASSOCIATION LIMITED**			**$**	**450.00**
.5610	Memberships	31/05/2023	E111447	$	450.00
.6724	**AUSQ TRAINING THE TRUSTEE FOR AUSQ UNIT TRUST T/AS**			**$**	**2,992.00**
.6724	Training services	31/05/2023	E111483	$	2,992.00
.5138	**AUST WEST AUTO ELECTRICAL PTY LTD**			**$**	**13,909.85**
.5138	Vehicle Repairs and Maintenance	16/05/2023	E111057	$	13,909.85
.1523	**AUSTRALIA POST PERTH**			**$**	**4,941.13**
.1523	Postage	16/05/2023	E110986	$	4,545.37
.1523	Postage	31/05/2023	E111377	$	395.76
.4967	**AUSTRALIAN GROWN THE TRUSTEE FOR THE MCKENNA FAMILY TRUST T/AS**			**$**	**677.05**
.4967	Uniforms and corporate wardrobe	16/05/2023	E111052	$	451.44
.4967	Uniforms and corporate wardrobe	31/05/2023	E111435	$	225.61
.1804	**AUSTRALIAN HVAC SERVICES AUSTRALIAN HVAC SERVICES PTY LTD T/AS**			**$**	**21,363.72**
.1804	Air conditioning maintenance and services	16/05/2023	E110988	$	20,885.22
.1804	Air conditioning maintenance and services	31/05/2023	E111381	$	478.50
.0530	**AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION**			**$**	**2,060.00**
.0530	Membership Library fees	16/05/2023	E110956	$	2,060.00
.8381	**AUSTRALIAN MEDICAL SUPPLIES AUSMED SUPPLIES PTY LTD T/AS**			**$**	**852.50**
.8381	Medical expenses	31/05/2023	E111555	$	852.50

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.0022	**BAILEYS FERTILISERS AKC PTY LTD T/AS**			**$**	**7,601.00**
.0022	Landscaping services and supplies	31/05/2023	E111328	$	7,601.00
.6272	**BALSHAWS FLORIST ATF E.J BALSHAW & M.D BALSHAW & Z.F BALSHAW & B.M GIBB T/AS**			**$**	**869.00**
.6272	Flowers and gifts and awards	16/05/2023	E111078	$	197.00
.6272	Flowers and gifts and awards	31/05/2023	E111460	$	672.00
.7313	**BARRA CIVIL AND FENCING PTY LTD THE TRUSTEE FOR BARRA CIVIL AND FENCING TRUST T/AS**			**$**	**1,845.00**
.7313	Fencing supplies and services	31/05/2023	E111519	$	1,845.00
.6510	**BAY CONCRETE GRINDING KELEKE PTY LTD T/AS**			**$**	**10,972.50**
.6510	Paving supplies and services	31/05/2023	E111471	$	10,972.50
.5661	**BEACON EQUIPMENT BEPASSEY NOMINEES PTY LTD T/AS**			**$**	**5,301.10**
.5661	General hardware and tools	16/05/2023	E111066	$	83.20
.5661	General hardware and tools	31/05/2023	E111449	$	5,217.90
.2452	**BEAUREPAIRES (MYAREE) GOODYEAR & DUNLOP TYRES (AUST) PTY LTD T/AS**			**$**	**16,390.81**
.2452	Tyres	16/05/2023	E111000	$	5,177.18
.2452	Tyres	31/05/2023	E111391	$	11,213.63
.3098	**BEE ADVICE NEWCOMBE, MICHAEL ROY T/AS**			**$**	**200.00**
.3098	Animal management and pound expenses	16/05/2023	E111011	$	200.00
.2096	**BENERIN ELECTRICAL SERVICES BENERIN (2004) PTY LTD T/AS**			**$**	**814.00**
.2096	Building construction materials and services	16/05/2023	E110994	$	814.00
.8400	**BETTER RENT ACCEPTANCE PTY LTD**			**$**	**774.40**
.8400	Property rent	31/05/2023	E111556	$	774.40
.4466	**BIBLIOTHECA AUSTRALIA PTY LTD**			**$**	**3,404.50**
.4466	RFID Systems	16/05/2023	E111043	$	3,404.50
.6556	**BIN BATH BIN BATH CORPORATION PTY LTD T/AS**			**$**	**448.36**
.6556	Waste expenses	16/05/2023	E111095	$	171.27
.6556	Waste expenses	31/05/2023	E111474	$	277.09

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.4703	**BITUMEN SURFACING THE TRUSTEEE FOR COMPLETE ROAD SERVICES TRUST T/AS**			**$**	**6,037.13**
.4703	Roads and paving supplies - asphalt and bitumen	31/05/2023	E111430	$	6,037.13
.0027	**BLACKWOODS J BLACKWOOD & SON PTY LTD T/AS**			**$**	**2,750.80**
.0027	General hardware and tools	16/05/2023	E110933	$	2,750.80
.8902	**BLAK LINE INDUSTRIES PTY LTD**			**$**	**1,265.00**
.8902	Creative services and graphic design	16/05/2023	E111211	$	1,265.00
.8923	**BLINK INNOVATION PTY LTD ATF BLINK TECHNOLOGY UNIT TRUST**			**$**	**1,375.00**
.8923	Promotional videos	31/05/2023	E111578	$	1,375.00
.5237	**BOBCAT-ATTACH J.K BAUMGARTEN & T.B SHIRLEY T/AS**			**$**	**605.00**
.5237	Minor machinery	16/05/2023	E111059	$	605.00
.6950	**BOLINDA DIGITAL PTY LTD**			**$**	**3,135.00**
.6950	Library Stock	31/05/2023	E111501	$	3,135.00
.0187	**BORAL CONSTRUCTION MATERIALS GROUP LTD**			**$**	**3,365.30**
.0187	Pavement construction and streetscape services	16/05/2023	E110943	$	2,328.97
.0187	Pavement construction and streetscape services	31/05/2023	E111335	$	1,036.33
.8185	**BOS CIVIL PTY LTD**			**$**	**18,272.93**
.8185	Engineering consulting services	16/05/2023	E111176	$	18,272.93
.8771	**BRIDGE42 PTY LTD T/AS BRIDGE42**			**$**	**8,800.00**
.8771	IT project management and consultancy	16/05/2023	E111204	$	8,800.00
.6739	**BRIGHTMARK GROUP PTY LTD**			**$**	**17,411.67**
.6739	Commercial cleaning	16/05/2023	E111110	$	17,411.67
.0399	**BRITESHINE CLEANING SERVICES BRITESHINE CLEANING & MAINTENANCE SERVICES PTY LTD T/AS**			**$**	**116,882.82**
.0399	Commercial cleaning	16/05/2023	E110951	$	46,359.37
.0399	Commercial cleaning	31/05/2023	E111341	$	70,523.45

UNCONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7694	**BRODERICK AND ASSOCIATES DR KATHLEEN MARY BRODERICK T/AS**			**$ 7,381.09**
.7694	Real estate and property management	31/05/2023	E111536	$ 7,381.09
.6998	**BROWNES DAIRY BROWNES FOODS OPERATIONS PTY LIMITED T/AS**			**$ 1,389.65**
.6998	Staff supplies	16/05/2023	E111122	$ 391.95
.6998	Staff supplies	31/05/2023	E111504	$ 997.70
.1025	**BRUCE TAYLOR COM EMPLOYEE**			**$ 31.39**
.1025	Staff reimbursements	31/05/2023	E111360	$ 31.39
.0004	**BUILDING AND CONSTRUCTION INDUSTRIAL TRAINING BOARD**			**$ 8,647.45**
.0004	Regulatory fees and government charges	19/05/2023	E111294	$ 8,647.45
9995	**BUILDING COMMISSION DEPARTMENT OF COMMERCE T/AS**			**$ 149,777.65**
9995	Regulatory fees and government charges	19/05/2023	E111295	$ 149,777.65
.0036	**BUNNINGS GROUP LIMITED**			**$ 7,684.33**
.0036	Building construction materials and services	16/05/2023	E110934	$ 4,421.40
.0036	Building construction materials and services	31/05/2023	E111329	$ 3,262.93
.1981	**BUSINESS FOUNDATION INC**			**$ 440.00**
.1981	Community events	31/05/2023	E111386	$ 440.00
.6746	**BYTE CONSTRUCT PTY LTD**			**$ 271,789.41**
.6746	Melville Civic Centre Entry refurbishment	16/05/2023	E111111	$ 112,450.68
.6746	Melville Civic Centre Entry refurbishment	31/05/2023	E111486	$ 159,338.73
.0965	**CALIBRE COATINGS PTY LTD THE TRUSTEE FOR THE KIS TRUST T/AS**			**$ 475.20**
.0965	Painting supplies and services	31/05/2023	E111355	$ 475.20
.6025	**CAMERON CHISHOLM & NICOL WA PTY LTD**			**$ 1,815.00**
.6025	Architectural and design services	16/05/2023	E111071	$ 1,815.00
.5240	**CAPRAL LTD**			**$ 1,896.49**
.5240	Signage and sign writing	31/05/2023	E111436	$ 1,896.49

UNCONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7201	**CAR CARE ROCKINGHAM MARIO BAELI T/AS**			**$ 210.00**
.7201	Vehicle Repairs and Maintenance	31/05/2023	E111511	$ 210.00
.8314	**CAREER LIFE TRANSITIONS PTY LTD**			**$ 2,035.00**
.8314	HR and workforce services	16/05/2023	E111181	$ 2,035.00
.8124	**CARLA ADAMS ADAMS, CARLA MELITA**			**$ 4.50**
.8124	Artists and artworks	16/05/2023	E111171	$ 4.50
.8432	**CATALYSE**			**$ 6,600.00**
.8432	Surveyors	31/05/2023	E111557	$ 6,600.00
.7269	**CDM AUSTRALIA PTY LTD**			**$ 13,635.60**
.7269	IT and telecommunications expenses	31/05/2023	E111517	$ 13,635.60
.7045	**CHAMBER OF COMMERCE AND INDUSTRY OF WESTERN AUSTRALIA LTD**			**$ 3,025.00**
.7045	Consulting services	16/05/2023	E111128	$ 3,025.00
.5529	**CHOICEONE PTY LTD**			**$ 31,468.82**
.5529	Temporary labour	16/05/2023	E111064	$ 13,245.10
.5529	Temporary labour	31/05/2023	E111443	$ 18,223.72
.0442	**CHRISTOU DESIGN GROUP PTY LTD**			**$ 11,000.00**
.0442	Architectural and design services	16/05/2023	E110954	$ 11,000.00
.8808	**CHRYSTAL AND CO PTY LTD T/AS CATERLINK**			**$ 12,903.00**
.8808	Catering services and supplies	31/05/2023	E111568	$ 12,903.00
.0473	**CITY OF KWINANA**			**$ 1,351.67**
.0473	Reimbursement of fees	16/05/2023	E110955	$ 1,109.99
.0473	Reimbursement of fees	31/05/2023	E111344	$ 241.68
.0001	**CITY OF MELVILLE - PETTY CASH**			**$ 444.42**
.0001	Petty Cash	31/05/2023	070872	$ 444.42
.1277	**CITY OF SOUTH PERTH**			**$ 165.00**

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.1277	City of Melville impound fees	31/05/2023	E111370	$	165.00
.1604	**CIVIL SURVEY SOLUTIONS PTY LTD**			**$**	**44,814.00**
.1604	External training courses	31/05/2023	E111378	$	44,814.00
.8599	**CLASSIC HIRE MILTOM PTY LTD T/AS**			**$**	**6,054.40**
.8599	Event equipment hire	16/05/2023	E111194	$	5,188.70
.8599	Event equipment hire	31/05/2023	E111559	$	865.70
.7962	**CLIVE ROSS COUNCILLOR**			**$**	**2,997.50**
.7962	Councillor expenses	16/05/2023	E111163	$	2,997.50
.6922	**CLPM PTY LTD**			**$**	**119,763.44**
.6922	Building renewal Civic Hall refurbishment	19/05/2023	E111297	$	119,763.44
.6526	**COLONIAL PRINT AND PROMOTIONS ORIANNA PTY LTD T/AS**			**$**	**811.80**
.6526	Marketing materials and promotional items	31/05/2023	E111473	$	811.80
.7074	**COMPLETE OFFICE SUPPLIES**			**$**	**7,012.55**
.7074	Stationery	16/05/2023	E111130	$	151.35
.7074	Stationery	31/05/2023	E111508	$	6,861.20
.1187	**COMPLETE PEST MANAGEMENT SERVICES THE TRUSTEE FOR LAWRENCE FAMILY TRUST T/AS**			**$**	**3,644.50**
.1187	Pest & Weed Control	16/05/2023	E110974	$	2,964.50
.1187	Pest & Weed Control	31/05/2023	E111366	$	680.00
.3935	**CONTRA-FLOW PTY LTD**			**$**	**104,168.56**
.3935	Traffic control services	16/05/2023	E111030	$	66,116.41
.3935	Traffic control services	31/05/2023	E111414	$	38,052.15
.7070	**CORSIGN WA PTY LTD**			**$**	**1,012.00**
.7070	Road signs	16/05/2023	E111129	$	1,012.00
.7250	**COUNTRY CLUB INTERNATIONAL PTY LTD**			**$**	**415.80**
.7250	Sport and recreation equipment	31/05/2023	E111516	$	415.80

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.5895	**COVE WATERWAYS MANAGEMENT THE TRUSTEE FOR COVE WATERWAYS MANAGEMENT TRUST T/AS**			**$**	**2,420.00**
.5895	Environmental consultancy services	16/05/2023	E111069	$	2,420.00
.6831	**COVS GPC ASIA PACIFIC T/AS**			**$**	**4,685.31**
.6831	Plant purchase/Parts	16/05/2023	E111115	$	3,533.28
.6831	Plant purchase/Parts	31/05/2023	E111492	$	1,152.03
.8856	**CREATIVE CHAMELEON**			**$**	**1,503.70**
.8856	Creative services and graphic design	16/05/2023	E111206	$	1,503.70
.7859	**CS LEGAL THE PIER GROUP PTY LTD T/AS**			**$**	**1,475.15**
.7859	Debt collection services	16/05/2023	E111159	$	1,475.15
.1677	**CSE CROSSCOM PTY LTD**			**$**	**7,420.39**
.1677	Creative services and graphic design	16/05/2023	E110987	$	5,565.29
.1677	Creative services and graphic design	31/05/2023	E111379	$	1,855.10
.8547	**CURULLI PLUMBING ITALIAN JOB (WA) PTY LTD ATF D & L CURULLI TRUST T/AS**			**$**	**2,917.75**
.8547	Landscaping services and supplies	16/05/2023	E111192	$	2,917.75
.8404	**CYGNET WORKPLACE INVESTIGATIONS BRENDAN GENE CUSACK T/AS**			**$**	**5,500.00**
.8404	HR and workforce services	16/05/2023	E111187	$	5,500.00
.0696	**D J PALMER (WA) PTY LTD**			**$**	**1,499.80**
.0696	Fencing supplies and services	16/05/2023	E110963	$	1,499.80
.0660	**DALE ALCOCK HOMES PTY LTD**			**$**	**30.00**
.0660	Building construction materials and services	31/05/2023	E111349	$	30.00
.2131	**DATA#3 LIMITED**			**$**	**40,987.47**
.2131	IT software/licensing and maintenance	16/05/2023	E110995	$	40,987.47
.4067	**DATACOM SYSTEMS (AU) PTY LTD - WA DIVISION**			**$**	**53,528.53**
.4067	IT software/licensing and maintenance	16/05/2023	E111034	$	53,528.53
.8608	**DAVID GOLF & ENGINEERING PTY LTD**			**$**	**1,902.45**

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8608	Sport and recreation equipment	16/05/2023	E111195	$	1,902.45
.0101	**DAVID GRAY & CO PTY LTD**			**$**	**2,861.10**
.0101	Bin supply	16/05/2023	E110938	$	2,861.10
.1901	**DBS FENCING MAREBAR PTY LTD T/AS**			**$**	**979.00**
.1901	Fencing supplies and services	16/05/2023	E110989	$	979.00
.4051	**DEPARTMENT OF FIRE AND EMERGENCY SERVICES**			**$**	**1,650,235.01**
.4051	ESL Collections for March and April 2023	31/05/2023	E111418	$	1,650,235.01
.3107	**DEPARTMENT OF PARKS AND WILDLIFE WA**			**$**	**300.00**
.3107	Regulatory fees and government charges	31/05/2023	E111403	$	300.00
.3857	**DEPARTMENT OF PLANNING, LANDS AND HERITAGE**			**$**	**10,045.00**
.3857	Regulatory fees and government charges	16/05/2023	E111028	$	10,045.00
.1918	**DEPARTMENT OF TRANSPORT WA**			**$**	**834.75**
.1918	Disclosure of information fees	31/05/2023	E111384	$	834.75
.8141	**DETAIL MARKETING COMMUNICATIONS PTY LTD DETAIL MARKETING & COMMUNICATIONS PTY LTD T/AS**			**$**	**12,375.00**
.8141	Marketing and communication services	16/05/2023	E111174	$	12,375.00
.8867	**DIAL A STAMP DIAL A STAMP PROPRIETARY LIMITED T/AS**			**$**	**186.00**
.8867	Stationery	16/05/2023	E111208	$	186.00
.8696	**DIGITAL TRANSFORMATION AGENCY**			**$**	**26,700.00**
.8696	Telecommunication services	31/05/2023	E111563	$	26,700.00
.4256	**DIRECT COFFEE SUPPLIES PTY LTD**			**$**	**702.60**
.4256	Catering services and supplies	16/05/2023	E111037	$	702.60
.3572	**DOWN UNDER STUMP GRINDING**			**$**	**-**
.3572	Arborists and tree services	16/05/2023	E111022	$	385.00
.3572	Arborists and tree services	18/05/2023	E111022	-$	385.00

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8929	**DOWN UNDER STUMP GRINDING THE TRUSTEE FOR DOWNUNDER TRUST T/AS**			**$**	**935.00**
.8929	Arborists and tree services	31/05/2023	E111579	$	935.00
.6693	**DOWSING GROUP PTY LTD**			**$**	**204,943.02**
.6693	Roads and paving supplies - quarry products and rubble	16/05/2023	E111105	$	197,665.70
.6693	Roads and paving supplies - quarry products and rubble	31/05/2023	E111480	$	7,277.32
.8474	**DP STAMPALIA STAMPALIA, DARREN PHILLIP & DP EARTHMOVING WA T/AS**			**$**	**17,572.50**
.8474	Plant hire	16/05/2023	E111190	$	10,048.50
.8474	Plant hire	31/05/2023	E111558	$	7,524.00
.3309	**DRAINFLOW SERVICES PTY LTD**			**$**	**140,701.00**
.3309	Drainage services	16/05/2023	E111015	$	115,841.00
.3309	Drainage services	31/05/2023	E111406	$	24,860.00
0011	**DUNCAN MACPHAIL COUNCILLOR**			**$**	**2,997.50**
0011	Councillor expenses	16/05/2023	E111215	$	2,997.50
.6794	**DURACRAFT ACCIDENT REPAIR CENTRE DURACRAFT PTY LTD T/AS**			**$**	**5,782.07**
.6794	Vehicle Repairs and Maintenance	16/05/2023	E111113	$	5,782.07
.4756	**ECO RESOURCES PTY LTD THE TRUSTEE FOR THE M & S UNIT TRUST T/AS**			**$**	**11,050.87**
.4756	Landfill management services	16/05/2023	E111048	$	10,951.87
.4756	Landfill management services	31/05/2023	E111431	$	99.00
.7816	**ECOBLUE INTERNATIONAL ECOLBLUE INTERNATIONAL PTY LTD ATF ECOBLUE UNIT TRUST**			**$**	**4,713.72**
.7816	Fuel	16/05/2023	E111158	$	4,713.72
.6445	**ELEMENT ADVISORY PTY LTD**			**$**	**98,774.15**
.6445	Architectural and design services	16/05/2023	E111089	$	30,852.80
.6445	Architectural and design services	31/05/2023	E111468	$	67,921.35
.6230	**ELITE LOCK SERVICE PERTH SECURITY SOLUTIONS ATF SIMS FAMILY TRUST T/AS**			**$**	**2,910.73**
.6230	Locksmith supplies and services	16/05/2023	E111077	$	1,805.18
.6230	Locksmith supplies and services	31/05/2023	E111459	$	1,105.55

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.3891	**ELITE POOL COVERS PTY LTD**			**$**	**1,430.00**
.3891	Swimming pool costs	16/05/2023	E111029	$	1,430.00
.4556	**ELIZABETH ANTONIO**			**$**	**625.00**
.4556	Community events	31/05/2023	E111427	$	625.00
.0452	**ELLENBY TREE FARM PTY LTD**			**$**	**609.52**
.0452	Nursery supplies	31/05/2023	E111342	$	609.52
.7101	**ELLIOTTS FILTRATION ELLIOTTS IRRIGATION PTY LTD T/AS**			**$**	**565.40**
.7101	Irrigation and watering systems	31/05/2023	E111509	$	565.40
.8133	**EMA CONSULTING EMA CONSULTING PTY LTD T/AS**			**$**	**1,135.20**
.8133	Consulting services	16/05/2023	E111173	$	1,135.20
.1380	**EMSO MAINTENANCE CRAB CLAW HOLDINGS P/L ATF EMSO INVESTMENT TRUST T/AS**			**$**	**81,075.91**
.1380	Building construction materials and services	16/05/2023	E110981	$	63,873.70
.1380	Building construction materials and services	31/05/2023	E111372	$	17,202.21
.0091	**ENGINE PROTECTION EQUIPMENT**			**$**	**1,890.73**
.0091	Repairs and Parts as required	16/05/2023	E110937	$	387.63
.0091	Repairs and Parts as required	31/05/2023	E111331	$	1,503.10
.7316	**ENSIGN SERVICES (AUST.) PTY. LTD**			**$**	**441.65**
.7316	Laundering and dry cleaning	31/05/2023	E111520	$	441.65
.4541	**ENVIRO SWEEP EWCS UNIT TRUST T/AS**			**$**	**39,550.50**
.4541	Street sweeping services	16/05/2023	E111045	$	14,250.50
.4541	Street sweeping services	31/05/2023	E111426	$	25,300.00
.7227	**ERIN COATES**			**$**	**22.50**
.7227	Library Expenses	16/05/2023	E111133	$	22.50
.6989	**ESSENTIAL COFFEE PTY LTD**			**$**	**1,331.21**
.6989	Facilities management services	31/05/2023	E111503	$	1,331.21

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6790	**EVOLVE WA CLUB FED PTY LTD T/AS**			**$**	**850.00**
.6790	Training services	31/05/2023	E111490	$	850.00
.8862	**EVSE AUSTRALIA EVE AUSTRALIA PTY LTD T/AS**			**$**	**2,145.00**
.8862	Electricity Infrastructure Maintenance or Installation	16/05/2023	E111207	$	2,145.00
.6489	**EXCEL KERBING PTY LTD TRUSTEE FOR EXCEL KERBING TRUST T/AS**			**$**	**2,590.50**
.6489	Roads and paving supplies	31/05/2023	E111470	$	2,590.50
.0235	**EXTERIA AND MODUS AUSTRALIA LANDMARK ENGINEERING & DESIGN PTY LTD T/AS**			**$**	**8,428.20**
.0235	Outdoor furniture and shades and exercise equipment	16/05/2023	E110949	$	8,428.20
.1292	**FABRIK WELSH, MARK T/AS**			**$**	**2,255.00**
.1292	Artists and artworks	16/05/2023	E110980	$	2,255.00
.8860	**FABRIQUENT PTY LTD TA INTERCAST**			**$**	**1,210.00**
.8860	Bronze and Aluminium casting	31/05/2023	E111571	$	1,210.00
.4592	**FARM INFORMATION SERVICES PTY LTD**			**$**	**6,000.00**
.4592	Training services	16/05/2023	E111046	$	6,000.00
.0531	**FEDEX EXPRESS AUSTRALIA PTY LTD**			**$**	**3,194.58**
.0531	Planned courier service fo libraries	16/05/2023	E110957	$	1,195.09
.0531	Planned courier service fo libraries	31/05/2023	E111347	$	1,999.49
.8261	**FIONA GAVINO**			**$**	**583.00**
.8261	Artists and artworks	16/05/2023	E111179	$	583.00
.8338	**FLEXI STAFF FLEXI STAFF GROUP PTY LTD**			**$**	**53,604.70**
.8338	Temporary labour hire	16/05/2023	E111185	$	29,345.46
.8338	Temporary labour hire	31/05/2023	E111554	$	24,259.24
.0204	**FLICK ANTICIMEX**			**$**	**343.20**
.0204	Hygiene services	16/05/2023	E110945	$	343.20
.5369	**FOXTEL**			**$**	**350.00**

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.5369	Cloud services	16/05/2023	E111061	$	350.00
.7340	**FREMANTLE BIENNALE**			**$**	**38,500.00**
.7340	Artists and artworks	31/05/2023	E111522	$	38,500.00
.1895	**FREMANTLE PA HIRE**			**$**	**2,182.95**
.1895	AV equipment and cameras	31/05/2023	E111383	$	2,182.95
.1221	**FUJI XEROX AUSTRALIA PTY LIMITED**			**$**	**784.80**
.1221	Photocopying and scanning services	16/05/2023	E110976	$	784.80
.3227	**FULTON HOGAN INDUSTRIES PTY LTD**			**$**	**1,156,374.45**
.3227	Building construction materials and services	16/05/2023	E111014	$	2,503.60
.3227	Building construction materials and services	31/05/2023	E111405	$	1,153,870.85
.8218	**GARDENING WITH CASEY JOY LISTER, CASEY**			**$**	**770.00**
.8218	Community events	31/05/2023	E111550	$	770.00
.7020	**GEORGE GEAR MAYOR**			**$**	**11,737.24**
.7020	Councillor expenses	16/05/2023	E111126	$	11,737.24
.8588	**GESHA COFFEE CO. PTY. LTD. THE TRUSTEE FOR LANPA TRUST T/AS**			**$**	**456.36**
.8588	Catering services and supplies	16/05/2023	E111193	$	456.36
.6824	**GFG TEMP ASSIST GLENN FLOOD GROUP PTY LTD T/AS**			**$**	**28,538.40**
.6824	Consulting services	16/05/2023	E111114	$	18,981.60
.6824	Consulting services	31/05/2023	E111491	$	9,556.80
.3360	**GHD WOODHEAD GHD PTY LET T/AS**			**$**	**14,620.01**
.3360	Engineering consulting services	16/05/2023	E111017	$	14,620.01
.7017	**GLYNIS BARBER COUNCILLOR**			**$**	**2,997.50**
.7017	Councillor expenses	16/05/2023	E111125	$	2,997.50
.8318	**GODFREY'S INSTALLATIONS PTY LTD**			**$**	**1,533.40**
.8318	Other maintenance and services	16/05/2023	E111182	$	330.00

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8318	Other maintenance and services	31/05/2023	E111552	$	1,203.40
.5245	**GPS LINE MARKING THE TRUSTEE FOR LANE FAMILY TRUST T/AS**			**$**	**660.00**
.5245	Road line marking	16/05/2023	E111060	$	660.00
.5101	**GRAFFITI SYSTEMS AUSTRALIA THE TRUSTEE FOR ROBTHOR UNIT TRUST T/AS**			**$**	**8,090.78**
.5101	Graffiti removal services	16/05/2023	E111054	$	8,090.78
.8453	**GRANDSTAND AGENCY GRANDSTAND VENTURES PTY LTD T/AS**			**$**	**495.00**
.8453	Entertainers	16/05/2023	E111189	$	495.00
.0685	**GRASSTREES AUSTRALIA THE TRUSTEEE FOR THE LEEDER FAMILY TRUST T/AS**			**$**	**3,828.00**
.0685	Nursery supplies	16/05/2023	E110961	$	3,828.00
.6293	**GREEN WORKZ PTY LTD**			**$**	**2,943.60**
.6293	Landscaping services and supplies	16/05/2023	E111082	$	1,210.00
.6293	Landscaping services and supplies	31/05/2023	E111463	$	1,733.60
.6874	**GREENHOUSE DESIGN STUDIOS ASHLEY JANE GREENHOUGH T/AS**			**$**	**2,282.50**
.6874	Marketing and communication services	16/05/2023	E111116	$	885.50
.6874	Marketing and communication services	31/05/2023	E111495	$	1,397.00
.0102	**GREENS HIAB SERVICES**			**$**	**1,320.00**
.0102	Vehicles and trailers	16/05/2023	E110939	$	1,320.00
.8896	**GRILLEX PTY LTD**			**$**	**15,911.50**
.8896	Outdoor furniture and shades and exercise equipment	31/05/2023	E111574	$	15,911.50
.6708	**GROUP MAINTENANCE (1982) PTY LTD**			**$**	**852.50**
.6708	Kitchen fixtures and installation	16/05/2023	E111109	$	852.50
.7756	**HANSON CONSTRUCTION MATERIALS PTY LTD**			**$**	**1,928.80**
.7756	Building construction materials and services	16/05/2023	E111155	$	971.60
.7756	Building construction materials and services	31/05/2023	E111537	$	957.20
.7569	**HATCH PTY LTD**			**$**	**21,971.94**

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.7569	Architectural and design services	31/05/2023	E111529	$	21,971.94
.4312	**HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD**			**$**	**57,213.52**
.4312	Temporary labour hire	16/05/2023	E111041	$	28,738.67
.4312	Temporary labour hire	31/05/2023	E111423	$	28,474.85
.7810	**HILTON HARVEST COMMUNITY GARDEN INC**			**$**	**2,330.00**
.7810	Park maintenance charges	31/05/2023	E111541	$	2,330.00
.4637	**HIRE SOCIETY THE TRUSTEE FOR EDGAR PITTER FAMILY TRUST T/AS**			**$**	**632.90**
.4637	Event equipment hire	31/05/2023	E111429	$	632.90
.6705	**HODGE COLLARD PRESTON ARCHITECTS HODGE COLLARD PRESTON UNIT TRUST T/AS**			**$**	**26,241.60**
.6705	Architectural and design services	16/05/2023	E111108	$	19,229.10
.6705	Architectural and design services	31/05/2023	E111482	$	7,012.50
.1418	**HOLCIM (AUSTRALIA) PTY LTD**			**$**	**5,682.07**
.1418	Roads and paving supplies - concrete	16/05/2023	E110983	$	4,882.15
.1418	Roads and paving supplies - concrete	31/05/2023	E111374	$	799.92
.5489	**HORIZON WEST LANDSCAPE & IRRIGATION PTY LTD**			**$**	**391,410.01**
.5489	Irrigation and watering systems	16/05/2023	E111063	$	239,299.29
.5489	Irrigation and watering systems	31/05/2023	E111442	$	152,110.72
.7761	**HOT BREAD RETAIL GROUP**			**$**	**1,300.00**
.7761	Catering services and supplies	31/05/2023	E111538	$	1,300.00
.0501	**HYDROQUIP PUMPS & IRRIGATION ACEMARK PTY LTD ATF THE MCFADDEN FAMILY TRUST T/AS**			**$**	**123,731.30**
.0501	Irrigation and watering systems	31/05/2023	E111346	$	123,731.30
.6282	**HYLAND MANAGEMENT & CONTRACTORS PTY LTD**			**$**	**2,082.96**
.6282	Architectural and design services	16/05/2023	E111081	$	2,082.96
.8825	**IMAGINARY LEAPS**			**$**	**700.00**
.8825	Artists and artworks	31/05/2023	E111569	$	700.00

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8905	**IMAGINED FUTURES ST PATRICK'S COMMUNITY SUPPORT CENTRE LTD T/AS**			**$**	**11,000.00**
.8905	Consulting services	16/05/2023	E111213	$	11,000.00
.0114	**INDUSTRIAL PROTECTIVE PRODUCTS (WA) JELLOR PTY LTD T/AS**			**$**	**3,391.65**
.0114	General hardware and tools	16/05/2023	E110940	$	2,306.05
.0114	General hardware and tools	31/05/2023	E111332	$	1,085.60
.6016	**INDUSTRIAL RECRUITMENT PARTNERS IRP PTY LTD T/AS**			**$**	**2,185.26**
.6016	Temporary labour	31/05/2023	E111454	$	2,185.26
.6786	**INFINITE ENERGY EFFICIENT HOMES AUSTRALIA PTY LTD T/AS**			**$**	**2,898.18**
.6786	Solar power	31/05/2023	E111489	$	2,898.18
.6619	**INFOR GLOBAL SOLUTIONS (ANZ) PTY LIMITED SUNSYSTEMS SOFTWARE T/AS**			**$**	**23,160.50**
.6619	IT technical services	16/05/2023	E111101	$	23,160.50
.0009	**INITIAL HYGIENE SOLUTIONS RENTOKIL INITIAL PTY LTD T/AS**			**$**	**2,386.70**
.0009	Hygiene services	16/05/2023	E110931	$	177.65
.0009	Hygiene services	31/05/2023	E111327	$	2,209.05
.6615	**INSTANT TOILETS & SHOWERS INSTANT PRODUCTS HIRE T/AS**			**$**	**4,635.40**
.6615	Event equipment hire	16/05/2023	E111099	$	4,510.00
.6615	Event equipment hire	31/05/2023	E111477	$	125.40
.4326	**INTELIFE GROUP LIMITED**			**$**	**4,177.59**
.4326	Commercial cleaning	31/05/2023	E111424	$	4,177.59
.7417	**IZZI VISUAL COMMUNICATION KRUGER, ISABEL T/AS**			**$**	**935.00**
.7417	Creative services and graphic design	16/05/2023	E111139	$	935.00
.4872	**JACKSON MCDONALD**			**$**	**1,650.00**
.4872	Legal and conveyancing services	16/05/2023	E111050	$	1,650.00
.5119	**JANA BRADDOCK COM EMPLOYEE**			**$**	**247.50**
.5119	Staff reimbursements	16/05/2023	E111055	$	247.50

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.7967	**JANE EDINGER COUNCILLOR**			**$**	**3,136.34**
.7967	Councillor expenses	16/05/2023	E111164	$	2,997.50
.7967	Councillor expenses	31/05/2023	E111547	$	138.84
.0194	**JASON SIGNMAKERS TTF JASON SIGNMAKERS UNIT TRUST T/AS**			**$**	**2,127.33**
.0194	Street amenities supplies and services	16/05/2023	E110944	$	2,127.33
.0194	Street amenities supplies and services	18/05/2023	E110944	-$	2,127.33
.0194	Street amenities supplies and services	31/05/2023	E111336	$	2,127.33
.1406	**JB HI FI COMMERCIAL JB HI-FI GROUP PTY LTD T/AS**			**$**	**68,014.00**
.1406	IT hardware	16/05/2023	E110982	$	6,149.00
.1406	IT hardware	31/05/2023	E111373	$	61,865.00
.5542	**JCB CONSTRUCTION EQUIPMENT AUSTRALIA CFC HOLDINGS PTY LTD T/AS**			**$**	**503.92**
.5542	Plant purchase/Parts	31/05/2023	E111444	$	503.92
.7971	**JENNIFER SPANBROEK COUNCILLOR**			**$**	**2,997.50**
.7971	Councillor expenses	16/05/2023	E111165	$	2,997.50
.6121	**JONAS LEISURE CENTAMAN SYSTEMS PTY LTD T/AS**			**$**	**5,500.00**
.6121	IT project management and consultancy	31/05/2023	E111457	$	5,500.00
.5749	**JSF BRUSHES K & D THOMPSON PTY LTD T/AS**			**$**	**2,895.20**
.5749	General hardware and tools	16/05/2023	E111067	$	2,895.20
.8546	**JULUWARLU GROUP ABORIGINAL CORPORATION**			**$**	**108.75**
.8546	Artists and artworks	16/05/2023	E111191	$	108.75
.7551	**KAITLYN EMMA ELSEGOOD**			**$**	**500.00**
.7551	Artists and artworks	16/05/2023	E111146	$	500.00
.6279	**KAREN WHEATLAND COUNCILLOR**			**$**	**2,997.50**
.6279	Councillor expenses	16/05/2023	E111079	$	2,997.50
.4781	**KELYN TRAINING SERVICES LNLC PTY LTD T/AS**			**$**	**3,970.00**
.4781	External training courses	16/05/2023	E111049	$	3,970.00

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6394	**KENNARDS HIRE PTY LTD**			**$**	**608.16**
.6394	Event equipment hire	16/05/2023	E111087	$	538.56
.6394	Event equipment hire	31/05/2023	E111465	$	69.60
.7555	**KERBING WEST FREIGHT TRAIN (WA) PTY LTD T/AS**			**$**	**3,402.30**
.7555	Roads and paving supplies - concrete	16/05/2023	E111147	$	3,402.30
.6701	**KIMBERLY BROSZTL COM EMPLOYEE**			**$**	**445.90**
.6701	Staff reimbursements	31/05/2023	E111481	$	445.90
.6770	**KLEENIT PTY LTD**			**$**	**10,736.00**
.6770	Graffiti removal services	16/05/2023	E111112	$	7,744.00
.6770	Graffiti removal services	31/05/2023	E111488	$	2,992.00
.7064	**KYOCERA DOCUMENT SOLUTIONS AUSTRALIA PTY LTD**			**$**	**1,837.70**
.7064	Printers and multifunction devices	31/05/2023	E111507	$	1,837.70
.8660	**LA PALETA**			**$**	**521.40**
.8660	Food supply	16/05/2023	E111200	$	260.70
.8660	Food supply	31/05/2023	E111562	$	260.70
.8615	**LAB SIX AUSTRALIA PTY LTD**			**$**	**880.00**
.8615	Entertainers	16/05/2023	E111196	$	880.00
.7292	**LAMINAR CAPITAL PTY. LTD**			**$**	**550.00**
.7292	Accounting and financial services	16/05/2023	E111136	$	550.00
.1115	**LANDGATE WESTERN AUSTRALIA LAND INFORMATION AUTHORITY T/AS**			**$**	**3,493.89**
.1115	Regulatory fees and government charges	16/05/2023	E110971	$	1,597.53
.1115	Regulatory fees and government charges	31/05/2023	E111363	$	1,896.36
.0324	**LANDSCAPE ELEMENTS PTY LTD**			**$**	**5,225.00**
.0324	Landscaping services and supplies	31/05/2023	E111340	$	5,225.00
.8738	**LAST PIXEL PTY LTD**			**$**	**20,218.00**

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8738	Creative services and graphic design	16/05/2023	E111201	$	20,218.00
.0688	**LAUNDRY EXPRESS THE TRUSTEE FOR TEMA TRUST T/AS**			**$**	**1,357.46**
.0688	Laundering and dry cleaning	16/05/2023	E110962	$	1,357.46
.7961	**LEANNE WOODS COM EMPLOYEE**			**$**	**57.82**
.7961	Staff reimbursements	31/05/2023	E111546	$	57.82
.8312	**LEONIE BRIALEY**			**$**	**33.75**
.8312	Artists and artworks	16/05/2023	E111180	$	33.75
.4311	**LESLIE'S CURTAINS & BLINDS LESLIE'S CURTAINS PTY LTD T/AS**			**$**	**14,530.00**
.4311	Blinds and curtains	31/05/2023	E111422	$	14,530.00
.7768	**LIFELINE WA LIVING STONE FOUNDATION INC T/AS**			**$**	**2,904.00**
.7768	Training services	31/05/2023	E111539	$	2,904.00
.8335	**LINDQUIST ELECTRICAL SERVICES LINDQUIST PTY LTD T/AS**			**$**	**3,252.44**
.8335	Electricity Infrastructure Maintenance or Installation	16/05/2023	E111183	$	3,252.44
.6910	**LINDSAY HAY THE TRUSTEE FOR HAY FAMILY TRUST T/AS**			**$**	**1,250.00**
.6910	Councillor expenses	31/05/2023	E111498	$	1,250.00
.6451	**LIVING TURF GREENSHED PTY LTD T/AS**			**$**	**5,442.80**
.6451	Turf and Equipment	16/05/2023	E111090	$	4,574.90
.6451	Turf and Equipment	31/05/2023	E111469	$	867.90
.5475	**LOCHNESS LANDSCAPE SERVICES LLS AUST. PTY LTD ATF THE LOCHNESS UNIT TRUST T/AS**			**$**	**70,098.27**
.5475	Landscaping services and supplies	16/05/2023	E111062	$	65,280.27
.5475	Landscaping services and supplies	31/05/2023	E111441	$	4,818.00
.8031	**LOGWIN AIR & OCEAN AUSTRALIA PTY. LTD.**			**$**	**1,980.00**
.8031	Waste expenses	16/05/2023	E111166	$	1,980.00
.8888	**LUKE RILEY CREATIVE RILEY, LUKE DONOVAN T/AS**			**$**	**700.00**
.8888	Photography	31/05/2023	E111573	$	700.00

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.7275	**LUMEN IT LUMEN IT PTY LTD T/AS**			**$**	**100,155.00**
.7275	IT and telecommunications expenses	31/05/2023	E111518	$	100,155.00
.6767	**M & L AUSTRALASIA PTY LTD**			**$**	**1,382.19**
.6767	Service recognition badges	31/05/2023	E111487	$	1,382.19
.1343	**M P ROGERS & ASSOCIATES PTY LTD**			**$**	**5,694.55**
.1343	Engineering consulting services	31/05/2023	E111371	$	5,694.55
.8406	**MAGG DADY MEAGHAN JOHNSON T/AS**			**$**	**1,250.00**
.8406	Artists and artworks	16/05/2023	E111188	$	1,250.00
.3607	**MAGNETISM ART & DESIGN DUGGAN, DANIEL ALLEN T/AS**			**$**	**2,730.00**
.3607	Community events	16/05/2023	E111023	$	2,730.00
.1723	**MAIN ROADS WA**			**$**	**1,945.45**
.1723	Pavement construction and streetscape services	31/05/2023	E111380	$	1,945.45
.0141	**MAJOR MOTORS PTY LTD THE TRUSTEE FOR MAJOR MOTORS UNIT TRUST T/AS**			**$**	**1,415.11**
.0141	Service and repairs	16/05/2023	E110941	$	1,415.11
.7015	**MARGARET SANDFORD COUNCILLOR**			**$**	**2,997.50**
.7015	Councillor expenses	16/05/2023	E111124	$	2,997.50
.6515	**MARKETFORCE PTY LTD**			**$**	**10,709.99**
.6515	Advertising and media buy	16/05/2023	E111092	$	2,367.35
.6515	Advertising and media buy	31/05/2023	E111472	$	8,342.64
.6037	**MARQUEE MAGIC TUTAKI UNIT TRUST T/AS**			**$**	**1,962.00**
.6037	Event equipment hire	31/05/2023	E111455	$	1,962.00
.5232	**MATTHEW WOODALL COUNCILLOR**			**$**	**2,997.50**
.5232	Councillor expenses	16/05/2023	E111058	$	2,997.50
.2678	**MAXWELL AND ROBINSON AND PHELPS THE TRUSTEE FOR TEEKMAR FAMILY TRUST T/AS**			**$**	**1,437.90**

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.2678	Pest & Weed Control	16/05/2023	E111003	$	310.00
.2678	Pest & Weed Control	31/05/2023	E111397	$	1,127.90
.7446	**MCCORKELL CONSTRUCTIONS (WA) PTY LTD**			**$**	**35,055.48**
.7446	Building construction materials and services	31/05/2023	E111525	$	35,055.48
.1270	**MCLEODS BARRISTERS & SOLICITORS BECKETT, DOUGLAS, GILLETT, GRGICH, MCLEOD & OTHERS T/AS**			**$**	**26,011.09**
.1270	Legal and conveyancing services	16/05/2023	E110979	$	7,450.15
.1270	Legal and conveyancing services	31/05/2023	E111369	$	18,560.94
.8126	**MEAKINS, TIMOTHY BRYCE T/AS TIM MEAKINS DESIGN**			**$**	**2,060.00**
.8126	Creative services and graphic design	16/05/2023	E111172	$	935.00
.8126	Creative services and graphic design	31/05/2023	E111549	$	1,125.00
.4480	**MEDIA ENGINE PRINT AND DESIGN ONLINE PTY LTD T/AS**			**$**	**511.50**
.4480	Outsourced printing	16/05/2023	E111044	$	511.50
.0142	**MELVILLE ARTS ASSOCIATING INC MELVILLE COMMUNITY ARTS ASSN INC T/AS**			**$**	**10,000.00**
.0142	Donations, Sponsorship & Contributions	12/05/2023	E110927	$	10,000.00
.1060	**MELVILLE CARES**			**$**	**3,674.00**
.1060	Donations, Sponsorship & Contributions	16/05/2023	E110968	$	3,674.00
.5223	**MELVILLE CITY HOCKEY CLUB**			**$**	**34,983.83**
.5223	Sport and recreation subsidies	12/05/2023	E110929	$	34,983.83
.2548	**MELVILLE GLADES GOLF CLUB**			**$**	**910.00**
.2548	Turf and Equipment	31/05/2023	E111394	$	910.00
.0143	**MELVILLE HISTORY SOCIETY (INC)**			**$**	**400.00**
.0143	Other memberships	16/05/2023	E110942	$	400.00
.6519	**MELVILLE MAZDA INTEGRATED MANAGEMENT CONSULTANTS PTY LTD T/AS**			**$**	**1,755.35**
.6519	Service and repairs	16/05/2023	E111093	$	1,755.35
.6638	**MELVILLE TOYOTA SERVCO AUSTRALIA MELVILLE PTY LTD T/AS**			**$**	**2,485.14**

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6638	Service and repairs	16/05/2023	E111103	$	2,192.07
.6638	Service and repairs	31/05/2023	E111478	$	293.07
.8721	**MERCER CONSULTING (AUSTRALIA) PTY LTD**			**$**	**3,960.00**
.8721	Recruitment expenses	31/05/2023	E111564	$	3,960.00
.1138	**MESSAGENET PTY LTD**			**$**	**255.11**
.1138	Telecommunication services	16/05/2023	E110972	$	255.11
.1061	**METAL ARTWORK CREATIONS TRULY AQUAMARINE HOLDINGS PTY LTD T/AS**			**$**	**119.68**
.1061	Uniforms and corporate wardrobe	31/05/2023	E111362	$	119.68
.8399	**MICHAEL O'ROURKE**			**$**	**150.00**
.8399	Entertainers	16/05/2023	E111186	$	150.00
.1480	**MILES NOEL NOEL, MILES FELIX T/AS**			**$**	**1,925.00**
.1480	Photography	16/05/2023	E110985	$	1,001.00
.1480	Photography	31/05/2023	E111376	$	924.00
.8104	**MILTON GREEN PTY LTD BEYOND SKATEBOARDING T/AS**			**$**	**1,760.00**
.8104	Entertainers	16/05/2023	E111170	$	1,760.00
.6694	**MINTERELLISON**			**$**	**54,878.89**
.6694	General employment matters	16/05/2023	E111106	$	54,878.89
.2865	**MMM WA PTY LTD**			**$**	**7,694.14**
.2865	Building construction materials and services	16/05/2023	E111005	$	7,694.14
.8768	**MODE DESIGN CORP PTY LTD**			**$**	**8,096.00**
.8768	Architectural and design services	16/05/2023	E111203	$	5,258.00
.8768	Architectural and design services	31/05/2023	E111566	$	2,838.00
.7462	**MONAGHAN SURVEYING JOHN TIMOTHY MONAGHAN T/AS**			**$**	**2,560.00**
.7462	Surveyors	16/05/2023	E111142	$	2,560.00
.0212	**MPL LABORATORIES ENVIROLAB SERVICES (WA) PTY LTD T/AS**			**$**	**110.00**

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.0212	Asbestos removal and disposal	16/05/2023	E110946	$	110.00
.4273	**MT PLEASANT BOWLING CLUB**			**$**	**2,407.00**
.4273	Accounting and financial services	16/05/2023	E111040	$	781.00
.4273	Accounting and financial services	31/05/2023	E111421	$	1,626.00
.0866	**MYRIAD IMAGES THE TRUSTEE FOR MYRIAD IMAGES TRUST T/AS**			**$**	**396.00**
.0866	Creative services and graphic design	16/05/2023	E110965	$	132.00
.0866	Creative services and graphic design	31/05/2023	E111352	$	264.00
.5921	**MYSTERY CUSTOMER UNDERCOVER CUSTOMER PTY LTD T/AS**			**$**	**2,494.80**
.5921	Business and management consulting and services	16/05/2023	E111070	$	1,062.60
.5921	Business and management consulting and services	31/05/2023	E111451	$	1,432.20
.7629	**NANDI CHINNA ANANDASHILA SARASWATI T/AS**			**$**	**500.00**
.7629	Community events	16/05/2023	E111150	$	500.00
.7940	**NATURAL AREA CONSULTING MANAGEMENT SERVICES NATUURAL AREA HOLDINGS PTY LTD**			**$**	**58,070.82**
.7940	Bush regeneration	16/05/2023	E111162	$	12,116.50
.7940	Bush regeneration	31/05/2023	E111545	$	45,954.32
.6893	**NATURE CALLS PORTABLE TOILETS NATURE CALLS 1 PTY LTD T/AS**			**$**	**5,509.00**
.6893	Street amenities supplies and services	16/05/2023	E111118	$	4,108.00
.6893	Street amenities supplies and services	31/05/2023	E111497	$	1,401.00
.1230	**NEVERFAIL SPRINGWATER LIMITED**			**$**	**151.91**
.1230	Catering services and supplies	16/05/2023	E110977	$	92.51
.1230	Catering services and supplies	31/05/2023	E111367	$	59.40
.6698	**NEVILLE JOSEPH COLLARD**			**$**	**650.00**
.6698	Community events	16/05/2023	E111107	$	650.00
.1959	**NICHOLAS PAZOLLI COUNCILLOR**			**$**	**1,497.50**
.1959	Councillor expenses	16/05/2023	E110991	$	1,497.50
.2969	**NICOLE ROBINS COUNCILLOR**			**$**	**2,997.50**

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.2969	Councillor expenses	16/05/2023	E111007	$	2,997.50
.7658	**NORDA ARCHITECTS PTY LTD NORDA ARCHITECTS PTY LTD T/AS**			**$**	**5,030.78**
.7658	Architectural and design services	16/05/2023	E111152	$	2,515.39
.7658	Architectural and design services	31/05/2023	E111535	$	2,515.39
.8649	**NORMAN DISNEY & YOUNG NDY MANAGEMENT PTY LTD T/AS**			**$**	**8,377.60**
.8649	Engineering consulting services	16/05/2023	E111199	$	4,032.60
.8649	Engineering consulting services	31/05/2023	E111561	$	4,345.00
.3408	**NORTHLAKE ELECTRICAL PTY LTD T/as NORTH LAKE ELECTRICAL PTY LTD**			**$**	**50,651.28**
.3408	Electrical and lighting maintenance supplies and services	16/05/2023	E111018	$	24,569.19
.3408	Electrical and lighting maintenance supplies and services	31/05/2023	E111408	$	26,082.09
.5866	**NRP ELECTRICAL SERVICES**			**$**	**2,915.00**
.5866	Electrical and lighting maintenance supplies and services	16/05/2023	E111068	$	1,595.00
.5866	Electrical and lighting maintenance supplies and services	31/05/2023	E111450	$	1,320.00
.1020	**NUTRIEN WATER TOTAL EDEN PTY LIMITED T/AS**			**$**	**8,237.35**
.1020	Irrigation and watering systems	31/05/2023	E111359	$	8,237.35
.7208	**OBAN GROUP PTY LTD**			**$**	**58,623.52**
.7208	Childrens school of Art Toilet refurbishment	31/05/2023	E111512	$	58,623.52
.3729	**OCE-AUSTRALIA LIMITED (CANON GROUP)**			**$**	**464.78**
.3729	Printer ink and toner	16/05/2023	E111025	$	464.78
.0607	**OFFICE OF STATE REVENUE DEPARTMENT OF FINANCE T/AS**			**$**	**827.58**
.0607	Regulatory fees and government charges	16/05/2023	E110958	$	827.58
.5988	**OH LA LA MUMMY HATCH, EMMA ESTELLE T/AS**			**$**	**600.00**
.5988	Sport and recreation subsidies	31/05/2023	E111452	$	600.00
.7543	**ON TAP PLUMBING & GAS PTY LTD**			**$**	**39,377.06**
.7543	Plumbing maintenance supplies and services	16/05/2023	E111145	$	20,994.47
.7543	Plumbing maintenance supplies and services	31/05/2023	E111528	$	18,382.59

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.3187	**ONE MUSIC AUSTRALIA APRA - AUSTRALASIAN PERFORMING RIGHT ASSOC LTD T/AS**			**$**	**8,770.86**
.3187	Licences	16/05/2023	E111013	$	4,361.20
.3187	Licences	31/05/2023	E111404	$	4,409.66
.0278	**OPTUS BILLING SERVICES PTY LIMITED**			**$**	**4,901.83**
.0278	Mobile phone expenses	31/05/2023	E111339	$	4,901.83
.7828	**OTIUM PLANNING GROUP PTY LTD**			**$**	**28,490.83**
.7828	Consulting services	31/05/2023	E111542	$	28,490.83
.2629	**PAPERBARK TECHNOLOGIES PTY LTD**			**$**	**7,160.00**
.2629	Nursery supplies	16/05/2023	E111001	$	4,915.00
.2629	Nursery supplies	31/05/2023	E111395	$	2,245.00
.8774	**PAPERSCOUT**			**$**	**21,653.50**
.8774	Creative services and graphic design	31/05/2023	E111567	$	21,653.50
.0168	**PEERLESS JAL PTY LTD**			**$**	**167.31**
.0168	Janitorial and cleaning products	31/05/2023	E111334	$	167.31
.0082	**PENSKE POWER SYSTEMS PTY LTD**			**$**	**8,725.96**
.0082	Vehicle Repairs and Maintenance	16/05/2023	E110936	$	6,853.17
.0082	Vehicle Repairs and Maintenance	31/05/2023	E111330	$	1,872.79
.6305	**PERTH ENERGY PTY LTD**			**$**	**11,748.94**
.6305	Gas supply	16/05/2023	E111083	$	11,748.94
.4206	**PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD**			**$**	**1,540.00**
.4206	Landscape design and architecture services	16/05/2023	E111035	$	1,540.00
.1079	**PIRTEK (FREMANTLE) PTY LTD**			**$**	**237.84**
.1079	Pipes and fittings services	16/05/2023	E110969	$	237.84
.0413	**PLANTECH GROUNDS MAINTENANCE ATF BRANDON PROPERTY TRUST T/AS**			**$**	**80.56**
.0413	Park maintenance charges	16/05/2023	E110952	$	80.56

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6416	**PLANTRITE PLANT FORCE INVESTMENT PTY LTD T/AS**			**$**	**745.80**
.6416	Nursery supplies	31/05/2023	E111467	$	745.80
.8884	**PORTABLE BUILDINGS WA PTY LTD**			**$**	**27,808.00**
.8884	Portable building	16/05/2023	E111210	$	27,808.00
.0167	**POWERVAC PTY LTD**			**$**	**1,250.99**
.0167	Commercial cleaning	31/05/2023	E111333	$	1,250.99
.7698	**PRALINE PATISSERIE PRALINE PATISSERIE PTY LTD T/AS**			**$**	**2,453.00**
.7698	Catering services and supplies	16/05/2023	E111154	$	2,453.00
.6558	**PROFESSIONAL SEARCH GROUP AUSTRALIA - PSG PROFESSIONAL SEARCH GROUP PTY LTD T/AS**			**$**	**17,375.11**
.6558	Temporary labour hire	16/05/2023	E111096	$	9,871.73
.6558	Temporary labour hire	31/05/2023	E111475	$	7,503.38
.6741	**PROPERTY VALUATION & ADVISORY WA**			**$**	**880.00**
.6741	Real estate and property management	31/05/2023	E111485	$	880.00
.2453	**PUBLIC TRANSPORT AUTHORITY PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA T/AS**			**$**	**14,544.00**
.2453	Building construction materials and services	31/05/2023	E111392	$	14,544.00
.5591	**PUMPS AUSTRALIA PTY LTD**			**$**	**368.50**
.5591	Water meters and backflow equipment and services	31/05/2023	E111446	$	368.50
.7839	**PUREARTH RIVER NOMINEES PTY LTD T/AS**			**$**	**1,540.00**
.7839	Landscape design and architecture services	31/05/2023	E111543	$	1,540.00
.3693	**QED ENVIRONMENTAL SERVICES PTY LTD**			**$**	**968.00**
.3693	Environmental consultancy services	16/05/2023	E111024	$	968.00
.0977	**QUALITY PRESS THE TRUSTEE FOR ALBA UNIT TRUST T/AS**			**$**	**1,590.60**
.0977	Outsourced printing	16/05/2023	E110967	$	253.00
.0977	Outsourced printing	31/05/2023	E111356	$	1,337.60

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6280	**QUANTUM BUILDING SERVICES PTY LTD**			**$**	**15,754.73**
.6280	Roofing services	16/05/2023	E111080	$	15,446.73
.6280	Roofing services	31/05/2023	E111461	$	308.00
.1090	**RAECO CEI PTY LTD T/AS**			**$**	**7,287.50**
.1090	Office equipment	16/05/2023	E110970	$	7,287.50
.7236	**RAWLINSONS (W.A) RAWLINSON ROBERTS & PARTNERS UNITTRUST T/AS**			**$**	**22,170.50**
.7236	Surveyors	16/05/2023	E111134	$	9,020.00
.7236	Surveyors	31/05/2023	E111514	$	13,150.50
.7695	**REGEN STRATEGIC CGM COMMUNICATIONS PTY LTD**			**$**	**3,300.00**
.7695	Public relations	16/05/2023	E111153	$	3,300.00
.7445	**REINO INTERNATIONAL PTY LIMITED**			**$**	**25,145.02**
.7445	Parking meters	16/05/2023	E111141	$	10,940.16
.7445	Parking meters	31/05/2023	E111524	$	14,204.86
.2002	**RENT A FENCE PTY LTD THE TRUSTEE FOR THE RENT A FENCE AUSTRALIA TRUST T/AS**			**$**	**438.90**
.2002	Fencing supplies and services	16/05/2023	E110992	$	438.90
.2203	**RESOURCE RECOVERY GROUP**			**$**	**636,892.70**
.2203	RRRC overheads, Red bin, Green, MRF and FOGO gate fees April 2023	16/05/2023	E110996	$	636,892.70
.0481	**RGS CONSULTING SEARLE, ROBERT GEORGE T/AS**			**$**	**2,025.00**
.0481	Business and management consulting and services	31/05/2023	E111345	$	2,025.00
.0703	**RICOH AUSTRALIA PTY LTD**			**$**	**56.21**
.0703	IT and telecommunications expenses	16/05/2023	E110964	$	13.29
.0703	IT and telecommunications expenses	31/05/2023	E111351	$	42.92
.6939	**ROAD AND TRAFFIC SERVICES PTY LTD**			**$**	**6,263.40**
.6939	Road line marking	16/05/2023	E111119	$	2,662.00
.6939	Road line marking	31/05/2023	E111500	$	3,601.40
.1824	**ROBERT WILLIS COUNCILLOR**			**$**	**200.00**

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.1824	Volunteer payments	31/05/2023	E111382	$	200.00
.7916	**ROK RILEY RACHEL SALMON - LOMAS T/AS**			**$**	**300.00**
.7916	Entertainers	16/05/2023	E111161	$	300.00
.7776	**ROMEO PLUMBING PTY LTD**			**$**	**20,293.00**
.7776	Plumbing maintenance supplies and services	16/05/2023	E111156	$	7,000.00
.7776	Plumbing maintenance supplies and services	31/05/2023	E111540	$	13,293.00
.3986	**ROYAL WOLF TRADING PTY LTD**			**$**	**904.11**
.3986	General hardware and tools	16/05/2023	E111032	$	189.66
.3986	General hardware and tools	31/05/2023	E111416	$	714.45
.8915	**SAI GLOBAL AUSTRALIA PTY LTD**			**$**	**102.18**
.8915	Business and management consulting and services	31/05/2023	E111576	$	102.18
.7484	**SAI GLOBAL PTY LIMITED**			**$**	**2,940.00**
.7484	Business and management consulting and services	31/05/2023	E111526	$	2,940.00
.7079	**SANNY ANG SANNYS ORIGAMI CHIN SAN ANG T/AS**			**$**	**99.00**
.7079	Entertainers	16/05/2023	E111131	$	99.00
.0615	**SATELLITE SECURITY SERVICES**			**$**	**9,260.36**
.0615	Security systems/Monitoring	16/05/2023	E110959	$	3,716.64
.0615	Security systems/Monitoring	31/05/2023	E111348	$	5,543.72
.2955	**SAVI SOUND AUDIO VISUAL INTERGRATION SYSTEMS RISUCCI, DOMENIC T/AS**			**$**	**3,780.80**
.2955	AV equipment and cameras	16/05/2023	E111006	$	3,780.80
.6160	**SCAPE-ISM PTY LTD THE TRUSTEE FOR REES FAMILY TRUST T/AS**			**$**	**7,700.00**
.6160	Artists and artworks	16/05/2023	E111075	$	7,700.00
.8058	**SCF GROUP PTY LTD**			**$**	**2,007.13**
.8058	waste expenses	16/05/2023	E111167	$	2,007.13
.0911	**SCOTT PRINTERS PTY LTD**			**$**	**2,256.10**

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.0911	Outsourced printing	16/05/2023	E110966	$	298.10
.0911	Outsourced printing	31/05/2023	E111354	$	1,958.00
.8918	**SCREENGUYS.COM.AU ONLINE BUSINESS PTY LTD T/AS**			**$**	**2,750.91**
.8918	AV equipment and cameras	31/05/2023	E111577	$	2,750.91
.6677	**SECURITY MANAGMENT AUSTRALASIA PTY LTD**			**$**	**837.10**
.6677	Security systems/Monitoring	16/05/2023	E111104	$	837.10
.9003	**SERCUL SOUTH EAST REGIONAL CENTRE FOR URBAN LANDCARE INC T/AS**			**$**	**2,997.50**
.9003	Landscape design and architecture services	16/05/2023	E111214	$	2,997.50
.7289	**SERVO CLEAN DAVID BROWN T/AS**			**$**	**2,767.05**
.7289	Graffiti removal services	16/05/2023	E111135	$	2,767.05
.7887	**SHAVAURN LAUREN HANSON**			**$**	**1,260.00**
.7887	Artists and artworks	16/05/2023	E111160	$	1,260.00
.6982	**SHERWOOD FLOORING PTY LTD**			**$**	**6,699.00**
.6982	Carpets and other floor coverings	16/05/2023	E111121	$	6,699.00
.6550	**SHRED-X PTY LTD**			**$**	**22.13**
.6550	Records management services	16/05/2023	E111094	$	22.13
.1262	**SIGMA CHEMICALS SIGMA COMPANIES GROUP PTY. LTD. T/AS**			**$**	**10,298.75**
.1262	Swimming pool costs	16/05/2023	E110978	$	7,321.84
.1262	Swimming pool costs	31/05/2023	E111368	$	2,976.91
.0871	**SIGN ON GROUP PTY LTD**			**$**	**302.50**
.0871	Signage and sign writing	31/05/2023	E111353	$	302.50
.6919	**SIGNARAMA MYAREE KOOLFRO PTY LTD T/AS**			**$**	**869.55**
.6919	Signage and sign writing	31/05/2023	E111499	$	869.55
.5122	**SIGNATURE PAVING AND EARTHWORKS PTY LTD**			**$**	**14,306.10**
.5122	Building construction materials and services	16/05/2023	E111056	$	14,306.10

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.6407	**SLAVIN ARCHITECTS PTY LTD**			**$**	**12,050.50**
.6407	Engineering consulting services	16/05/2023	E111088	$	9,564.50
.6407	Engineering consulting services	31/05/2023	E111466	$	2,486.00
.4391	**SOLUTION 4 BUILDING PTY LTD**			**$**	**115,465.18**
.4391	Construction and alterations of Marmion Reserve Clubrooms	16/05/2023	E111042	$	115,465.18
.7595	**SONIC HEALTHPLUS SONIC HEALTHPLUS PTY LTD**			**$**	**2,269.30**
.7595	Medical expenses	16/05/2023	E111149	$	1,436.60
.7595	Medical expenses	31/05/2023	E111532	$	832.70
.6324	**SOURCE SEPARATION SYSTEMS PTY LTD**			**$**	**6,232.86**
.6324	Supply of Bins	16/05/2023	E111084	$	6,232.86
.5606	**SOUTH METROPOLITAN TAFE**			**$**	**1,347.07**
.5606	External training courses	16/05/2023	E111065	$	1,347.07
.5327	**SOUTH SHORE SWIMMING CLUB INC.**			**$**	**5,447.82**
.5327	Swim coach services April 2023	31/05/2023	E111438	$	5,447.82
.6173	**SOUTH SIDE WIRE SEAGRIM, PHILIP LESLIE T/AS**			**$**	**4,109.60**
.6173	Temporary fencing	16/05/2023	E111076	$	2,459.60
.6173	Temporary fencing	31/05/2023	E111458	$	1,650.00
.7320	**SOUTHERN BINS C COMLEY & F.A COMLEY T/AS**			**$**	**910.00**
.7320	Bin supply	16/05/2023	E111137	$	250.00
.7320	Bin supply	31/05/2023	E111521	$	660.00
.3969	**SPANDEX ASIA PACIFIC PTY LTD**			**$**	**1,468.53**
.3969	Signage and sign writing	16/05/2023	E111031	$	85.71
.3969	Signage and sign writing	31/05/2023	E111415	$	1,382.82
.5440	**SPRAYLINE SPRAYING EQUIPMENT MATOPOS PTY LTD MALEMI UNIT TRUST T/AS**			**$**	**41,204.06**
.5440	Golf Course spraying	31/05/2023	E111439	$	41,204.06

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.1220	**ST JOHN AMBULANCE WESTERN AUSTRALIA LTD**			**$**	**640.00**
.1220	External training courses	16/05/2023	E110975	$	640.00
.7808	**STANTEC AUSTRALIA PTY LTD**			**$**	**4,400.00**
.7808	Creative services and graphic design	16/05/2023	E111157	$	4,400.00
.6617	**STATE WIDE TURF SERVICES JERRA NOMINEES PTY LTD & NB NORRISH PTY LTD T/AS**			**$**	**28,891.50**
.6617	Turf and Equipment	16/05/2023	E111100	$	28,891.50
.8079	**STEVE DAVIOT**			**$**	**270.80**
.8079	Real estate and property management	16/05/2023	E111169	$	270.80
.6281	**STEVE KEPERT COUNCILLOR**			**$**	**3,240.19**
.6281	Councillor expenses	31/05/2023	E111462	$	3,240.19
.1472	**STILES ELECTRICAL & COMMUNICATION SERVICES STILES ELECTRICAL & COMMUNICATION SERVICES PTY LTD T/AS**			**$**	**51,178.23**
.1472	Electrical and lighting maintenance supplies and services	16/05/2023	E110984	$	51,178.23
.3877	**STONERIDGE QUARRIES LUNARD PTY LTD T/AS**			**$**	**2,561.86**
.3877	Building construction materials and services	31/05/2023	E111413	$	2,561.86
.6730	**STORMBOX THE DAVIES FAMILY TRUST & THE MICHAEL BOSIC FAMILY TRUST T/A**			**$**	**1,072.50**
.6730	Advertising and media buy	31/05/2023	E111484	$	1,072.50
.7635	**STRATAGREEN STRATA CORPORATION PTY LTD T/AS**			**$**	**21,907.22**
.7635	Landscaping services and supplies	16/05/2023	E111151	$	375.68
.7635	Landscaping services and supplies	31/05/2023	E111533	$	21,531.54
.1956	**STRUCTERRE CONSULTING ENGINEERS YOUNG PURICH & HIGHAM UNIT TRUST T/AS**			**$**	**4,884.00**
.1956	Engineering consulting services	16/05/2023	E110990	$	3,234.00
.1956	Engineering consulting services	31/05/2023	E111385	$	1,650.00
.0080	**SUNNY SIGN COMPANY PTY LTD**			**$**	**2,226.40**
.0080	Signage and sign writing	16/05/2023	E110935	$	2,226.40
.3539	**SUPERIOR PAK PTY LTD**			**$**	**2,572.90**

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.3539	Repairs and Parts as required	16/05/2023	E111021	$	2,250.60
.3539	Repairs and Parts as required	31/05/2023	E111409	$	322.30
.4024	**SUPREME SHADES THE TRUSTEE FOR SUPREME SHADES UNIT TRUST T/AS**			**$**	**1,045.00**
.4024	Outdoor furniture and shades and exercise equipment	31/05/2023	E111417	$	1,045.00
.6605	**SYNERGY ELECTRICITY GENERATION & RETAIL CORPORATION T/AS**			**$**	**367,479.95**
.6605	Electricity	16/05/2023	E111098	$	246,372.67
.6605	Electricity	31/05/2023	E111476	$	121,107.28
.2856	**TACTILE INDICATORS (PERTH) PTY LTD**			**$**	**1,470.00**
.2856	Paving supplies and services	31/05/2023	E111400	$	1,470.00
.4270	**TALIS CONSULTANTS THE TRUSTEE FOR TALIS UNIT TRUST T/AS**			**$**	**45,761.60**
.4270	Auditing services	16/05/2023	E111038	$	45,761.60
.7864	**TALYA VALENTI**			**$**	**960.00**
.7864	Community events	31/05/2023	E111544	$	960.00
.8756	**TANGO INFORMATION TECHNOLOGY PTY**			**$**	**28,039.00**
.8756	IT project management and consultancy	16/05/2023	E111202	$	21,758.00
.8756	IT project management and consultancy	31/05/2023	E111565	$	6,281.00
.6881	**TASTY FRESH PTY LTD**			**$**	**226.80**
.6881	Milk Supply	16/05/2023	E111117	$	147.00
.6881	Milk Supply	31/05/2023	E111496	$	79.80
.8870	**TECHNOLOGY ONE LIMITED**			**$**	**9,499.37**
.8870	IT software/licensing and maintenance	31/05/2023	E111572	$	9,499.37
.7523	**TELSTRA - MELBOURNE TELSTRA CORPORATION LIMITED T/AS**			**$**	**5,773.74**
.7523	Mobile phone expenses	16/05/2023	E111144	$	1,567.81
.7523	Mobile phone expenses	31/05/2023	E111527	$	4,205.93
.6307	**TENDERLINK.COM ILLION AUSTRALIA PTY T/AS**			**$**	**228.25**
.6307	Advertising and media buy	31/05/2023	E111464	$	228.25

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.5572	**TERRESTRIAL ECOSYSTEMS THE TRUSTEE FOR THOMPSON FAMILY TRUST T/AS**			**$**	**1,650.00**
.5572	Pest & Weed Control	31/05/2023	E111445	$	1,650.00
.0996	**THE DANCE COLLECTIVE THE TRUSTEE FOR THE TDC TRUST T/AS**			**$**	**600.00**
.0996	Entertainers	31/05/2023	E111357	$	600.00
.6631	**THE FOREVER PROJECT THE TRUSTEE FOR THE FOREVER PROJECT TRUST T/AS**			**$**	**5,500.00**
.6631	Community events	16/05/2023	E111102	$	5,500.00
.8337	**THE FROG DOCTOR PREFUMO, JOHNNY ENRICO T/AS**			**$**	**3,710.00**
.8337	Environmental consultancy services	16/05/2023	E111184	$	2,275.00
.8337	Environmental consultancy services	31/05/2023	E111553	$	1,435.00
.8883	**THE FRUGAL FASHION CO TURNER-WOOD, SAVANNAH CASEY T/AS**			**$**	**900.00**
.8883	Library Expenses	16/05/2023	E111209	$	900.00
.4247	**THE LITERATURE CENTRE INC**			**$**	**4,950.00**
.4247	MCH and children services supplies and toys	31/05/2023	E111420	$	4,950.00
.7655	**THE NAPPY GURU KAMALIKA ANDREWS T/AS**			**$**	**400.00**
.7655	Community events	31/05/2023	E111534	$	400.00
.8311	**THE TRUSTEE FOR GPS GEO GUARD TRUST**			**$**	**1,161.60**
.8311	Security services	31/05/2023	E111551	$	1,161.60
.2791	**THE WORM SHED**			**$**	**2,000.00**
.2791	Waste expenses	31/05/2023	E111399	$	2,000.00
.2076	**TIGER TEK PTY LTD**			**$**	**6,244.26**
.2076	General hardware and tools	16/05/2023	E110993	$	5,176.82
.2076	General hardware and tools	31/05/2023	E111387	$	1,067.44
.5640	**TIME & PEOPLE PTY LTD**			**$**	**924.00**
.5640	IT software/licensing and maintenance	31/05/2023	E111448	$	924.00

UNCONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.1019	**TITAN FORD PERTH AUTO ALLIANCE PTY LTD T/AS**			**$**	**40,741.44**
.1019	Purchase of Ford Ranger cab	31/05/2023	E111358	$	40,741.44
.7007	**TOMAS FITZGERALD COUNCILLOR**			**$**	**4,914.08**
.7007	Councillor expenses	16/05/2023	E111123	$	4,914.08
.8625	**TOTAL CONTAINERS**			**$**	**536.80**
.8625	Plant hire	16/05/2023	E111197	$	264.00
.8625	Plant hire	31/05/2023	E111560	$	272.80
.2663	**TOTALLY WORKWEAR FREMANTLE THE TRUSTEE FOR OMAC UNIT TRUST T/AS**			**$**	**12,294.93**
.2663	Uniforms and corporate wardrobe	16/05/2023	E111002	$	5,178.12
.2663	Uniforms and corporate wardrobe	31/05/2023	E111396	$	7,116.81
.0214	**T-QUIP TURF EQUIPMENT SOLUTIONS TOCOJEPA PTY LTD T/AS**			**$**	**7,692.65**
.0214	Turf and Equipment	16/05/2023	E110947	$	4,612.65
.0214	Turf and Equipment	31/05/2023	E111337	$	3,080.00
.7037	**TREE CARE WA WESTWORKS GROUP PTY LTD AFT USSHERIDAN TRUST T/AS**			**$**	**222,555.36**
.7037	Arborists and tree services	16/05/2023	E111127	$	113,538.48
.7037	Arborists and tree services	31/05/2023	E111505	$	109,016.88
.4271	**TREE PLANTING & WATERING BARONESS HOLDINGS PTY LTD T/AS**			**$**	**171,429.66**
.4271	Arborists and tree services	16/05/2023	E111039	$	171,429.66
.4158	**TRITON ELECTRICAL CONTRACTORS PTY LTD**			**$**	**12,226.50**
.4158	Electrical and lighting maintenance supplies and services	31/05/2023	E111419	$	12,226.50
.7588	**TRUCK CENTRE WA PTY LTD**			**$**	**2,887.93**
.7588	Trucks	16/05/2023	E111148	$	2,403.04
.7588	Trucks	31/05/2023	E111531	$	484.89
.3034	**TRUE BLUE CONTAINERS TRUE BLUE CONTAINERS (2005) PTY LTD T/AS**			**$**	**1,077.45**
.3034	Sheds and storage equipment	16/05/2023	E111009	$	1,077.45
.8078	**TYRECYCLE PTY LTD**			**$**	**1,357.84**

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.8078	Tyres	31/05/2023	E111548	$	1,357.84
.8061	**ULTIMATE POSITIONING GROUP PTY LTD**			**$**	**1,863.40**
.8061	Surveyors	16/05/2023	E111168	$	1,863.40
.4960	**ULTIMO CATERING & EVENTS PTY LTD**			**$**	**31,772.02**
.4960	Catering services and supplies	16/05/2023	E111051	$	18,433.22
.4960	Catering services and supplies	31/05/2023	E111434	$	13,338.80
.5458	**ULVERSCROFT LARGE PRINT BOOKS ULVERSCROFT LARGE PRINT (AUSTRALIA) PTY LTD T/AS**			**$**	**904.71**
.5458	Library Stock	31/05/2023	E111440	$	904.71
.4629	**UNICARE HEALTH**			**$**	**427.00**
.4629	Community services and respite	16/05/2023	E111047	$	147.00
.4629	Community services and respite	31/05/2023	E111428	$	280.00
.7241	**UNLIMITED TOW & RECOVERY JAMOR (WA) PTY LTD T/AS**			**$**	**132.00**
.7241	towing of vehicles	31/05/2023	E111515	$	132.00
.7383	**VEOLIA RECYCLING & RECOVERY PTY LTD**			**$**	**21,481.86**
.7383	Waste collection and disposal	16/05/2023	E111138	$	21,481.86
.7213	**VERNON JOHN GODFREY**			**$**	**374.00**
.7213	Park maintenance charges	31/05/2023	E111513	$	374.00
.8904	**VINIDEX PTY LIMITED**			**$**	**386.93**
.8904	Building construction materials and services	16/05/2023	E111212	$	386.93
.6683	**VOCUS PTY LTD T/AS VOCUS COMMUNICATIONS**			**$**	**2,107.57**
.6683	Data cabling services	31/05/2023	E111479	$	2,107.57
.4227	**VORGEE PTY LTD**			**$**	**2,772.00**
.4227	Swimming pool costs	16/05/2023	E111036	$	2,772.00
.0426	**WA BLUEMETAL THE TRUSTEE FOR RANSBERG UNIT TRUST T/AS**			**$**	**3,743.81**
.0426	Pavement construction and streetscape services	16/05/2023	E110953	$	3,743.81

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
.2334	**WATER CORPORATION**			**$**	**39,369.98**
.2334	Water Charges	16/05/2023	E110999	$	15,319.11
.2334	Water Charges	31/05/2023	E111390	$	24,050.87
.4848	**WATERLOGIC AUSTRALIA PTY LTD**			**$**	**78.68**
.4848	Catering services and supplies	31/05/2023	E111432	$	78.68
.3473	**WC CONVENIENCE MANAGEMENT PTY LIMITED**			**$**	**3,891.08**
.3473	Maintenance and services	16/05/2023	E111019	$	3,891.08
.0674	**WEST COAST TURF SARATOGA HOLDINGS PTY LTD ATF THE JPD TRUST T/AS**			**$**	**19,134.50**
.0674	Turf and Equipment	16/05/2023	E110960	$	9,003.50
.0674	Turf and Equipment	31/05/2023	E111350	$	10,131.00
.3112	**WEST COAST WATERFILTER MAN**			**$**	**110.00**
.3112	Catering services and supplies	16/05/2023	E111012	$	110.00
.6873	**WESTERN AUSTRALIA POLICE**			**$**	**34.00**
.6873	HR and workforce services	31/05/2023	E111494	$	34.00
.2319	**WESTERN AUSTRALIAN LOCAL GOV ASSOC**			**$**	**638.00**
.2319	Local Government	16/05/2023	E110997	$	638.00
.5279	**WESTERN ENVIRAPEST AND WEED SOLUTIONS ENVIRAPEST PTY LTD T/AS**			**$**	**550.00**
.5279	Pest & Weed Control	31/05/2023	E111437	$	550.00
.1033	**WESTERN IRRIGATION PTY LTD**			**$**	**216,887.00**
.1033	Irrigation and watering systems	31/05/2023	E111361	$	216,887.00
.6382	**WESTERN RESOURCE RECOVERY PTY LTD**			**$**	**605.00**
.6382	Waste collection and disposal	16/05/2023	E111086	$	605.00
.3782	**WEST-SURE GROUP**			**$**	**911.74**
.3782	Parking meters	16/05/2023	E111026	$	830.06
.3782	Parking meters	31/05/2023	E111411	$	81.68

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
.6956	**WINENERGY WINCONNECT PTY LTD T/AS**				**$**	**108.16**
.6956	Electricity		16/05/2023	E111120	$	108.16
.3080	**WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD**				**$**	**15,781.48**
.3080	Landscaping services and supplies		16/05/2023	E111010	$	14,762.88
.3080	Landscaping services and supplies		31/05/2023	E111402	$	1,018.60
.0225	**WORK CLOBBER WORKCLOBBER TRUST & LINDAL FAMILY TRUST T/AS**				**$**	**1,107.90**
.0225	Uniforms and corporate wardrobe		16/05/2023	E110948	$	248.40
.0225	Uniforms and corporate wardrobe		31/05/2023	E111338	$	859.50
.6328	**WORMALD AUSTRALIA PTY LTD**				**$**	**2,930.70**
.6328	Fire equipment and maintenance services		16/05/2023	E111085	$	2,930.70
.7103	**WOW WIPES ATF LAWRENCE FAMILY & MACLACHLAN TRUST T/AS**				**$**	**3,927.00**
.7103	Hygiene services		16/05/2023	E111132	$	3,272.50
.7103	Hygiene services		31/05/2023	E111510	$	654.50
.6603	**WRIGHTS HEAVY RECOVERY SC & KM WRIGHT T/AS**				**$**	**1,100.00**
.6603	Vehicles and trailers		16/05/2023	E111097	$	1,100.00
.1441	**WRIGHTWAY ROAD TRAINING**				**$**	**700.00**
.1441	External training courses		31/05/2023	E111375	$	700.00
.6493	**WSP AUSTRALIA PTY LIMITED**				**$**	**17,468.00**
.6493	Valuation services		16/05/2023	E111091	$	17,468.00
.8839	**YOUTH DISABILITY ADVOCACY NETWORK**				**$**	**770.00**
.8839	Auditing services		16/05/2023	E111205	$	770.00
.3023	**ZIRCODATA PTY LTD**				**$**	**2,772.18**
.3023	Document storage and archive		16/05/2023	E111008	$	2,772.18
9996	**SUNDRY TRUST CREDITOR**				**$**	**96,900.00**
9996	Averna Pty Ltd T/A Averna Homes	Verge Bond Refund	11/05/2023	E110907	$	1,900.00

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19996	Nulook Homes Pty Ltd	Verge Bond Refund	11/05/2023	E110909	$	1,900.00
19996	Atkinson Investment WA Tonic Holdings	Verge Bond Refund	11/05/2023	E110910	$	1,900.00
19996	Blueprint Homes (WA) Pty Ltd	Verge Bond Refund	11/05/2023	E110912	$	1,900.00
19996	J A Barton	Verge Bond Refund	11/05/2023	E110916	$	1,900.00
19996	Andantino Pty Ltd T/A Outdoor World Wang	Verge Bond Refund	11/05/2023	E110921	$	1,900.00
19996	Cathay Constructions Pty Ltd	Verge Bond Refund	11/05/2023	E110925	$	1,900.00
19996	Residential Building WA Pty Ltd	Verge Bond Refund	25/05/2023	E111299	$	1,900.00
19996	Oswald Homes (1972) Pty Ltd	Verge Bond Refund	25/05/2023	E111300	$	1,900.00
19996	Residential Building WA Pty Ltd	Verge Bond Refund	25/05/2023	E111301	$	1,900.00
19996	Oswald Homes (1972) Pty Ltd	Verge Bond Refund	25/05/2023	E111302	$	1,900.00
19996	Residential Building WA Pty Ltd	Verge Bond Refund	25/05/2023	E111303	$	1,900.00
19996	Plunkett Homes (1903) Pty Ltd	Verge Bond Refund	25/05/2023	E111304	$	1,900.00
19996	Plunkett Homes (1903) Pty Ltd	Verge Bond Refund	25/05/2023	E111307	$	1,900.00
19996	Plunkett Homes (1903) Pty Ltd	Verge Bond Refund	25/05/2023	E111308	$	1,900.00
19996	Three 6 T Developments Pty Ltd	Verge Bond Refund	25/05/2023	E111309	$	1,900.00
19996	R D Elliot	Verge Bond Refund	25/05/2023	E111312	$	1,900.00
19996	L K Bleakley	Verge Bond Refund	25/05/2023	E111313	$	1,900.00
19996	Classic Home & Garage Innovations Pty Lt	Verge Bond Refund	25/05/2023	E111318	$	1,900.00
19996	Allcolour Holdings Pty Ltd	Verge Bond Refund	25/05/2023	E111323	$	1,900.00
19996	S A Hill	Verge Bond Refund	25/05/2023	E111324	$	1,900.00
19996	Positive Energy Solutions Pty Ltd	Verge Bond Refund	25/05/2023	E111326	$	1,900.00
19996	Residential Building WA Pty Ltd	Verge Bond Refund	25/05/2023	E111310	$	1,900.00
19996	Residential Building WA Pty Ltd	Verge Bond Refund	25/05/2023	E111311	$	1,900.00
19996	Mr C R Seeney	Verge Bond Refund	11/05/2023	E110911	$	1,900.00
19996	T C Albrecht	Verge Bond Refund	11/05/2023	E110917	$	1,900.00
19996	Classic Home & Garage Innovations Pty Lt	Verge Bond Refund	25/05/2023	E111316	$	1,900.00
19996	Shape Projects Pty Ltd	Verge Bond Refund	11/05/2023	E110918	$	1,900.00
19996	Manson Construction Pty Ltd	Verge Bond Refund	11/05/2023	E110919	$	1,900.00
19996	Plunkett Homes (1903) Pty Ltd	Verge Bond Refund	25/05/2023	E111305	$	1,900.00
19996	Dale Alcock Homes Pty Ltd	Verge Bond Refund	11/05/2023	E110908	$	1,900.00
19996	S M Thakur	Verge Bond Refund	11/05/2023	E110914	$	1,900.00
19996	Nexus Home Improvements Pty Ltd	Verge Bond Refund	25/05/2023	E111317	$	1,900.00
19996	Mr B P Abbiss	Verge Bond Refund	11/05/2023	E110923	$	1,900.00
19996	Averna Homes	Verge Bond Refund	11/05/2023	E110906	$	1,900.00
19996	T Podmore	Verge Bond Refund	11/05/2023	E110920	$	1,900.00
19996	Allcolour Holdings Pty Ltd	Verge Bond Refund	11/05/2023	E110922	$	1,900.00

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19996	Four Roses Pty Ltd T/A Abel Group	Verge Bond Refund	25/05/2023	E111325	$	1,900.00
19996	Classic Home & Garage Innovations Pty Lt	Verge Bond Refund	25/05/2023	E111315	$	1,900.00
19996	Rio Vista P/L T/A Freedom Pools & Spas	Verge Bond Refund	11/05/2023	E110915	$	1,900.00
19996	Mr A R Thomson	Verge Bond Refund	25/05/2023	E111298	$	1,900.00
19996	Plunkett Homes (1903) Pty Ltd	Verge Bond Refund	25/05/2023	E111306	$	1,900.00
19996	L Robinson	Verge Bond Refund	11/05/2023	E110913	$	1,900.00
19996	Classic Home & Garage Innovations Pty Lt	Verge Bond Refund	25/05/2023	E111314	$	1,900.00
19996	Classic Home & Garage Innovations Pty Lt	Verge Bond Refund	25/05/2023	E111319	$	1,900.00
19996	Travis Mitchell Construction	Verge Bond Refund	25/05/2023	E111320	$	1,900.00
19996	T Kulasingam	Verge Bond Refund	11/05/2023	E110924	$	1,900.00
19996	Atrium Homes (WA) Pty Ltd	Verge Bond Refund	11/05/2023	E110905	$	1,900.00
19996	TJ Bennett Builders Pty Ltd	Verge Bond Refund	25/05/2023	E111321	$	1,900.00
19996	The Roof & Wall Doctor Pty Ltd	Verge Bond Refund	25/05/2023	E111322	$	1,900.00
19996	Vinsan Contracting Pty Ltd	Verge Bond Refund	11/05/2023	E110926	$	1,900.00
19998	**SUNDRY EFT CREDITOR**				**$**	**66,924.65**
19998	Johnny Wu	Cancelled payment	2/05/2023	E110857	-$	200.00
19998	Natasja Kremers	The Ville Magazine Content	12/05/2023	E110930	$	1,200.00
19998	Johnny Wu	Youth Sport Grant - Jasmine Wu	16/05/2023	E111216	$	200.00
19998	Complete Approvals	DA-2023-187 - Application withdrawn	16/05/2023	E111217	$	288.78
19998	Shana James	Public Speaking Fee - Art Practice	16/05/2023	E111218	$	530.00
19998	WA & BM RILEY	Rates - Rebate Refund	16/05/2023	E111219	$	948.12
19998	Churchill Knight Trust Account	Rates Refund due to reversal of Bins	16/05/2023	E111220	$	3,707.40
19998	Byakko Investment Pty Ltd	Activelink Payment AL208 - W Underdown	16/05/2023	E111221	$	300.00
19998	Shana Hart	Age Friendly Melville Assistance AFM0212	16/05/2023	E111222	$	300.00
19998	Rosalie Routledge	Age Friendly Melville Assistance AFM0207	16/05/2023	E111223	$	300.00
19998	Hilary Williams	Age Friendly Melville Assistance AFM0213	16/05/2023	E111224	$	300.00
19998	Hall & Wilcox Trust Account	Refund rates	16/05/2023	E111225	$	401.90
19998	Sophie Weatherhead	Better Together Melville Reference Group	16/05/2023	E111226	$	100.00
19998	B V Pasquale	Refund fees and bond	16/05/2023	E111227	$	100.00
19998	Eamon Guilfoile	Better Together Melville Reference Group	16/05/2023	E111228	$	100.00
19998	Katrina Davy	Better Together Melville Reference Group	16/05/2023	E111229	$	100.00
19998	Mei Ling Teoh	Better Together Melville Reference Group	16/05/2023	E111230	$	100.00
19998	Orlarne Marche	Better Together Melville Reference Group	16/05/2023	E111231	$	100.00
19998	MB & JL Wheeler	Rates Refund - Overpaid	16/05/2023	E111232	$	789.65
19998	Kevin John Burrows	Rates Refund - Property Sold	16/05/2023	E111233	$	794.84

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19998	Philippa Lewi	Artwork Sold - at Heathcote Gravel Map	16/05/2023	E111234	$	220.00
19998	McDonalds Australia Limited	Overpayment 2119/MED Food Licence	16/05/2023	E111235	$	567.45
19998	Dylan Tasker	Youth Sport Grant - Dylan Tasker	16/05/2023	E111236	$	200.00
19998	Karen Tamblin	Youth Sport Grant - M Tamblin	16/05/2023	E111237	$	200.00
19998	AG & AG Fimognari	Rates Refund - Rebate Credit	16/05/2023	E111238	$	984.00
19998	Housing Authority	Rates Refund - Credit	16/05/2023	E111239	$	918.50
19998	Housing Authority	Rates Refund - Credit	16/05/2023	E111240	$	918.50
19998	Housing Authority	Rates Refund - Credit	16/05/2023	E111241	$	918.50
19998	Alyssa Godin	Youth Steering Group April 2023	16/05/2023	E111242	$	50.00
19998	Brodie Abrahams	Youth Steering Group April 2023	16/05/2023	E111243	$	50.00
19998	Meizhu Chen	Youth Steering Group April 2023	16/05/2023	E111244	$	50.00
19998	Ruby Smith	Youth Steering Group April 2023	16/05/2023	E111245	$	50.00
19998	Sascha Finlay-Collins	Youth Steering Group April 2023	16/05/2023	E111246	$	50.00
19998	Taryn Lee	Youth Steering Group April 2023	16/05/2023	E111247	$	50.00
19998	Lauren Kronemyer	Shipping reinbursement for artwork	16/05/2023	E111248	$	13.50
19998	Bridget Chappell	Artwork exhibition loan fee and shipping	16/05/2023	E111249	$	502.92
19998	Break Point Tennis	Activelink Payment AL214 Stephanie Reid	16/05/2023	E111250	$	300.00
19998	STC Archaeology - Susan Carter	Spirit of The ANZAC's Presentation	16/05/2023	E111251	$	255.00
19998	Ivan Walter	Refund rates	16/05/2023	E111252	$	910.18
19998	James Nelson	Youth Sport Grant - Joanna Nelson	16/05/2023	E111253	$	200.00
19998	Jessica Spaven	Youth Sport Grant - Mena Banks	16/05/2023	E111254	$	200.00
19998	Syh Cheng	Youth Sport Grant - Yuet Cheng	16/05/2023	E111255	$	200.00
19998	Kate Plemper	Refund rates	16/05/2023	E111256	$	150.00
19998	Leon and Michaela Polak	Refund rates	16/05/2023	E111257	$	414.46
19998	Kaye Humphries	Age Friendly Melville Assistance AFM0217	16/05/2023	E111258	$	300.00
19998	Mr and Mrs Charles Jeevaraj	Age Friendly Melville Assistance AFM0219	16/05/2023	E111259	$	600.00
19998	James Migro	Age Friendly Melville Assistance AFM0224	16/05/2023	E111260	$	300.00
19998	Antoine Renel	Age Friendly Melville Assistance AFM0216	16/05/2023	E111261	$	188.09
19998	Bryan Shearer	Age Friendly Melville Assistance AFM0215	16/05/2023	E111262	$	170.00
19998	Beverley Williams	Age Friendly Melville Assistance AFM0186	16/05/2023	E111263	$	300.00
19998	Andjic Family Super Fund	Refund rates	16/05/2023	E111264	$	1,034.10
19998	Janice Dyer	Age Friendly Melville Assistance AFM0222	16/05/2023	E111265	$	300.00
19998	Geraldine Erlandson	Age Friendly Melville Assistance AFM0209	16/05/2023	E111266	$	300.00
19998	Geok Lean Foo	Age Friendly Melville Assistance AFM0226	16/05/2023	E111267	$	230.00
19998	Anne Hall	Age Friendly Melville Assistance AFM0225	16/05/2023	E111268	$	300.00
19998	Michael Holt	Age Friendly Melville Assistance AFM0214	16/05/2023	E111269	$	300.00

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19998	Leah Adams	Staff reimbursements - Catering	16/05/2023	E111270	$	194.73
19998	Perth Korean Presbyterian Church	Bond Refund Kadidjiny Park 29/04/2023	16/05/2023	E111271	$	326.00
19998	The Estate of the Late Marinus A Koedyk	Rates Refund of Credit	16/05/2023	E111272	$	269.80
19998	Amy Cherrie	Payment for Goolugatup Shop Sales April	16/05/2023	E111273	$	39.00
19998	Brett Nannup	Payment for Goolugatup Shop Sales April	16/05/2023	E111274	$	30.00
19998	Daniel O'Connor	Payment for Goolugatup Shop Sales April	16/05/2023	E111275	$	36.75
19998	Emma Buswell	Payment for Goolugatup Shop Sales April	16/05/2023	E111276	$	75.00
19998	Lauren Jane Salt & Tia Tokic	Payment for Goolugatup Shop Sales April	16/05/2023	E111277	$	981.00
19998	Leigh Craft	Payment for Goolugatup Shop Sales April	16/05/2023	E111278	$	11.25
19998	Lisa Marrington	Payment for Goolugatup Shop Sales April	16/05/2023	E111279	$	6.00
19998	Nora Flojgaard	Payment for Goolugatup Shop Sales April	16/05/2023	E111280	$	34.50
19998	Scott Alexander	Payment for Goolugatup Shop Sales April	16/05/2023	E111281	$	36.00
19998	Slipstream Carriers	Relocation museum glass valve pictures	16/05/2023	E111282	$	275.00
19998	Scripture Union Australia	Refund fees and bond	16/05/2023	E111283	$	326.00
19998	Ms L Xu	Refund fees and bond	16/05/2023	E111284	$	326.00
19998	Chiara Pieravanti	Staff Reimbursement	16/05/2023	E111285	$	15.00
19998	Galilee Sydney trust Account	Refund rates	16/05/2023	E111286	$	214.79
19998	Liam David Johnson	Staff Reimbursement - Fuel	16/05/2023	E111287	$	30.38
19998	E & B Milne	Rates Credit Refund to Seller	16/05/2023	E111288	$	478.51
19998	Guruprasad Sagaram	Rates Credit Rebate - Refund to Seller	16/05/2023	E111289	$	186.41
19998	M & M Wooddall	Rates Refund of Credit Balance	16/05/2023	E111290	$	52.75
19998	Crown Conveyancing Trust A/C	Credit Rebate Refund to seller	16/05/2023	E111291	$	207.49
19998	Wen Tjui Lie	Overpayment of Rates by Buyer	16/05/2023	E111292	$	918.50
19998	ISCW Lawyers Law Practice Trust Account	Rates Refund	16/05/2023	E111293	$	441.95
19998	Mei Ling Teoh	Cancelled payment	17/05/2023	E111230	-$	100.00
19998	James Migro	Cancelled payment	18/05/2023	E111260	-$	300.00
19998	Lisa Marrington	Cancelled payment	18/05/2023	E111279	-$	6.00
19998	Lynna Matthews	Sterilisation refund	31/05/2023	E111580	$	30.00
19998	Kennedy Sorrell	Animal registration	31/05/2023	E111581	$	30.00
19998	Welink Construction Pty Ltd	Refund fees and bond	31/05/2023	E111582	$	2,335.13
19998	Mei Ling Teoh	Better Together Melville Reference Group	31/05/2023	E111583	$	100.00
19998	James Migro	Age Friendly Melville Assistance AFM0224	31/05/2023	E111584	$	300.00
19998	Lisa Marrington	Payment for Goolugatup Shop Sales April	31/05/2023	E111585	$	6.00
19998	Shiuan Wong	Rates Refund - Overpayment made	31/05/2023	E111586	$	918.50
19998	Settlement Talk Trust Account	Credit Overpayment to Sellers agent	31/05/2023	E111587	$	402.95
19998	Bethel June Monaghan	Rates Credit rebate refund to seller	31/05/2023	E111588	$	788.52

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19998	Graeme Henderson	Shipwrecks - An Exploration	31/05/2023	E111589	$	374.00
19998	Calm Kids Calm Families	Workshop - Calm your child	31/05/2023	E111590	$	300.00
19998	Bronwyn Nevin	Refund of Dog Registration	31/05/2023	E111591	$	150.00
19998	Vyom Developers Pty Ltd	Rates Refund due to interim notice	31/05/2023	E111592	$	332.67
19998	C S Chang	Rates Refund	31/05/2023	E111593	$	414.55
19998	Lidia Amaranti	Rates Refund due to sale of property	31/05/2023	E111594	$	780.09
19998	BEATRICE YONG	Sustainability Rebate Product	31/05/2023	E111595	$	27.00
19998	Tiffany HA	DuoFold Performance at Goolugatup sounds	31/05/2023	E111596	$	640.00
19998	Marli Lintner	Sustainability rebate Product	31/05/2023	E111597	$	50.00
19998	Sharon Teoh	Sustainability rebate Product	31/05/2023	E111598	$	17.50
19998	Anna Funnekotter	Sustainability rebate Product	31/05/2023	E111599	$	20.40
19998	Glenda Boyd	Sustainability Rebate Product	31/05/2023	E111600	$	49.03
19998	Louise Harrup	Sustainability Rebate Product	31/05/2023	E111601	$	50.00
19998	Dianne Knight	Rates Rebates for Willagee	31/05/2023	E111602	$	281.28
19998	Kate alexandra Giblett	Refund for dog sterilisation	31/05/2023	E111603	$	150.00
19998	Mark Considine	Refund for dog sterilisation	31/05/2023	E111604	$	30.00
19998	Julie MCcann	Refund for dog sterilisation	31/05/2023	E111605	$	150.00
19998	Alexander and Rhonda Tubic	Refund for dog sterilisation	31/05/2023	E111606	$	30.00
19998	Jetcove Pty Ltd	Rate refund-336362	31/05/2023	E111607	$	648.80
19998	Ming Yang	BA-2023-135/RBP Bull Creek	31/05/2023	E111608	$	110.00
19998	Daniel Foley	BA-2023-137 RBP	31/05/2023	E111609	$	110.00
19998	Collin Francis Visaggio	BA-2023-138RBP Melville	31/05/2023	E111610	$	110.00
19998	Capital Development Partners PTY LTD	BA-2023-340 Applecross	31/05/2023	E111611	$	1,470.00
19998	Superior Homes (Aust)Pty Ltd	BA-2023-429	31/05/2023	E111612	$	280.00
19998	Camcorp Pty Ltd	BA-2023-18 - refund new app. lodged	31/05/2023	E111613	$	2,306.65
19998	Webb & Brown-Neaves	BA-2023-491 - refund incorrectly lodged	31/05/2023	E111614	$	218.00
19998	ABN Residential WA Pty Ltd	BA-2023-599 - Refund incorrectly lodged	31/05/2023	E111615	$	6,012.00
19998	Marie Parera	Refund for Birthday cake CRT	31/05/2023	E111616	$	34.10
19998	Mrs Hazel Hunt	Age Friendly Assistance Fund - AFM0228	31/05/2023	E111617	$	300.00
19998	One Cert Pty Ltd	BA-2023-706 - refund of Verge Fees	31/05/2023	E111618	$	2,075.00
19998	South of the River Potters Club	Call out to reprogram Security System	31/05/2023	E111619	$	132.00
19998	Alysia Kepert	Attendance at CARG for April 2023	31/05/2023	E111620	$	50.00
19998	Denise Watson (Dee)	Attendance at CARG for April 2023	31/05/2023	E111621	$	50.00
19998	Elaine Hart	Attendance at CARG for April 2023	31/05/2023	E111622	$	50.00
19998	Gabriela Eiris	Attendance at CARG for April 2023	31/05/2023	E111623	$	50.00
19998	Geoff Corrick	Attendance at CARG for April 2023	31/05/2023	E111624	$	50.00

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19998	Hazel Waugh	Attendance at CARG for April 2023	31/05/2023	E111625	$	50.00
19998	Jonathan Wherrett	Attendance at CARG for April 2023	31/05/2023	E111626	$	50.00
19998	Joseph Loveday	Attendance at CARG for April 2023	31/05/2023	E111627	$	50.00
19998	Kevin Cornwell	Attendance at CARG for April 2023	31/05/2023	E111628	$	50.00
19998	Leah Rheinberger	Attendance at CARG for April 2023	31/05/2023	E111629	$	50.00
19998	Marcus Chandler	Attendance at CARG for April 2023	31/05/2023	E111630	$	50.00
19998	Michael Andrewartha	Attendance at CARG for April 2023	31/05/2023	E111631	$	250.00
19998	Michael Paterson	Attendance at CARG for April 2023	31/05/2023	E111632	$	50.00
19998	Michele Howard	Attendance at CARG for April 2023	31/05/2023	E111633	$	50.00
19998	Murray Baker	Attendance at CARG for April 2023	31/05/2023	E111634	$	50.00
19998	Rebecca Gorman	Attendance at CARG for April 2023	31/05/2023	E111635	$	50.00
19998	Sam Thomas	Attendance at CARG for April 2023	31/05/2023	E111636	$	50.00
19998	Smith Blaxell	Attendance at CARG for April 2023	31/05/2023	E111637	$	50.00
19998	Reece Eng Hau Woo	BA-2022-1886 - Application Relodged	31/05/2023	E111638	$	106.60
19998	Jordan Lee Chapman	BA-2023-6 - Application Withdrawn	31/05/2023	E111639	$	171.65
19998	Mr Barry Baudains	Age Friendly Assistance Fund - AFM091	31/05/2023	E111640	$	110.10
19998	Precision Carpets	Install Carpet underlay for gallery	31/05/2023	E111641	$	50.00
19998	Beryl Foster	Staff - Fuel for fleet car 2/05/2023	31/05/2023	E111642	$	76.43
19998	Mrs Naranjan K Lotay	Age Friendly Assistance AFM0192	31/05/2023	E111643	$	120.00
19998	Mrs Maureen Luckwell	Age Friendly Assistance Fund - AFM0234	31/05/2023	E111644	$	300.00
19998	Mrs Angela McIntosh	Age Friendly Assitance Fund AFM0235	31/05/2023	E111645	$	248.00
19998	Ms Maude Waterwitch	Age Friendly Assistance Fund AFM0230	31/05/2023	E111646	$	170.00
19998	Marcia Jane Van Zeller	Refund fees and bond	31/05/2023	E111647	$	110.00
19998	D & L Landscape Constructions	Refund fees and bond BA 2023-632	31/05/2023	E111648	$	171.65
19998	Jag Demolition	Refund fees and bond BA-2023-663	31/05/2023	E111649	$	2,171.65
19998	Big Loaf Factory Bakery	Catering for event - Karla Boodja	31/05/2023	E111650	$	1,100.00
19998	Julie Janson	Library Talk - Madukka the River Serpent	31/05/2023	E111651	$	374.00
19998	Kobi Arthur Morrison	Musician Karla Boodja Bilya Djinda	31/05/2023	E111652	$	750.00
19998	Guy Piltcher	Refund fees and bond	31/05/2023	E111653	$	200.75
19998	Ma Xin Hua	Refund rates	31/05/2023	E111654	$	124.35
19998	Sandra West	Reimbursement for purchase of firewood	31/05/2023	E111655	$	150.00
19998	Lauren Hardbottle	Youth Steering Group @ Volunteer Expo	31/05/2023	E111656	$	50.00
19998	Kelli Featherstone	Welcome Wednesday Supplies	31/05/2023	E111657	$	61.40
19998	Kim L Salmon	Artwork Purchase	31/05/2023	E111658	$	2,450.00
19998	MR R D FRANCIS & MRS H FRANCIS	Crossover Subsidy	31/05/2023	E111659	$	495.00
19998	Anran Duan	Swim School Consumables	31/05/2023	E111660	$	47.25

UNCONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
19998	Anran Duan	Swim School Consumables	31/05/2023	E111661	$	62.30
19998	Abdel Kader Jamal	First Aid Car Parking - Reimbursement	31/05/2023	E111662	$	16.00
19998	Christer and Madhuri Mathisen	Refund of Dog Registration	31/05/2023	E111663	$	150.00
19998	Glen Gaspar	Refund of Dog Registration	31/05/2023	E111664	$	150.00
19998	Ma Samantha Mena	Refund of Dog Registration	31/05/2023	E111665	$	150.00
19998	Seung Hee Park (Michael Choy)	Refund fees and bond	31/05/2023	E111666	$	147.00
19998	893 Canning Highway Pty Ltd	Refund rates Mt Pleasant	31/05/2023	E111667	$	604.55
19998	Jeffrey Chen	June 2023 Neighbourhood Watch Honorarium	31/05/2023	E111668	$	200.00
19998	Matthew Charlton	June 2023 Neighbourhood Watch Honorarium	31/05/2023	E111669	$	200.00
19998	Souzi Clifford	June 2023 Neighbourhood Watch Honorarium	31/05/2023	E111670	$	375.00
19998	Steve Klyen	June 2023 Neighbourhood Watch Honorarium	31/05/2023	E111671	$	200.00
19998	Jan Pittman	Workshop at AH Bracks Library	31/05/2023	E111672	$	500.00
19998	Brooke Meredith Dunnell	Author Talk at Civic Square Library	31/05/2023	E111673	$	374.00
19998	Charleyoga Pty Ltd ATF Hickey Trust	Activelink AL232 Ute Eckhardt	31/05/2023	E111674	$	294.00
19998	Genesis Health and Fitness - Bull Creek	Activelink AL194 I Morris	31/05/2023	E111675	$	300.00
19998	JADE HAYNES-LOVE	Reconciliation breakfast native bouquets	31/05/2023	E111676	$	489.50
19998	Michael Allen Palmer	Refund fees and bond BA-2022-1713	31/05/2023	E111677	$	171.65
19998	Frank Rauh	Compost Bin Rebate	31/05/2023	E111678	$	50.00
19998	Kenneth jones	Compost Bin Rebate	31/05/2023	E111679	$	50.00
19998	Sabrina Farmer	Reimburse employee expenses	31/05/2023	E111680	$	4.95
19998	Nigel Lilley	Age Friendly Melville Assistance AFM0233	31/05/2023	E111681	$	300.00
19998	Aimee Ryan	Facilitator fee NRW panel	31/05/2023	E111682	$	350.00
19998	Lulkbudia (Alicia) McLean	Speaker fee for NRW panel	31/05/2023	E111683	$	250.00

Cancelled Payme	6	-$	3,118.33
Cheque Payments	1	$	444.42
EFT Payments	779	$	10,155,189.55
Total Payments	786	$	10,152,515.64

UNCONFIRMED

Card Payments for May 2023

Corporate Cards	**Amount**
Chief Executive Officer	8,204.39
Director Environment & Infrastructure	446.27
Total Corporate Cards	**8,650.66**
Purchase Cards	
Project Lead Civil Construction	2,203.64
Civic Facilities Coordinator	15.00
Business Support Administration Coordinator (Urban Planning)	1,191.83
Fleet Coordinator	958.55
Coordinator Customer Relations	119.85
Team Leader Library Systems & Support	6,424.16
Business Support Administration Coordinator (Technical Services)	4,779.41
Coordinator Community Safety Service	2,144.20
Business Support Administration Coordinator (Corporate Service)	1,986.71
Civic Facilities Officer	2,968.29
Neighbourhoods Coordinator	681.91
Civic Facilities Officer	398.10
Manager City Buildings	3,618.61
Head of Governance	844.80
Environmental Education Officer	865.41
Healthy Melville Coordinator	3,575.40
Healthy Melville Supervisor Aquatic Operations	15.00
Creative Lead & Gallery Curator	2,124.23
Natural Areas Supervisor	400.17
Creative Lead & Museums Curator	15.00
Corordinator Rangers & Emergency Management	1,323.04
Collection Development Librarian (Young People)	1,457.58
Cultural Programs Officer (Adult)	75.10
Team Leader Libraries (Civic Square Library)	125.60
Community Development Coordinator - People	1,330.95
Manager Natural Areas & Parks	2,071.67
Business Support Administration Coordinator (Community Development)	2,354.22
Collection Development Librarian	3,800.35
Coordinator Environmental Health	239.60
Business Support Officer Libraries	807.57
Healthy Melville Supervisor - Sales & Promotions	7,115.25
Environmental Officer	97.98
Creative Producer Arts & Cultural Development	2,417.91
Business Support Officer Libraries	2,409.17
Events & Programming	175.42
Events & Programming	15.00
Executive Assistant	17.99
Community Centre Supervisor (Willagee Community Centre)	685.00
Team Leader Libraries (AH Bracks Library)	32.80
Team Leader Libraries (Bull Creek Library)	15.00
Waste Education Officer	338.27
Assistant Team Leader (AH Bracks Library)	45.00
Assistant Team Leader (Civic Square Library)	397.95
Creative Learning Producer	4,581.04
Assistant Team Leader (Willagee Library)	1,495.90
Team Leader Libraries (Willlagee Library)	86.55
Melville SES	1,102.19
Community Centre Supervisor (Blue Gum Community Centre)	319.68
Assistant Team Leader Libraries (Bull Creek Library)	195.97
Community Development Officer - Youth	147.05
Facilities Support Officer	15.00
Creative Learning Producer	1,032.37
Facility Duty Officer	868.37
Total Purchase Cards	**72,522.81**
American Express Card	
Chief Executive Officer	2,958.90
Total American Express Card	**2,958.90**

(Note: American Express Card is used predominantly for expenses for Training, Membership Fees and Travel).

UNCONFIRMED

Payroll Payments made for May 2023		
Pay 23		**10/05/2023**
Westpac Bank		$1,391,342.67
Taxation		$428,112.00
Creditors		$296,703.61
Advances		$0.00
	Total	**$2,116,158.28**
Pay 24		**24/05/2023**
Westpac Bank		$1,363,985.92
Taxation		$416,011.00
Creditors		$298,056.74
Advances		$0.00
	Total	**$2,078,053.66**
Total Pays		**$4,194,211.94**

Direct Payments made for May 2023

Payee	Description	Bank Reference	Payment Amount
Maxxia Pty Ltd	Input tax credits for May	120895563	$ 210.17
EasiSalary	Input tax credits for May	120895671	$ 1,348.26
Western Australian Treasury Corporation	Half yearly payment for Windelya Sports Association	120639091	$ 14,552.78
Richarson Strata Management Services	Quarterly levy	120404413	$ 1,934.50
Australian Taxation Office	2022-2023 FBT return	120276843	$ 7,444.14
		Total	**$ 25,489.85**

UNCONFIRMED

Customer Feedback Policy

Policy Type: Council Policy **Policy Owner: Chief Executive Officer**	**Policy No.: CP- 112** **Last Review Date: June 2020**

Policy Objectives

- Document the City's position in relation to customer feedback
- Outline customers rights to respectfully provide feedback
- Ensure it is easy for customers to provide feedback and that when received by the City it is managed in a respectful, and timely manner that achieves the right balance between transparency and confidentiality
- Enable the data and information received from customer feedback to help improve City policies, processes, products, services, events, facilities and customer service culture
- Enhance community confidence in the City's commitment to continuous improvement.

Policy Scope

The City considers customer feedback to include complaints, compliments and suggestions.

This policy therefore applies to all compliments, complaints and suggestions received from customers.

For the purposes of this policy, the following matters are not classified as customer feedback and are therefore outside the scope of this policy:

- Feedback obtained during stakeholder and community engagement processes
- Queries and requests for specific information
- Requests for a direct service
- Reports of hazards (e.g. fallen trees)
- Disputes concerning neighbours
- The lodging of an appeal or request to review a decision.

DRAFT UNDER REVIEW

Definitions

For the purposes of this policy, the following definitions apply:

Complaint is an expression of dissatisfaction about something over which the City has control

Compliment is an expression of satisfaction relating to a matter over which the City has control

Customer Feedback includes complaints, compliments and suggestions received from customers

Request for Service is defined as a request for the provision of a City service or particular action

Suggestion is an idea submitted with the aim of improving a matter over which the City has control.

Policy Statement

The City acknowledges the right of customers to provide feedback in a respectful manner.

The City's stated vision, as informed by community engagement, is "working together to achieve community wellbeing for today and tomorrow".

The City is committed to delivering great customer service to our customers and actively promotes a culture that respects customer feedback which helps improve outcomes for them as individuals whilst balanced against the need to also achieve acceptable outcomes for the broader community of today and tomorrow.

The effective implementation of this customer feedback policy will result in the City's commitment to continuous improvement of matters over which the City has control being demonstrated and as such, provides an open and transparent avenue for customer feedback.

Feedback may be provided by completing the Feedback Form on the City's website or by email, letter or verbally in person ay any City of Melville service point or over the telephone.

Guiding Principles

The City's handling of customer feedback is based on the City's values and is in line with the standards set by the City's Code's of Conducts for elected members and staff, and Customer Service Charter.

Access

The City is committed to making it easy for customers to provide feedback by ensuring:

- The process to raise customer feedback does not put unnecessary barriers in place
- Assistance is provided to those customers wishing to provide customer feedback, including customers with special needs (including interpreters)

UNCONFIRMED

Accountability

Each staff member at each level within the City is accountable for managing customer feedback in their area of responsibility.

Confidentiality

Personal information collected in relation to customer feedback is confidential and will only be used for the purposes of addressing the feedback and any follow up actions.

Continuous Improvement

The City of Melville will utilise the customer feedback data to identify opportunities to improve current organisational processes and practices including the feedback process.

Customer Focus

The City is committed to respectful, open and transparent communication with its customers and welcomes customer feedback.

Fairness and Objectivity

All customer feedback will be addressed in a respectful, equitable and objective manner.

Mutual Respect

The recognition that a successful customer service interaction requires equally respectful and appreciative contributions from both the customer and the City's representatives.

Responsiveness

Customer feedback received by the City will be acknowledged within two working days. Depending on the nature of the feedback, the City may seek further information from customers prior to providing a final response.

Visibility

The City will ensure that the customer feedback process is well publicised via the City's website and customer service points.

Evaluation

An annual report will be provided to Council that includes a review of the effectiveness of this policy, providing customer feedback performance measures and any improvements undertaken as a result of this data.

UNDRAFT UNCONFIRMED

Other References that may be applicable to this Policy

Legislative Requirements:	
Delegated Authority:	
Plan / Policy / Framework:	Community and Stakeholder Relationship Framework
	Complaints Management Policy
Procedure:	Complaints Management Procedure
	Customer Feedback Management Procedure
Work Instructions / Process Maps:	WI- Registering and Actioning Feedback in Pathway Smart Client
Forms / Supporting Documents (internal):	Guidelines for Empowerment and Service Recovery
	Management of Unreasonable Conduct Guidelines
Supporting Documents (external):	Guidelines on Complaints Handling – Ombudsman Western Australia
	ISO 10002:2018 Quality Management – Customer Satisfaction – Guidelines for Complaints Handling in Organisations

Origin/Authority

Executive Management Team Meeting – Operational Policy	21 October 2014

Reviews

Manager Neighbourhood Development	August 2016
Manager Neighbourhood Development	August 2019
Chief Executive Officer – Recommend change to Council Policy	May 2020

UNDER DRAFT

Complaints Management Policy

Policy Type: Council Policy **Policy Owner: Manager Neighbourhood Development**	**Policy No. CP- 101** **Last Review Date: July 2023**

Policy Objectives

The Elected Members, staff and contractors at the City of Melville are committed to contributing to an efficient, effective, systematic, and consistent approach that strives for continuous improvement in the management of complaints.

Policy Scope

This policy applies to all Elected Members, staff and contractors of the City of Melville that receive or manage customer feedback relating to products and services delivered by or on behalf of the City of Melville.

For the purposes of this policy, the following is not classified as customer feedback and are out of the scope of this policy:

- Feedback obtained during stakeholder and community engagement processes.
- Queries and requests for specific information.
- Requests for a direct service.
- Matters currently being dealt with or have been previously dealt with by a court, tribunal, or external complaints agency.
- Matters that have already been subjected to an Internal review and an outcome has been determined.

Definitions / Abbreviations Used In Policy

Complaint 'Based on the AS/NZS ISO 10002:2014, a complaint is any expression of dissatisfaction made to or about an organization, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required'

.

Feedback: a generic term that includes compliments, complaints, suggestions, and service requests

Request for Service: provision of a City service or some action required to be taken to address a problem or a request for a change to the way a City service is delivered. *For example, a customer at the Aquatic Centre tells a staff member there is not hot water in the shower. This is a request for service and the staff member must rectify the problem. If the problem is not rectified and the customer must repeatedly ask for hot water over several visits the request is likely to escalate to a complaint.*

UNCONFIRMED

Policy Statement

The City recognises that effective complaints management is integral to customer service excellence and values all complaints. We encourage a people-focused and proactive approach to complaints management across the organisation.

The City is committed to the following complaints management principles:

- complaints can be lodged without fear of retribution.
- the confidentiality and privacy of complainants will be protected.
- complaints will be assessed in a fair, objective, and professional manner.
- complaints are resolved in a timely manner.
- ensure the application of natural justice; and
- integrate complaints information into business improvement processes.

This policy acknowledges customers, employees, Elected Members, contractors, and all other parties who deal with the City of Melville have a right to provide feedback about the City's policies, products, and services.

The City of Melville's complaints handling process, guiding principles are based on the **International Customer Service Standard ICSS 2020:2025 - Service perspective 2.2 – the organisation has a formal feedback management mechanism and strategy that empowers staff to resolve customer issues and complaints**

Fairness and Objectivity
The City's handling of customer feedback is based on the City of Melville's values and guiding principles and is in line with the standards set by the Code of Conduct and Customer Service Charter. All feedback will be addressed in an equitable, objective, and unbiased manner.

Confidentiality
Personally identifiable information concerning customer feedback should be available where needed, but only for the purposes of addressing the feedback within the organisation and should be actively protected from disclosure, unless the customer expressly consents to its disclosure.

Data Collection
The City will collect and register data on customer feedback through the City's Customer Relationship Management System (currently Pathway).

Remedies and Resolution of Complaints
The decision or action taken regarding the customer complaint will be communicated to the customer as soon as the decision or action is taken.

The City recognises the various remedial methods that can be used to deal with a complaint:

- A review of the issue.
- Information to the customer as to how the complaint was dealt with, upon conclusion
- A change to the decision.
- A process for conciliation
- Referral to third party for appeals e.g., State Administrative Tribunal, the State Ombudsman's Office.
- Other remedies that are considered appropriate to the circumstances i.e., an apology.

UNCONFIRMED

External Review

Any complainant can seek external review for any complaint about any Elected Member or City staff member from the Ombudsman, Public Sector Commission or Department of Local Government, Sport and Cultural Industries

The level of information provided to the City by these agencies, and that which it can report to others is constrained by the various laws and policies governing those agencies.

Reporting to the Council

Annually, at the first Governance Committee meeting held at least two months after the close of the relevant financial year, the Chief Executive Officer will report to the Committee, in a report intended for review by the Council, to inform the Council on customer service data, trends, issues and improvements as a minimum, while protecting the privacy and confidentiality of all parties, unless a written law requires otherwise.

References that may be applicable to this Policy

Legislative Requirements:	
Procedures, Process Maps, Work Instructions:	Customer Feedback Procedure
Other Plans, Frameworks, Documents Applicable to Policy:	Customer Services Framework Customer Feedback Operational Policy The Australian Standards on Complaints Handling (ISO 10002:2014) **Customer Service Charter** **Customer Service Charter for Our Contractors**

ORIGIN/AUTHORITY		**Item No.**
Ordinary Meeting of Council	20 September 2016	CD16/8087
Reviews		
Ordinary Meeting of Council	15 November 2016	16.1
Ordinary Meeting of Council	**18 July 2023**	**CD23/8158**

UNCONFIRMED

Tennis Strategy Project

City of Melville

25th October 2022

AGENDA

Acknowledgement

"Tennis West acknowledges the Wadjuk people of the Noongar nation, the home of our State Tennis Centre. We are grateful to come together under the azure worl (sky) along the Derbal Yerrigan (Swan River) to work, learn and play. Our tennis moort (family) honours the ongoing cultural and spiritual connection to the boodja (land) and beeliar (waterways) that all First Nations communities hold throughout WA.

Tennis West recognises that the relationship to country will always be significant"

01
Introductions

02
Tennis Strategy Project to date

03
5 x individual club presentations

04
The Future

05
Questions

Applecross Tennis Club
Brenton Scott, Sharon Hicks

Blue Gum Park Tennis Club
Jim Sewell, William Thomas

Bullcreek Tennis Club
Paul Breuer, Andrew Foreman

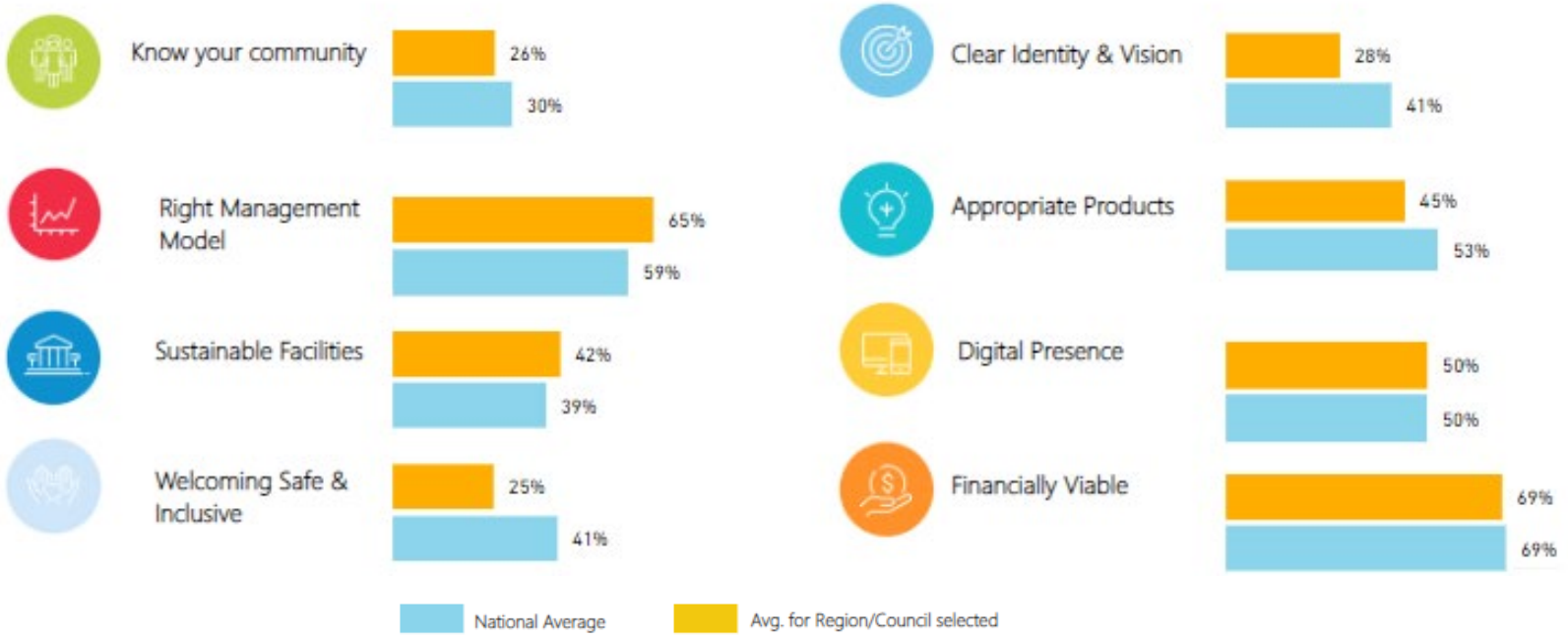
Kardinya Tennis Club
Dale Ewart (online), Braham Stander

Melville- Palmyra Tennis Club
Alex Foster, Mark Rule

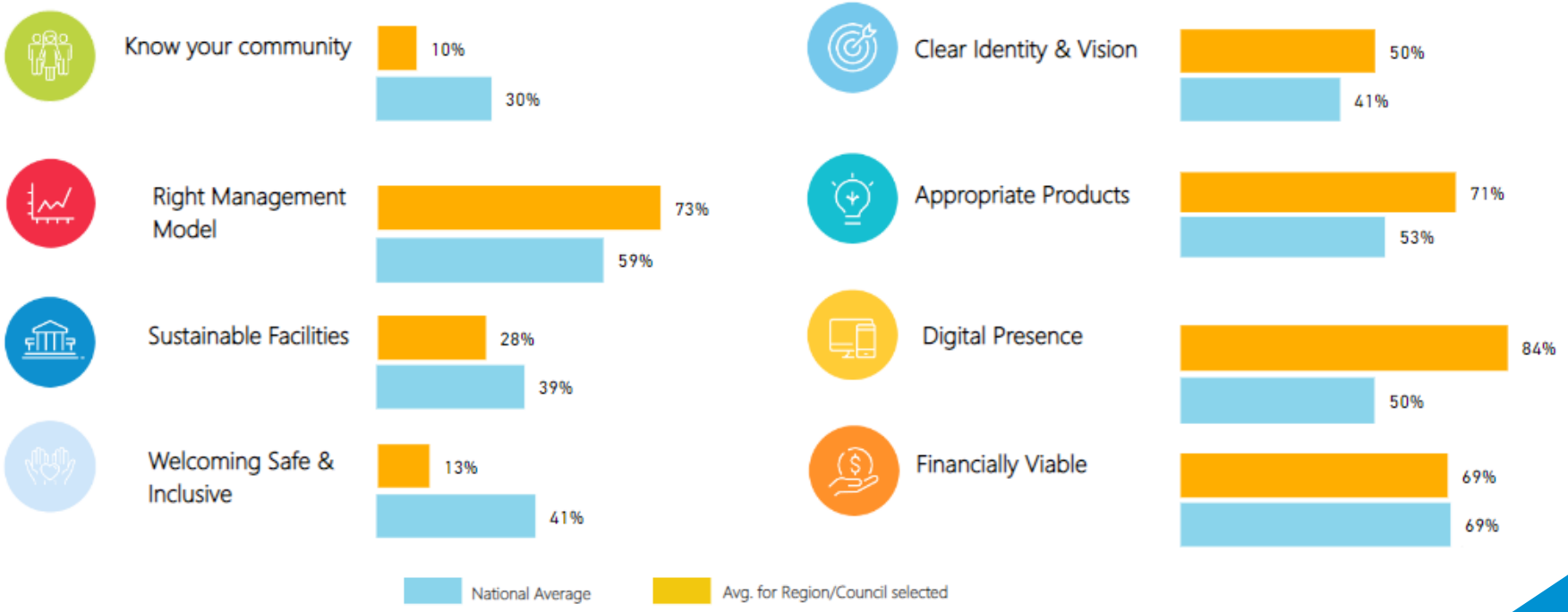
SYNERGIES

City of Melville	Tennis West
Vision:	**Vision:**
Engaging with our diverse community to achieve an inclusive, vibrant and sustainable future.	To build Thriving Tennis Communities in WA
Mission:	**Mission:**
To provide good governance and quality services for the City of Melville community	To drive communities to be active, healthy, sustainable, connected and viable through tennis
Values:	**Values:**
Integrity	Humility
Excellence	Excellence
Caring	Imagination
Participation	Collaboration

TENNIS in WA


Know your community
26%
30%
Right Management Model
65%
59%
Sustainable Facilities
42%
39%
Welcoming Safe & Inclusive
25%
41%
Clear Identity & Vision
28%
41%
Appropriate Products
45%
53%
Digital Presence
50%
50%
Financially Viable
69%
69%
National Average
Avg. for Region/Council selected

CITY OF MELVILLE TENNIS



THE CLUBS

Strengths

Strong participation base – both competitive play and social play

Breathtaking views

Range of court offerings

Highly experienced and dedicated committee

Planning

Lighting to improve revenue generation and offerings

Increase sponsors support encouraging community engagement

APPLECROSS TENNIS CLUB

The Future…

Lighting available making the club even more appealing and usable

Lighting available for home team advantage for competitive play

Strengths

Well established junior club with a variety of offerings

Developed and ever evolving social offering

Long standing and mutually beneficial club coach relationship

Court offerings catering to wide demographic needs in the community

Highly experienced and dedicated committee

Diversified offering at the facility

Planning

Continue to grow membership and court hire

Drive increased female participation

Club modifications requiring streamlined communications with council

BLUE GUM PARK TENNIS CLUB

The Future…

A longer-term lease agreement

Strengths

Membership

Integrated coach with diverse and inclusive coaching programs

Community use

Financially sustainable

Highly experienced and dedicated committee

Planning

Lighting upgrade

Court surface upgrades

Ongoing planning challenges:

Need to hire courts outside the CoM

Over-demand for courts

BULLCREEK TENNIS CLUB

The Future…

Court demand alleviated:

- Satellite venue at Peter Ellis
- Additional courts at Bullcreek

Inclusion and compliance

Strengths

Strong participation base – social, coaching, pennants

Courts frequently fully booked out

Family and community feel

Growing membership base and pennants teams

Planning

Lighting, court resurfacing / rebuild and fence replacement scoped

Grant applications lodged – lighting successful

The Future…

Upgrade courts, fencing and lights

Increased growth in membership and social

Introduce new programs and activities

Strengths

Diversified & unique

Daily competitive and social offerings

Digital capability for easy community access and engagement

Highly experienced and dedicated committee

Planning

Collaboration with City of Melville for a more tailored approach to MSA contributions

Environmental considerations for a sustainable clubroom (minimal impact to current club operations)

Hardcourt surface future proofing

Collaboration with City of Melville for perimeter tree concerns

Melville Sporting Association

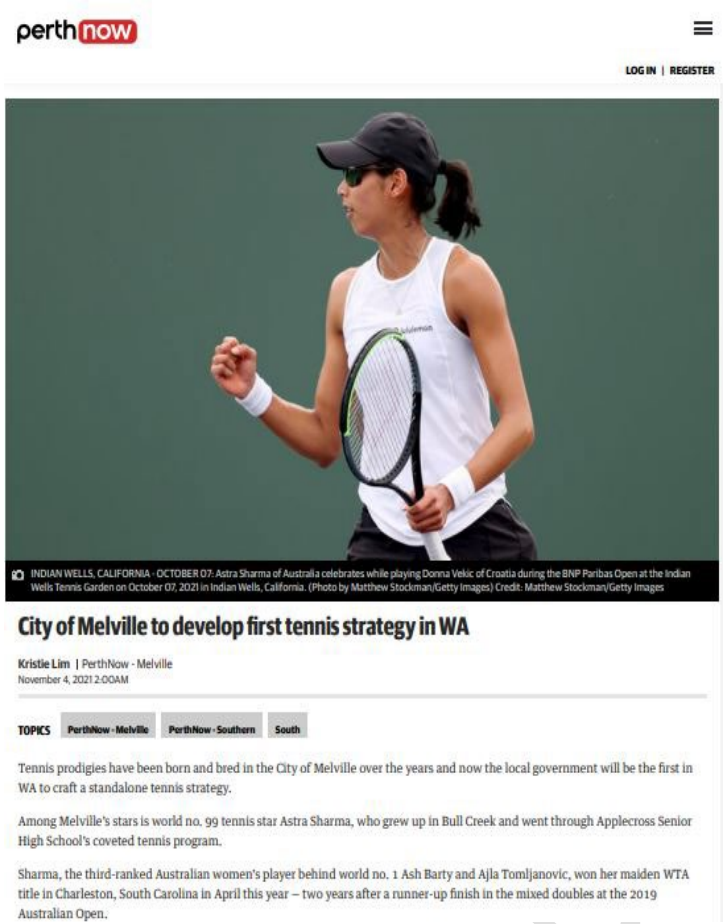
The Future…

Planned upgrades to ensure a welcome, safe and inclusive offering

Schools' engagement

Collaborative progress to Tennis within the community

City of Melville
Tennis Strategy Project



perthnow

LOG IN | REGISTER

INDIAN WELLS, CALIFORNIA - OCTOBER 07: Astra Sharma of Australia celebrates while playing Donna Vekic of Croatia during the BNP Paribas Open at the Indian Wells Tennis Garden on October 07, 2021 in Indian Wells, California. (Photo by Matthew Stockman/Getty Images) Credit: Matthew Stockman/Getty Images

City of Melville to develop first tennis strategy in WA

Kristie Lim | PerthNow - Melville
November 4, 2021 2:00AM

TOPICS PerthNow - Melville PerthNow - Southern South

Tennis prodigies have been born and bred in the City of Melville over the years and now the local government will be the first in WA to craft a standalone tennis strategy.

Among Melville's stars is world no. 99 tennis star Astra Sharma, who grew up in Bull Creek and went through Applecross Senior High School's coveted tennis program.

Sharma, the third-ranked Australian women's player behind world no. 1 Ash Barty and Ajla Tomljanovic, won her maiden WTA title in Charleston, South Carolina in April this year – two years after a runner-up finish in the mixed doubles at the 2019 Australian Open.

"Tennis in Western Australia continues to grow, with a 3.68 per cent increase in members in 2020-21 and increases across school and event-based programs,"

City of Melville
Tennis Strategy Project

"We want to support the long-term sustainability of tennis clubs, facilitate participation in the sport and ensure our tennis facilities meet the needs of our community now and into the future," Melville chief executive Marten Tieleman said.

THE FUTURE

COMMUNICATION	FACILITIES PLAN	FUNDING
Consistent, respectful two way communication	Venue data finalization	Collaborative approach to funding
Quarterly meeting	Review 2023	CSRFF and CNLP - minimum one third of the total estimated project cost
CoM “Tennis Liaison”	School court audits 2023	

QUESTIONS?

CITY OF MELVILLE TENNIS STRATEGY 2022

JUNE 2023 (updated)

Prepared by Otium Planning Group Pty Ltd
www.otiumplanning.com.au

Otium Planning Group Pty Ltd

Head Office:
304/91 Murphy Street
Richmond VIC 3121
ABN: 30 605 962 169
Phone: (03) 9698 7300
Email: info@otiumplanning.com.au
Web: www.otiumplanning.com.au

Local Office:
Unit 9 Gallery Suites
185 High Street
Fremantle WA 6160
Contact: David Lanfear
Phone: 0477 708 891
Email: wa@otiumplannning.com.au

Otium Planning Group has offices in Auckland, Brisbane, Cairns, Christchurch, Melbourne, Perth and Sydney.

Document History				
Document Version	Date	Checked	Distribution	Recipient
1.0	2/03/2022	David Lanfear	CoM	Peter de Lang
2.0	29/03/2022	David Lanfear	CoM	Peter de Lang
3.0	31/03/2022	David Lanfear	CoM	Peter de Lang
4.0 - Final	12/06/2022	David Lanfear	CoM	Peter de Lang
5.0 – Updated following Council deferral & additional engagement	21/06/2023	Peter de Lang & Dave Lanfear	COM	Todd Cahoon & Gail Bowman
© 2020 Otium Planning Group Pty. Ltd. This document may only be used for the purposes for which it was commissioned and in accordance with the terms of engagement for the commission.				

Otium Planning Group acknowledges the Australian Aboriginal, Torres Strait and South Sea Islander peoples of this nation. We acknowledge the traditional custodians of the lands on which our company is located and where we conduct our business. We pay our respects to ancestors and to Elders, past, present and emerging. Otium is committed to national reconciliation and respect for Indigenous peoples' unique cultural and spiritual relationships to the land, waters and seas, and their rich contribution to society.

UNCONFIRMED

OTIUM Planning group
SPORT + LEISURE

Glossary

ABS: Australian Bureau of Statistics

ATC: Applecross Tennis Club

Ausplay: A national scale population tracking survey funded and led by Sport Australia

BAMP: Building Asset Management Plan

BGTC: Blue Gum Tennis Club

BTC: Bullcreek Tennis Club

CBP: Corporate Business Plan

CFG: Community Facility Guidelines

ClubSpark: An online tool to simplify club administration duties produced by TA.

CNLP: Club Night Lights Program

CP: City Policy

CSRFF: Community Sport and Recreation Facilities Fund

CoM: City of Melville (City)

CPTED: Crime Prevention Through Environmental Design

DBCA: Department of Biodiversity, Conservation and Attractions

DLGSC: Department of Local Government, Sport and Cultural Industries

KTC: Kardinya Tennis Club

LAMP: Lighting Asset Management Plan

LED: Light Emitting Diode

LGA: Local Government Authority

LTFP: Long-Term Financial Plan

MPTC: Melville Palmyra Tennis Club

PLAWA: Parks and Leisure Western Australia

POS: Public Open Space

PS: Primary School

SCP: Strategic Community Plan

SHS: Senior High School

SSA: State Sporting Association

TA: Tennis Australia – Peak National Sporting Body

TC: Tennis Club

TW: Tennis West – State Sporting Association

UTR: Universal Tennis Rating

UAT: Universal Access Toilet

UNCONFIRMED

Contents

Executive Summary 1
1. Introduction 3
1.1 Strategy Purpose / Vision 3
1.2 Context 3
2. Influencing Documents and Considerations 4
2.1 City of Melville Strategies and Informing Documents 4
2.2 State Government Strategies and Industry Body Plans 8
2.3 Tennis West Facility Strategic Facilities Plan 9
2.4 Summary Overview: Planning and Strategic Influences 10
3. Demographic analysis 12
4. Current infrastructure Audit and Catchment Analysis 14
4.1 Current Infrastructure, Asset Management and Visual Audit 14
4.2 Catchment Mapping 24
4.3 Programs and Service Provision 24
4.4 Identifying Current and Future Need for Court Infrastructure 29
4.5 Asset Considerations for Future Planning 30
5. Stakeholder and Community Consultation 32
5.1 City of Melville, City of Cockburn Outcomes 32
5.2 Tennis West 33
5.3 Club Consultation Outputs 36
5.4 Additional Tennis Club and Tennis West Consultation 39
5.5 Additional School, Court Management and Coach Consultation 40
5.6 Community Consultation Outputs 40
5.7 Engagement Outputs Overview 42
6. Strategic and Operational Considerations 43
7. Indicative Costings 47
8. Priority Areas, Recommendations & Actions 48

UNCONFIRMED

Executive Summary

Purpose / Vision

The intention of the Tennis Strategy (Strategy) is to provide clear direction for the provision of tennis, and associated infrastructure within the City of Melville (City), ensuring the long-term sustainability for clubs and public tennis infrastructure by delivering and managing resources in an effective and efficient manner.

The strategy is to also be closely aligned to key City of Melville strategic planning documents and frameworks to ensure the strategy recommendations are contributing to wider City of Melville goals and priorities.

Several critical influencing factors are pertinent to the strategy:

- There are a variety of influencing documents produced by the City of Melville (the City), Peak bodies of the sport (Tennis Australia - TA and Tennis West - TW) and State Government. Many have direct relevance to the development of the strategy. More recent guidelines and strategic plans contain aspirational objectives and requirements which require interpretation at the local government level and a clear delineation of roles and responsibilities if they are to be achieved.
- The capability of clubs to manage and enhance current assets varies significantly within the City. Investment is required on an ongoing basis to replace and continually improve facilities to meet contemporary standards. This can often put a strain on volunteer resources and as a minimum support is required to assist clubs in applying for grant assistance, self-supporting loans, commercial opportunities, or other initiatives.
- There has previously been the assumption that the level of tennis infrastructure within the City is excessive and needs to be rationalised. The development of the strategy enables the validity of that assumption to be challenged and the future role of club and public tennis infrastructure to be clarified.
- The emergence of other initiatives currently being developed by TA / TW which is changing the approach to the delivery of tennis and capturing valuable data which can underpin future priorities for investment in tennis infrastructure.

The research confirmed that the current level of provision across the City is high in comparison to neighbouring local government areas. In comparison to industry benchmarking and demand assessments it was also evident that the City provides a comparatively high level of tennis courts and clubs per head of population. The City tennis infrastructure is however filling a gap in the current under-provision of tennis infrastructure immediately to the south of the City (within the City of Cockburn) where there is a deficit of club-based infrastructure. There are facilities to the east and west of the City that provide similar services and potentially overlapping catchments. Nevertheless, the City has experienced growth across all tennis clubs because of a more proactive approach by both TW and the clubs, particularly in the past three years. Each of the clubs provide extensive tennis coaching programs through dedicated trained and qualified coaches.

In assessing the need for additional court provision, a case is not proven, although on an individual basis there could be justification for changing the court surface or increasing court availability. This however would need to be the subject of a detailed business case to prove the need for investment. It is recognised that current court provision in some areas requires immediate upgrade and / or resurfacing. Kardinya Tennis Club and public tennis infrastructure are identified as areas which require immediate investment to maintain a good quality level of service to the local community.

A stakeholder and community engagement process clarified the value of current tennis infrastructure within the City with 836 online responses received, many of those in favour of retaining and developing tennis infrastructure but expressing the need to upgrade tired and aged facilities (including the addition of floodlighting and improving disability access). A common thread was that the sport could be played at all ages and all-year round, providing a valuable social and active participation opportunity to residents. Additional engagement with COM Tennis Clubs and Tennis West also took place in late 2022 to discuss the recommendations in more detail and this updated strategy is reflective of these discussions.

Currently there are three relatively successful clubs in the City (Blue Gum, Bullcreek and Applecross). Kardinya Tennis Club has seen a growing membership, but the court infrastructure is in immediate need of resurfacing and a plan to be put in place to gradually upgrade associated infrastructure. Melville Palmyra is seeking to diversify its revenue streams and has recently installed Padel courts which has introduced another potential income stream and potentially opened up the facility to a different market while enhancing the clubs long term viability.

UNCONFIRMED

All of the clubs have adopted or are in the process of adopting the TA / TW ClubSpark program which establishes sound business practices and provides benchmarking information related to governance, strategic planning, performance and participation. The gradual implementation of the ClubSpark program will enhance each club's business planning processes against which the City can measure performance relative to investment / commitment made in providing each club with a lease / license. Initiatives such as book-a-court will also assist in generating additional income from social / casual use of the courts. This needs to be tied into an appropriate charging policy which reflects the true value of maintain the court asset and investing in club activities. Tying this to an annual review and reporting process will assist in improving relationships and communication across clubs and through TW with the City. This can also assist in ensuring on an ongoing basis that the most appropriate management solutions for each club are in place which provide surety that the responsibilities for upgrading and managing investment in improving current court infrastructure is protected.

In respect of other tennis infrastructure, it is evident that hit-up walls provide a multi-functional use and are key to providing opportunities to experience or practice the sport while also providing opportunities for casual participation in other sports (i.e. cricket, football, basketball, netball etc.). Isolated tennis courts provide a valuable asset for casual use, but it is not evident currently whether the usage is high. Most of this infrastructure would be best re-aligned to multi-functional use when they reach the end of their useful life.

Section 8 on page 39 captures all the research and outcomes from the consultation process in providing 20 recommendations related to future planning, roles, and responsibilities. The strategy does not have a budget commitment aligned to the recommendations but is reliant on developing more effective relationships and partnerships between the clubs, TW, and the City. The ongoing viability of infrastructure is focussed primarily on generating a suitable income level to sustain the current infrastructure and ensuring that the appropriate management model is in place to guarantee this provision. Critical to all of this is the continuation of effective business planning processes which are underpinned by increasing general community access / use, an annual reporting / review process; open dialogue on priorities for investment and the development of a clear business case if investment is to be sought for facility development / enhancements through the City and / or other grant funding organisations.

UNCONFIRMED

1. Introduction

1.1 Strategy Purpose / Vision

The intention of the Tennis Strategy (Strategy) is to provide clear direction for the provision of tennis, and associated infrastructure in line with community needs within the City of Melville (City), ensuring the long-term sustainability for clubs and public tennis infrastructure by delivering and managing resources in an effective and efficient manner.

The strategy is to also be closely aligned to key City of Melville strategic planning documents and frameworks to ensure the strategy recommendations are contributing to wider City of Melville goals and priorities.

1.2 Context

The City has five tennis clubs within its boundaries, with varying participation rates, condition and facility offerings and programs. The clubs, listed below are an integral part of the development of the Strategy:

- Blue Gum Park Tennis Club (Identified as a Tennis West Regional Centre);
- Applecross Tennis Club;
- Bullcreek Tennis Club;
- Kardinya Tennis Club; and
- Melville Palmyra Tennis Club.

In addition to the club facilities, the City has several other public tennis courts which provides a level of service to the wider community. These include:

- Bridgewater Tennis Courts, Applecross
- Mandala Tennis Courts, Bateman
- Point Walter, Bicton
- Peter Ellis Park, Leeming

The detailed methodology for the project is outlined in Figure 1 below:

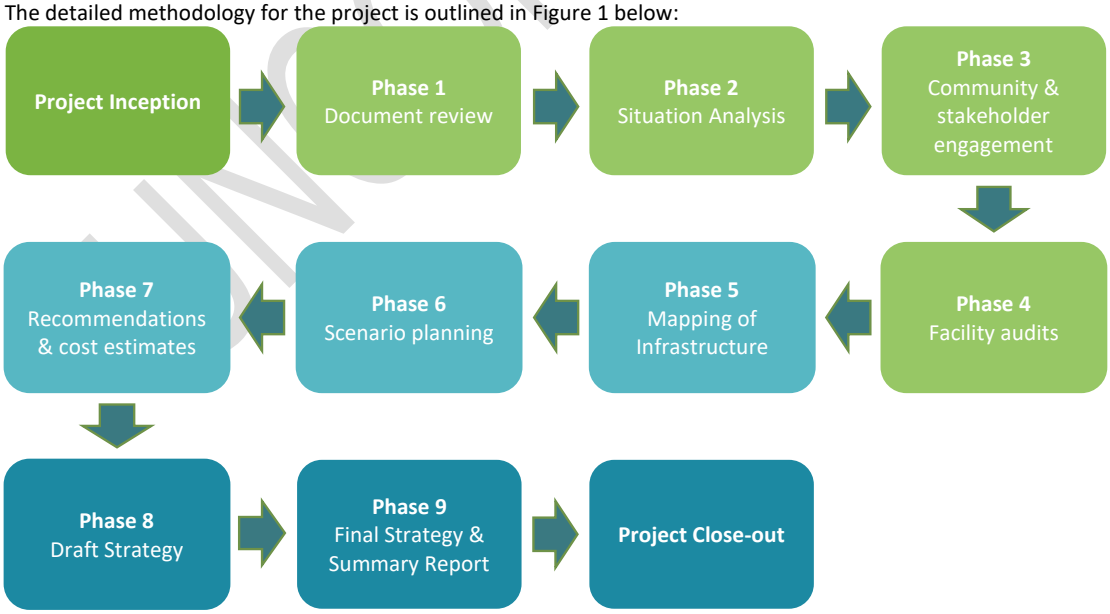


Figure 1: Methodology for the development of the City of Melville Tennis Strategy

The report is structured in accordance with the outputs from the methodology.

UNCONFIRMED

2. Influencing Documents and Considerations

This section identifies the critical considerations identified through a review of relevant documents produced by the City, State Government, Tennis West (State Sporting Association – SSA) and Tennis Australia (Peak Body). In particular the review focussed on the strategic context and guidance for the development of tennis infrastructure within the City of Melville. This section references the key implications for both the provision of tennis infrastructure within the City and the implications for the growth and development of individual clubs.

2.1 City of Melville Strategies and Informing Documents

The most critical documentation under which the City of Melville sets the future direction is the Integrated Planning and Reporting Framework which consists of:

- Strategic Community Plan (SCP) 2020-2030 – City of Melville.
- Corporate Business Plan (CBP) 2020-2024 - City of Melville
- City of Melville Long-Term Financial Plan (LTFP) 2013/14 to 2022/23.

The SCP is the long-term overarching document that sets out the community's vision and aspirations along with key strategies and actions that will guide its delivery. The document references a range of objectives and associated mechanisms for delivering against these. The most critical to the development of tennis infrastructure is the commitment to the following:

- The City will need to provide high quality, well-designed, safe, and accessible tennis facilities that will meet the current and future needs or the community.
- The condition of assets is assessed through technical assessments and also from a user perspective.
- Available financial resources which are planned for in the 10 Year Long Term Financial Plan and guides the annual budget.

The CBP aligns with the SCP and specifically references investment in community facilities to ensure they can meet the principles of being fit-for-purpose and capable of providing opportunities for all to live a healthy lifestyle; address ongoing environmental and operational sustainability through appropriately planned and managed facilities; and provide an opportunity to attract investment and spend (as far as practicable).

The LTFP does not currently commit significant resources to the upgrade, improvement, resurfacing and /or replacement of tennis infrastructure except for ongoing asset management commitments.

City of Melville Vision and Mission

UNCONFIRMED

Our Mission

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

The City of Melville Corporate Business Plan 2020-2024 identified 6 key priority areas of focus for the City:

Our Key Priorities 2020-2024

The following six key priority areas of focus have been identified as critical in achieving community aspirations.

Priority 1
Ensure the improvement and sustainability of our environment.

Priority 2
Improve the approach for diverse and sustainable urban development and infrastructure.

Priority 3
Empower the voices of our diverse community by strengthening engagement.

Priority 4
Support healthy lifestyles and wellbeing.

Priority 5
Ensure long term financial sustainability.

Priority 6
Encourage local economic development.

Key priority 4, 'Support healthy lifestyles and wellbeing' is most closely related to the COM Tennis Strategy. Within this priority area, key strategies have been identified to address the priority as per the infographic below. The development and implementation of the COM tennis strategy can directly support strategies 1 and 3 below.

Other key City of Melville documents are highlighted in Table 1 below and their relevance to the Tennis Strategy referenced.

Table 1: City of Melville Strategies Documents and Plans

Document	Takeaways
Healthy Melville Plan 2019 – 2023 – City of Melville	The Plan is in response to the WA Public Health Act 2016 and establishes an integrated health and wellbeing process that fits into the City's corporate planning framework under the Local Government Act 1995. The Plan identifies 5 goals being: As with other community facilities tennis infrastructure needs to be designed in accordance with designing out crime (CPTED) and access / inclusion principles. Each club

Document	Takeaways
and Policy No. CP-028: Physical Activity Policy (December 2019)	/ facility should provide a range of programs that supports community wellbeing and provides healthy active choices. The policy supports the plan to increase opportunities for physical activity; leading to the improved health and wellbeing of the community.
Building Asset Management Plan (BAMP) 2013 – 2032 – City of Melville (2018 reviewed)	The BAMP refers to the City's building portfolio which it owns and maintains and aligns to the LTFP. The document specifically references key elements of infrastructure asset management including taking a lifecycle approach to capital build, managing risks with asset failures, and securing long term sustainability / viability. Of the City's 192 buildings, 46 are identified as recreation buildings. Kardinya Community Centre / Morris Buzzacott Reserve is identified as a future community hub as is Blue Gum Community Centre. Rationalisation of infrastructure provides the opportunity to increase efficiency.
Lighting Asset Management Plan (LAMP) 2013-2032 – City of Melville (2013)	As of June 2012, Sports Floodlighting accounted for 221 lights at an estimated replacement value of $4,917,250 ($22,250 per unit) with an annual maintenance cost of $80,000 and renewal cost of $40,000. In future consideration should be given to installing LED lighting systems in accordance with Australian Standards for tennis at public venues where appropriate and clubs encouraged and supported to seek funding through the CNLP / CSRFF. The City may contribute to initial LED lighting upgrade projects. This will help to address the objectives of the SCP and CBP including environmental benefits (such as less light spill), and operational sustainability.
Active Reserve Infrastructure Strategy – City of Melville (2020)	The plan identified the need to review current tennis infrastructure and indicated significant over provision of tennis courts. A key recommendation was to continue to invest in developing multi-functional shared facilities which service the needs of a number of community groups and maximise the return on limited resources (in accordance with Policy CP-037 below). A focus was also on providing equality of access and regularly reviewing leased and licensed facilities. The strategy outlined several principals and recommendations for public space (tennis courts) including the need for additional of Universal Access Toilets (UAT), resurfacing and lighting.
Policy No. CP-008: Financial Sustainability – Forward Financial Planning and Funding Allocation (June 2018)	This Policy outlines the City's Funding Allocation Prioritisation Methodology and covers all City of Melville budget funded operations. The intent is to manage financial performance and sustainability through well planned long-term service and infrastructure levels and standards which can be met without undue reliance on a limited number of revenue streams, variable revenue sources, large variations in rate increases and unplanned cuts to services. Maintenance obligations of existing assets are to consider maximising their useful life and ensure they remain fit for purpose.
Policy No. CP-037: Neighbourhood Development - Community Hub Policy (December 2019)	Seeks to ensure a consistent approach to Neighbourhood Development to gain the greatest community benefit. Facilities where possible are to be consolidated into community hubs to increase efficiency, enhance place activation, and provide a financially sustainable community asset. Economic and operational sustainability is to be a key factor in respect to future investment decision-making.
Policy No. CP-010: Self Supporting Loans (June 2018)	This applies to all community groups that are interested or have taken out a self-supporting loan with the City and who occupy City owned or vested land. The loans may be provided for capital improvements and are to be less than or equal to half the life of the capital works. The funding option offers a mechanism to provide infrastructure that may not necessarily be within the remit and financial obligation of the City.
Policy No. CP-030: Environmental Policy (June 2018)	The policy states a commitment to incorporating the principles of ecologically sustainable development within its decision-making process. This will impact on the potential future development of courts and buildings.
Policy No. CP-103: Improving Public Spaces Policy	It provides a clear strategic direction and inform future decision-making on the best ways to improve public spaces in the City. Key objectives include delivering value for money and improving accessibility / fitness for purpose.

UNCONFIRMED

Document	Takeaways
Policy No. CP-102: Urban Forest and Green Space Policy (March 2020)	The Policy seeks to protect and enhance its diverse urban ecosystem is committed to no net loss of plant cover within the municipality and to locally targeted increases in tree canopy and understorey cover where it is deficient.
CoM Standard Management Licence and State Land (2019) and CoM Standard Lease Freehold Land and State Land (2019)	For both City and state land the licenses aim to encourage the defined facility to be used as fully as possible. Explicit maintenance obligations are listed in the lease agreements. As part of the development of the strategy it will be important to review the terms of these agreements, with a focus on court infrastructure generating sufficient income (in additional to memberships and some income from social activities) to fund resurfacing / upgrades - whether by clubs or the City. This may necessitate a review of current management arrangements and a different approach to the charging policy of clubs for the use of courts by members, coaches, and the general public.
Disability Access and Inclusion Plan 2017-2022 (2017)	The outcomes of the Strategy will need to ensure that equitable access to buildings and facilities, its services, and events (noting that these may be run by each club) is provided at each tennis facility. Any significant change in each facility will need to be designed in accordance with access/inclusion principles, seeking to go beyond basic compliance requirements.
City of Melville Minimum Change Room Building Standards (2015)	The document references facility guidelines produced by the AFL (2012 and 2015) and Cricket Australia (2015). The general approach of the City is to adhere to basic principles to provide changerooms that meet contemporary standards for gender diverse provision, safety, size, and accessibility.

2.2 State Government Strategies and Industry Body Plans

The State Government has produced a variety of documentation across departments which have direct relevance to the provision of Public Open Space (POS) and community facilities. A summary of the relevant documentation is provided in Table 2 below:

Table 2: Relevant State Government Strategies and State Sporting Association (SSA) Publications

Document	Takeaways
State Planning Strategy 2050 – Western Australian Planning Commission	The State Government has a stated intention to ensure sufficient land is available to enable liveable, inclusive, and diverse communities to grow and develop. Social infrastructure, including sport and recreation facilities are integral to this. The financing of social infrastructure, in particular the 'soft' elements, will require innovative and creative approaches and partnerships. This also needs to take into account the revenue gap that is created from social infrastructure and the cost of providing and maintaining the infrastructure (i.e. subsidy of programming and the management / maintenance of the assets).
State Sporting Infrastructure Plan Review – Department of Local Government, Sport and Cultural Industries (DLGSC 2019)	While specifically focused on the provision of State, National and International level sporting competition, the document takes a significantly different approach to funding infrastructure in recognising the facility aspirations of each SSA, while focusing on an outcome-based approach to secure future investment. Critical issues are accessibility, security of tenure, resource capability and ongoing operational, maintenance and funding requirements. Future development opportunities are identified as integrated cultural hubs where integrated activities that provide both efficient use of shared facilities and offer a wider variety of cultural and entertainment offerings should be considered.
Strategic Directions: 2020 – 2023 (DLGSC 2020)	The document provides vision and direction for Western Australia's Sport and Recreation Industry. DLGSC seek to improve capability and outcomes across the local government, sport and recreation and culture and arts sectors. The document seeks to clarify the

UNCONFIRMED

Document	Takeaways
	potential benefits of engagement in sport and recreational opportunities in promoting and enhancing the benefits of cultural diversity and social inclusion
Western Australia Guidelines for Community Infrastructure – PLAWA (2020) and PLAWA Community Facility Guidelines Report - Data Review (2020)	The Community Facility Guidelines (CFG) provides a high-level view of potential facility requirements for sport. It provides some guidance and is just one assessment tool used in strategic planning for sporting infrastructure. The documents reference tennis infrastructure and tests the appropriate level of court infrastructure required to service a given population. The document suggests there is insufficient evidence to suggest a deficit in tennis court provision across metropolitan Perth, largely due to the number of accessible tennis clubs and facilities mapped. This however does not consider local circumstances. Club facilities rather than stand-alone public facilities are encouraged due to the capability to manage and drive participation and developmental opportunities. Hard courts are advocated as the preferred surface due to their environmental sustainability and ongoing financial viability.
Additional SSA and Peak Body Facility Guidelines	These documents provide design standards across a range of sports which provide a guideline to be adopted when clubs / local governments are spatially planning a site and include: • Tennis 2020: Facility Development and Management Framework for Australian Tennis –Tennis Australia (2011). • National Tennis Facility Planning and Development Guide – Tennis Australia (2013). The framework can be used by all stakeholders to guide long term planning and infrastructure development decisions within a region. • Tennis Venue Management Models – Tennis Australia (2014). This document explores some of the alternative management models that clubs / Local Government Authorities (LGA's) could consider implementing should the traditional club run and states in many cases the volunteer management model is not working. • Tennis Infrastructure Planning – Tennis Australia (2018): The guide provides industry planning and design considerations to support landowners, venue managers, clubs, coaches, and design specialists to plan and deliver more sustainable tennis venues across Australia. It incorporates court and clubhouse design components which are to be incorporated in any existing or future tennis facility development to inform this strategy. • ANZ Tennis Hot Shots Court Development Guide – Tennis Australia (date unknown) which provides guidance on facilities to support junior court development programmes. Each document provides guiding principles including: • Establishing the strategic need, facility demand and participation growth opportunities prior to investment. • Accessibility and inclusion and catering for multiple formats of the sport which has been carried forward in contemporary TW planning referenced later in the strategy. • Maximising utilisation and improved programming. • Best practice technical and design standards for courts and buildings.

NOT CONFIRMED

2.3 Tennis West Facility Strategic Facilities Plan

The most recent strategic facility publication of Tennis West was published in 2018 and is entitled 'A roadmap for the future of tennis facilities – 2018 and beyond. It is specifically referenced as it is focussed on affiliated clubs but does not capture the full extent of the sports development base. It is also reliant on an audit process which is not fully reflective of the ongoing facility needs of the clubs based within the City of Melville. As a result, while it is an adopted document of the SSA, it has limited value to the development of tennis infrastructure throughout the City. A number of factors are however required to be noted:

- Reference to recommended court to member ratio is alluded to being 1:30 and there is a court to resident ratio suggested of 1:2,000. This doesn't take into account likely provision and the member to court ratio has been challenged on a number of occasions. This standard may not be realistic and should not be advocated.
- Demand for tennis in growth corridors indicates, based on the above guidelines, the City of Melville has an over provision at 1:18. In practical terms this under-sells the value of each club in an area where there is a unique level of provision and demand, and it also does not correlate to the court demand at either 1:1,500 or 1:2,000.
- There is no reference point in the document to the rationale for the above standards and they therefore should only be used as a benchmark / guide against which the full extent of court provision is assessed. It is understood Tennis West is currently in the process of reviewing the guidelines and working with clubs to develop zonal and site-specific requirements. Through this process all referenced documents are now subject to review and the hierarchy is not related to current work ongoing.
- The message conveyed in the strategy indicates there is too much provision and a need to rationalise, while clubs are aspiring to grow and / or potentially diversify revenue streams. There is no reflection of quality of facilities, utilisation of satellite sites, extension to court infrastructure, replacement of current infrastructure, resurfacing of courts, diversifying income capability / business models.
- Many recommendations are not consistent with the priorities of local governments and do not align to areas of growth.
- There is limited recognition of non-affiliated use and the value they bring to the development of the sport.
- One recommendation which has direct implications for the City of Melville is Recommendation 1.13 - Partner and provide advice to the City of Melville on current plans to develop multi-purpose community facilities that provide opportunities for tennis. The strategy should ensure an appropriate level of provision that supports the development and growth of tennis is available within the City.
- The strategy does advocate for better venue management and partnering. There is an aspiration to provide a professional management model with capacity to deliver a full range of on and off-court surfaces. These statements require a clear understanding of the management options available, and the implications of different lease / licence / controls exercised on individual clubs.
- The strategy references a strong case for dedicated Hot Shot (junior tennis) courts across the state. This however doesn't recognise that many clubs operate Hot Shot opportunities without the need for a dedicated surface as they can be delivered on existing full-size courts.

On the basis of the above, the strategic plan is used as an informing document, but care has to be taken in the use and interpretation of components which are inconsistent with the current strategic priorities of the City, Clubs and SSA.

2.4 Summary Overview: Planning and Strategic Influences

A review of the plans identifies a number of common threads which can be summarised as:

- The strategic documents vary in content from being explicit in identifying sites for development, whilst others are generic in providing advice and guidance.
- The Plans in respect of the sport lack the ability to implement and deliver and are heavily reliant on developing close relationships with local governments in order to achieve the desired outputs.
- The more recent Guidelines and Strategic Plans have a number of aspirational objectives and requirements which require interpretation at the local government level. These need to recognise available resources and the fact that all are competing for limited available finances. To implement these strategies, they need to be linked to other available funding (i.e. the Community Sport and Recreation Facilities Fund – CSRFF) to supplement club and local government investment and to meet additional funding body requirements.
- The Tennis West facility strategy has been developed with little reference to current programmes and initiatives being supported through local government including multi-functional use, ground sharing (referenced but largely limited to netball), co-location and other compatible uses.
- The Department of Education is highlighted as being a significant partner in delivering the facility development outcomes identified in many Strategic Facility Plans. Tennis courts within school sites have the potential to enhance community social / casual use but have limited capability for club development.

UNCONFIRMED

- Regarding management options, guidance is limited. Where guidance is given reference is made to quasi-commercial models which include part-time administrator, fulltime management, hybrid professional operator with club oversight and full commercial operator via a lease. Each one comes with benefits and risks. In each instance a business review would be required to determine the most suitable and sustainable arrangements having regard to likely income generation.
- There are a number of other matters relating to facility hierarchy, priorities for investment and book-a-court (in local governments gaining access to this data and also the potential for local govts to be in a position to install it on public courts) which are currently evolving to support clubs' future growth

UNCONFIRMED

3. Demographic analysis

The demographic analysis outlines the key data for the City, which has been obtained using the Australian Bureau of Statistics (ABS) 2016 Census and forecast.id (City of Melville). The City had an estimated population of 109,198 in 2021 and is forecast to grow to 126,754 by 2036, an increase of 24,365 persons (23.80% growth), at an average annual change of 1.07%.

The City's population growth is expected to be primarily in Applecross, Ardross, Booragoon, Murdoch and Willagee largely due to the densification of suburbs (as a result of zoning changes).

The City's population structure in five-year age groups from 2016-2036 identifies an increase in population for all age groups with an average increase of 5.55% across all age groups. Between 2016 and 2026, the age structure forecasts for the City indicate a 32.9% increase in population under working age, a 79.2% increase in population of retirement age, and a 32.1% increase in population of working age. In 2016, the dominant age group for persons in the City was the 20 to 24 range, which accounted for 7.09% of the total persons, and will continue to be the predominant age group to 2036, closely followed by the 45 to 49 age group. The projected population profile to 2036 is identified in Figure 2 below.

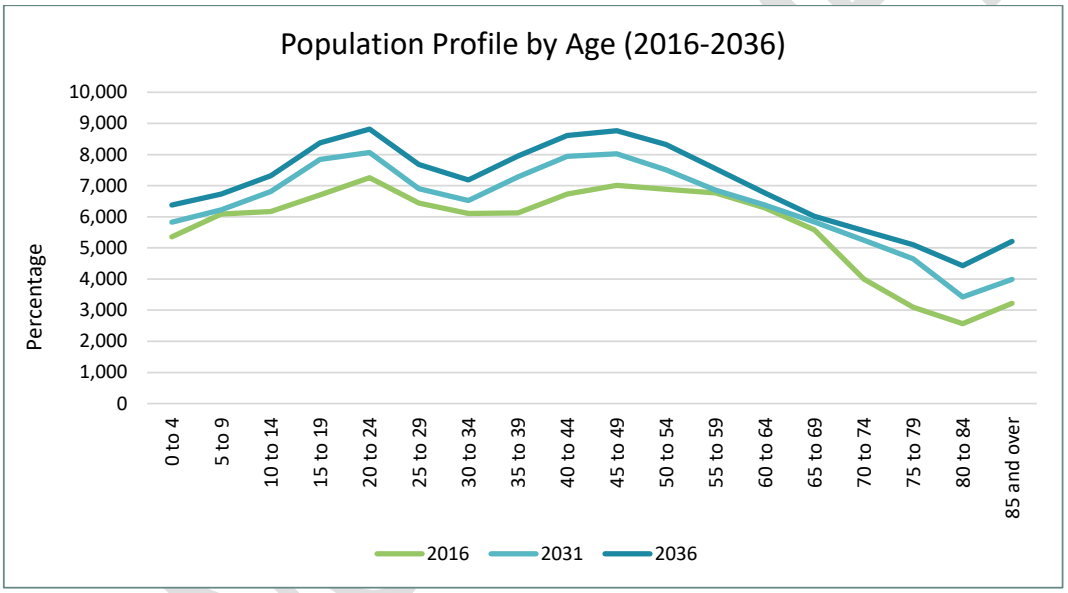


Figure 2: Population Age Profile 2016 to 2036

While the population is also showing an increase in those over 65, this age demographic is growing at a slower pace than the children, young adults, and young family age range. Such a profile is indicative of a need for family-based and club-based infrastructure, which services both child development and family support. The City has a similar growth profile throughout the twenty-year timeline and expects a small increase in development opportunities (most likely high density living) which suggests that people are ageing in place. Tennis infrastructure which provides developmental opportunities (extensive coaching and developmental programs) across all ages is indicative of facility infrastructure which is likely to be of high demand. With a growing ageing demographic, it is also likely to be in demand by those seniors who remain physically active but wish to pursue non-contact and social sporting opportunities.

The typical profile of tennis players varies from those who are actively involved for social tennis and casual play (supported throughout the life stages); those that play club pennants (young to later ages); through a competitive circuit structure (children through to youths, tapering with age) and coaching (which principally has a larger younger age profile with smaller levels of adult specific coaching). In areas where the demand for tennis is strong, there are generally a high demand for supporting coaching activities across all ages. The ability to pay and willingness to pay is an important consideration.

One of the key areas which need to be considered is the distribution of the population by income quartiles within the City. In comparison to Western Australia there was a higher proportion of persons in the highest income quartile and a

similar proportion in the lowest income quartile (generally reflective of children in higher education, carers, and those in lower paid service industry positions etc.). Specifically, the 'highest' income quartile was the largest group in 2016, comprising 29% of people aged 15 and over indicating across the City potentially higher levels of disposable income and ability to invest in community-based sporting activities. This also highlights a potential greater ability to invest in higher membership / coaching costs.

The current tennis infrastructure principally services the following suburbs:

- Blue Gum Park Tennis Club: Principally servicing the residents of **Booragoon** and adjacent suburbs of Alfred Cove, Myaree, **Ardross**, Bateman, Winthrop and Mt Pleasant, Brentwood
- Applecross Tennis Club: Principally servicing the residents of **Applecross** and adjacent suburbs of Attadale, Alfred Cove, Myaree, **Booragoon**, **Ardross** and Mt Pleasant, Brentwood
- Bullcreek Tennis Club: Principally servicing the residents of Bull Creek, and adjacent suburbs of Leeming, **Murdoch** and Mt Pleasant, Brentwood. The club also draw a number of members from the adjacent Rossmoyne and Willetton suburbs from within the City of Canning to the east.
- Kardinya Tennis Club: Principally servicing the residents of Kardinya and adjacent suburbs of **Murdoch**, and **Willagee**. The club also services the northern area of the City of Cockburn and City of Fremantle to the west.
- Melville Palmyra Tennis Club: Principally servicing the residents of Melville suburb and the adjacent suburbs of Bicton, Attadale, Alfred Cove, Myaree, **Willagee** and Palmyra. The club would also incorporate a catchment from at Fremantle / East Fremantle.
- The public court infrastructure, more particularly referenced under Section 4 below services includes:
    - Point Walter tennis courts (servicing Bicton and Attadale)
    - Mandala tennis courts (centrally located servicing Bateman and parts of Bull Creek, **Booragoon**, Winthrop, **Murdoch**, Mt Pleasant and Brentwood)
    - Bridgewater tennis courts, Jack Howson Reserve (servicing **Applecross** and **Ardross**)
    - Peter Ellis Park Tennis Courts (servicing Leeming and south Bull Creek)

While the average annual growth of the City of Melville is estimated at 1.1% between 2016 and 2036, those suburbs which are likely to experience growth at or in excess of 1.9% are highlighted in bold. The most significant growth over that period is to be in Applecross (4,443), Booragoon (3,309), Murdoch (3,904), Willagee (3,260) and Ardross (2,005). Growth in other suburbs is predicted to be under 1,600 over the 20-year period.

The catchment implications for each club facility will be assessed further in the following section related to the catchment of each club / associated tennis infrastructure.

UNCONFIRMED

4. Current infrastructure Audit and Catchment Analysis

The City provides a range of tennis infrastructure. A visual review of the facilities was undertaken together with documentary information related to specific asset inspections and reports. This was supported by a catchment analysis of current provision.

4.1 Current Infrastructure, Asset Management and Visual Audit

The City has undertaken a condition assessment of selected club tennis facilities to assist in developing a detailed three-year capital works plan and document works that may need to be delivered over a longer ten-year timeframe. Each report provides the following:

- A three-year capital works plan.
- Immediate maintenance works.
- Any urgent building safety or compliance issues.
- Observations that may affect the future planning of this facility.

The asset assessment considers the potential lifecycle implications but not functionality. Table 3 below highlights the key points and implications in relation to the asset and functionality.

Table 3: Current facilities within the City of Melville

Facility	Courts	Floodlights	Asset Management Report	Visual Audit	Implications
Applecross Tennis Club (Community Hub Venue – TA current tiering)	10 grass, 2 synthetic and 2 acrylic courts	0	The building is generally in moderate condition. A few minor actions are required soon, with renewal activities such as repainting, ceiling replacement and the management of asbestos. The internal of the facility is in	The tennis club is located immediately to the north of the Strand and to the east of Jeff Joseph Reserve comprising of 10 grass courts in a northwest to southeast orientation, 2 recently developed synthetic courts in a similar orientation and an additional two hard courts orientated in a southwest to northeast direction adjacent to a dual use path between the club and foreshore. The courts do not benefit from floodlighting. There is 2m chain link fencing around all the court areas with car parking permitted on the verge fronting the courts and clubhouse. There is no internal car parking within the site but there are two bitumen disability bays and one bitumen service bay adjacent to the clubhouse entry. The clubhouse building is centrally located with six grass courts to the east and four to the west. It presents a good viewing position across all the court areas	The critical consideration is the maintenance of 10 grass courts and the lack of floodlighting available to the four hard court facilities which limit the hours of use and, in particular, potential additional social use during summer / winter.

UNCONFIRMED

Facility	Courts	Floodlights	Asset Management Report	Visual Audit	Implications
			moderate condition and considered adequate for the number of staff and visitors. - WSP (2018)	being glazed on all sides. Internally the clubhouse building while ageing is in a reasonable condition and fully functional with: • Toilets and changing facility adjacent to the main entry point off The Strand. While the toilet facilities are small, they are adequate and clean. • Central function area, which is open and provides a good, unencumbered space (with memorabilia placed high on the walls). • Kitchen area and store. • Bar to the north of the facility adjacent to the covered outdoor patio area. • A number of storage units placed around the function area which are likely to be used for player equipment. The external patio area to the north of the clubhouse was being developed at the time of the visit but provided a good hard standing area for BBQs with shade and side walls to protect from strong winds and rain. The extended patio area is now understood to include a synthetic grassed area under a shade sail and surrounding limestone wall. The hard courts and synthetic courts are in good order having just been constructed. The grass court infrastructure was under repair in some areas but appeared to provide a good surface albeit the central two courts of the northern six court block was not playable. It is understood that this surface had been restored to grass having previously been a synthetic surface up until August 2020 (when work commenced on re-aligning the grass to hard courts following a federal government grant). Overall, while the facility is an ageing building it is evident that the club have invested significant resources in improving the social aspects and its functionality for users. While the entry to the clubhouse is understated due to the design, the enhancements made to the rear fronting the foreshore have contributed positively to the ambience. These improvements are likely to have contributed to the recent growth in membership.	
Blue Gum Park Tennis Club (Full-Service Community	10 grass, 8 acrylic, 4 synthetic	12	Recreation Centre: The building is generally in good condition, well maintained and	The tennis club is located to the south of Blue Gum Reserve being relatively hidden from the adjacent road network. Access is obtained either off Roundtree Road which runs to the west of the club or Moolyeen Road which runs to the east of the club grounds. The car parking services the adjacent Community Centre and Squashworld Brentwood which forms part of the	The main issue for the club relates to the limitations of the building position and design which is centred

UNCONFIRMED

Facility	Courts	Floodlights	Asset Management Report	Visual Audit	Implications
Venue – TA current tiering)			tidy. A few minor actions are required soon, with renewal activities such as repainting and ceiling replacement designated for 2022. The internal of the facility is in good condition and considered adequate for the number of staff and visitors. - WSP (2018). Court Administration: The building appears to be in good condition for its age and compliant with statutory requirements. The building has not been designed for disabled access. However, it is not a statutory requirement to be compliant with such modern requirements in a building of this age. – Tallis (2021)	contiguous complex of community buildings on site. Brentwood Primary School lies immediately to the south Court facilities consist of 10 grass courts which were under maintenance at the time of the visit and four synthetic courts plus 8 hard courts. All courts looked to be of a good quality and well maintained. All the hard-court areas have floodlighting. All court areas are surrounded by chain link fencing at various heights. The community centre was not inspected. The squash courts are located adjacent to the tennis club entry and provide a dedicated retail area for the benefit of both clubs together with a small kiosk / seating area with a view over the indoor squash courts and outdoor tennis courts. The squash courts and area while dated is in good condition and clean / well maintained. The tennis clubhouse building is of a similar age with a large raised outdoor patio area with shade sail above with bench seating and excellent views over the grass court infrastructure. The ability to view over the hard court (and therefore more intensively court area) is compromised by the existence of the community centre and car park. Access is provided between the courts but there is limited shade available for spectators. Internally the clubhouse building consists of: • Kitchen with separate entry onto a large function area with small stage. The function area has direct access onto the patio. Storage appeared to be an issue with chairs stored at the side of the room. • A bar area adjacent to the main entry and kitchen. • A separate side hall area with activity space for indoor sports and casual seating. • A separate office / committee / meeting room. While the age of the building and design does not have a contemporary feel, it is functional and appears to provide a valued resource for a variety of club activities.	around the grass courts. The only option to address the spectator aspects to the hard-court infrastructure was to introduce walkways and shaded seating which has been recently completed by the club. The cost of managing and maintaining grass court infrastructure is likely to be an ongoing financial burden and alternative surface options should be considered for this area. This however is a matter for the committee to consider as a long-term planning option.

UNCONTROLLED

Facility	Courts	Floodlights	Asset Management Report	Visual Audit	Implications
Bullcreek Tennis Club (Community Hub Venue – TA current tiering)	8 acrylic, 3 synthetic clay	10	The building appears to be in good condition for its age and compliant with statutory requirements but does not comply with disabled access. It was structurally sound at the time of the inspection and does not pose any notable hazard to either the staff working there or members of the public who are visiting the facility. The building contains asbestos in a small area of the bar which is planned to be removed and there are several minor maintenance items that need to be addressed. In general, the internal condition of the building is very good. The	The tennis club is located on a triangular piece of land to the north of the Benningfield Road and Costello Place junction. The clubhouse is centrally located within the land with courts to the south (6 hard, 3 clay and one synthetic) and two hard courts to the north. All courts with the exception of the single court in the far south are floodlit. A two sided hit up wall and basketball post and net is located to the northeast of the clubhouse centrally within a bitumen surface which is cracked and unstable. The hit-up wall is of a poor condition and in need of complete or partial replacement. It is currently understood to be under refurbishment. The area surrounding the court is built up and retained to create a flat playing surface. The court infrastructure is showing signs of wear and tear with noticeable areas where water pools and areas of the surface which are degraded. All courts are surrounded by 3m high chain link fencing. Car parking is located on Costello Place and within the site adjacent to the clubhouse and hit up area on the access road to the north of the clubhouse. The northern part of the reserve includes mature trees and public open space. Within the area is a detached public toilet block and shaded overhang. The clubhouse facility is ageing but is reasonably well maintained internally offering: • A low-profile rear access to the building off the access drive • Recently upgraded toilets on either side of the main entry • Large unencumbered and carpeted function area with small bar behind the toilet infrastructure. Club memorabilia is placed on the walls and storage is limited. • Kitchen opposite the bar with sink and small food preparation facilities overlooking the courts to the south. • Good viewing to the southern courts with access to an external patio and seating / BBQ area.	The main considerations appeared to be the age of both the courts and building. While the building is structurally sound and functional the orientation is focussed on activities to the south. The courts to the north have limited passive surveillance offered by the clubhouse. It is evident that the courts will be in need of a gradual resurfacing and upgrade given the current state of the surface. It is noticeable that the clay courts are the most urgent, but all the southern courts are showing signs of surface degradation. Due to the limitations on site, there is little opportunity to expand without impacting on the mature trees. A critical consideration is the future of the current hit up wall area. This provides an opportunity to be redeveloped for

UNCONFIRMED

Facility	Courts	Floodlights	Asset Management Report	Visual Audit	Implications
			bathrooms are new and of excellent condition. The public toilet building appears to be in good condition for its age and compliant with statutory requirements. The internal condition of the building is good, but the bathroom is in satisfactory condition. - Tallis (2021)		additional courts and a potential relocation of the facility between its current location and existing courts to the north. This would potentially avoid the unnecessary impact on mature tree cover if the club were to make the case to expand. It would however need to consider any retaining wall implications.
Kardinya Tennis Club (Community Hub Venue – TA current tiering)	9 acrylic	9	The building appears to be in good condition for its age and appears to be compliant with statutory requirements. It was structurally sound at the time of the inspection and does not pose any notable hazard to either the staff working there or members of the public who are	The club infrastructure is located centrally within Morris Buzzacott Reserve and is shared with Kardinya Redsox Ball Club, Kardinya Junior Football Club and CBC Amateur Football Club. Car parking is provided between the club and Melville City Hockey Club to the south. It is evident that during the hockey season, this area is extremely limited. Disabled parking immediately adjacent to the clubhouse is not evident. The courts consist of 9 hard courts of which two are out of commission currently. All courts are floodlit. It is evident that the court surface is worn, and all courts need immediate resurfacing and rectification works. From viewing the courts, it is also evident that they suffer from being at a lower level than the surrounding oval space (Primary School) to the north and limited drainage channelling. As a result, there are areas of water pooling evident and drainage that sweeps across five of the courts (closest to the co-shared clubhouse) into a drainage channel in the southeast corner. 2.5m high fencing is provided around the courts. This fencing is badly damaged to the north by tree debris and falling branches. This area needs cutting back to ensure the safe play on the court	The tennis club is facing a significant challenge over the next twelve months as the infrastructure from which they operate is substandard and can only deteriorate further. Without substantial investment in the courts initially, the club is likely to cease to function. While investment is also needed in the floodlighting, fencing and surrounding

UNCONFIRMED

Facility	Courts	Floodlights	Asset Management Report	Visual Audit	Implications
			visiting the facility. - Tallis (2021)	infrastructure is maintained. The two courts (8 and 9) which have been decommissioned are cracked and unplayable. The other seven courts have significant cracks, and, in some areas, the sub-surface is visible. In addition, the central net posts are collapsing. There is also evidence of people having climbed the fencing to gain unauthorised access. Without significant investment in the courts alone, there is a real possibility that the club would cease to be a viable proposition and be forced to close. The main co-shared clubhouse contains memorabilia associated with all clubs located around the main function area which includes: • A bar / kiosk • Offices / meeting room and • Storage The functionality for tennis is compromised due to the shared use. The tennis club have access to a storage area and toilet which is entered through external security doors. The storage area is limited, and toilet is not disability compliant. The club has use of an expansive shaded alfresco area which includes seating. While extensive, the area provides a limited viewing capability due to its orientation being side on, rather than facing (end-on) to the courts. There is also a detached dedicated tennis club building located between the current decommissioned courts and courts 6 and 7. The building provides a good shaded / alfresco area and seating. Internally the building has a fully equipped kitchen and is currently used for overflow storage for the tennis coach and furniture. The positioning of the building is unfortunate as it services a smaller court space. It does however provide an alternative and dedicated base for the tennis club which could be enhanced if investment were to be made in the court infrastructure.	vegetation being cut back, these matters are less urgent. Over time it will also be necessary to address the current lack of functionality associated with the clubhouse infrastructure.
Melville Palmyra Tennis Club (Community Hub Venue	8 grass (one recently removed to cater for Padel courts), 5	5	No current asset reports.	The club is located to the south of LeisureFit Melville being co-located with the Junior Football and Cricket users of the adjacent Melville Reserve. Access to the site and adjacent car parking is off Stock Road. The entrance is shared with the Leisurefit Melville facility. Currently there are eight grass and five hard courts orientated in a north south direction. The recent introduction of two Padel Sport courts between the clubhouse and grass courts provides an alternative racquet sport opportunity. At the time of the visit the Padel courts had only just	Key issues for the club appear to be related to the co-location with junior football and the generation of income through the bar. Initiatives are being

UNCONFIRMED

Facility	Courts	Floodlights	Asset Management Report	Visual Audit	Implications
– TA current tiering)	cushioned acrylic			been installed and were not operational. An area of grass between the courts provides for two grass mini-courts and an opportunity to provide an extended viewing / social area for all courts. There is a small practice and hit up wall area to the south of the clubhouse and adjacent storage shed. The clubhouse is raised above the courts with shade sails on the patio area and adjacent paved area between the clubhouse and courts. Internally the clubhouse is of an ageing design with dark brickwork and limited storage / function space. The function area is shared with football and consists of a central bar area with a good, raised viewing area over the tennis courts and to the west over the adjacent oval. The internal fixtures and fittings are aged and dark in appearance but functional. Club memorabilia is hung around the function space and there are clearly issues with a lack of storage due to the extent of tables and chairs which are placed on the function area perimeter. This is currently the subject of a refurbishment proposal which is currently under design.	taken to enhance the financial viability of the club and this would need to be reviewed on an ongoing basis. In addition, the continued investment in grass courts will need to be reviewed on an ongoing basis.
Point Walter tennis courts	3 grass	0		Three grass tennis courts located to the north of Carroll Drive. The courts are well maintained and protected by a chain link fence which is accessed via a key obtained from the adjacent Point Walter Golf Course. The facility is managed on behalf of the City of Melville by Belgravia Leisure through their contract to manage the golf course. Car parking is provided immediately to the south of the court. There is significant tree canopy cover to the southern boundary of the courts which overhang the baseline. Additional shade structures are provided adjacent to the car parking area. The courts are well maintained and part of a larger flat grassed area (which is understood to have accommodated up to four grass courts at one stage). The open area is occasionally booked out for football (soccer) activities. Posts to the grass courts were placed on the side while the nets and associated equipment is obtained from a storage shed after booking through the golf course.	They are in an isolated position with a low level of supporting infrastructure and no club-based activity present. The courts do not benefit from floodlighting.

UNCONFIRMED

Facility	Courts	Floodlights	Asset Management Report	Visual Audit	Implications
Mandala tennis courts	2 hard courts	2	No current asset reports.	Located at the Bill Elson Reserve with direct access to the courts off Mandala Crescent. The courts lie 30m northeast of Mandala Community Centre comprising 2 bitumen courts which are surrounded by chain link fencing. Additional hard surface lies to the south which were previously fenced tennis and netball courts (2). The area is now unfenced, and the surface is not marked out for any sporting activity. Adjacent to the courts and just outside of the fenced courts (to the west) is a hard court with hit up wall. The court area is surrounded by mature trees. Adequate car parking is available and shared with the community hall. The location adjacent to this infrastructure provides an additional level of passive surveillance and added security. The fencing to the courts shows signs of vandalism and potential unauthorised access. The gated entry to the court is locked and bookable by phone through a local resident and paid through an honesty system. Floodlighting is provided at an extra charge.	The infrastructure is of reasonable quality although showing signs of deterioration and damage to the fencing. The bore water has stained some of the courts and hit up wall area. The lighting is ageing and would benefit from LED when planned for renewal (subject to the light poles being verified as being suitable).
Bridgewater tennis courts, Jack Howson Reserve	2 Hard courts	0	No current asset reports.	The tennis courts are located within a small local reserve with access off Dunvegan Road. There are two bitumen surface courts with 3m fencing surround. The fencing is showing signs of damage (unauthorised entry) which has been repaired. It is generally in reasonable order, but the courts are substandard. Cracks are evident throughout and the baseline of the courts are non-compliant with Tennis Australia standards being too close to the fencing. They are multi-marked and understood to be used for informal sport / recreational activities. They are not supported by floodlights and therefore are limited in capability / capacity. There is evidence of water pooling in areas of the courts and debris from surrounding trees (a number of mature trees surround the courts, and the root system evidently extends under the court surface. Within the reserve there are public toilets adjacent to the courts and a bitumen surface with hit up wall which appears to be in reasonable condition (although the surface has areas of water pooling and cracking evident). Previously space was available for cricket nets which have been removed.	The key issues relate to the quality of the surface and ongoing maintenance to the tennis courts which will be required if the service to the community is to be maintained. To meet standard the court area would need to be extended but the surrounding mature trees would prevent this. An alternative solution is to remove the fencing and leave the hard surface available for a range of activities.

UNCONFIRMED

Facility	Courts	Floodlights	Asset Management Report	Visual Audit	Implications
				The facility is operated through an honesty box system with users able to turn up and collect the key with payment provided ($4) in a plastic box through a property on Dunvegan Road (located under the covered verandah area).	The court nets would however need to be stored in a discrete location where they can be accessed by user groups through a key code / pass system.
Peter Ellis Park Tennis Courts	8 hard courts and 4 multi-marked hard courts for netball and 4 multi-marked hard courts for basketball	0	No current asset reports.	There are eight hard courts (four multi-marked tennis and netball and four multi-marked for tennis and basketball). The hard courts are located centrally within Peter Ellis Park. Access is obtained either off Findlay Road which runs parallel to the east or via the adjacent High School / Strikers Indoor Sport and Fitness Centre. The court facilities are floodlit, and access is managed through Leeming High School. To the south of the courts are two beach volleyball courts and southeast a row of four cricket nets. There is no clubhouse associated with the court usage and no shaded structure adjacent. To the north and south of the courts are ovals used under a joint use agreement by the High School.	The main issues with the courts are their isolation and lack of supporting infrastructure adjacent. The courts are left open for community use but are showing signs of weather damage, albeit a need for an immediate investment in the infrastructure is not required. Other than occasional casual tennis use, they are unlikely to provide a viable resource for club use due to the lack of associated shade / clubroom / toilets.

In addition to the above infrastructure there are tennis walls located on the following sites:

- Tony Zuvela Park: A reasonably well-maintained wall at the edge of an existing quarter court basketball area. The area is used for multi-sports and part of a broader park precinct with children's playground, BBQs, and shade shelters
- Emily Main Park: A tennis wall specifically marked with cricket wickets drawn on the fascia.
- Dick Piercy Park: A small hit up wall area stained by bore water with limited additional infrastructure surrounding.

UNCONFIRMED

- John Connell Reserve: Located within an extensive parkland adjacent to a footpath network with half basketball court. The park is part of the broader John Connell Reserve which incorporates a pitch and putt golf, golf driving range, bowling club and football / cricket infrastructure. The provision as a small multi-sport hard surface area contributes the reserve activation.

These facilities are in addition to the tennis walls located at Jack Howson Reserve, Bill Elson Reserve and Bob Gordon Reserve (Referenced under Bullcreek Tennis Club in the above table).

Tennis Courts are also located within the following school sites:

- Booragoon Primary School: Two hard courts (which run north to south) within the built footprint of the school which are multi-marked for netball use (which run east to west). The courts are not floodlit
- Applecross Senior High School: Six courts located adjacent to and to the east of Ardessie Road. They are hard courts specifically marked for tennis although they have three basketball hoops extended over the northern baseline. They are not floodlit.
- Melville Primary School: Two hard courts (which run north to south) to the south of the main school buildings which are multi-marked for netball use (which run east to west). The courts are not floodlit
- Leeming Primary School: Two hard courts (which run north to south) to the north of the main school buildings and south of Westminster Road which are multi-marked for netball use (which run east to west). The courts are not floodlit
- West Leeming Primary School: Two hard courts (which run east to west) to the south of the junction of Gledhill Way and Calley Drive. They are multi-marked for netball use (which run north to south). The courts are not floodlit

UNCONFIRMED

4.2 Catchment Mapping

In order to gain an understanding of the current catchment reach of tennis clubs and tennis infrastructure within the City, these were mapped individually, and potential catchments of the sites identified as:

- 2km catchment around existing tennis court infrastructure for casual tennis (assuming that users will walk or come from a relatively short distance to partake in occasional social tennis which is not linked to a membership) is identified at Figure 3 below. This takes into account park and school infrastructure and highlights that these generally provide suitable access for City residents in the northern and eastern suburbs. It is to be noted that Kardinya Tennis Club lies outside of these catchments as the club services a relatively uninhibited catchment in the south of the City. This emphasises the importance of the club in servicing the south of the City and beyond. Bullcreek Tennis Club and Melville Palmyra Tennis Clubs lie on the fringe of these catchments.
- When the tennis hit up walls are mapped with a 2km catchment this infrastructure caters for casual practice / recreational use in the south and west of the City together with an area around Applecross. The level of infrastructure varies from site to site as does the quality. These facilities are more commonly associated with casual multi-sport / multi-recreational use and only contribute to the development of the sport where associated with existing club facilities (i.e. at Bob Gordon Reserve).
- When both the 2km catchment and 5km catchment are placed on the tennis club facilities only, it can be seen that general club provision across the City is good with all residential areas serviced within the 5km catchment of all clubs. Figure 5 refers.
- When considering the 2km catchment only Bullcreek Tennis Club and Blue Gum Tennis Club have overlapping catchments. The other three clubs reside within their own 2km catchment without overlap. The Applecross Tennis Club catchment is constrained by its location on the River Swan and as such the 2km and 5m catchment is relatively small in comparison to the four other clubs.
- It is evident that when the 5km catchment is considered there is potential for significant overlap of the catchments serving Bullcreek Tennis Club and Blue Gum Tennis Club indicating they are likely to compete for a similar local membership base. Again, the most notable aspect of the catchment mapping is the importance of Kardinya Tennis Club in providing for a southern catchment which stretches significantly south of the City boundary where no tennis club infrastructure currently exists.
- To the east the 5km catchment of Bullcreek Tennis Club and Blue Gum Tennis Club would overlap with Corinthian Park Tennis Courts, (Cnr Leach Hwy and Mosaic Street, Shelley). To the west the 5km catchment of Melville Palmyra Tennis Club would overlap with that of the Fremantle Tennis Club (Fremantle Park) and East Fremantle Tennis Club, which is located on the boundary of the City within 1km buffer zone. These clubs would clearly compete for a similar resident population. Due to the constraints placed on accessibility by the Swan River, accessibility to tennis facilities to the north has minimal impact on the catchment of Applecross Tennis Club.

4.3 Programs and Service Provision

As part of the mapping process consideration was also given to the coaching programs currently operated by coaches within the City of Melville at Clubs and within schools. An overview is provided below of the programs and activities:

Table 4: Programs and Services operated by Existing Coaching Entities

	Facility	Programs	Operational Implications
Marshall Tennis Academy	Independent (Point Walter)	Delivers school coaching programs at many local primary Schools.	Currently not linked to a club and therefore cannot provide the competition outlet through Pennants. As a result, the program is small and limited to children and private coaching sessions.

UNCONFIRMED

	Facility	Programs	Operational Implications
Break Point Tennis Coaching	Applecross Tennis Club	Offers a full program of coaching opportunities including school holiday activities, Cardio, adult coaching, Hot Shots, and lessons.	A limited range of coaching programs specific to the club. They also facilitate coaching at South Perth Tennis Club.
Tennis Academy Perth	Kardinya Tennis Club	High performance squads, holiday programs and private lessons. Operates the full Hot Shots program at Kardinya progressing into the full-time academy and adult tennis	Operates out of Kardinya and Manning Tennis Clubs all year round.
Perth Performance Tennis Academy	Bullcreek Tennis Club	High performance squads, holiday programs and private lessons. Operates the full Hot Shots program at Bullcreek progressing into the full-time academy and adult tennis	A dedicated coaching service which mainly operates out of the Bullcreek venue and provides coaching services at Parkwood Tennis Club.
Tennis Excellence	Blue Gum Tennis Club	Offers an expansive program covering the full range of programs across multiple sites. Blue Gum is the main site where programs and services are operated from with a small junior program operated from Melville Palmyra Tennis Club.	In addition to Blue Gum Tennis Club and Melville Palmyra Tennis Club, Tennis Excellence operates at Bunbury Tennis Club, Dunsborough and Districts Country Club, Donnybrook Tennis Club, Wembley Downs Tennis Club and
Tennis Excellence	Melville Palmyra Tennis Club		

The coaching program operated follows the Tennis Australia model and complements the social and junior development service provided at each club. The coaching programs generally are provided within a club-based setting, with the one exception being Marshall Tennis Academy which operates school programs which has the potential to undermine school-club links. The coaching programs are an integral part of the community-based sporting set up but are operated as independent commercial businesses. Timings of court use vary with the exception of junior programs and holiday programs which are updated regularly and are consistently delivered at core times where the courts are generally not in use for adult social / pennants activity.

As commercial businesses operating from local government owned and developed infrastructure a balance needs to be struck between the income generated and investment returned into managing the asset. The hiring of courts from a community-based club should generate a return which may then be re-invested in maintaining the asset. It is questionable whether this is currently the case and whether local government in providing the resource should be underpinning a commercial business without seeking recompense at a commercial rate for the use of the asset. In the case of Point Walter courts, it is unlikely that the hiring of the courts would return a commercial value which would offset the court maintenance costs. With club-based infrastructure it is a lesser issue given the potential alignment with sports development outcomes and the long-term viability of the club. The relationship must however be seen to be a partnership rather than purely a hirer of court space.

UNCONFIRMED

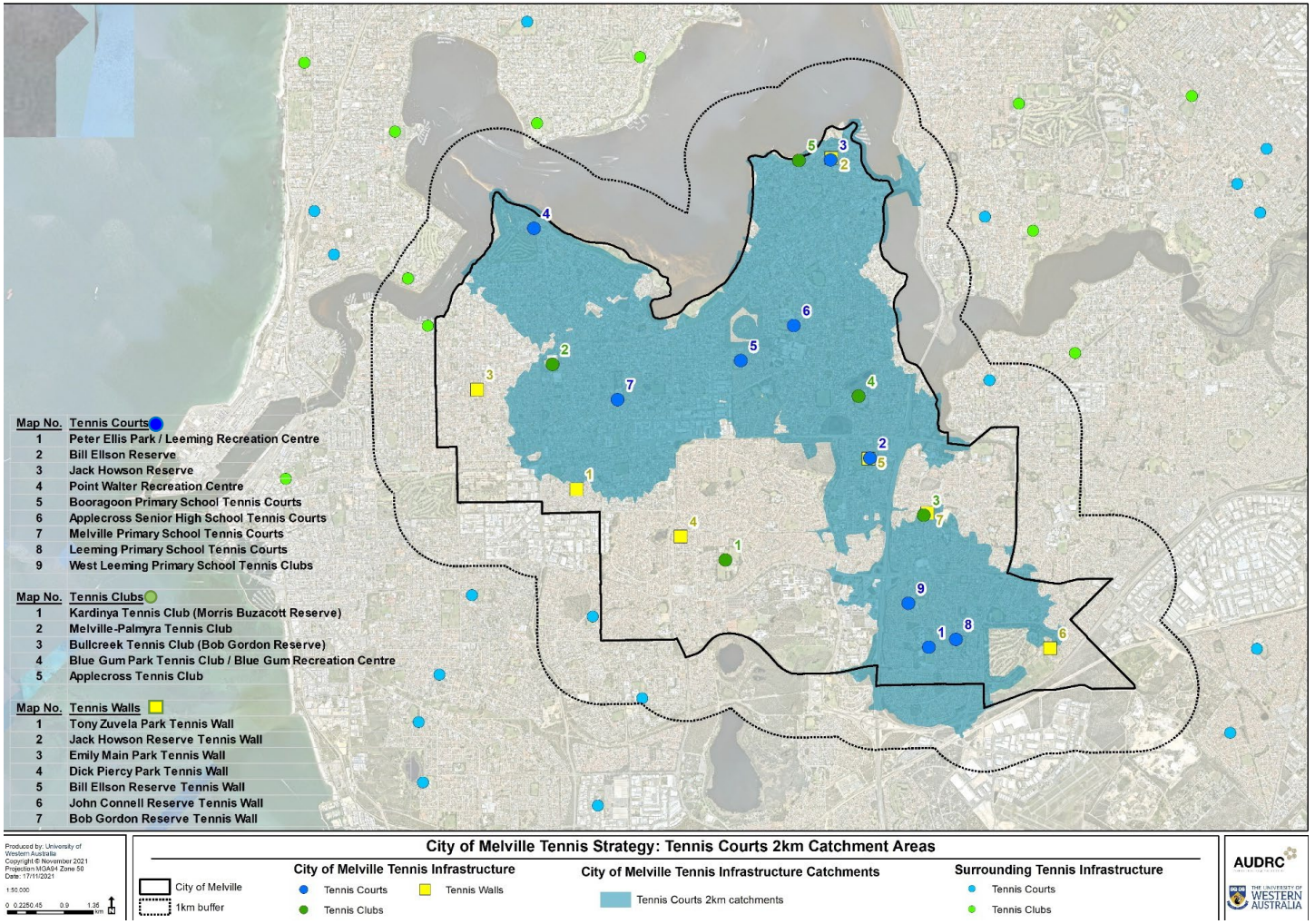


Figure 3: City of Melville tennis facility 2km catchments – Tennis Courts (non-club only)

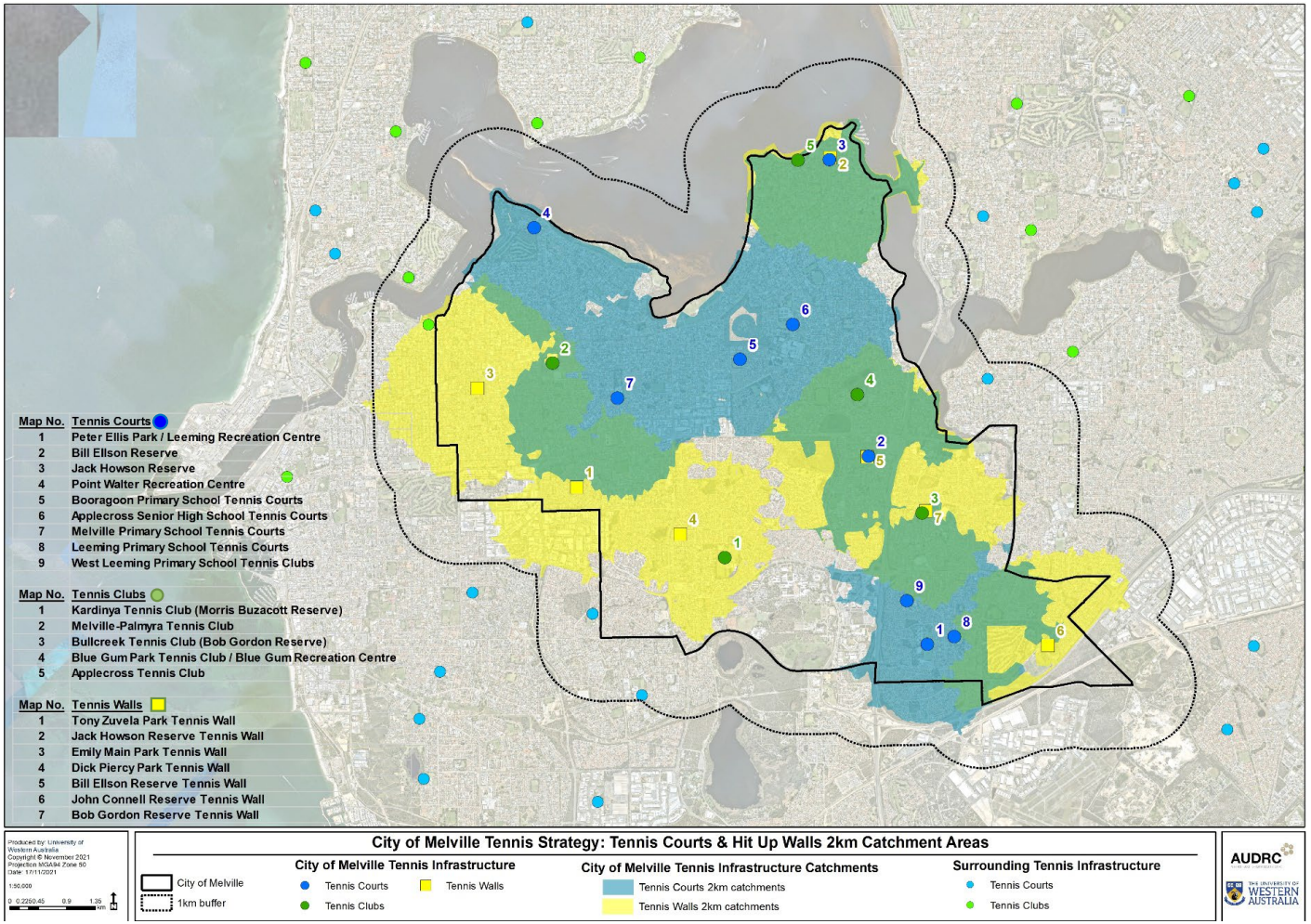


Figure 4: City of Melville tennis infrastructure 2km catchments – Tennis Hit Up Walls and Tennis Courts (non-club)

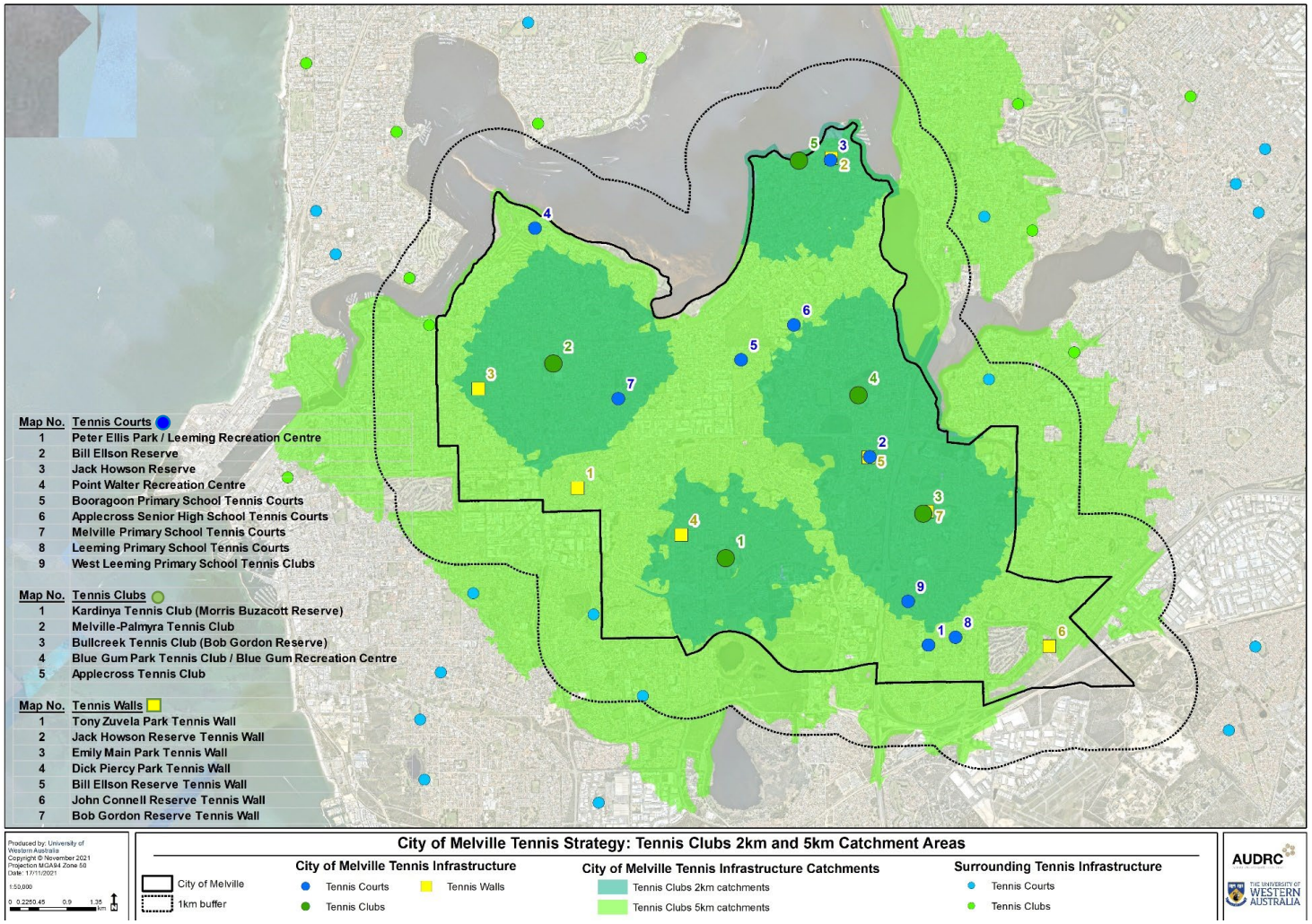


Figure 5: Tennis infrastructure within the City of Melville – 2km and 5km club catchment

4.4 Identifying Current and Future Need for Court Infrastructure

The identification of tennis court needs to service both affiliated clubs and the general community can be assessed using a number of different processes. These are referenced below:

- Current court provision within the City of Melville is split down into club (70) and general open community access courts (15) plus the additional school court facilities which could be made available under a shared use agreement (14). It should also be noted that the current court infrastructure is provided on a range of surfaces: grass (32), synthetic clay (3), synthetic (6), acrylic (32) hard court (26 – including 14 school courts). It also is to be noted that not all of these are floodlit
- The Tennis West Strategic Facilities Plan 2018, as referenced at Section 2.4 highlights that the City of Melville currently provides a 1:18 current court ratio (which is a significant over-supply against the suggested floodlit 1:30 ratio and non-floodlit 1:20 ratio combined).
- Reference is also made in the Tennis West Strategic Facilities Plan to a population ratio of courts per resident population of either 1:1,500 or 1:2,000. Taking both metrics into account a provision of 1: 1,000 (2016 population of 98,000) and 1:1,117 based on current population (2022 at 110,657) and 1:1,280 for a projected population to (126,754 to 2036). If school courts are excluded this indicates a provision ratio of 1: 1,152 (2016), 1:1,302 (2022) and 1:1,491 (2036). This again indicates a potential over-provision of courts against the differing Tennis Australia / Tennis West guide / benchmark.
- Having regard to the Tennis West Facility Strategy and based on the guidelines advocated it indicates the number of courts / clubs in Melville are sufficient to cater for growth beyond 2036. There is nevertheless indicatively an over-provision of grass tennis courts, and it is marginal for the level of hard-court provision.
- The Community Facilities Guidelines (CFG) produced by Parks and Leisure Australia (PLA) in 2020 references a hierarchy of provision which includes:
    - Regional centres of 17 courts plus (serving a 30k to 60k population range). This would be similar to the emerging TW category of a Full-Service Community Venue.
    - District level facilities of 6-17 courts (serving a 15k to 30k population range). This would be similar to the emerging TW category of a Community Hub Venue.

  Based on this hierarchy current provision caters for a population range of 90,000 to 180,000. For a population of 98,080 (2016 census population for the City of Melville) this could potentially indicate a need for approximately 1 x regional facility and between 1-4 x district level facilities. If a mid-point were taken in this range, it indicates that the City would effectively currently cater for a population of 135,000. Just considering club provision provided within the City, it is evident that this would be more than the need to cater for growth in population to 2036 which is projected to reach 126,754. This does not consider the additional provision of local courts, neighbourhood courts and those located on school sites which potentially provide a community resource.
- If a further court generation assessment analysis was undertaken referencing the current Ausplay participation data (produced by the Australian Sports Commission WA specific 29 October 2021). Current participation rates in tennis are estimated at 3.2% for adults (venue based 15 years and above) and 8.0% children (ages 0-14). Children's use of the court generally would occur outside of adult use for social tennis and. These figures include club based and non-club-based use.

  An assessment of court need has a direct correlation with the following assumptions:

    - Participation level and demand for court space for children is mainly focussed on coaching and pennants. For coaching the use of courts can vary from multiple use (8-10 children) at any one time and for singles and doubles. Flexibility in the use of the court space is critical. To calculate court capacity the following assumptions are made:
        - An assessment is made on hours of court demand per week per person (based on pennants – home and away and training / coaching time).
        - The average total hours of court time for each participant weekly are then calculated having regard to total participation levels and capacity per court (for juniors assumed to be a capacity of 12).

UNCONFIRMED

- The participation levels for adults are generally the critical driver. The assessment assumes:
  - 1 court provides for 4 members playing and 4 members waiting (8) – based on typical social tennis club nights. This would be the core usage with competition/pennants operating at dedicated times at weekends / weekday evenings.
  - Average members usage on a weekly basis is between 4 and 5.5 hours (considering social, coaching and pennants).
  - It is assumed for club participation the capacity is at least 30 hour per week for hard courts (i.e. 3 x 5 hours weekday usage and 15 hours at weekends). This acknowledges the various capability of each surface type.

    This would clearly vary from club to club and does not consider current membership levels at each club facility, nor the varying daytime use for social tennis activities. It also assumes that all players / participants are members, which clearly is not the case.
- Taking the above into account the following table identifies the projected court demand for both junior and senior use.

Table 5: Current and Projected Participation and Court Demand

	2016	2026	2036	2016	2026	2036
	Projected Participation Levels (City Wide)			**Court Demand (City Wide)**		
Children (0-14	1,418	1,518	1,643	14	15	16
Adults (15-0ver 85)	3,472	3,950	4,354	62	71	78
TOTAL	4,890	5,468	5,997	76	86	94

Current projections indicate a maximum court demand for 76 courts currently if junior and senior participants were all active at one time. Projected forward to 2036 this indicates a need for up to 94 courts across the City. Within the City there are currently 99 courts with potential availability.

Having regard to all assessments processes, all indicate an over-provision of tennis club and court infrastructure. These are however only one mechanism of assessment and do not take into account other dynamics which may be present in a local area. It also does not take into account the level of social tennis which may not be fully captured by assumed / calculated levels of participation. It is evident the extent of grass court provision and flexibility of use associated with a variety of surfaces and availability of floodlighting will impact on both court capacity and use. This analysis therefore needs to be considered against other metrics and emerging data capture (particularly through ClubSpark).

4.5 Asset Considerations for Future Planning

The following outputs directly influenced the subsequent club and community consultation process:

- Of the five tennis clubs, all have assets with the building's asset assessment ranging from a good to modest condition. Reference however is consistently made to the age of the infrastructure as being a qualifying factor. When added to the functionality assessment a number of the facilities require significant future proofing and planning if they are to be retained as viable assets. In particular:
  - Applecross Tennis Club: With recent investment in court infrastructure and the most significant issue relates to maximising the use of the four hard courts and ability to expand all year-round club activities through the installation of floodlighting. This is a matter for the club to pursue through the Department of Biodiversity, Conservation and Attractions (DBCA). The ongoing maintenance of 10 grass courts will need to be reviewed on an ongoing basis as they will continue to draw significantly from club resources. The facility is functional and is not in need of major renovation.
  - Blue Gum Park Tennis Club: The functionality of the building is reasonable but there is a clear lack of alignment with other users of the site (community centre) which could be improved. This could include a greater functional alignment between squash and tennis infrastructure. The requirements of the club appear modest with regard to other aspects, and they are considered to be a successful club. The

retention and ongoing management of grass court infrastructure is likely to draw resources which may be best expended elsewhere.

  - Bullcreek Tennis Club: The need to put in place a gradual resurfacing and upgrade program given the current state of the court surfaces, particularly for the clay and southern court. Consideration of the hit-up wall and options for future court infrastructure in this area could be considered (albeit there are significant retaining wall aspects which would need to be considered).
  - Kardinya Tennis Club: Probably have the most significant issues associated with current infrastructure. The shared clubhouse facility while functional is not meeting their needs while two courts are currently out of use and a further seven appear to be close to being rendered unplayable without investment in their re-surfacing. As part of this process attention needs to be given to the surrounding fencing, court floodlighting, management of the trees / vegetation and stormwater flow across the courts. This will require extensive planning on site to ensure that the investment in replacing the courts will achieve a long-term viable outcome for the club.
  - Melville Palmyra Tennis Club: The need to monitor over the next few years the potential impact of the Padel Court infrastructure on the financial viability of the club. The co-location with other sporting codes has clearly caused some issues in relation to the use of the bar and clubhouse but has the potential to be addressed through a current clubhouse re-design process.

- Any future investment in all the above club facilities would need to be linked to an asset replacement / sinking fund model. This in turn will need to consider alternative management models and future funding opportunities. Alternative models which may be considered include:
  - City Managed where all bookings, tenants, contracts, and maintenance of the facilities would be managed by the City. Under this option, the City is responsible for all operating and renewal costs of the facility and collects fees and charges to offset some or all of these costs. The club would enter into a sub-tenancies/user agreement (or seasonal license) to guarantee priority bookings.
  - Club Managed – Specialised facility. Currently fall under specialised facilities where the ongoing management, maintenance and renewal of the facility is the primary user group's responsibility along with insurance obligations (as is the case at Kardinya TC).
  - Hybrid Models where the City may take on additional maintenance and renewal responsibility through a contribution method that would effectively cover the costs on the maintenance and renewal obligations.
- In those facilities where grass is provided (club and non-club based), a review on an ongoing basis should be undertaken on their viability and impact on the overall viability of the club having regard to usage and alternative income generation / increasing participation.
- The level of tennis infrastructure within the City is relatively large albeit the hit-up walls, where they are not related to tennis club sites have limited potential for the growth of club activities. They do provide opportunities for children / youths to be introduced to the sport and hone skills on an individual basis, but many are limited infrastructure located within parks and part of a multi-functional use. The walls located in Dick Piercy Park is limited in relatively isolated to a degree that its value to the community is questionable.
- There are significant opportunities available to utilise school infrastructure for a variety of tennis programs and a strong alignment with clubs and schools should be fostered. This would be the responsibility of the clubs and their aligned coaches to enhance potential school development programs and offset the demand for additional tennis courts.
- The provision of isolated tennis court infrastructure at Point Walter, Mandala, Bridgewater (Jack Howson Reserve) and Peter Ellis Park appear to provide a good local resource, but it is questionable whether the assets are fit-for purpose. In the case of Bridgewater, the courts are used infrequently and are not of a compliant dimension with appropriate safety run-off. Point Walter as a unique isolated grass court facility would require significant ongoing investment to maintain to an acceptable level. Both Mandala and Peter Ellis Park provide valuable local resources which again appear infrequently used.

UNCONFIRMED

5. Stakeholder and Community Consultation

The stakeholder and community consultation process included the following approach:

- Meeting with City of Melville Officers and neighbouring City of Cockburn to ascertain their future tennis development plans,
- Meeting with DLGSC.
- Meeting with Tennis West and collation of contemporary data relating to the clubs in particular and the evolving club support program.
- One to one meetings with all affiliated clubs and stand-alone tennis court infrastructure with managed access by community / alternative arrangements (including Belgravia Leisure who manage Point Walter Golf Course and Tennis Infrastructure.
- One to one meetings with selected schools and coaches who are involved in managing courts / operating tennis programs.
- Online and in person survey open to the wider City of Melville community through the City's online engagement page, Melville Talks.
- Online workshop with COM Tennis stakeholders
- Additional meetings with individual Tennis Clubs
- Additional Workshop with COM Tennis Clubs and Tennis West
- Elected Member Workshops – 1 with Clubs and Tennis West and 1 with City officers.

The intent of the consultation process was to verify and add to information collected to date and generate a greater understanding of the quality and accessibility of tennis infrastructure to ensure the recommendations and future investment decisions are best informed. A summary of the outputs from the consultation process is provided below and supported through a separate engagement report.

5.1 City of Melville, City of Cockburn Outcomes

The City of Melville recognise the following matters which require consideration in the development of the strategy:

- Applecross Tennis Club: Considered to be largely a social club which has recently completed several improvements and has a desire to floodlight courts. The City consider the club should pursue the floodlighting option through the correct DBCA approval process.
- Bullcreek Tennis Club: Considered to be an active and competitive Club, they use courts outside the City in peak times and utilise the Tennis Australia book-a-court system. The upcoming Bob Gordon Reserve Play space project is to be considered in the context of the site. i.e. the potential impact on traffic, parking and the clubs desire to add courts etc.
- Kardinya Tennis Club: Some issues with the court surface on a number of courts, floodlighting needs improvements/repairs, they are part of an Association (Kardinya Sports Association) sharing the building.
- Blue Gum Park Tennis Club: Tennis West Regional Tennis Centre. High level competition club with strong social element. They have shade shelter improvement plans.
- Melville Palmyra Tennis Club: 2 Padel courts in construction (now completed and operational) and utilise book-a-court system. They are part of the Melville Reserve Sporting Association where building upgrades / refurbishment are currently in design phase.

The City of Cockburn were consulted due to the potential influence of proposed tennis infrastructure development in the southern growth corridor of Metropolitan Perth. The City confirmed that a previous tennis club located at Davilak Reserve in the northwest of the City had ceased to exist and the City had no intention of developing a further club base. Anning Park (adjacent to North Lakes Road, south of Bibra Lake) was being considered for a six-court facility but it is unclear whether that level of infrastructure could be developed on the site given the constraints. There is an unaffiliated club at Coolbellup with 40-50 members, but it is not considered that there is any intent currently to become affiliated.

UNCONFIRMED

The City currently have no ability to track usage which is inhibiting investment. They would wish to look at options such as book-a-court to assist with this process.

The DLGSC indicated they would defer any identification of priority clubs for investment to Tennis West and confirmed that the current state tennis centre site is likely to be retained for the development of the replacement facility, albeit there is no current funding commitment in place.

5.2 Tennis West

Tennis West (TW) were requested to provide detail in respect of the overall growth and future direction of the sport and clarify matters in relation to the 2018 facility strategy, referenced above, The following outputs are key to the development of the strategy:

- Current Tennis Australia (TA) Standards are recognised as not being contemporary and there is a need for them to be more reflective for the WA environment. This is work in progress.
- Work is being undertaken in reviewing the 2018 facility strategy and TW have changed the way they are dealing with clubs and being more proactive.
- Thriving tennis community produced by Tennis Australia references 8 pillars: Know your community; **Appropriate Products**; **Right Management Model**; Welcoming, Safe and Inclusive: **Clear Identity and Vision**; Financially Viable; Sustainable Facilities and a **Digital Presence**. The City of Melville tennis clubs out-perform the national average for 4 out of the 8 pillars (those highlighted in bold above). Financially viability is just below the national average. Tennis West developed action plans focusing only on the pillars that have scored poorly which sets a baseline for resources provided to clubs.
- Lighting is a major factor for all facility infrastructure as it is hugely important for the growth of the sport.
- Data capture of book-a-court is now becoming more widely available (3 clubs within the City have adopted the system). Only Blue Gum and Bullcreek have the full Book-A-Court system. An igloo Bluetooth lock is also being trialled to provide greater controlled accessibility to courts. Club Spark is a management program aimed at supporting clubs and they wish to broaden its use. This data however lies within the club's ownership but indicates that currently (2021) membership sits at 188 – Applecross TC, 392 – Blue Gum TC, 388 – Bullcreek, 107 – Kardinya TC and 63 – Melville Palmyra TC.
- The intent is to develop all of the clubs strategic plans which is work in progress.
- The impact of tennis coaches which are not aligned to a club is a concern as it potentially inhibits the development of the game. Blue Gum Tennis Club is the only Red Ball (school program) Club in the City, with 180 children participating across 4 schools
- TA wish to incorporate other racquet sports (Padel, Pop and Pickle) under its remit as they are complimentary uses.
- Padel courts are now available at Melville Palmyra Tennis Club providing a unique point of difference.
- All clubs have the capacity to run a Hot Shots program however none have dedicated courts. These are run as part of the coaching program on modified courts with additional modified equipment.
- All clubs have other revenue streams currently or that they are willing to explore. As part of our strategic facilities plan, we encourage clubs to be multi-use venues in order to generate additional participants to their clubs and to also provide additional revenue streams in order to sufficiently maintain their facilities.

Additional Book-a-Court data was provided by Tennis West to provide an understanding of the extent of community use of current tennis infrastructure for both Blue Gum Tennis Club Bullcreek Tennis Club. The outputs from the data from a selected week (June 2021) indicated that throughout the week the following level of usage was achieved on the courts which benefited from the system:

UNCONFIRMED

Table 6: Current Book-a-court Outputs (June 2021) – Blue Gum TC and Bullcreek Tennis Club System Reports

Facility	Courts	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
Blue Gum	12	76	105	73.5	117	57.5	112	66	607
Bullcreek	10	50.5	61	75.5	79	37	116	60	479

To put the book-a-court data into perspective it would not be unreasonable to consider the capacity of hard courts during any one week would be:

- 4 hours during the day for school programs and club social activities (i.e. 5 days at 4 hours x 10 number of courts = 200).
- During the weekday evening and afternoon to cater for additional club and social activities and after school coaching it would be assumed that the capacity would be 5 days at 5 hours per day x 10 number of courts = 250 hours.
- At weekends it is assumed that pennant tennis on a Saturday would occupy a minimum of eight courts for five hours on a Saturday = 40 hours. Junior Pennants may equate to four hours of eight courts = 32 hours. 2 additional courts for coaching over 4 hours would equate to 8 hours
- Social tennis / coaching on a Sunday would equate to five hours per court which if it assumed to have 10 courts availability this will occupy 50 hours use.

When considering a ten hard court facility the realistic capacity related to hours of available use is 580 hours. Based on these assumptions Bullcreek Tennis Club is operating at a realistic capacity of 82.5%. If this were extended to a 12-court facility the following calculation would apply to determine capacity:

- 4 hours during the day for school programs and club social activities (i.e. 5 days at 4 hours x 12 number of courts = 240).
- During the weekday evening and afternoon to cater for additional club and social activities and after school coaching it would be assumed that the capacity would be 5 days at 5 hours per day x 12 number of courts = 300 hours.
- At weekends it is assumed that pennant tennis on a Saturday would occupy a minimum of twelve courts for five hours on a Saturday = 60 hours. Junior Pennants may equate to four hours of eight courts = 32 hours. 4 additional courts for coaching over 4 hours would equate to 16 hours
- Social tennis / coaching on a Sunday would equate to five hours per court which if it assumed to have 12 courts availability this will occupy 60 hours use.

When considering a twelve hard court facility the realistic capacity related to hours of available use is considered to be 708 hours. Based on these assumptions Blue Gum Tennis Club is operating at a realistic capacity of 85.7%.

When the actual figures are broken down further it can be seen that on some days the clubs exceeded the daily projected capacity but on others, they were well below. Overall, throughout the week the court usage appeared high. It is also to be noted with both clubs the coaching and senior hours dominate the use of the courts with limited opportunities for non-members to gain access. There are however still significant areas on non-members use across the day on both facilities. Competitions tend to be programmed well in advance and require the allocation of all courts for this purpose. The one warning with such data is that while the court usage is captured, the number of players / members utilising the courts during that time is not.

The key areas the book-a-court data identifies is the relatively high level of spare capacity on both facilities on a Sunday afternoon. For most evenings the use of the courts is high from 3:30pm onwards, but there remain opportunities to increase use. This data does not include access to the grass court infrastructure at Blue Gum Tennis Club and therefore the overall usage of the site cannot be fully assessed.

*It is noted that the data used in the above was from June 2021 (Winter) and that courts are typically booked less during this season with cancellations a common occurrence due to inclement weather and the like.

The strength of this section of the report highlights the importance of the book-a-court system and the excellent level of data and insights obtained from the product that greatly assists future decisions about facility planning and upgrades.

UNCONFIRMED

It is further noted that since the production of the initial Tennis Strategy document, all COM tennis clubs are now using the book-a-court system which is a great outcome that will support future infrastructure planning and investment.

UNCONFIRMED

5.3 Club Consultation Outputs

The one to one meetings with the clubs focussed on a number of key aspects and sought additional supporting material in respect of their financial viability, current and future planning intent. A summary of the output of the consultation process is provided in Table 7 below:

Table 7: Overview of Consultation Outcomes with the City of Melville Tennis Clubs

Theme	Melville Palmyra Tennis Club	Blue Gum Tennis Club	Bullcreek Tennis Club	Kardinya Tennis Club	Applecross Tennis Club
Financial viability	The club appears to be financially viable with several initiatives in place to ensure long-term success. This includes the expansion of offerings such as Padel tennis and book-a-court. Have money set aside in a sinking fund to resurface infrastructure.	The club is financially viable with several initiatives in place to ensure long-term success. This includes the expansion of offerings such as book-a-court which provides the highest financial return from the system in the state (income levels more than $1k per month).	Book-a-court has been a significant success. From 2005 the club became more open / accessible for members and non-members outside of organised tennis activities. Club appears to be financially sound with a positive balance and a sufficient sinking fund to **resurface courts and maintain** court infrastructure.	Club appears to be financially sound with a growing (positive) balance. The recent introduction of book-a-court should enhance the financial capability of the club.	Club appears to be financially sound with a growing (positive) balance. Revenue has been steady even through Covid. The book-a-court system has been set up through ClubSpark and this has seen a growth in revenue.
Strategic Plan	Currently in review. They have a back to business continuity plan which has been put in place.	Business Plan has managing the club at front and centre but need to establish a monitoring and evaluation process.	The club use the business plan to guide the maintenance of the facility.	No mention of one.	They have no strategic plan in place yet but do have a draft plan of ideas which they are working on.
Partnerships	It is not just a tennis facility and operates as an association (Tennis, Junior Footy and Cricket) and provides access to Leisurefit members.	3 autonomous clubs, 2 of which are part of the sporting infrastructure. The club own and generate income from the squash courts. The current operator is a highly credentialled player and coach with substantial experience in squash centre management and has a good relationship with the club and coaching. The club previously had to manage the	Local schools engaged through coaching programs.	Indicative school use	Indicative school use

Theme	Melville Palmyra Tennis Club	Blue Gum Tennis Club	Bullcreek Tennis Club	Kardinya Tennis Club	Applecross Tennis Club
		system but there is now no need for that to occur.			
Membership	The scope of membership has reportedly increased. Current membership stands at 161 listed members but only 13 in the ages of 0-16.	Information to be supplied. Extensive junior program not captured in memberships. Additional throughput aligned to initiatives to attract family use and greater alignment with the commercial squash facility.	Currently at 338 (2020/21), having been at or around that level for the past seven years. They have no need to push for new members as they have too many and are over capacity on the current court space despite the issues associated with surfaces.	130-140 members – 1/3rd come to social events.	The club have fundraised, developed the membership base and increased the number of social events. In the last 7 years memberships have increased from 100 to 350. numerous types of members (30% are juniors). 45/50 are family members.
Participation	No participation numbers were provided. Midweek group have a good take up of adult users and fast 4 on Tues has 20 players. There is a lot of capacity on Saturdays.	The average number of bookings is 120 per month and approximately 1,000 hirers – not sure of the later is over a 12-month period. Mon and Weds programs: 40% of players are non- members.	They currently have the demand for more junior space and therefore have had to hire other venues at a cost to the club.	1,100 people used the courts in 20/21. 220 schools 200 hires of the courts.	It is jammed most mornings with juniors. The junior pennants teams have increased from 4 to the current 15. Men have doubled in pennants numbers. Ladies play on Tuesday and have increased from 22 to 40. Fridays includes social tennis and women's which has doubled.
Coaching	Tennis Excellence is the coach at the facility. Program is evolving	Tennis Excellence is the coach at the facility operating an extensive program weekly.	Perth Performance Tennis Academy - coach has to be restricted on court use – he would wish to expand his business but has been restricted from a club basis due to conflict with key social / pennant use. This is considered to be a risk for the club business.	Tennis Academy Perth (Mike Gill) – coached juniors and seniors and cardio tennis	The current coach (Breakpoint) is as good as they could get running a variety of programs.

Theme	Melville Palmyra Tennis Club	Blue Gum Tennis Club	Bullcreek Tennis Club	Kardinya Tennis Club	Applecross Tennis Club
Programs and initiatives	They have identified a number of initiatives in order to maintain a progressive outlook and in particular the need to diversify.	In winter – men have run a comp for 15 years (Tues – Intra Club) which utilise 6 courts. It is the same for women who use 4 courts for an intraclub event.	A wide range of programs across various surface types. Catering for all abilities and ages.	Looking at event planning on-line.	A focal point has been on the social tennis and increasing the capability of the club.

Issues	• Getting parents up and engaged
	• More recently there has been better engagement with Tennis West.
	
	Competitors
	• Melville Primary School which impacts from a local junior engagement perspective.
	• East Fremantle is also a potential competitor as they are just down the road. They own their facility and therefore have greater flexibility.
		• No room for expansion.
		• Limited gaps/availability for programs etc.
		• Competitions and leagues are being reviewed – there is unrest regarding the league structure relating to whether Tennis West is catering for everyone.
			• Demographics shows members come from further outside of the City.
			• Tennis West Plan of 2018 did not help the club.
			• They want to expand and cater for needs – best medium sized club in Metro Perth with a turnover of a reasonable amount of membership. They lose membership due to lack of courts and occupy additional courts on a grace and favour basis.
			• Security, control, and infrastructure are the three significant issues they have to deal with - the club activity on courts is their main asset base.
			• Conversion of juniors to seniors is low.
				• The catchment is broader than Melville.
				  • 52% Melville.
				  • 32% Cockburn.
				  • 16% others.
				• Several courts are out of commission and others are at the end of their useful life.
				• The court booking system is still on-line / phone as the book-a-court system has yet to be installed.
				• Lights need to convert to an automatic system.
				• Court cleaning – fortnightly is necessary due to drainage / vegetation issues.
					• Club lighting has been problematic.
					• Overall $50k is required for the maintenance which is covered by membership fees.

Desires	• 2 x function rooms would help both senior clubs. Each club requires the size of the existing function space.	• Clubs vision is for one centre – the current community centre provides for dancing and pickle ball – they are	• They need disabled unisex toilets for wheelchair tennis and inclusion tennis.	• Toilets – no UAT • Clubhouse is shared with other sports	Developments being considered include:

Theme	Melville Palmyra Tennis Club	Blue Gum Tennis Club	Bullcreek Tennis Club	Kardinya Tennis Club	Applecross Tennis Club
	• Provision of more shade. • The multi-sport area also provided on site is likely to be as a mini court / community function area. They will be looking to extend the bar licence to this area. • Facilities need to be upgraded.	trying to bring it all together to align all groups into one reception area. • Provision of more shade and seating. • Facilities need to be upgraded. • They have recently been successful in gaining Club Night Light Program Funding to upgrade floodlighting to LED lighting. The UTR requires 350lux for these but only 250 lux for lower-level comps. • Electronic membership through a central area would resolve all issues with the building inadequacies.	• The club want to expand but cannot get council support. • Hit up Wall is poor and needs replacing. If they could get additional courts with a hit up wall, they would take over the asset management responsibility. • The three clay courts need replacing. • Looking to move towards LED floodlighting installations.	and can result in conflict. • Want to develop the site for wheelchair access – the nominated club in the zone. • Opportunity for Pickle Ball on site. • Car parking is required. • The fencing is in urgent need of replacement. • Lack of viewing areas. • Power supply is unreliable.	• Floodlighting to the recently developed courts. • Coffee shop either at the front or adjacent to the rear footpath as a hole in the wall café. • Additional outdoor seating. • Croquet • Cross country bowls.

5.4 Additional Tennis Club and Tennis West Consultation

Following deferral of the original Council item in August 2022, further engagement took place with Tennis West and COM Tennis Clubs to discuss the draft recommendations and strategic direction in further detail. These engagement activities included individual meetings with each club and a workshop with all clubs and Tennis West.

2 additional workshops were also conducted with COM Elected Members: 1 with Tennis Clubs and Tennis West (25 October 2022) and 1 with City officers (22 November 2022). The Tennis Clubs and Tennis West's presentation to Elected Members on 25 October is attached. The presentation focussed on Tennis in WA and the City from a broad perspective and outlined the strengths of each COM tennis club, current planning considerations and the future direction Tennis West and the clubs would like to travel in.

UNCONTROLLED

5.5 Additional School, Court Management and Coach Consultation

During the audit process the current managers of the existing community court infrastructure were contacted and advise in respect of the general bookings and usage:

- Mandala courts is fenced, and usage was limited to 3-4 regular users in winter per week. In summer there are two groups which play on an ad hoc basis. When unlocked (during covid) they were used day in and day out. In some weeks the courts may not be used at all. The floodlighting is good and the hit-up wall is used extensively. The courts are booked in advance and paid for with the key collected from an agreed location.
- Courts at Jack Howsen Reserve, Applecross, are fenced and usage is undertaken based on an honour system with the key available in a plastic box for collection and payment of the fee. The courts are well patronised by people who walk. Applecross Tennis Club looked to take over the court, but the run-off is sub-standard/restricted.
- Point Walter Tennis Courts are managed by Belgravia Leisure who manage the adjacent golf course under contract with the City. They capture hires – there were 74 hirers in 2020/21 at $14 per hour and 78 hirers at $18 per hour. Most of the bookings are per hour and through a local coach. Belgravia advise the City of the numbers through a monthly report and retains all of the money. It is an obligation taken on behalf of the City but not an income generator. The nets are held by Belgravia and hirers have to come and collect. No-one holds racquets to hire.
- Marshall Tennis Academy: Previously the resident coach at East Fremantle (for 25 years) and has also been involved with Melville Palmyra Tennis Club. Now uses Point Walter courts. He runs lessons and pays for courts monthly. The academy does not coach at clubs currently mainly due to the lack of flexibility. All club deals are different – there is always a need to look at an area and assess the likelihood of engaging with schools close by and the general affluence in the area. All coaches must focus on juniors to maintain the business. Hard courts would be better as it would provide for a more effective business model. You need volume to develop a business.
- Leeming Senior High School: current multi-purpose courts are used for basketball and netball and are in use pretty much during school days with occasional after school use. There is no court hire, and the school is happy for that to occur. It is all a council asset responsibility – a user agreement is in place which permits dedicated school use of the ovals from 7am to 4:30pm. The court surface is getting to a point where it needs to be resurfaced. Bullcreek Tennis Club looked at using the courts but are not suitable in their current state for competition play and there was no storage space available within close proximity. The changing facilities are on the wrong side of the courts.
- Applecross Senior High School: Courts are associated with the Applecross SHS Specialist Tennis Program (100 students in the program). They have been hoping to establish a court booking system for afterhours however the P&C is running into some roadblocks with our current fingerprint system and software and also the school policies. Access to the courts is only allowed by current Applecross SHS Tennis students. Access to the pavilion needs to go through the school.

5.6 Community Consultation Outputs

The community consultation process was undertaken in accordance with the City's Stakeholder Engagement Policy (CP-002). The City hosted a survey on its engagement page Melville Talks, and the survey was open to the community from Monday 25th October and closed Tuesday 9th November 2021. 836 online responses were received with 835 people visiting the page. It is estimated that based in the responses collected, the sample will reflect a high level of confidence that the views expressed are reflective of all residents within the City. A separate consultation report has been prepared and shared online. The key outputs are included in Table 8 below:

Table 8: Outputs of the Community Consultation Process

Theme	Responses
General Comments	

UNCONFIRMED

Theme	Responses
A life sport	Tennis is a sport that can be played throughout one's life and the need to cater for a broad age range of the community is key to participation.
Accessibility	The need to apply universal access design principles to all existing and future developments to ensure they cater for the broadest use. Safety is likely to be an important factor in facility use, most notably in public facility use where car park and path lighting would act as a barrier for participation. 66.7% of responses arrived at the facilities by car and 17.6% walked. The majority of users who used facilities were within 10 minutes at 57% or 15 minutes at 83%.
Bookings	Access to booking a court needs to be made easier and should be under one unified system.
Catchment	Notably more than one quarter (27.16%) of respondents lived in non-City of Melville suburbs. This supports the view that clubs such as Kardinya are likely to have an extended catchment into the City of Cockburn and Bullcreek and Blue Gum servicing residents within the City of Canning. Melville Palmyra Tennis Club is likely to compete for a similar membership cohort to that of Fremantle Tennis Club (Fremantle Park) and East Fremantle Tennis Club, which is located on the boundary of the City within 1km buffer zone.
Diversity of service offerings	The need to consider provision of Pickleball and Padel tennis.
Club Usage	The majority of respondents indicated that the most popular tennis clubs by use were by adults / children were Blue Gum Park (233 / 96), Bull Creek (212 / 107) and Kardinya (132 / 56) and Applecross (130 / 72). Melville Palmyra ranked relatively lower which is potentially reflective of their current membership base which is lacking in youth/juniors. School facilities for children ranked relatively high but recreational tennis court use was low as was the use of hit up walls in local parks by children.
Facility attractiveness	The top reasons for using a facility of choice were proximity to home (305), friendly and welcoming (264) and good tennis programs and activities (181). The access to good tennis coaches also ranked high as did the type of court surface. Free use ranked lowest. Environmental factors such as it being welcoming, safe and clean are extremely important, as are the sport specific factors such as floodlighting, fees (affordable), and programs.
Coaching	A number of general comments were received in respect of the quality of coaching and programs offered at each club
Floodlighting	A general demand for additional floodlighting for those courts currently without.
Indoor Tennis Courts	Requests for indoor tennis, mixed comments regarding the different surface types.
Communication	Enhanced communication between the City and clubs.
Public Tennis Courts / maintenance of assets	A requirement for better quality provision to resurface or replace the current infrastructure in parks. Maintaining facilities as fit-for-purpose and a range of tennis facilities is considered essential. Court infrastructure has been identified as closed and single use with limited public access.
Hit up walls	Provide more publicly accessible hit up walls which are free to use.
Court surfaces	Mixed comments were received regarding the different surface types.
Affordability	Response to this was mixed with some general comments regarding affordability and the need to provide free courts. Affordability was identified as the top reason for not participating along with time/motivators, sociability, and better access.
Participation	62% of people indicated that they participate all year around, accounting for 441 of the respondents. 451 people indicated that they participate in tennis between 2-5 times per week indicating ahigh level of interest in tennis within the City.

Theme	Responses
	Adult club based social (417) and social tennis – not club based (372) were the predominant use of the respondents indicating a clear and high demand for non-affiliated use in addition to traditional club-based activities. Pennant's competition (285) was also a key driver of participation. For children pennants competition (182), coaching clinics (170), social tennis – not club based (127) and club based social (122) were the top activities.
Club and Court Specific Commentary	
Applecross Tennis Club	A high number of respondents to strong support the provision of lighting to the facility (courts 11-14), with a small number against additional lighting. Support for the social side and welcoming club.
Blue Gum	A range of comments relating to the quality of floodlights, increased quantity of courts, retention of grass courts and improving spectator facilities. Wheelchair access to courts and clubrooms has been requested. Most comments indicate that it is a good club to be a part of some say expensive and is seen as an exclusive club.
Bullcreek Tennis Club	A high number of respondents requesting more courts and replacing clay with a different surface.
Melville Palmyra Tennis Club	No specific responses related to the facility or other matters.
Kardinya Tennis Club	Most comments were regarding the club culture, programs, how welcoming it is and user experience. Other key comments are in regard to upgrading the facility (in particular the court resurfacing and floodlighting replacement and a significant upgrade to ensure parity with other similar facilities in the City).
Mandala / Bridgewater courts	Upgrade of courts required. Improve the booking / management system
Point Walter	Comments requested that the City does not close the facility.

5.7 Engagement Outputs Overview

The consultation process contributed to the understanding of tennis infrastructure use and confirmed a number of critical considerations in relation to the current club and general community-based tennis infrastructure. The potential implications for clubs, the community, and commercial operators (tennis coaching businesses) if facility provision were to be lost would be significant. Ongoing investment in management and maintenance of facilities has been an underlying requirement refenced in many comments received. While the support of Tennis West for clubs has improved, this is still work in progress and will provide a significant database and resource which in the long term to assist in the development of the sport.

There is a need to ensure that current infrastructure and clubs are sustainable in the future given the costs associated with the traditional level of services and programs which are expected by members of clubs or casual users of courts. It is evident that such a consideration is critical to the clubs, and they are seeking explicit guidance and advice on how to manage and grow with limited financial resources. This is a very real issue with some facilities and there are areas where investment is required immediately. Clarity in respect of roles and responsibilities in the development of the strategy is required as many comments allude to a requirement for further investment in infrastructure which are unlikely to be met within existing City budgets. These matters are identified in detail in Section 6 where the outputs of all the research is consolidated.

6. Strategic and Operational Considerations

The output from the consultation process identified a number of key themes which are evidenced through the analysis and an overview of those is presented in table 9 below:

Table 9: Challenges and Opportunities

Challenges	Opportunity / Solution
Overview of Tennis Club infrastructure	
There are three successful clubs in the City (Blue Gum, Bullcreek and Applecross). Kardinya has seen a growing membership while Melville Palmyra is seeking to diversify its revenue streams. In all clubs the facilities are ageing and there is pressure related to the management of existing assets.	A review of current lease agreements and roles and responsibilities in respect of the management of the assets is required. All clubs have expressed a need for City support in the management of an ageing asset base. There is however no obligation on the City to resurface or replace playing surfaces which, in accordance with the asset management requirements of the lease, rests with the clubs.
Kardinya TC have experience significant growth over the past three years despite the constraints which has not been matched with investment in the asset. Current investment requirements are immediate to avoid closure and requires an urgent collaboration with the City.	The potential bringing forward of the master planning for Morris Buzzacott Reserve is unlikely and such investment is a long-term proposition. Immediate resolution to this issue may only be achieved through reviewing the current lease arrangements, investment through a self-supported loan and changes to the ongoing management of the asset is likely to be the best way forward if the club is to continue. With the absence of club infrastructure in the City of Cockburn and limited potential, the importance of retaining the club to service a potentially extensive catchment is emphasised.
There is an ageing membership and challenges with the development of junior tennis at Melville Palmyra TC. The co-location with other clubs has also been a challenge which the club have worked through. Junior development needs to be a key priority in addition to diversifying income streams moving forward.	The current approach by the club in diversifying the income base may allow the club to develop a sounder financial footing to improve financially and attract younger members. This will need to be monitored over time and activities promoted through the City of Melville. Current planning to enhance the clubhouse facility is underway and should improve the quality of services offered to members
The ageing infrastructure at Blue Gum Tennis Club and lack of alignment with other facilities / services within the site does not enable the club to maximise opportunities. There is potential to re-align current planned investment related to the community centre to incorporate both the tennis club and squash infrastructure.	Plans have been advanced regarding the future development of the community centre in isolation. This decision cannot be reversed. Future planning should however consider a greater integration of the groups on site.
There are current investment requirements of Bullcreek Tennis Club which includes the resurfacing of current clay courts and potentially additional court development.	The club under their current obligations are responsible for the resurfacing / replacement of court infrastructure. Investment by the City is currently in place with the hit up wall being demolished and replaced (including the surface) as part of the Bob Gordon premier play space project.
Current Investment requirements of Applecross Tennis Club include the need to finalise the recent court investment project with the installation of floodlighting.	While the issue of floodlighting has been the subject of local opposition, the City are generally supportive of its installation subject to gaining the appropriate approval

Challenges	Opportunity / Solution
	through the DBCA. The onus is on the tennis club to resolve the matter if funding is still available.
Reference has been made to the development of additional court infrastructure. The provision of alternative court space such as Hot Shots, indoor courts, Padel courts and specific Pickle Ball courts. Guidance notes exist for the development of specific Hot Shot Courts and there has been growth in Pickleball in a number of local government areas.	The need for specific Hot Shot courts and Pickleball courts is not evident on club sites, and they can be accommodated within existing court infrastructure should clubs be minded to expand their service offering. The lack of indoor courts throughout Metropolitan Perth does not suggest such provision should be available on a club site. This provision is best located at the state tennis centre. The growth in Padel needs to be assessed on an ongoing basis as the sport emerges and grows in WA. Currently the provision at Melville Palmyra is considered to be sufficient for the City.
Retaining the current level of grass court infrastructure is a consideration which has been raised due to the ongoing expenditure required to maintain the assets. This is particularly relevant to Blue Gum Tennis Club, Melville Palmyra Tennis Club and Applecross Tennis Club.	Currently the grass court provision is a valuable asset to the clubs who manage and maintain them. The resourcing of the grass court infrastructure will need to be subject to ongoing review. It is important to maintain a variety of surfaces to accommodate different tennis needs. This however should not be at the expense of a club's financial viability.
Operational Considerations	
Tennis Club relationship and communication with the City of Melville with clubs.	Communication with the clubs requires improvement (issues around decisions being taken outside of their knowledge on Men's Shed (Bullcreek) and perceived lack of support (Applecross) with the floodlighting.
The model currently being used to support club investment in facilities is a mixture of high membership and income generated through bar takings. For tennis the bar takings are not one of the club's key outputs. As a result, clubs do not benefit from asset management / maintenance offsets which other users may benefit from (i.e. football, cricket, soccer, etc.) whose main playing facility is considered as public open space. However, there is a need to generate revenue that arises from exclusive use space i.e. court hire / bookings. A key principle of court usage should be to generate sufficient income to fund ongoing maintenance and renewal (something which is not available to the sports of football, soccer and cricket.	Court infrastructure is currently identified by the City as being a dedicated single sport use and not multi-functional. Opportunities should be considered to incorporate open access times at club courts and potential areas which may be multi-marked for additional sporting use. By diversifying the service offered potential ongoing costs could be offset to reduce the asset management burden. A future focus should be on income generating activities from court use/hire (in addition to memberships, coaching and social activities) that directly contribute to facility maintenance and renewal. This applies to both club facilities and City facilities.
Grant application processes require the support of the City and TW. Ideally, applications should be underpinned by a strategic planning document / process and clear identification of partnership funding, good governance practices and the ability to manage the asset being funded (sinking fund)	The ongoing development and evolution of ClubSpark is essential in providing clubs with both the evidence base and appropriate governance structure to substantiate the funding request. This is also essential to ensure the ongoing viability of clubs is being managed effectively. The City should also be promoting the use of the initiatives under ClubSpark and capturing the outputs.
Based on the survey responses, although all clubs in the City are moving in a positive direction with memberships, there is a potentially high level of non-affiliated social tennis need. A different business driver is required to be adopted as social non-affiliated tennis	TW and the City should continue to work with clubs to expand the service offering to accommodate non-affiliated use and welcome the opening of court infrastructure. This is being achieved in part through book-a-court but the

Challenges	Opportunity / Solution
is likely to grow and club membership diminish without capturing the market.	tennis program should consider alternative corporate programs to offset the diminishing membership base.
There are inconsistencies with TW Strategic Facilities Plan. This currently does not reflect the club (affiliated) and social non-club (non-affiliated) requirements of those residents who play tennis / or would wish to play tennis in the City.	TW in conjunction with the City and clubs should seek to review on an annual basis the outputs of the strategy and update to accord with known facility requirements for all tennis use. In due course the strategy should be updated to properly reflect the requirements in the City and broader southern zone.
Management of tennis infrastructure within TA guidelines has identified potential quasi-commercial models. This may involve a coach managing a tennis club on a professional basis.	It is not evident that such a management model is viable within the City of Melville or more broadly within Metropolitan Perth. It is not considered that such a solution should be advocated for any club within the City currently.
Other Tennis Infrastructure	
The retention and / or repurposing of public tennis court spaces is raised through the consultation process with their value being relatively positive and a focus being on well managed assets of a good quality. Current infrastructure is ageing and will require investment within the next decade.	The approach to the retention / repurposing of public court space should be based on their value to the community as multi-functional with open access. All non-club-based tennis courts should be considered during their asset renewal process to be developed as multi-sport facilities. This, on a site-by-site basis should consider removing fencing and ongoing charges for the use of court space
The availability of book-a-court to assist the City in making the case for investment in public / City managed court infrastructure. Current data is poor and there is no ability to identify the full court usage (times of use and numbers of participants). The lack of data inhibits future planning and undermines the potential community benefits of continuing to invest in court infrastructure.	The City have indicated a willingness to invest in the development of book-a-court on all public / City managed facility infrastructure – subject to it being available through TW (and its capability of linking it through to the City booking systems). This would assist in making the case for investment and developing a full understanding of court use
Peter Ellis Park Courts have the potential to be used under school or City management. Currently this is an under-utilised resource.	The court infrastructure is currently used by the general community and is unlocked and managed daily by the school. While Bullcreek Tennis Club have sought to use the facility, it has not been practical due to limited associated infrastructure (although there are change rooms and toilets available, attached to Leeming Striker, with any club ground allocation / booking for the Reserve). At the end of its viable life a review should be undertaken of whether it should be retained in its current form or provide a multi-functional court space with open access. The City currently have funds on budget for 22/23 to upgrade lighting to LED at Peter Ellis courts.
The future provision of courts at Point Walter is questionable due to excessive maintenance and the site has the potential with the expanded area to provide a visitor attractor aligned to the golf club management and increased diversity of activities.	Attadale Alfred Cove Masterplan identifies and recommends that the Attadale Netball Club should relocate to the current Point Walter tennis site in the short term. This project is currently undergoing concept design for a 5-court netball facility with 3 tennis courts (hardcourts). In view of this proposed development the retention of 3 tennis courts on site is recommended to continue servicing existing participants and until such time as the multi-sport infrastructure can be provided.

Challenges	Opportunity / Solution
Hit up walls have a value to be retained but investment is needed in replacing some ageing and functionally challenged assets.	As multi-functional youth spaces with the ability to get children / youths involved in tennis (and other sports such as soccer, cricket and other ball sports, such infrastructure is valuable. The facilities currently in place provide a local resource which are multi-functional in use. The only current hit up wall which has limited capability / functionality is located at Dick Piercy Park. The need to replace the infrastructure should be reviewed when it reaches the end of its asset life.
Potential Partnerships	
A review of school sites indicates a potential opportunity to offset court demand through the entering into partnerships with selected schools.	This should only be sought where a specific need for additional infrastructure is evident. Currently, other than for additional court space for commercial coaching this is not evidenced.
Coaching, junior development and alignment to clubs. The current club infrastructure provides a commercial base for independent commercial coaching companies. While they book and use the courts there is no obvious link between their use and ongoing investment into the resurfacing or maintenance of the asset.	The ongoing use of club and community tennis courts by commercial operators should be related to a commercial return. This should be incorporated within any lease agreement with individual clubs and agreements related to public tennis courts. Income derived from the bookings should first be reinvested in the asset and clearly identified within club accounts. Where the coaching program is an integral part of the club and development of pennants teams, this would need to be considered on a case-by-case basis.

UNCONFIRMED

7. Indicative Costings

To support the development of the strategy a range of estimated costs for essential tennis infrastructure were identified to assist with the future budgetary planning. The costs are provided by Donald Cant Watts and Corke (DCWC) Quantity Surveyors and are industry benchmarked. These should be considered as indicative only due to the changing and volatile construction market which has seen significant cost increases over the past 18 months related to both supply of materials and labour.

Table 10: Indicative development costs as of June 2023

Facility	2 courts	4 courts	8 courts
Hardcourt Resurface	$73,749	$158,033	$368,232
Hardcourts (new)	$117,647	$252,853	$589,172
Conversion from Grass to Hardcourt	$168,861	$363,476	$846,935
Synthetic Resurfacing	$139,596	$300,263	$773,288
Clay court resurfacing / renewal	$81,065	$173,836	$405,056
LED Floodlights	$189,640	$379,279	$883,758
Fencing replacement	$37,401	$74,802	$174,297
Conversion of tennis court to multi use court space	$105,355	$221,246	$515,525
Hit up Wall renewals / replacement x 1	$83,689		

The above costings are subject to the following exclusions:

- GST
- Environmental Offset / Management Plans etc
- Abnormal ground conditions / contamination etc
- Major services diversions
- Major utility upgrades / contributions & headworks
- Works to any conservation areas
- Replacement fitments
- Works beyond what described above
- A court dividing fence
- Escalation beyond 12 months

It is also to be noted:

- All scope, quantities and rates are provisional therefore subject to adjustment
- Budget based on generic site. Scope, quantities, and rates will need to be adjusted to reflect actual site.

8. Priority Areas, Recommendations & Actions

The following recommendations consider the outputs of the research and key considerations which need to be put in place to further develop the sport of tennis within the City of Melville having regard to constrained financial resources and the expressed needs of residents, tennis clubs and Tennis West.

Table 11: Corporate Business Plan Priority Area Strategies & Strategic Recommendations for the provision of tennis infrastructure and services

Priority 4: Support Healthy Lifestyles and Wellbeing
Strategy 1: Invest Strategically in local infrastructure and built environments that support physical activity and healthy lifestyles.

No	Recommendation	Actions	Responsibility	Year
1	**Current Lease arrangements:** The City will commit to reviewing all leases on an ongoing basis to ensure the asset management of the facilities are being undertaken in accordance with the agreements. Where in the opinion of the City they are not, the City will explore alternative options, including annual license agreements, to ensure infrastructure remains viable. It is noted that the City is currently developing a community lease/license policy.	All existing leases should be reviewed to incorporate key performance measures to support the ongoing viability of the clubs. Key performance to be provided annually, amongst other information requested by the City: • Financial viability • Review of actions against an adopted club strategic plan. • Memberships and promotional activities. • Court occupancy stats (book-a-court data). • Sinking fund resources to satisfy the City that asset management and renewal or replacement is being effectively planned (if identified as a club obligation).	CoM	2022
2	**Asset Investment Model:** The City is committed to reviewing current asset investment models where there is a proposal by clubs to consider alternative community use and accessibility to infrastructure and / or a new facility management model. The City will work with clubs in asset management planning (for both City assets and club assets)	• Tennis Clubs to approach the City with a viable proposition to consider including multi-use opportunities which could be developed to encourage wider community use. • The City is committed to review in accordance with current agreements to ensure equity in the delivery of tennis court infrastructure for use by the City of Melville resident community. • The City will work with clubs and Tennis West to develop a process whereby the majority of court infrastructure maintenance and renewal is to be funded through usage / hire of the courts. • Asset management planning (AMP), including access and inclusion aspects will be a key action and priority arising from this strategy.	CoM	2022 and ongoing

UNCONFIRMED

No	Recommendation	Actions	Responsibility	Year
	It is also noted that the City is currently reviewing its grant funding support for sporting clubs.			

3	**Kardinya TC:** The club and City with immediate effect are to determine the future management options which will address the responsibilities for upgrading and managing investment in improving current court infrastructure.	• The KTC are to consider a variety of options for the urgent upgrade of critical infrastructure, including alternate management models for the facility. This potentially could include:
		  • A review of the current lease and potential move to an annual license agreement.
		  • Investment being sought through a self-supporting loan through the City.
		• The City will work with the Club and TW through this process to find a suitable solution.
			CoM / TW / KTC	2022

4	**Kardinya TC:** In accordance with recommendations within the ARIS, the City is committed to ongoing consultation with KTC when the Morris Buzzacott Reserve Master Plan is to be developed, noting that this process is several years from development and implementation. This will incorporate a review of the clubhouse infrastructure and its orientation relative to the tennis courts.	• Ongoing dialogue with the club relating to resolving current management issues and accessibility to disability / public toilets through the adjacent community facility. • Implementation of a stakeholder engagement program associated with the Morris Buzzacott Reserve Master Plan when it is being considered. • Club adoption of Kardinya TC Strategic Plan which addresses ongoing financial viability and preferred development / investment solution for the club. The City will provide feedback on the strategy to ensure consistency with agreed management and development options.	CoM / KTC	2028
5	**Melville Palmyra TC:** To review on an ongoing basis the financial viability and associated benefits of Padel infrastructure.	• The club to report to the City of Melville on an annual basis their financial accounts, financial obligations and usage data related to Padel court operations.	CoM / TW / MPTC	2022 – 2032 Ongoing
6	**Melville Palmyra TC:** The City through ongoing information sharing will ensure that MPTC are engaged with the design process associated with the redevelopment of the multifunctional clubhouse infrastructure at Melville Reserve.	• Stakeholder engagement process established • Club input into the design solutions • Sign off by the club.	CoM / MPTC	2022 / 2023
7	**Blue Gum TC:** The Club in conjunction with TW will facilitate the further facility	• Club adoption of Blue Gum TC Strategic Plan to incorporate long term infrastructure investment requirements as agreed with the City. The City	TW / BGTC	2022 Ongoing

UNCONFIRMED

No	Recommendation	Actions	Responsibility	Year
	enhancement to facilitate membership growth and development of the club in accordance with an agreed strategic plan.	will provide feedback on the strategy to ensure consistency with agreed development options. • Confirmation of grant funding assistance and support required. • Disability access audit and compliance investment to be incorporated within a planned implementation process to be agreed with the City.		
8	**Applecross TC:** The City in conjunction with TW will provide guidance and support for the club to increase capacity / capability of hard-court use through the installation of floodlights.	• The City provided support as landowner in respect of the lighting installation (but not as funder or applicant). ○ The City of Melville Council recommended approval to the Department of Biodiversity, Conservations and Attractions subject to several conditions (April 2023 Ordinary Meeting of Council).	CoM / TW / ATC	2022 / 2023
9	**Bullcreek Tennis Club:** The City in conjunction with the club review and provide feedback on court development options based on a club need.	• Adoption of Bullcreek TC Strategic Plan to incorporate long term infrastructure investment requirements as agreed with the City. • Review of current hit-up-wall infrastructure which is currently being undertaken as part of the Bob Gordon Play space project. Potential re-alignment of land / and / or adjacent land for court infrastructure. • Development of a funding plan by BTC demonstrating financial viability and ongoing asset management, maintenance, and resurfacing cost.	CoM / BTC	2027
10	**Community Tennis Court Infrastructure:** The City will, at the end of the viable life of all current community tennis court infrastructure, commit to review its redevelopment as a multi-functional hard-court area with open community access.	• Review all community tennis court infrastructure when they reach the end of their viable life with a view to replacing with contemporary multi-sport hard surfaces which meets the needs of the local community. • When the infrastructure is considered for renewal, the City will undertake community consultation to ensure the replacement or upgraded infrastructure is in accordance with contemporary standards and a need evidenced. At this time the impact of fencing or maintaining an open surround will be considered. • The City commits to engaging and involving local tennis clubs in the planning for improvements to public court infrastructure including at schools where the City has shared use arrangements in place. • Where appropriate and subject to a suitable community access agreement the City of Melville will enter into partnerships with schools as a	CoM	Ongoing Review

UNCONFIRMED

No	Recommendation	Actions	Responsibility	Year
		mechanism to increase use and viability of community tennis court infrastructure either on or adjacent to school sites.		
11	**Hit up walls:** The City is to retain all current publicly accessible hit up walls as multi-functional play areas with open access. They will be maintained on an ongoing basis and renewed when they reach the end of their useful life.	• Review all hit up wall infrastructure when they reach the end of their viable life with a view to replacing with contemporary multi-functional infrastructure which meets the needs of the local community. • When the infrastructure is considered for renewal, the City will undertake community consultation to ensure the replacement or upgraded infrastructure is in accordance with contemporary standards and a need evidenced.	CoM	Ongoing Review
12	**Integration of Book-a-court System:** The City in partnership with TW will seek to invest in book-a-court on all public facility infrastructure subject to the system being made available through TW (and is compatible with the City booking systems).	• The City in partnership with Tennis West are to explore the integration of book-a-court usage data (or igloo Bluetooth lock) with City booking systems. • This would assist in making the case for investment and ongoing understanding of court use.	CoM	2023
13	**Point Walter Tennis Courts:** The City will in the short term continue to retain and maintain the grass court provision pending the detailed design and implementation of the proposed integrated Netball and tennis infrastructure on the site (to include 5 netball and 3 tennis court facility – all hardcourts) in accordance with the emerging Attadale Alfred Cove Masterplan.	• Confirmation of the outputs of the Alfred Cove Foreshore Master Pan. • Ongoing contract review between the City and Belgravia Leisure with a view to reducing ongoing maintenance of the grass courts. • City to confirm future investment capability / use of land as an opportunity to consolidate high income generating activities to underpin the adjacent commercial operations and Point Walter as a tourism destination node. The City of Melville Council approved the relocation of Netball from Troy Park to Dyoondalup Point Walter (5 multi-use hard courts, including 3 tennis courts) and project funding in the 23/24 budget. The Council also resolved to investigate the establishment of up to two grass multi-use courts at Dyoondalup Point Walter. (February 2023 Ordinary Meeting of Council).	CoM	2023 and ongoing
14	**School Agreements:** The City will consider the expansion of current and potential future court access agreements on school sites where a club and / or a community need can be justified.	• Clubs to approach the City of Melville with potential options and a rationale for negotiating community use of school courts. For clubs, the case must identify current capacity issues based purely on a club perspective. For general public access these will be undertaken in accordance with Recommendation No.10 above.	CoM and City of Melville Tennis Clubs	Ongoing / Annual Club Review

UNCONFIRMED

No	Recommendation	Actions	Responsibility	Year
		• The City to review on a case-by-case basis prior to facilitating access opportunities.		
15	**Future Club Court Development:** The City will review the future court facility needs based on the individual requirements of clubs, which will not be determined solely by commercial coaching programs. It is acknowledged that a balance of court use is essential to facilitate high occupancy and overall sustainability of court infrastructure (public court hire, club/member use and coaching programs). Where additional court infrastructure is deemed to be required a clear and evidenced business case will be necessary by the club.	• The Clubs are to present their business cases to the City for review. • The business case methodology is to conform to the needs and feasibility requirements of the DLGSC publications. • Court need to be evidenced by an assessment of capacity through the book-a-court system or similar alternative and a clear understanding of current and projected usage, participation and developmental programs which need to be met. • Evidence will need to be provided on the financial capability of managing the asset. • Income to be generated through programs / services and court hire.	City of Melville Tennis Clubs	Ongoing / Annual Club Review
16	**Review of City of Melville Local Planning Policy (LPP) 3.4. Lighting Policy:** To review the policy aimed at controlling the impact of tennis court developments in or adjacent to residential area to reflect the extended playing needs of City of Melville Clubs.	• Review of Local Planning Policy (LPP) 3.4. Lighting Policy to increase the extent of time permissible to play tennis on club sites (currently controlled on a residential standard which requires floodlights to be extinguished between the hours of 9pm and 7am). This does not reflect evening playing cut-off for TW competitions / pennants of 10:30pm. • Adoption of a revised policy following council consideration.	City of Melville	2023
Priority 4: Support Healthy Lifestyles and Wellbeing **Strategy 3: Empower inclusive participation and support for sports and community groups.**				
17	**Club Communication**: The City are committed in partnership with TW and City of Melville Tennis Clubs to facilitate the implementation of this strategy. This will be focussed on ensuring the financial viability of the clubs and the assets are secure by establishing a consistent communication platform.	• The City will meet with all Tennis Clubs and Tennis West at 6 monthly intervals for a trial period of 18 months (3 meetings) to facilitate discussion on key strategy topics such as asset management plans, upcoming projects, grant funding, public tennis infrastructure and anything else pertinent at the time. • The stakeholder group will review frequency of meetings following the trial to ensure continued effectiveness.	All Clubs / CoM / TW	2022 Ongoing

UNCONFIRMED

		• TW Facilities Strategy is to be reviewed by TW in conjunction with City of Melville Tennis Clubs and updated to reflect the annually updated requirements and commitments.		
18	**Grass Court Infrastructure:** The City will not direct clubs to replace any club utilised grass court surface as this is a decision for the club/s. The City will support clubs altering the playing surfaces to hard courts &/or synthetic courts subject to needs and feasibility study being completed to the City's satisfaction.	• Ongoing review in conjunction with TW of Blue Gum Tennis Club, Melville Palmyra Tennis Club and Applecross Tennis Club grass court infrastructure and ability to manage and maintain the surfaces. • Assessment of capacity and viability of changing surfaces from grass to hard court to be undertaken on a case-by-case basis. • Standard agenda item / discussion point of the 6 monthly meetings as per recommendation 17.	All Clubs / TW	Ongoing / Annual Club Review
19	**Implementation of ClubSpark**: The City to support TW in the ongoing evolution and development of ClubSpark with a view to sharing the data to inform ongoing investment considerations and Council reporting processes relating to outcomes of the City's Strategic Community Plan.	• All clubs to confirm their adherence the ClubSpark framework and the sharing of data through the annual review process with the City. • TW to provide an annual overview subject to agreement with City of Melville Clubs, benchmarked against Metropolitan and National data outputs.	All Clubs / TW	2022
20	**Valuing Volunteers:** Acknowledgement of Volunteers contribution to tennis clubs, the sport of tennis and the wider COM community.	• Promote benefits of volunteering • Continue to recognise and appreciate volunteers in our community • Standard agenda item / discussion point of the 6 monthly meetings as per recommendation 17	City of Melville Tennis Clubs	Ongoing

UNCONFIRMED

Attachment 1: Tennis West and Tennis Club's Presentation

UNCONFIRMED

Local Emergency Management Arrangements 2023

UNCONFIRMED

Local Recovery Plan 2023

This page has been intentionally left blank

UNCONFIRMED

)CAL EMERGENCY MANAGEMENT ARRANGEMENTS 2023

Certificate of Approval
Disclaimer
Version Control
Amendment Record
Distribution List
General acronyms used in these arrangements
Glossary of Terms

ART 1: INTRODUCTION

Authority
Document Availability
Endorsement Date
Area Covered
City of Melville Local Government Boundaries
Profile
Purpose
Scope
Existing Plans and Supporting Documents
State Plans and Policies
Local Arrangements
Agreements Understandings and Commitments
Financial Arrangements
Local Government Responsibilities
Hazard Management Agency Responsibilities
Controlling Agency Responsibilities
Public Information
Local Government Communication Process
Public Warning Systems and Local Media Avenues
High Risk Sites

ART 2: CRITICAL INFRASTRUCTURE

Major Commercial / Industrial Areas
Major Facilities
Major Hospital and Educational Facilities
City of Melville Buildings
Major Transport Arteries
Air Services / Terminals
Critical Supplies, Water, Sewerage, Electricity and Gas
Waste Services / Recycling Plants

ART 3: PLANNING

Local Emergency Coordinator (LEC)
Local Emergency Management Committee (LEMC)
LEMC Functions and Responsibilities
Risk Management
Hazards Identified

ART 4: RESPONSE

Emergency Management Structure and Response levels

UNCONFIRMED

Emergency Actions
Local Government Involvement in Response
City of Melville Incident Management
Responsibilities
Agency Roles and Responsibilities – Response
Incident Support Group (ISG)
Frequency of ISG Meetings
Incident Management
Local Emergency Operations Centres

ART 5: COMMUNITYEVACUATION
Access and Egress Routes
Public Warning Systems
Local Systems
Vulnerable Groups
Provision of Welfare Support
Department of Communities (DC)
Welfare Centres Designated Agency Functions
Staged Return of Evacuees

ART 6: RECOVERY
Local Recovery Coordinator
State Plans and Policy for Recovery
Activation of Recovery
Level of State Involvement
Further Information

ART 7:
Testing and Exercising
Schedule of Exercises
Review of this Plan

PENDICES
Appendix E: Community Based Vulnerable Groups
3. Key Principles Of Crisis Communication 6
4. Crisis Communication Management 7
5. Communications Role In Crisis Management 13
6. Action Plan For Crisis Communication Management Team 15
7. Attachments 17
5. Communications Role in Crisis Management 1
6. Action plan for crisis communication management team 1
Appendix G: WA Hazard Management Agencies 1
Appendix H: Welfare Activation Kit Contents 1

CAL RECOVERYPLAN 2023 1

ART 1: INTRODUCTION 1
Disclaimer 1
Distribution List 1
LEMA / LRP Review 1
Purpose 1
Objectives 1

UNCONFIRMED

Scope 1
Recovery Process and Aim of Recovery 1
Local Government Responsibility for Recovery 1

ART 2: RELATED DOCUMENTS 1
Agreements Understandings and Arrangements 1
State Plans and Policies 1

ART 3: RESOURCES 1
One Stop Shop 1
Local Emergency Operation Centres / Emergency Coordination Centres 1
Local Recovery Coordination Group Subcommittees 1
Communication 1
Debriefing 1
Evaluation 1
Keys Actions Required post event 1

ART 5: APPENDICES 1
Appendix A (1) – Local Recovery Coordinator Recovery Action Checklists 1
Appendix J – Recovery Operational Sequence Checklist / Guide 1
Hma / Controlling Agency 1
Alert 1
City Of Melville 1
Activation 1
Lrc 1
StandDown 1

UNCONFIRMED

Local Emergency Management Arrangements 2023

UNCONFIRMED

LEMC Endorsement Date: 4 July 2023
Last Review: 2023
Full Review Required: 2028
Maintained by: Executive Officer to LEMC
Document Owner: Coordinator Rangers and Emergency Management

City of Melville
10 Almondbury Road, Booragoon
Tel: 1300 635 845
Web: www.melvillecity.com.au
Email: melinfo@melville.wa.gov.au

This page has been intentionally left blank

UNCONFIRMED

Certificate of Approval

The City of Melville Local Emergency Management Arrangements (LEMA) and Local Recovery Plan (The Plan / LRP) have been prepared by the City of Melville to address the City's Legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006.

The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this Plan will be known as the City of Melville Local Emergency Management Arrangements:

- Local Recovery Plan (included in this document)
- Risk Register and Treatment Schedule
- Contacts and Resources Register (included in this document)
- Local Emergency Management Arrangements for the Provision of Welfare Support, known as the Local Welfare Plan (Department of Communities)

In accordance with State Emergency Management Policy 2.5 and State EM Preparedness Procedure 7, this Plan has been endorsed and noted by the following entities:

- City of Melville Local Emergency Management Committee (LEMC) - Endorsement
- City of Melville Council – Endorsement
- South Metropolitan District Emergency Management Committee (DEMC)– Noting
- State Emergency Management Committee (SEMC) – Noting

City of Melville Local Emergency Management Committee (LEMC)

Date: 4 July 2023

Recovery Coordinator / Chairperson

Date:

City of Melville Council / Mayor

UNCONFIRMED

Disclaimer

The LEMA and The Plan has been produced by the City of Melville in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the City expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

Version Control

Document Title	**City of Melville Local Emergency Management Arrangements 2023**
Document Status	Version 2.0
Electronic Document Name / Versions	
Date Finalised	
Date of Review	2028
Author	Coordinator Rangers & Emergency Management
Document Owner	Coordinator Rangers & Emergency Management

UNCONFIRMED

Amendment Record

Suggestions and comments from the community and stakeholders can help improve the document.

Feedback can include:

- What you do or do not like about the document;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it via to: melinfo@melville.wa.gov.au

Alternatively by mail addressed to:

The Executive Officer
City of Melville Local Emergency Management Committee
Locked Bag 1
BOORAGOON WA 6954

The Executive Officer will refer any correspondence to the LEMC for consideration and or approval.

All amendments are to be listed in the below table when updated and the details provided to the next available meeting of the LEMC.

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	DOCUMENT VERSION
NUMBER	DATE		NAME	

UNCONFIRMED

Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below.

Members of the public wishing to obtain a copy of this document can do so by application to the City of Melville through the following email address:
melinfo@melville.wa.gov.au

Alternatively, the current version of the document can be found on the City of Melville official website.

Printed copies of this document may not be accurate. Any document released for public consumption must not include staff names or contact details or persons mentioned therein.

For contact details of LEMC membership and other officers please refer to the Contacts and Resources Register **(controlled document)**.

Copies provided to	No. of copies
City of Melville	
Chief Executive Officer	1
Mayor	1
City of Melville Directors	5
Local Recovery Coordinator / Chairperson	1
Deputy Local Recovery Coordinator	1
Welfare Coordinator	1
Executive Officer	1
LEMC Membership	
WA Police (WAPOL) – Murdoch and Palmyra Stations	2
Department of Fire and Emergency Services (DFES)	1
Department of Communities (DC)	1
Fiona Stanley Hospital	1
St John of God Hospital	1
St John Ambulance	1
Silver Chain	1
Australian Red Cross	1
Murdoch University	1
South Metropolitan TAFE	1
Westfield Garden City Shopping Centre	1

UNCONFIRMED

Other committees	
South Metropolitan District Emergency Management Committee (DEMC)	1
State Emergency Management Committee (SEMC)	1

General acronyms used in these arrangements

CaLD	Culturally and Linguistically Diverse
CEO	Chief Executive Officer
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DLRC	Deputy Local Recovery Coordinator
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
EM	Emergency Management
EM Act	Emergency Management Act 2005
EM Regulations	Emergency Management Regulations 2006
HMA	Hazard Management Agency
HMO	Hazard Management Officer
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Agency
LGLO	Local Government Liaison Officer
LGWLO	Local Government Welfare Liaison Officer
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OAM	Operational Area Manager
OASG	Operations Area Support Group
OIC	Officer in Charge
RP	Recovery Plan
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee

UNCONFIRMED

SES	State Emergency Services
SEWS	State Emergency Warning Signal
SRC	State Recovery Controller
SRCG	State Recovery Coordination Group
WAPOL	Western Australia Police

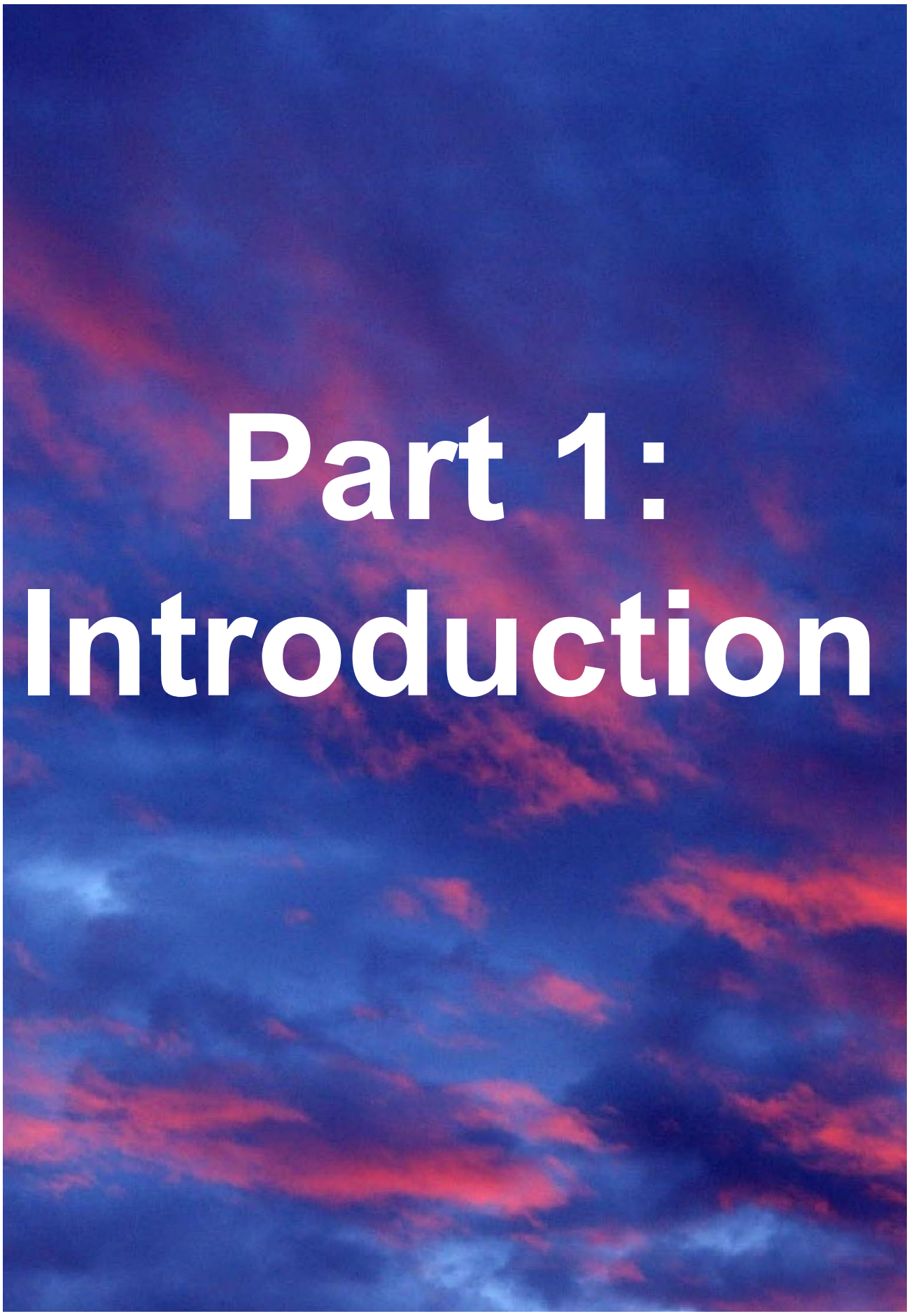
Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the *State EM Glossary* or the *WA Emergency Risk Management Procedure.*

District: means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

Municipality: means the district of the local government of City of Melville.

UNCONFIRMED


Part 1:
Introduction

This page has been intentionally left blank

UNCONFIRMED

Part 1: Introduction

Authority

This plan has been prepared and endorsed by the City of Melville LEMC.

This plan has been approved by the City of Melville Council in compliance to the *Emergency Management Act 2005, section 41*.

The plan has been tabled for information and comment with the South Metropolitan DEMC.

Document Availability

Copies of these arrangements can be found:

- City of Melville website: https://www.melvillecity.com.au/our-community/safety-and-emergency-management/local-emergency-management
- City of Melville Civic Centre, 10 Almondbury Road Booragoon
- City of Melville Operations Centre, 13 Bramanti Road Murdoch
- WAPOL – Palmyra Station
- WAPOL – Murdoch Station

Note: Hard copies (printed) of this document may not be accurate

Endorsement Date

This plan was endorsed by the City of Melville LEMC on **4 July 2023**

Area Covered

The City of Melville Local Emergency Management Arrangements have been prepared for the area gazetted as the City of Melville Local Government District.

The area of the City of Melville incorporates a total land area of 52.73 square km and is located 8km from the Perth CBD

The City of Melville shares its boundaries with:

- City of Fremantle
- Town of East Fremantle
- City of Canning
- City of Cockburn
- City of South Perth

UNCONFIRMED

City of Melville Local Government Boundaries

Profile

The City of Melville lies within the Perth Metropolitan area with its administration area located within the suburb of Booragoon between Leach and Canning Highways.

Information provided in the below table is based data from the 2021 Census data. The total population of the City of Melville based on this data is: 103,523.

The suburban areas within the City of Melville have a total of 42,881 dwellings spread across 18 suburbs of:

- Alfred Cove
- Applecross
- Ardross
- Attadale
- Bateman
- Bicton
- Booragoon
- Brentwood
- Bull Creek
- Kardinya
- Leeming
- Melville
- Mount Pleasant
- Murdoch
- Myaree
- Palmyra
- Willagee
- Winthrop

UNCONFIRMED

The City of Melville is bordered by 18km of river foreshore with the Swan River Estuary on its northern boundary and the Canning river on the eastern boundary. The rivers while supporting a diverse range of bird life and fauna are also valuable public recreational areas. The City has diverse plans for the management of its rivers, parks and reserves.

Suburb	Population	Dwellings	Area	Density
Alfred Cove	2,830	1,159	1.2 km sq	1.96
Applecross	7,228	3,304	3.2 km sq	6.93
Ardross	4,578	1,855	2.3 km sq	8.65
Attadale	6,638	2,630	3.1 km sq	6.91
Bateman	3,832	1,375	2.0 km sq	1.02
Bicton	6,961	3,074	3.2 km sq	2.23
Booragoon	5,684	2,407	3.1 km sq	5.92
Brentwood	2,153	832	0.9 km sq	2.69
Bull Creek	8,030	3,157	4.2 km sq	4.55
Kardinya	9,137	3,772	4.3 km sq	4.94
Leeming	8,219	4,039	6.0 km sq	1.46
Melville	6,204	2,546	2.4 km sq	1.07
Mount Pleasant	7,456	3,327	2.8 km sq	9.51
Murdoch	3,352	1,116	4.3 km sq	1.81
Myaree	2,169	855	1.4 km sq	1.10
Palmyra	7,585	3,694	3.1 km sq	7.89
Willagee	5,447	2,416	2.1 km sq	1.24
Winthrop	6,020	2,118	3.5 km sq	4.91

****Population and dwelling information based on 2021 Australian Bureau of Statistics Census****

Purpose

The purpose of these emergency management arrangements is to set out:

1. The City of Melville's preparedness and capacity to support the effective management of an emergency that may impact on the local community;
2. The roles and responsibilities of public authorities and other agencies/persons involved in emergency management in the City of Melville local government district;
3. Provisions about the coordination of emergency operations and activities relating the emergency management in the local government district;
4. A list of natural and technological hazards that may impact the local community;
5. Strategies and priorities for emergency management in the local government district; and
6. Other matter about emergency management in the local government district that the local government considers appropriate.

UNCONTROLLED

Scope

The scope of this Plan is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the community in the long term.

In the case of the City of Melville, these plans and arrangements perform a multifaceted role in protecting the health, welfare, environment and economic well-being of the community. To ensure the best possible outcomes for the City of Melville, key stakeholders and the community, a comprehensive understanding of hazards likely to impact the community and/or environment and the interaction between consequences and resilience of the community are required.

The scope of this plan is limited to and includes:

- The geographical boundaries of the City of Melville;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with other emergency management plans and agreements.

Furthermore:

- This document applies to local government district of City of Melville;
- This document covers areas where the City of Melville provides support to HMAs in the event of an incident;
- This document details the City of Melville capacity to provide resources in support of an emergency, while still maintaining business continuity; and the City of Melville responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local district level. Incidents may arise that require action or assistance from district, state or federal level.

Existing Plans and Supporting Documents

To enable integrated and coordinated delivery of emergency management support within the City of Melville, this document is consistent with State Emergency Management Policies (State EM Policy) and Statement Emergency Management Plans (State Hazard Plans {Formally WestPlans}).

The flow chart in **Appendix B** indicates the relationship between State Plans and Legislation, the Local Emergency Management Arrangements for the City of Melville as well as other supporting plans and documents that together become the Local Emergency Management Arrangements for the City of Melville.

UNCONFIRMED

State Plans and Policies

SEMC policy Statements guiding Local Government, Hazard Plans (WestPlans) and Support Plans, can be viewed on the SEMC Website: www.semc.wa.gov.au.

Local Arrangements

The City of Melville has no specific policies in place for emergency management.

The following documents form the Local Emergency Management Arrangements for the City of Melville:

REQUIRED Local Emergency Management Arrangements (LEMA)	Location	Owner	Review Date
Local Emergency Management Arrangements **(this document)**	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	Coordinator Rangers & Emergency Management	2028
Local Recovery Plan **(included in this document)**	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	Coordinator Rangers & Emergency Management	2028
Contact and Resource Register **(included in this document – also available as stand alone document)**	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	Coordinator Rangers & Emergency Management	
Operation Risk Register	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	Risk & Insurance Officer	
Strategic Risk Register	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	Risk & Insurance Officer	
LEMA for the Provisions of Welfare Support – Local Welfare Plan	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	Department of Communities	

UNCONFIRMED

OPTIONAL Local Emergency Management Arrangements (LEMA) Supporting Plans	Location	Owner	Review Date
Business Continuity Plan	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	Risk & Insurance Officer	
Vulnerability Policy	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	UNDER DEVELOPMENT Safer Melville Coordinator	
Crisis (Issue) Communication Plan	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	Marketing and Communications Coordinator	
Emergency Management Quick Reference handbook	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	UNDER DEVELOPMENT Coordinator Rangers & Emergency Management	
Emergency Plan – Civic Centre, 10 Almondbury Road, Booragoon	City of Melville Civic Centre 10 Almondbury Road BOORAGOON	Senior Business Partner (People Services)	
Emergency Plan – Operations Centre	City of Melville Civic Centre 10 Almondbury Road BOORAGOON & Operation Centre 13 Bramanti Road MURDOCH	Senior Business Partner (People Services)	
Emergency Plan – Bull Creek Community Centre	City of Melville Civic Centre 10 Almondbury Road BOORAGOON & Blue Creek Community Centre Hassell Crescent BULL CREEK	Senior Business Partner (People Services)	
Emergency Plan – Bull Creek Library & Community Centre	City of Melville Civic Centre 10 Almondbury Road BOORAGOON & Bull Creek Library 24 Leichhardt Street BULL CREEK	Senior Business Partner (People Services)	

UNCONFIRMED

Emergency Plan – Heathcote Cultural Precinct	City of Melville Civic Centre 10 Almondbury Road BOORAGOON & Heathcote Cultural Centre 58 Duncraig Road APPLECROSS	Senior Business Partner (People Services)	
Emergency Plan – Leisurefit Booragoon	City of Melville Civic Centre 10 Almondbury Road BOORAGOON & 521 Marmion Street BOORAGOON	Senior Business Partner (People Services)	
Emergency Plan – Leisurefit Melville and AH Bracks Library	City of Melville Civic Centre 10 Almondbury Road BOORAGOON & 431 Canning Highway MELVILLE	Senior Business Partner (People Services)	
Emergency Plan – Piney Lakes Environmental Education Centre	City of Melville Civic Centre 10 Almondbury Road BOORAGOON & Piney lakes Environmental Centre Leach Hwy & Murdoch Drive WINTHROP	Senior Business Partner (People Services)	
Emergency Plan – Point Walter Golf Course	City of Melville Civic Centre 10 Almondbury Road BOORAGOON & Point Walter Gold Course Honour Avenue BICTON	Senior Business Partner (People Services)	
Emergency Plan – Wireless Hill Park	City of Melville Civic Centre 10 Almondbury Road BOORAGOON & Wireless Hill Telefunken Drive ARDROSS	Senior Business Partner (People Services)	

UNCONFIRMED

Agreements Understandings and Commitments

Parties to Agreement		Summary of Agreement
City of Melville	City of Canning	Mutual Aid / Emergency Animal Welfare
City of Melville	City of South Perth	Provisions for Cat Welfare
City of Melville	Cat Haven	Mutual Aid / Provisions for Cat Welfare

Financial Arrangements

While recognising the provisions of Section 5.2 of the State Emergency Management Procedure – Emergency Management Funding, the City of Melville is committed to expending such necessary funds, within its current budgetary constraints, as is required to ensure the safety of its residents and visitors.

The Chief Executive Officer should be contacted immediately an emergency event requiring resourcing by the City occurs to ensure the desired level of support is achieved.

For further information relating to the City's expenditure capability for emergencies City finance personnel and contact details are published in the Contacts Register and Resource Register (Restricted access documents) under City of Melville after hours contacts – Funding for Emergencies.

Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the Emergency Management Act 2005, a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in Part 4 – Preparedness of the State EM Policy.

The City of Melville has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

UNCONFIRMED

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues they provide advice to HMA to develop effective localised hazard plans.
- Providing a multi-agency forum to analyse and treat local risk.
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

Local Government

The responsibilities of the City of Melville under section 36 of the Emergency Management Act 2005 are:

- Ensure that effective local emergency management arrangements are prepared and maintained for the district; and
- Manage recovery following an emergency affecting the community in the district; and
- Perform other functions given to the local government under the Emergency Management Act 2005.

Local Emergency Coordinator

The responsibilities of the Local Emergency Coordinator (LEC) under section 37 of the Emergency Management Act 2005 are:

- Provide advice and support to the local emergency management committee for the City of Melville in the development and maintenance of emergency management arrangements for the district;
- Assist HMAs in the provision of a coordinated response during an emergency;
- Carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Local Recovery Coordinator

The role of the Local Recovery Coordinator (LRC) is to ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

UNCONFIRMED

Local Government Welfare Liaison Officer

The role of the Local Government Welfare Liaison Officer (LGWLO) during an evacuation where a City of Melville facility is utilised by the Department of Communities, is to provide advice, information and resources regarding the operation of the facility.

Local Government Liaison Officer

The role of the Local Government Liaison Officer (LGLO) during a major emergency is to attend the ISG meetings to represent the City of Melville and provide local knowledge input and details in the LEMA.

LEMC Chair

The role of the LEMC Chairperson is to provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.

LEMC Executive Officer

The role of the LEMC Executive Officer is to provide support to the LEMC by:

- Provide executive support to the LEMC by providing secretarial support including meeting agendas, minutes and action lists, correspondence and committee membership contact register;
- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including annual report, annual business plan and Local Emergency Management Arrangements;
- Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- Participate as a member of sub-committees and working groups as required.

Local Government Emergency Management Planning

Section 41 of the Emergency Management Act 2005 sets out the responsibilities of local government to prepare local emergency management arrangements for its district.

Hazard Management Agency Responsibilities

The role of Hazard Management Agencies (HMA) is described in Sections 4 and 5 of the Emergency Management Act 2005.

UNCONFIRMED

Controlling Agency Responsibilities

A controlling agency nominated to control the response activities to a specified type of emergency. Local Government will only be the nominated as the controlling agency for bushfire occurring on private land within the local government district or on land vested in the local government.

Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under State Emergency Management Policy 5.6 – Emergency Public Information.

Once a formal transition from Response to Recovery has been agreed between the HMA and the City of Melville, the City of Melville will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the Local Government Act 1995, Section 2.8 and 5.4(1)(f).

Local Government Communication Process

All local government instituted public information must be approved by the Chief Executive Officer.

Direct communications with the public will only be through the Mayor, CEO or a person authorised by the Mayor.

The City of Melville will communicate with the local community in the following manner:

- Direct communication via public meetings;
- Posts on the official website;
- Mail outs to ratepayers;
- Periodical news letters;
- Social media (Official Facebook page);
- Via SMS where that system is available;

UNCONFIRMED

Public Warning Systems and Local Media Avenues

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. The following table lists local systems that may be utilised to provide public information.
Refer also Crisis Communication Plan Appendix F(2)
The City of Melville will communicate with the local community in the following manner:

Description	Contact
RADIO	
• **ABC Local Radio 720** Official emergency broadcasting station for the Perth region. Provides emergency updates, advice and information. Warnings will be replayed at regular intervals until the emergency is over.	ABC Local Radio (720 AM) 6PR and other news bulletins
LOCAL NEWSPAPERS	
• Melville Times • Melville City Herald	Communication via City of Melville Marketing and Comms

COMMUNITY LIAISON	
• **DFES Community Liaison Officer** Depending on the size of the incident, a DFES Liaison Officer may be appointed to provide face to face communications between the IMT and the affected community	Refer Contact Register
CALL CENTRES / Public Information Lines	
• City of Melville • DFES public information line (current emergencies & alerts)	First point of contact CSS 1300 653 643 www.dfes.wa.gov.au

UNCONFIRMED

EMERGENCY WARNING SYSTEMS	
• **DFES Emergency WA app** Provides information on current alerts and warnings about emergencies, fire danger ratings and declared total fire bans • **Emergency Alert Telephone Warning System** National telephone warning system used during an emergency to send messages to landlines and mobile phones within a defined area where lives and homes are considered under threat. Emergency Alert is not used for every incident DFES responds to and activation and area is determined by the DFES Incident Controller. All landline and mobile phone (including silent numbers) are automatically registered based on their service address. N.B: Emergency Alert relies on telecommunications networks to send messages and delivery cannot always be guaranteed.	www.emergency.wa.gov.au www.emergencyalert.wa.gov.au
• **Standard Emergency Warning Signal (SEWS)** Is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a mayor emergency or disaster. The signal is intended for use as an alert signal to be played on public media such as radio, TV or PA systems. What should I do if I hear the SEWS Broadcast? • Stop what you are doing. • Listen carefully to the information provided. • Act as directed.	SEWS Signal Alert

UNCONFIRMED

SOCIAL MEDIA AVENUES	
City of Melville • Twitter • Facebook • Melville eNews • Instagram **DFES** • Twitter • Facebook	City of Melville Marketing and Communications Coordinator DFES
INTERNET / WEB SITES	
• City of Melville website • DFES • OEM (Office of Emergency Management) • Emergency WA • BOM (Bureau of Metrology)	• melville.wa.gov.au • dfes.wa.gov.au • oem.wa.gov.au • emergency.wa.gov.au • bom.wa.gov.au
COMMUNITY INFORMATION TEMPLATES	
• What we know • What we don't know • What we are going to do • What we want you to do	City of Melville Marketing and Communications

UNCONFIRMED

High Risk Sites

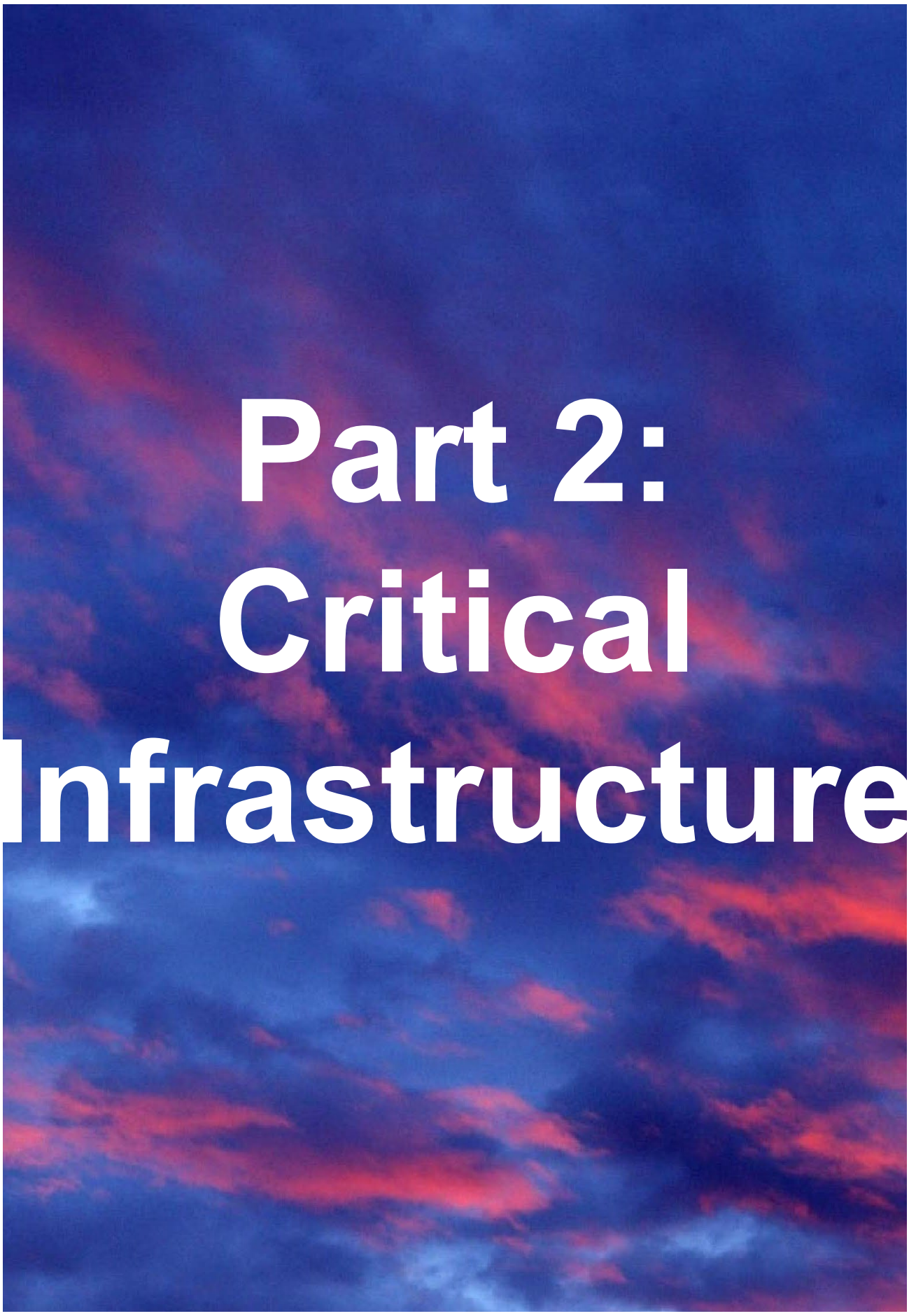
At this current time the City of Melville has no sites within its local government area that would be considered hazardous such that they may present a risk to responders to an emergency event. Should any such site be identified in the future this section will be updated accordingly.

Site name and location	Risk factor

UNCONFIRMED

This page has been intentionally left blank

UNCONFIRMED


Part 2:
Critical
Infrastructure

This page has been intentionally left blank

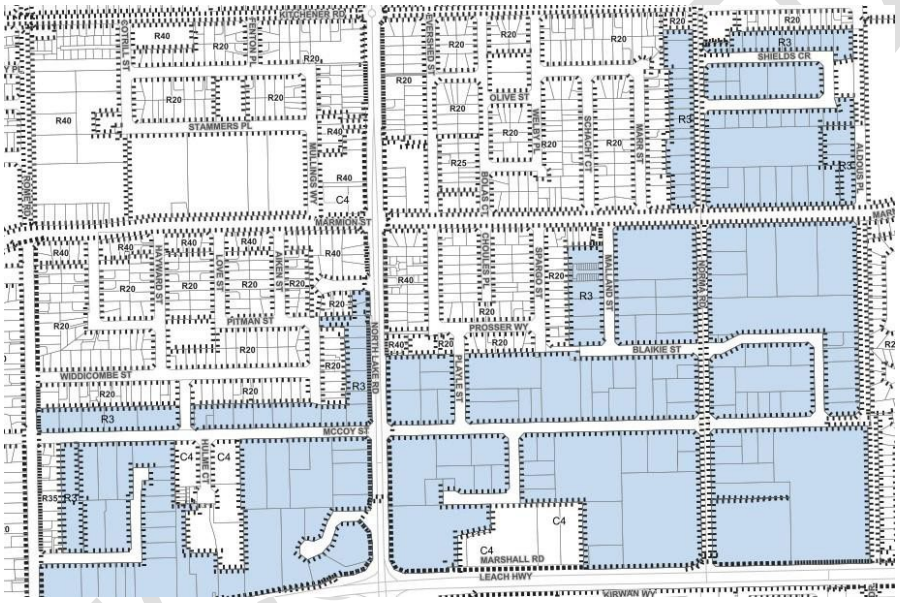
UNCONFIRMED

Part 2: Critical Infrastructure

Major Commercial / Industrial Areas

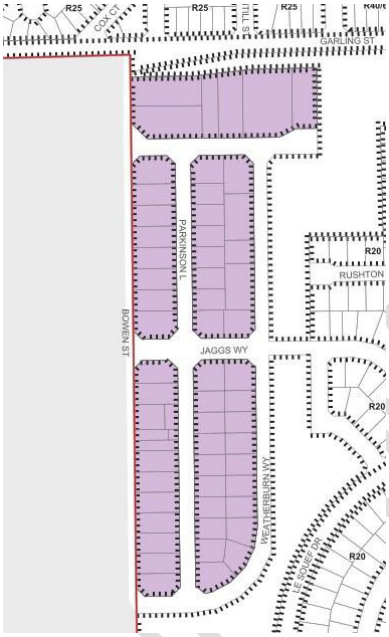
Industry and Business play a key role in the Melville Community. Industrial areas within the City include:

- Myaree, bordered by Leach Highway, North Lake Road, Kitchener Road and Bob Crawford Reserve. As well as Leach Highway, McCoy Street and Rome Road (see area marked within map below in blue)



UNCONTROLLED

- Kardinya / O'Connor, bordered by Garling Street, Bowen Street and Weatherburn Way. (as indicated in purple in below map)



- Palmyra, bordered by Stock Road, Leach Highway and the City of Fremantle border (as indicated in purple in below map)

UNCONFIRMED

Major Facilities

There are eight major shopping centres or precincts within the City of Melville. The largest of these centres being Westfield Booragoon Shopping Centre. These include:

- Westfield Booragoon Shopping Centre (previously Garden City Shopping Centre)
- Melville Plaza Shopping Centre
- Leeming Forum Shopping Centre
- Kardinya Park Shopping Centre
- Myaree Shopping Centre
- Winthrop Village Shopping Centre
- Riseley Precinct, Kearns Crescent, Ardross
- Canning Bridge Precinct

Major Hospital and Educational Facilities

- Fiona Stanley Hospital Precinct
- St John of God Hospital
- Attadale Rehabilitation Hospital
- Murdoch University
- South Metropolitan TAFE, Murdoch
- Wandoo Reintegration Centre, Murdoch

City of Melville Buildings

- City of Melville Civic Centre, Almondbury Road, Booragoon
- City of Melville Operations Centre, Bramanti Road, Murdoch
- Leisurefit Melville, Canning Highway, Melville (Evacuation Welfare Centre)
- Leisurefit Booragoon, Marmion Street, Booragoon (Evacuation Welfare Centre)

Major Transport Arteries

The main transport routes within the City of Melville are:

- Canning Highway
- Leach Highway
- South Street
- North Lake Road
- Stock Road
- Murdoch Drive

Leach Highway is the major heavy transport route between Welshpool and the Fremantle Port. Leach Highway dives the City in an east/west direction and connects commercial traffic from rural areas and eastern states to the Port of Fremantle.

Tow major road bridges lie at the boundaries of the City of Melville, being the Mount Henry Bridge (part of the Kwinana Freeway) and Canning Bridge on Canning Highway, Applecross.

UNCONFIRMED

The Public Transport Authority (PTA) rail network runs the City with two major rail stations, Bull Creek Station and Murdoch Station. The Canning Bridge Station lies outside the City of Melville to the upper north eastern boundary.

Air Services / Terminals

The Jandakot airport lies just outside the City of Melville lower south eastern boundary. Jandakot airport produces a high volume of light aircraft activity from this location.

Critical Supplies, Water, Sewerage, Electricity and Gas

Some residents within the City of Melville maintain onsite rainwater tanks and / or groundwater bores for gardening purposes. The Water Corporation provides the City of Melville with mains scheme water.

Sewerage is available throughout the City of Melville and is serviced and maintained by Water Corporation.

Electricity is supplied to the City of Melville by Western Power.

The majority of the City of Melville is supplied natural gas serviced and maintained by ATCO Gas.

Maps of the locations of all critical infrastructure can be obtained by either contacting the owner of the infrastructure or for smaller area searches via Dial Before You Dig website.

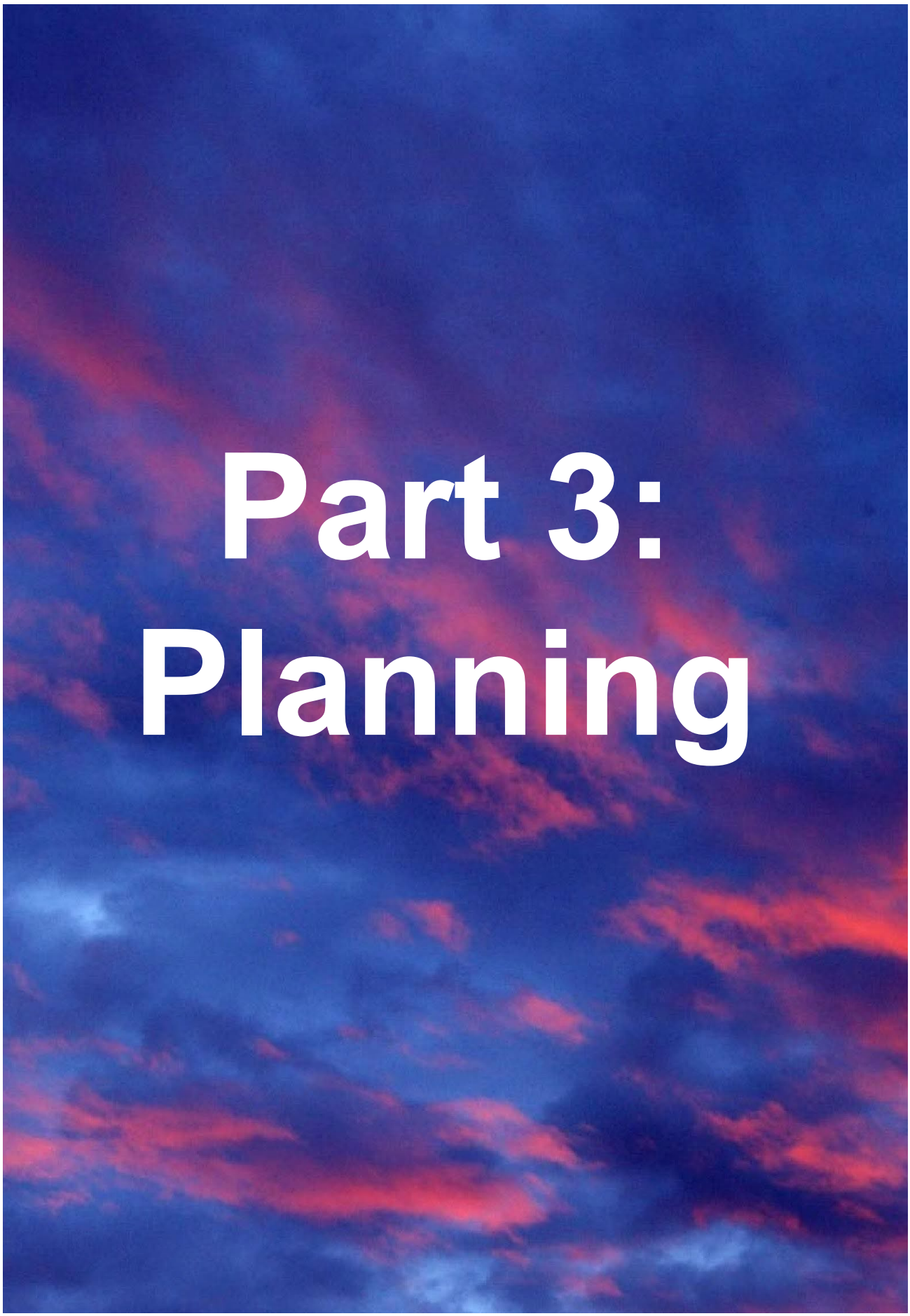
Waste Services / Recycling Plants

The City of Melville does not have any waste or recycling plants or centres within its boundaries.

The closest facilities are located:

- City of Canning Ranford Road Waste Facility, 81 Ranford Road Canning Vale
- Southern Metropolitan Regional Council (SMRC), 350 Bannister Road, Canning Vale
- AMCOR Recycling Plant, 3 Maddison Street, Canning Vale
- City of Cockburn Henderson Waste Recovery Park, 920 Rockingham Road, Henderson (includes disposal of hazardous waste)

UNCONFIRMED


Part 3:
Planning

This page has been intentionally left blank

UNCONFIRMED

Part 3: Planning

Local Emergency Coordinator (LEC)

Under the *Emergency Management Act 2005* section 37, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district.

At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of Emergency Management (EM) Arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

The Local Emergency Coordinator (LEC) for the City of Melville district is the Officer in Charge (OIC) Palmyra Police Station

Local Emergency Management Committee (LEMC)

The City of Melville has established a LEMC to plan, administer and test these emergency management arrangements and other plans and documents that make up the local emergency management arrangements.

Membership of the LEMC is representative of agencies, community groups, nongovernment organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to CONTACT REGISTER.

LEMC Functions and Responsibilities

The LEMC should follow a meeting and business cycle as recommended in State Emergency Management Procedure 7 or section 39 *Emergency Management Act 2005.*

The LEMC is to advise and assist the local government in ensuring LEMA are established for its district.

The LEMC is to liaise with public authorities and other persons in the development, review and testing (through exercise or activation) of LEMA. The LEMC will also carry out other emergency management activities as directed by the SEMC or as prescribed in the EM Regulations.

UNCONFIRMED

Other duties of the LEMC include:

- Prepare and submit to the DEMC for the district an annual report on its activities undertaken during the financial year
- Liaise with local governments within LEMC in relation to exercising
- Consult with relevant local governments, HMAs, emergency management agencies and controlling agencies to identify and document in the LEMA refuge sites and evacuation centres appropriate for the hazards identified as having a high risk to the area
- Ensure LEMA identify appropriate facilities and existing infrastructure within the boundaries are available for use by emergency management agencies (including Department of Communities) or note where there are no facilities **LEMC Executive**

Chair	Local Recovery Coordinator (Manager Parks and Natural Areas – COM). Alternatively, the OIC Palmyra or Murdoch Police Station may be called upon.
Deputy Chair	Deputy Recovery Coordinator (Manager Resource Recovery & Waste – COM)
Executive Officer	Coordinator Rangers & Emergency Management

Risk Management

The LEMC has oversight of the Local Risk Register and Treatment Schedule. Risk from natural and technological hazards identified by the LEMC is considered at each meeting which ensures an ongoing program of identification, analysis and treatment of risks and the planning and maintenance of mitigation activities is monitored. The Risk Register and Treatment Schedule are regularly updated and reported to the DEMC.

UNCONFIRMED

Hazards Identified

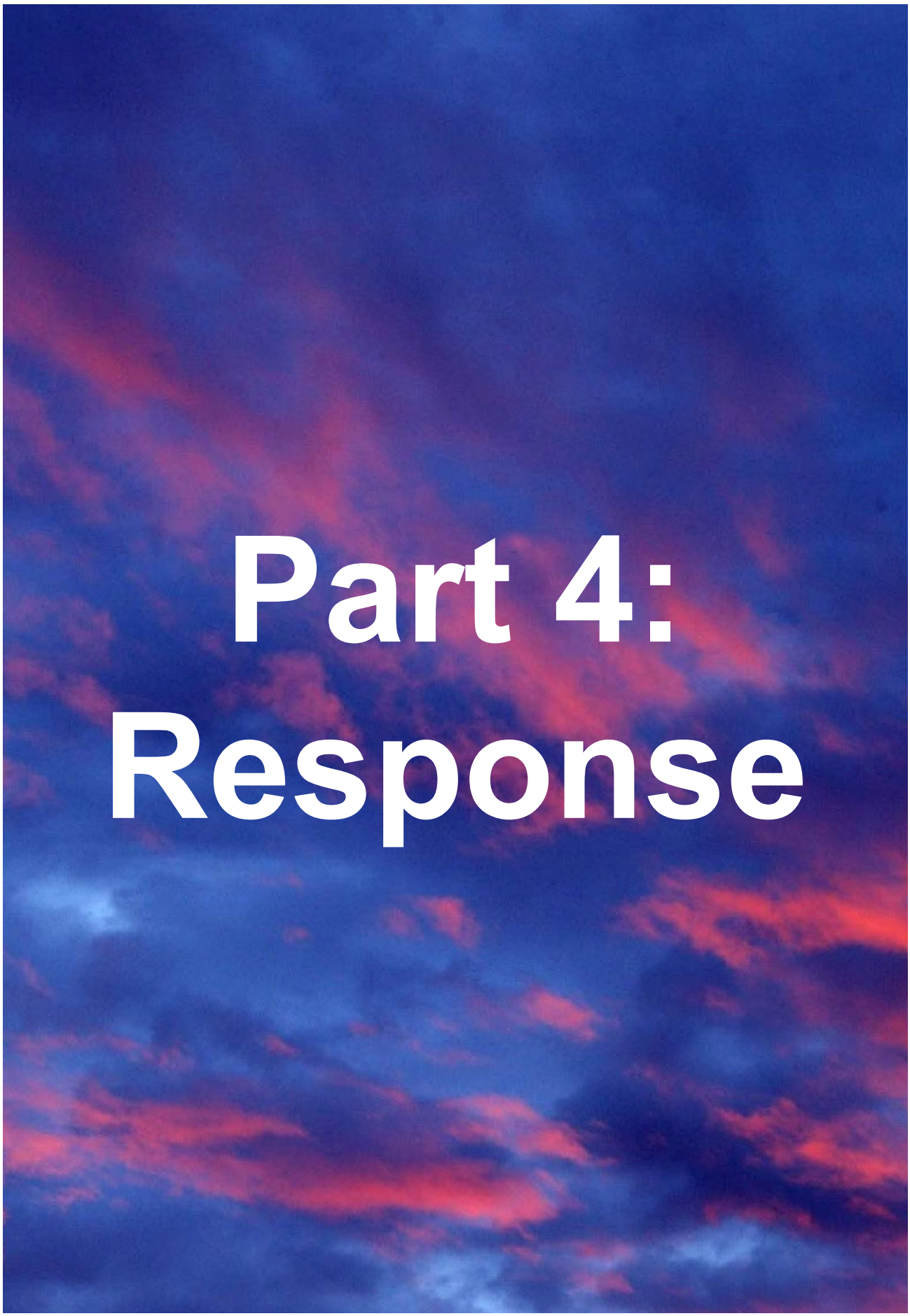
Hazard	HMA	Local Combat Role	Local Support	State Plans	Local Plan
Road Transport Crash / Emergency	WA Police	WA Police DFES Melville SEWS	LGA	State Hazard Plan - Road Crash	
Fire	DFES	DBCA Melville SES WA Police	LGA DOC DBCA	State Hazard Plan - Fire	City of Melville Bushfire Risk Management Plan
Storm	DFES	Melville SES	LGA DOC	State Hazard Plan - Storm	City of Melville Local Recovery Plan
Earthquake	DFES	DFES WA Police Melville SES	LGA DOC	State Hazard Plan - Earthquake	City of Melville Local Recovery Plan City of Melville Business Continuity Plan
Human Epidemic	Department of Health	WA Police Dept of Health	LGA DOC Dept of Health	State Hazard Plan - Human Epidemic	City of Melville Local Recovery Plan City of Melville Business Continuity Plan
HAZMAT	DFES	WA Police Melville SES DFES Dept of Health	LGA DOC	State Hazard Plan - HAZMAT	

All State Hazard Plans can be located on SEMC website

UNCONFIRMED

This page has been intentionally left blank

UNCONFIRMED


Part 4:
Response

This page has been intentionally left blank

UNCONFIRMED

Part 4: Response

Emergency Management Structure and Response levels

The City of Melville Emergency Management Plan is consistent with the Emergency Management Act 2005 and the Emergency Management Regulations 2006, State Policy and plans as appropriate to local governments.

When an emergency event occurs, (storm, earthquake or other incident) the HMA will make an assessment of the severity of likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below.

Local response refers to the level of support required by the event level assigned. The City is committed to providing the appropriate level of support as is required by the Hazard Management Agency where reasonably practicable.

Event Level	Local Response
Level 1 No significant issues, single agency response, minimal community impact	Provide such assistance as may be required to support the resolution of an incident at the local level including: • Personnel • Equipment • Local knowledge and advice
Level 2 Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation	Provide such assistance as may be required to support the resolution of an incident at the local level including: • Personnel • Equipment • Local knowledge and advice Where an ISG is formed • Provide a Local Government Liaison Officer • Make available to the HMA local facilities designated in this plan as evacuation centres
Level 3 Requires significant multiagency response, significant impact on community, declaration of Emergency Situation or State of Emergency	Provide such assistance as may be required to support the resolution of an incident at the local level including: • Personnel • Equipment • Local knowledge and advice Where an ISG or OASG is formed: • Provide Local Government Liaison Officers • Make available to the HMA local facilities designated in this plan as evacuation centres.

CONFIRMED

Emergency Actions

The City of Melville will receive warnings in the form of weather alerts information from the Hazard Management Agency relating to emergency events occurring in or likely to impact the district of the local government.

The local government officers responsible for emergency management will ensure that the local government reacts to emergencies in a timely and purposeful way in-line with State Emergency Management plans, policy and procedure.

To ensure a timely response to any of the hazards, local or district contact details for HMA, Combat and Supporting Agencies are listed within the Contacts and Resources Register (non-public document).

HMAs, Controlling and Supporting Agencies may require resources held by the local government and assistance to manage the emergency.

The City is committed to providing assistance/support if the required resources are available.

Local Government Involvement in Response

The City of Melville ensures that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

Depending upon the incident, the City of Melville will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG) should one be called and to attend all subsequent meetings.

The LGLO (usually the Recovery Coordinator or Deputy Recovery Coordinator) designated to attend will hold managerial status and be able to provide expert knowledge relevant to the incident.

City of Melville Incident Management

The successful resolution of any incident whether internal or external affecting the City of Melville is of paramount importance and must be responded to and resolved in a coordinated way.

Senior personnel within the City of Melville must take responsibility for ensuring the City's response to an emergency event is coordinated and informed.

UNCONFIRMED

Responsibilities

- Ensuring planning and preparation for emergencies is undertaken;
- Implementing procedures that assist the community and emergency services deal with incidents;
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;
- Reporting any matters likely to impact the City's internal systems and resources;
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the City's emergency response capability.

Agency Roles and Responsibilities – Response

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency.

The following table summarises the key roles

Refer **APPENDIX G** for a complete list of WA Hazard Management Agencies.

Agency Roles	Description of Responsibilities
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to: • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.
Hazard Management Agency	A hazard management agency is "to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed" *[EM Act 2005, s4]* The HMA is prescribed in the Emergency Management Regulations 2006. Their function is to: • Undertake responsibilities where prescribed for these aspects *[EM Regulations]* • Appoint Hazard Management Officers *[s55 EM Act]* • Declare / revoke emergency situation *[s50 and s53 EM Act]* • Coordinate the development of the State Hazard Plans for that hazard *[State EM Policy s1.5]* • Ensure effective transition to recovery by the local government.

CONFIRMED

Combat Agency	A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's function under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. *[State EM Glossary]*

Incident Support Group (ISG)

The ISG consists of a group of agencies or organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident.

The Incident Support Group's main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency.

The makeup and duties of the of the ISG are established and described in the State EM Policy s5.2.

Upon the request of the appointed Incident Controller, a representative from the City will attend all meetings of the ISG as a Liaison Officer. Agencies supplying staff for the ISG must ensure that the representative have the authority to commit resources and/or direct tasks.

ISG agency representation may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

However, it is recommended that the Recovery Coordinator be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) as described in **APPENDIX D**

Frequency of ISG Meetings

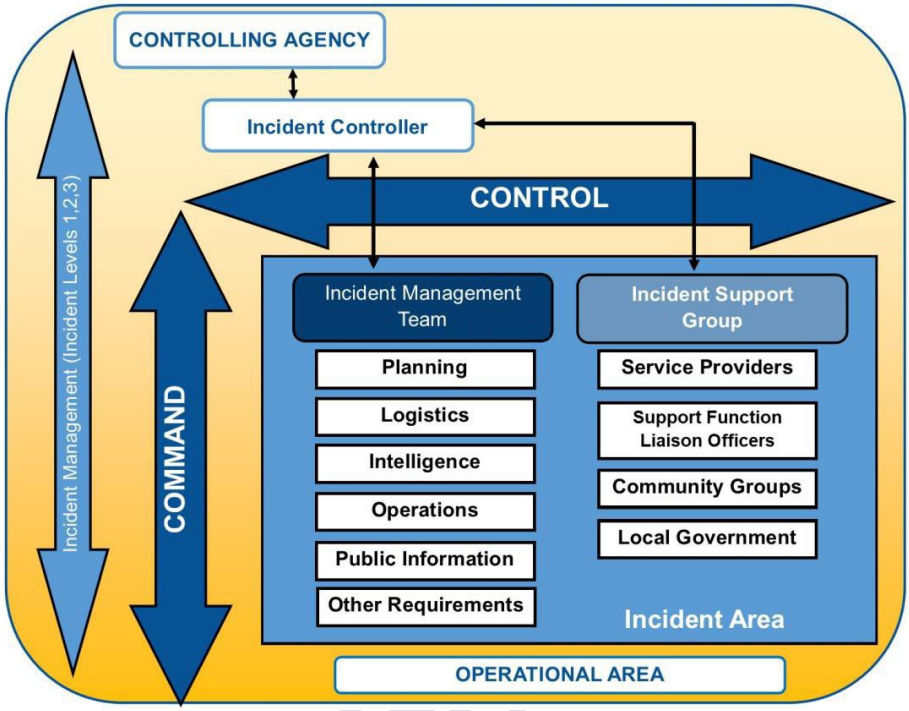
The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident.

As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

Also refer to Emergency Management Quick Reference Handbook "Response".

UNCONFIRMED

Incident Management



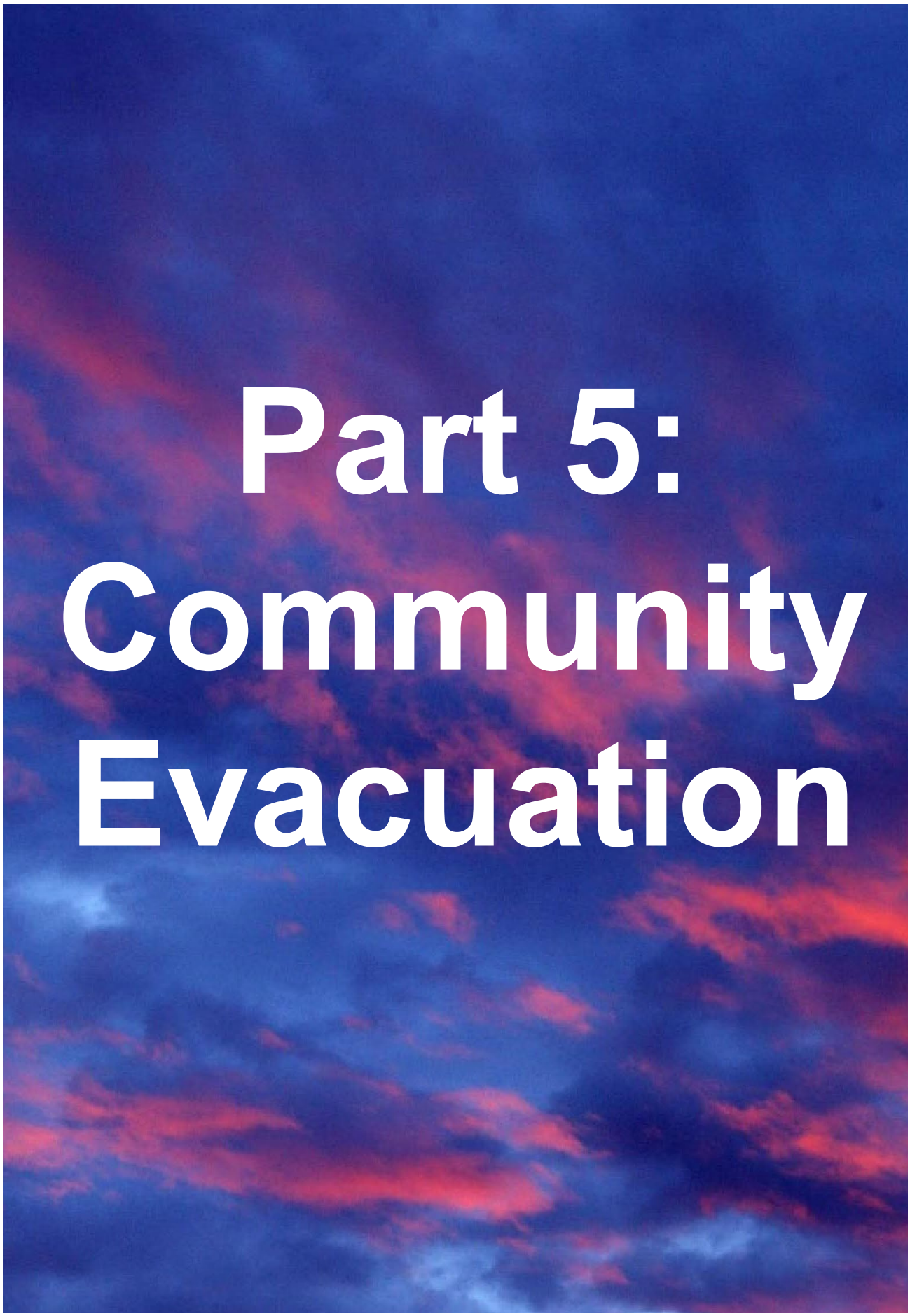
UNCONTROLLED

Local Emergency Operations Centres

All Emergency Operations Centres (EOC) Emergency Coordination Centres (ECC) will be designated by the HMA. Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use.

Emergency Operations Centres		
Primary (Response)	City of Melville Operations Centre 13 Bramanti Road MURDOCH WA 6150	**Contact 1** Community Safety Service (CSS) 1300 653 643
		Contact 2 Manager Resource Recovery & Waste (08) 9364 0782 0401 699 839
Alternative (Response/Recovery)	City of Melville Civic Centre (Recovery) 10 Almondbury Road BOORAGOON WA 6154	**Contact 1** Community Safety Service (CSS) 1300 653 643

UNCONFIRMED


Part 5:
Community
Evacuation

This page has been intentionally left blank

UNCONFIRMED

Part 5: Community Evacuation

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the district of the local government.

Evacuation is the managed movement of people from a threatened area to a place of safety. The decision to undertake an evacuation will be made by the Controlling Agency (where authorised by the HMA) or an authorised officer who will determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

Types of Evacuation	
Self-Evacuation	Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. As far as is practicable, the IC should provide sufficient, timely and relevant information to assist community members in making an informed decision to self-evacuate.
Recommended Evacuation (Voluntary)	A recommended evacuation (voluntary) will be made the Controlling Agency or other authorised officer when there is a possible threat to lives or property but it is not believed to be imminent or significant and the community is considered to have the capacity and capability to make an informed decision. Once a decision has been made to evacuate an area, the IC in consultation with the HMA, ensures effective communication strategies are implemented.
Directed Evacuation (Compulsory)	A directed evacuation may only be made by a HMO, Authorised Officer or Police Officer during an emergency situation or state of emergency using powers under the EM Act. Refer to State EM Plan Section 5.3.2 for other relevant legislation that may be used to allow for the movement of people and animals.

All evacuations shall be managed in accordance with section 5.3.2 of the State Emergency Plan with reference to sections 5.7.8 and 5.7.9 of the State Emergency Management Policy.

Also refer to WA Community Evacuation in Emergencies Guideline

Evacuation Management and Planning

The decision to evacuate during an emergency rests with the Incident Controller appointed by the HMA / Controlling Agency.

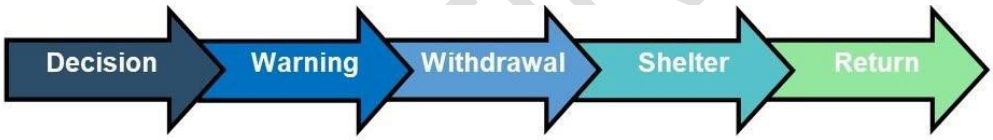
The Emergency Management Act 2005 allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons and animals from the emergency area or any part of the emergency area during an emergency situation or state of emergency as outlined in Section 67 of the Act.

In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department of Communities to support an informed decision on evacuation and its management.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

In accordance with State EM Policy section 5.7, evacuation planning should include all five stages of an evacuation as illustrated below;



Stage 1: Decision

The decision to evacuate rests with the Controlling Agency, HMO, Authorised Officer or Police Officer as applicable. Criteria to be considered prior to a decision to evacuate are outlined in the SEMC's Western Australian Community Evacuation in Emergencies Guideline.

The Controlling Agency (where authorised by the HMA) will determine if the evacuation is to be recommended (voluntary) or directed (compulsory). A directed evacuation may only be made by a HMO, Authorised Officer or Police Officer during an emergency situation or state of emergency using powers under the EM Act.

UNCONFIRMED

Stage 2: Warning

The IC is responsible for providing community warnings and timely advice on the likely threat of an emergency and the required actions of the community to assist community members in recognising a threat and being able to make an informed decision as to whether to move to another location.

Where considered necessary the Controlling Agency may request, through the HMA, the use of warning systems such as the SEWS or the Emergency Alert Telephone Warning System (emergency alert). Procedures to activate SEWS are contained with the State EM Policy section 5.6 and State EM Response Procedure section 4..3.

Stage 3: Withdrawal

The act of an evacuation is the immediate and urgent movement of people away from a threat or actual occurrence of a hazard or emergency to a place of safety.

Refer to above table of **Types of Evacuation**.

A directed evacuation is most likely to occur where member of the community at extreme risk do not have capacity to make an informed decision or when injury or loss of life is imminent.

For either a recommended or directed evacuation, the IC or person carrying our the evacuation will advise community member of the most suitable location that they should evacuate to, based on the prevailing situation.

For further reference and details refer to the SEMCs Western Australian Community Evacuation in Emergencies Guidelines.

The Controlling Agency is to provide clear instruction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate.

It is an offence to refuse to evacuate once directed to do so. There is however discretion regarding whether to force a person to evacuate once directed to do so, or to take punitive action for failing to comply with the direction.

Examples of factors that may be taken into account, in deciding whether to remove a person failing to comply with a direction to evacuate, may include:

- The resources that would need to be diverted from responding to the emergency; and the safety of personnel.
- The controlling agency should advise individuals about the risks of staying and of potential prosecution.
- The Controlling Agency should manage any additional risks that arise from ‘non-prescribed hazards’ (i.e.: those not defined under the EM Act and prescribed under the EM Regulations), such as structural integrity, before allowing a community to return following evacuation.

UNCONFIRMED

Stage 4: Shelter

Shelter is a dynamic social process providing for the temporary respite of evacuees, including immediate sheltering, temporary sheltering and temporary housing.

When the Controlling Agency / HMA establishes an evacuation centre, they must ensure evacuees are properly received and supported via welfare agencies or other relevant organisations coordinated by the Department of Communities. The Department of Communities, representing these agencies and organisations, should be included as a member of the ISG and OASG, if formed.

Stage 5: Return

The IC, in consultation with the HMA, is responsible for the provision of timely and accurate situational information to the displaced community (e.g.: current activities being undertaken, timeframe for return of community and assistance available to evacuees) and should ensure there is an effective plan in place for returning the displaced community, including provision for at risk persons.

The return phase of evacuation may be executed in stages and should be subject to planning. This should include issues such as community safety, restoration of essential services and provision of welfare support services.

The Controlling Agency should manage any risk from other (non-prescribed) hazards (e.g.: structural integrity, site contamination, hazardous materials and health threats) arising from the emergency, before returning a community following evacuation.

Access and Egress Routes

The major transport artery of the City of Melville is Leach Highway, running from Carrington Road, Palmyra to the Tonkin Highway. Leach Highway while carrying heavy private traffic, carries significant numbers of heavy commercial vehicles as it connects the Port of Fremantle to outlying commercials, industrial and interstate freight depots including the interstate rail freight network at Forrestfield and Welshpool.

Canning Highway carries mostly light vehicular traffic commencing in Fremantle and continuing west to Victoria Park.

Passenger rail services run through the City of Melville with stations located at Murdoch, Bull Creek and Canning Bridge.

UNCONFIRMED

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for accurate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g.; Water Corporation on water issues, Western Power on power issues etc) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Public Warning Systems

The HMA controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

SEWS: Standard Emergency Warning Signal. This is an electronic signal transmitted via radio immediately preceding an "Emergency Warning Message".

Telephone Warning System (TWS): A telephone based warning system which can capture all telephones within a specific geographic area.

Emergency Warning Messages Verbal messages transmitted by the electronic media.

Local Systems

- Website: www.melvillecity.com.au
- Crisis Communications Process Plan
- DFES Public Information Line
- ABC Radio
- Telephone Warning System
- Public Meetings

****NOTE: All external correspondence to media need to be controlled centrally by the HMA for the specific incident****

Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, First Nation people, culturally and linguistically diverse (CaLD) people, FIFO workers and tourists. In addition suburban based organisations catering for the most vulnerable in the community must come under consideration. For a comprehensive list of these community based vulnerable groups refer to **APPENDIX E**

UNCONFIRMED

Community Evacuation Organisations and Responsibilities

Agency / Task	Responsible Person / Position / Agency
HMA/Controlling Agency Has overall responsibility for any evacuation	• Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacte by the emergency • The decision to evacuate a community or portions thereof • Evacuation route planning and traffic management • Road closures during emergencies • Identification of evacuation centres • Return of the evacuated community
WA Police WA Police are commonly requested to assist a Controlling Agency with an evacuation, ranging from undertaking specific activities during the withdrawal phase of an evacuation, to undertaking the full operational evacuation planning process on behalf of the Controlling Agency	• Assist with evacuating the affected community • Assist with traffic management • Establish and maintain an appropriate cordon to the affected area as requested • Support the orderly evacuation of persons to the nominated evacuation centre(s) • Maintain road safety in the access and egress routes for the withdrawal and around the evacuation centre • Assist with security of the evacuated area as requested
City of Melville The City is to provide a liaison officer to support DC. Liaise with Incident Controller and attend ISG as required	• Liaise with Incident Controller • Participate in ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the City, the City is to provide a liaison officer to support Department of Communities • Provide relevant local information with regard to vulnerable communities • Keep informed during the response phase to effect a smooth transition to recovery when appropriate
Department of Communities Is a crucial partner in the shelter phase of an evacuation process, as they will coordinate welfare and support for evacuees at agreed evacuation centres by accessing a number of organisations and volunteer groups. Of these, Red Cross has a key role in providing a registration and reunification service, where requested by DC	• Identify appropriate evacuation centres in consultation with Inciden Controller and LGA • Receive evacuees and coordinate the provision of welfare support services for evacuees
Traffic Management	• WA Police initially • Traffic contractors as appointed by MRWA • Local Government may be called to assist
Welfare	• Department of Communities • City of Melville
Animal Welfare	• City of Melville Ranger Services

UNCONFIRMED

Main Roads WA (MRWA) MRWA has an important role to play in any traffic management plan for the withdrawal phase, though the provision of information about road networks and infrastructure capabilities, staffing and/or contractors to assist with vehicle control points or undertaking detailed traffic management plans for extended emergencies.	• Assist the Controlling Agency and/or WA Police with the development of traffic management plan and/or activities supporting its implementation, as requested
Department of Health (WA Health) Health will coordinate medical support, including the services of organisations such as St John Ambulance and the Royal Flying Doctor Service, for those evacuees requiring medical care, in accordance with State Health Emergency Response Plan.	• Coordinate the medical evacuation of severely injured persons to major medical centres as appropriate Assist • welfare agencies in crisis counselling and critical stress management
Department of Education	• Liaise with DC and relevant local governments in relation to use of educational facilities as evacuation centres during an emergency • Provide up to date information about schools in the affected area to be available to Controlling Agencies and WA Police, including appropriate contact information • Ensure evacuation plans are in place for each which extend beyond the car park
Organisations responsible for educational and care facilities and other specialist sites for at risk persons	• Provide up to date information about their location and appropriate contact information to the appropriate governing body and/or Local Government • Ensure evacuation plans are in place which extend beyond the car park for any emergency. This mat include reciprocal arrangement with other like facilities for accommodation and transportation arrangements if required

UNCONFIRMED

Evacuation Centres

Local Government buildings suitable for use as evacuation centres have been identified and listed in this plan in the event an incident occurs.

The following table details the welfare centres owned by the City of Melville available and deemed suitable for the purpose. The 'number of persons' figures indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The Department of Communities will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or Department of Communities.

NAME	CAPACITY	ADDRESS	CONTACT
City of Melville Civic Centre	600 persons	10 Almondbury Road BOORAGOON WA 6154	**City of Melville** **Community Safety Service (CSS)** **24 hours / 7 days** **Ph: 1300 653 643**
Blue Gum Community Centre	350 persons	27 Moolyeen Road BRENTWOOD WA 6153	
Willagee Community Centre	350 persons	41 Winnacott Street (cnr Archibald Street) WILLAGEE WA 6163	
Melville Recreation Centre	600 persons	431 Canning Highway (cnr Stock Road) MELVILLE WA 6156	

The above local government owned buildings have been identified by the City of Melville as suitably constructed and equipped evacuation centres for use in emergencies meeting the requirements for sheltering of persons for up to 600 persons.

For other welfare centres refer to the Department of Communities (DC) Local Emergency Management Arrangements for the Provision of Welfare Support.

Note: The Department of Communities is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross "Register. Find. Reunite" system and associated forms which can be located at https://register.redcross.org.au

The Department of Communities Local Welfare Plan contains details of all local government controlled Welfare Centres.

UNCONFIRMED

Welfare Support

Welfare provisions are outlined in the State EM Plan 5.5.4 Welfare

The provision of welfare services shall be based on a two-tier response, local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

Provision of Welfare Support

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator)

The following State plans and supporting plans apply:

- State Support Plan – Welfare
- State Support Plan – Emergency Public Information

Department of Communities (DC)

Local Welfare Coordinator (DC)

The SC shall appoint a Local Welfare Coordinator who will liaise with the City of Melville Local Welfare Liaison Officer and coordinate the provision of resources detailed in the above mentioned support plans.

The Local Welfare Coordinator is appointed by the DC Director to:

a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
b. Prepare, promulgate, test and maintain the Local Welfare Plans;
c. Represent the department and the emergency welfare function on the Local emergency Management Committee and Local recovery Committee;
d. Establish and maintain the Local Welfare Emergency Coordination Centre;
e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
g. Represent the department of the Incident Management Group when required.

Local Welfare Liaison Officer (LGA)

The City of Melville will provide an officer to be Liaison/support between the DC and the local government where a welfare centre has been established within the local government district. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The duties to be performed by the Local Government Welfare Liaison Officer are described in **APPENDIX D**

UNCONFIRMED

Welfare Activation Kits

Welfare Activation Kits contain Red Cross registration and reunification forms and other items to assist with the initial set up of a centre in the event that Department of Communities is delayed and/or temporarily unavailable.

Welfare Centre Activation kits are located in the basement storeroom of the City of Melville Civic Centre, 10 Almondbury Road, Booragoon.

For a full list of items available within the kits refer to **APPENDIX H**

Welfare Centres Designated Agency Functions

Department of Communities (DC)

- Overall Welfare Centre Coordination
- Emergency Accommodation
- Emergency Catering
- Emergency Clothing and Personal Requisites
- Personal Support Services
- Financial Assistance

City of Melville

- Coordination Assistance – take lead role at Welfare centre until DC arrive
- Assist with Emergency Accommodation by providing facilities to use as welfare centres
- Financial Assistance/Appeals – via Lord Mayor's Appeal as part of the recovery
- Assistance with animals

Red Cross

- Registration of evacuees – using green registration forms
- Registration of enquiries – using pink enquiry forms
- Manage enquiry – matching of external enquiries to registered evacuees
- Personal Support Services – in support of DC

Department of Human Services

- Financial Assistance – information and assistance with Centrelink payments and services
- Manage Australian Government Disaster Recovery (AGDR) Payments – for Commonwealth Government declared natural disasters
- Personal Support Services – in support of DC

WA Police

- Maintain public order at welfare centres as required

UNCONFIRMED

Department of Health

- Provide a comprehensive response to mental health effects of an emergency as outlined in the mental Health Disaster Sub Plan
- Provide health response as outlined in the State Hazard Plan – Health
- Assist with the functional area of Personal Support Services – in support of DC

Department of Education (and independent schools)

- Personal Support Services in relation to children evacuated from a school
- Assist with Emergency Accommodation by providing facilities for Welfare Centres

Disability Services Commission

- Assist with the functional area of personal Support Services – in support of DC
- Providing strategic advice in providing welfare services to people with disabilities

Department of Fire and Emergency Services (DFES) & State Emergency Services (SES)

- Logistics Support at the Welfare Centres in support of DC

DFES Community Liaison Unit (CLU)

- Provide 'face to face' two way communications between the Incident Management Team (IMT) and the affected community at the Welfare Centre
- Support the facilitation of public meetings and other community based communications with timely, accurate and relevant information

Department of Aboriginal Affairs

- Provide strategic advice in relation to Aboriginal issues

Office of Multi-Cultural Interests

- Provide strategic advice in relation to multi-cultural issues

Department of Housing

- Provide strategic advice in relation to Housing Issues

Service Clubs (e.g. – Lions, Rotary, Zonta)

- Emergency catering
- Personal Support – in support of DC
- Practical Assistance – in setting up local welfare centre – managing vehicle parking

UNCONFIRMED

Allowing people back and supporting their return

The evacuation process cannot be considered complete until the return of the affected community, assuming this is possible. In most circumstances, the return of evacuees will be the responsibility of the Controlling Agency and/or HMA that determined the need for the evacuation in the first place.

However, in some circumstances, particularly where the impacts of a hazard have had lasting effects, the incident may have been handed over to the Recovery Coordinator and/or Recovery Committee (at either Local or State level).

The responsible person or agency should ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to and identify if any special conditions need to be applied.

Factors to be considered include:

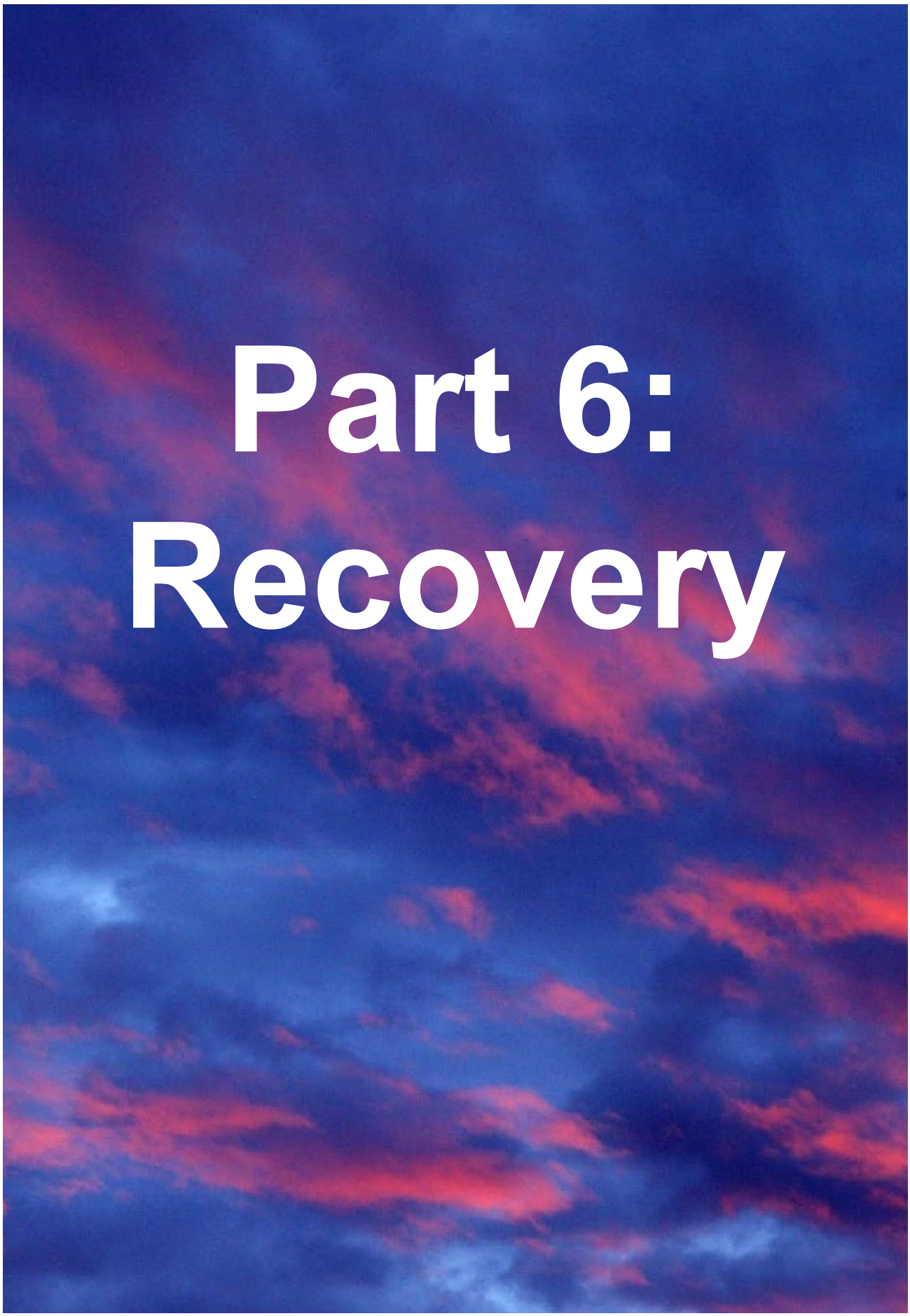
- The hazard itself (or any consequential hazards)
- The conditions to which evacuees would be returning, such as water, food, sanitation and health
- A consideration of the physical and emotional wellbeing and capacity of evacuees
- Economic factors relating to short term and long term viability of the evacuated area
- Support services for those returning
- Continuing need for public information, particularly with regard to essential services
- Whether or not the area is a protected forensic area or a restricted access area
- The return of a community is most appropriate after an “All Clear” for the emergency warning has been issued

Staged Return of Evacuees

The return phase of evacuation may be executed in stages and the operational plan for this stage should consider issues such as community safety, restoration or essential services and provision of welfare support services. There may be other reasons to delay or restrict access to an evacuated area, such as the preservation of a crime scene or as part of a coronial investigation.

Conflict may arise where evacuees and people who were outside of the evacuated area at the time of the evacuation, are prevented from entering or re-entering before the area has been formally re-opened and those residents that have remained against either a recommendation or direction to leave.

UNCONFIRMED


Part 6:
Recovery

This page has been intentionally left blank

UNCONFIRMED

Part 6: Recovery

Recovery is a complex operation which requires the full attention of the local government. It is not the purpose of this document to fully explain those activities as they are dealt with in more details in the Local Recovery Plan. This section identifies the key roles and responsibilities of those assigned a recovery role and outlines activities to be undertaken to ensure recovery processes are commenced in a timely manner.

Local Recovery Coordinator

The City of Melville has appointed the following key personnel to lead the community recovery process, and may appoint more than one person to the position of Local Recovery Coordinator in accordance with the requirements of the *Emergency Management Act 2005, Section 41(4).* By appointing and training more than one person to undertake the role of the LRC coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

For further information refer to City of Melville Local Recovery Plan, roles and responsibilities

LRCG Position	
LRCG Chair	Mayor
Recovery Coordinator	Manager Natural Areas and Parks
Deputy Recovery Coordinator	Manager Resource Recovery and Waste
Support Officer	Coordinator Rangers & Emergency Management

State Plans and Policy for Recovery

The State Emergency Management Plan in conjunction with the following supporting plans and guides:

Document Title	**Document Owner**
State Support Plan – Emergency Welfare (State Hazard Plan {Westplan} – Welfare)	SEMC
5.12 State Emergency Policy – Funding for Emergency Response	SEMC
6.10 State Emergency Management Plan – Financial Assistance	SEMC
State EM Recovery Procedure 1 – Management of Public Fundraising and Donations	SEMC
State Emergency Management Procedure 2 – Emergency Management Funding	SEMC

UNCONFIRMED

Recovery Procedure 4 – Comprehensive Impact Assessment	SEMC
Disaster Recovery Funding Arrangements WA (DRFAWA) Guide for Local Government	DFES
Lord Mayor's Distress Relief Fund	LMDRF Board

Activation of Recovery

Recovery is considered at every meeting of the ISG formed for a specific emergency event. The nominated Local Recovery Coordinator will liaise directly with the Incident Controller on aspects affecting recovery and the compilation of the Comprehensive Impact Assessment supported by nominated officers of local government.

The Comprehensive Impact Assessment process and documentation is outlined in the State Emergency Management Procedure 4.

The LRC is responsible for implementing the recovery processes including the activation of the Local Recovery Coordination Group (LRCG).

Level of State Involvement

In conjunction with the City of Melville, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency:

- The capacity of the local government involved to manage the recover;
- The number of local governments affected

The complexity and duration of the recovery are likely to determine whether state support is provided through the State Recovery Coordinator and whether the State Recovery Coordination Group is established. If extraordinary arrangements are required for a specific emergency, the State Recovery Coordinator may recommend to the Premier the need for the appointment of a State Recovery Controller.

For further information refer to section 6.4 of the State EM Plan.

UNCONFIRMED

Cessation of Response

Recovery activities commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event the HMA Incident Controller is to ensure that the LRC is notified of the event and is included as a member of the ISG.

During the response phase, many of the agencies with recovery roles may be heavily committed, therefore the inclusion of the LRC at ISG meetings will ensure:

- The alignment of response and recovery priorities;
- Liaison with key agencies;
- An awareness of the key impacts and tasks;
- Identification of the recovery requirements and priorities as early as possible;
- The full LRCG including sub-committees shall be called together as soon as possible for a briefing of the emergency situation even during the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

During the process of cessation of response and the full implementation of recovery activities, the following shall occur:

- IC shall include the LRC in critical response briefings;
- LRC will ensure the IC is aware of recovery requirements and tasks prior to the termination of the response phase;
- LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role;
- The LRC to ensure that the HMA delivers to the local government the Comprehensive Impact Assessment Tool;
- LRCC shall initiate key recovery arrangements including full LRCC subcommittee briefing during the response phase and ensure formalization of handover takes place.

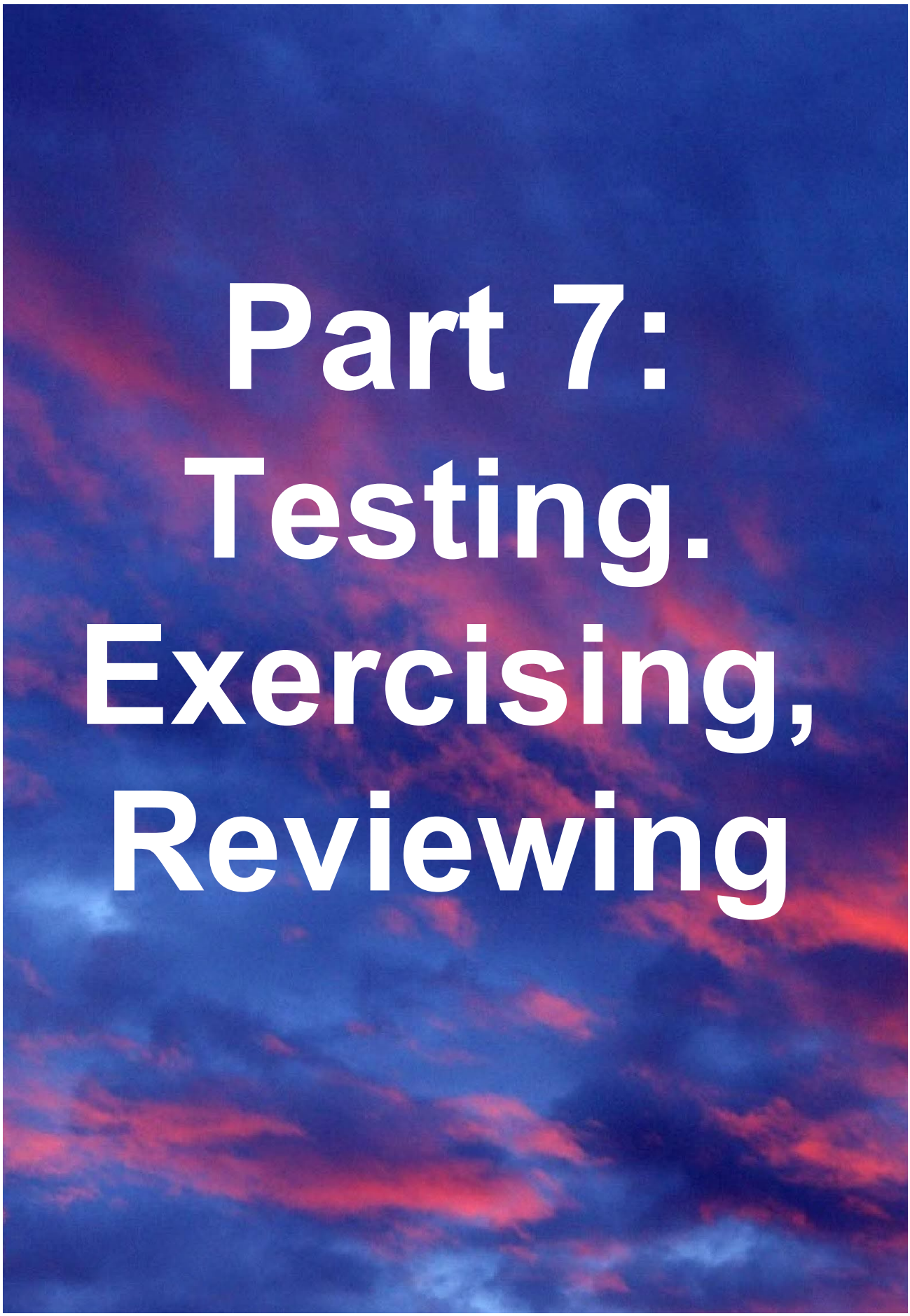
Further Information

For further information on recovery activities and guidance, refer to the City of Melville Local Recovery Plan.

UNCONFIRMED

This page has been intentionally left blank

UNCONFIRMED


Part 7:
Testing.
Exercising,
Reviewing

This page has been intentionally left blank

UNCONFIRMED

Part 7: Testing, Exercising, Reviewing

Testing and Exercising

The State EM Pan 4.7: Preparedness; identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC, Local, State and District level.

At the local level, exercises are confined to testing Local Emergency Arrangements and Plans and may involve a coordinated response and the activation of an Incident Support Group (ISG) either actual or notional.

- Discission (seminars, workshop or desktops)
- Functional (drills or game style)
- Field or Full Deployment (large scale)

Other exercises may include:

- Phone tree recall exercise (testing response of emergency contacts)
- Opening and closing procedures for evacuation centres or facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

Schedule of Exercises

The State Emergency Management Policy 4.8 deals with the requirement for exercises to be conducted by the LEMC and by reported to the DEMC.

The LEMC should prepare a Schedule of Exercises and should aim to complete at least one exercise per annum.

Where possible the community should be encouraged to participate in and/or observe the exercise.

The benefits of testing these arrangements allows the LEMC to:

- Test the effectiveness of the local arrangements and plans
- Bring together members of emergency management agencies and give them knowledge of, and confidence in their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them
- Improve the arrangements in accordance with the results of the exercise debriefings. It should be remembered that as the primary role of local government in emergency management is “recovery”, programs that exercise recovery activities and preparedness are to be foremost.

UNCONFIRMED

Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two weeks of the end of the financial year for which the annual report is prepared.

The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report, which is tabled in Parliament. The SEMC issue the annual report template.

Review of this Plan

The Local Emergency Management Arrangements will be reviewed in accordance with Part 8 of the State Emergency Management Procedure.

It is the local government's responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure. LEMA must be exercised every year to ensure details remain up to date and accurate (State EM Policy Section 4.8).

The local government must ensure the review of the LEMA on the following basis:

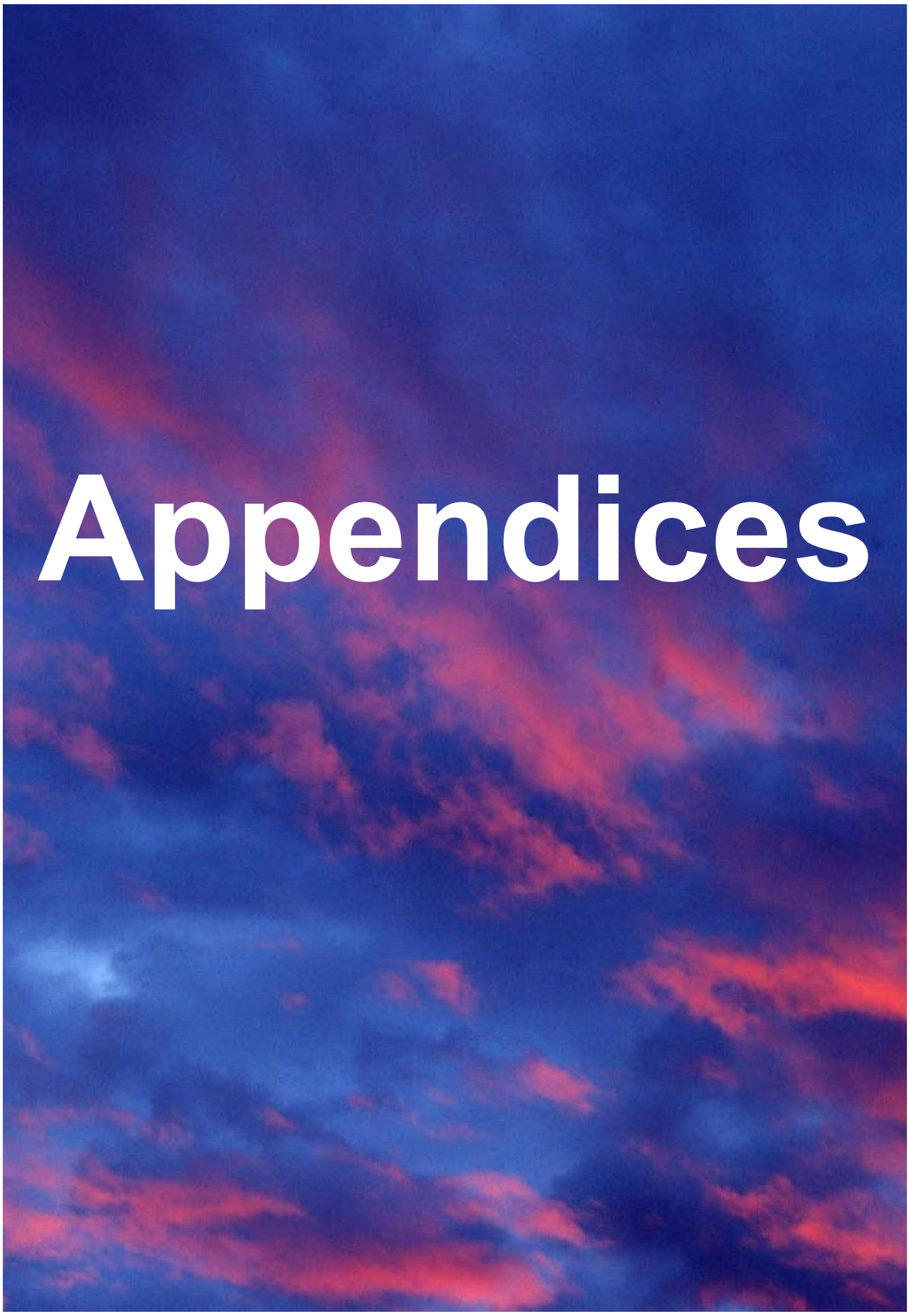
- Every five years; or whenever the local government considers it appropriate
- After an event or incident requiring significant recovery co-ordination
- After an event or incident requiring activation of an Incident Support Group (ISG)

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the SEMC, the DEMC and DFES.

Appendices

- Appendix A: Glossary of Terms and Acronyms
- Appendix B: State and Local Emergency Arrangements
- Appendix C: Map of the City of Melville district
- Appendix D: Aide Memoirs
- Appendix E: Community Based Vulnerable Groups
- Appendix F(2): Crisis Communication Plan
- Appendix G: WA Hazard Management Agencies
- Appendix H: Welfare Activation Kit Contents
- Appendix I: Suggested LEMC Meeting and Business Cycle

UNCONFIRMED


Appendices

This page has been intentionally left blank

UNCONFIRMED

Appendix A: Glossary of Terms and Acronyms

Controlling Agency An agency nominated to control the response activities to a specified type of emergency.

District Emergency Management Committee (DEMC) A district emergency management committee established under section 31(1) of the Emergency Management Act 2005.

Emergency The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (s.3 EM Act).

Emergency Management Emergency Management means the management of the adverse effects of an emergency including;

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
2. Preparedness – preparation for response to an emergency;
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Risk Management A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

Hazard An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health or persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.

Hazard Management Agency (HMA) A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for the emergency management, or an aspect of emergency management, of a hazard. The term “HMA” is used in the context of identifying the agency responsible for specific actions as detailed with the EM Act.

Incident The occurrence or imminent occurrence of a hazard.

Incident Controller The person designated by the relevant Controlling Agency responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

Local Emergency Management Arrangements refers to this document and may also be referred to as “these arrangements” or “local arrangements”.

UNCONFIRMED

Local Emergency Management Committee A local emergency management committee established under section 38 of the Emergency Management Act 2005.

Recovery The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Risk A concept used to described the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged and economic activity disrupted) due to a particular hazard for a given area and reference period.
- Based on mathematical calculations, risk is the product of hazard and vulnerability.

Risk Management Coordinated activities of an organisation or a government to direct and control risk.

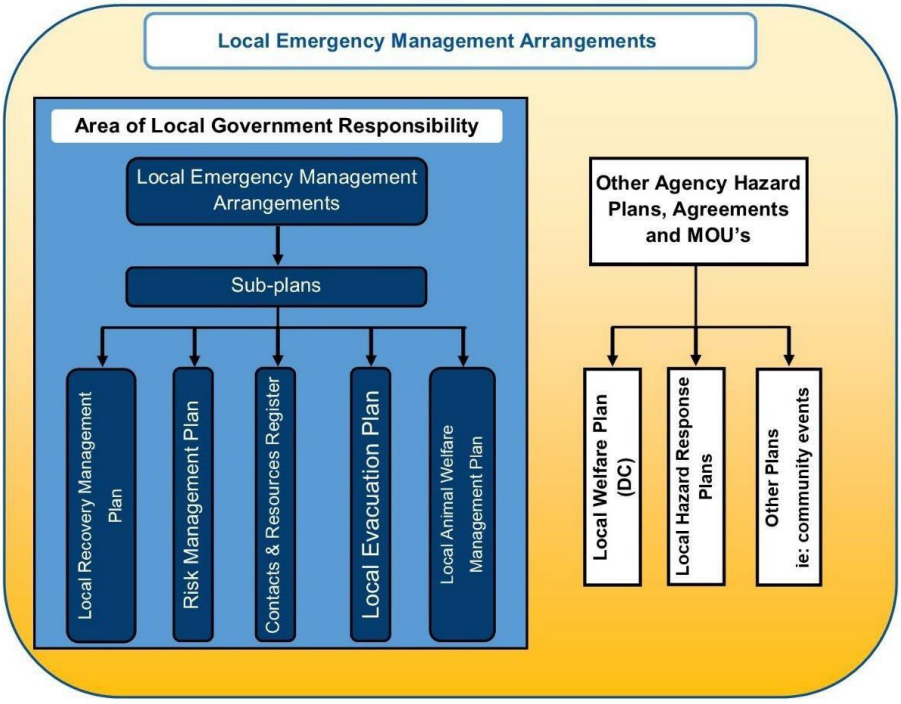
UNCONFIRMED

Acronyms

CaLD	Culturally and Linguistically Diverse
CEO	Chief Executive Officer
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DLRC	Deputy Local Recovery Coordinator
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
EM	Emergency Management
EM Act	Emergency Management Act 2005
EM Regulations	Emergency Management Regulations 2006
HMA	Hazard Management Agency
HMO	Hazard Management Officer
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Agency
LGLO	Local Government Liaison Officer
LGWLO	Local Government Welfare Liaison Officer
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OAM	Operational Area Manager
OASG	Operations Area Support Group
OIC	Officer in Charge
RP	Recovery Plan
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Services
SEWS	State Emergency Warning Signal
SRC	State Recovery Controller
SRCG	State Recovery Coordination Group
WAPOL	Western Australia Police

UNCONFIRMED

Appendix B: State and Local Emergency Management Arrangements



Appendix C: Map of the City of Melville district

UNCONFIRMED

Appendix D: Aide Memoirs

The aide memoire documents listed under the Appendix have been specifically designed to be printed and laminated for circulation to specific officers and groups within the City of Melville in order that they may be in possession of a ready reference to their assigned duties and obligations under this plan and the Recovery Plan. In relation to this plan the aide memoire include:

1. Local Recovery Coordinator (LRC)
2. Local Government Liaison Officer (LGLO to the ISG)
3. Local Government Welfare Government Welfare Liaison Officer (LGWLO assisting in the management of evacuation centres)

UNCONFIRMED

Local Recovery Coordinator (LRC)

Roles and Responsibilities

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordination Group.

Functions

- Ensure the Local Recovery Plan is established
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirement for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies
- Provide advice to the Mayor and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination Group
- Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordination Group
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and State Recovery Coordinating Group, if established
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

UNCONFIRMED

Local Government Liaison Officer (LGLO to the ISG)

Aide Memoir – ISG Attendance

This Aide Memoir provides City of Melville Officers charged with attendance at the ISG with a quick reference to the process of local response activities relating to Incident Support Groups. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with State EM Plan Part 5 Response.

Role and Responsibilities

The City of Melville will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). This role could also be filled by the Local Recovery Coordinator. It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below.

Role

The LGLO is essentially an Officer of the local government holding either a managerial or executive position within the local government. This person could be the Local Recovery Coordinator.

Key Responsibilities

State EM Plan Part 5 which sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard Management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller.
- Represent the local government at all ISG meetings.
- Provide the IC with timely information on local issues and key factors affecting response activities.
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area.
- Provide information relating to community evacuation, welfare centres and community safe places.
- Coordinate local government resources.

UNCONFIRMED

- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.).
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities.
- Local government impact assessment (if known)
- Local government resource status.
- Significant issues.

Responsibilities of the IC

The IC of the HMA or Controlling Agency will provide the following information:

- A current situation report
- Outcomes of the previous meeting (if not the first meeting)
- Details of significant issues
- Assistance required
- Record of outcomes of the meeting
- Details of the next scheduled meeting

UNCONFIRMED

Local Government Welfare Liaison Officer (LGWLO)

Aide Memoir

This Aide Memoir provides City of Melville officers charged with attendance at evacuation centres with a quick reference to their role as the appointed liaison officer assisting the Department of Communities (DC). Officers appointed to this duty have the following roles and responsibilities. Essentially you are the conduit between DC and the City of Melville.

Roles and Responsibilities

The Local Welfare Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the DC where welfare support is required for the community. The support plan designated that the local government will provide a liaison / support at welfare centres activated as a result of an emergency.

The City of Melville will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the DC Local Welfare Coordinator (LWC).

Duties of the LGWLO:

- Report to the DC Local Welfare Coordinator;
- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;
- Facilitate access to the Welfare Centre by the DC;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the City of Melville;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;
- Assist the LWC in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWC;
- Keep a log of activities conducted at the Welfare Centre;
- Carry our other duties as requested by the LWC.

UNCONFIRMED

Appendix E: Community Based Vulnerable Groups

Child Care Centres

Organisation	Address	Suburb	Phone	Email / Web
Goodstart Early Learning Centre - Alfred Cove	541 Canning Hway	Alfred Cove	08 9317 7544	k.brandenburg@goodstart.org.au
Miss P's Family Day Care	3 Cowan Street	Alfred Cove	0423 539 248	patchareeboonsong1@gmail.com
Growin Early Education Centre	817 Canning Hway	Applecross	0414 700 982	general@growin.com.au
Indigo Montessori Childcare & Kindy-Applecross	2c Matheson Road	Applecross	08 9240 2407	applecross@indigomontessori.com.au
Great Beginnings	17 Riseley Street	Ardross	08 9316 4410	applecross@greatbeginnings.com.au
Growin Early Education Centre Ardross	43 Simpson Street	Ardross	08 9316 4300	general@growin.com.au
Sonas Early Learning and Care - Ardross	30 Willcock Street	Ardross		ardross@sonaschildcare.com.au
Annie's Family Day Care	6 Farrin Street	Attadale	0448 423 602	annelouisesideris@gmail.com
Jellybeans Childcare Attadale	432-434 Canning Hway	Attadale	08 9317 1242	
Bateman Family Day Care	5 Adams Street	Bateman	0419 910 284	batemanfamilydaycare@gmail.com
Ivanna Family Day Care	6 Marsengo Road	Bateman	0433 575 771	ivannaho7@hotmail.com
Lalita Agarwalla Family Day Care	34 Arcadia Crescent	Bateman	08 9312 7581	
Le Petit Studio	21 Ripple Way	Bateman	0431 918 169	lepetitstudiofdc@gmail.com
Wonder and Awe Family Day Care	11 Stuart Court	Bateman	0402 677 170	angela.ch4n@gmail.com
Booragoon Family Day Care	20 Ainsworth Loop	Booragoon	0431 918 169	jaynie_miller@hotmail.com
Booragoon Occasional Child Care Centre	525 Marmion Street	Booragoon	08 9316 1253	bocc@westnet.com.au
Melody Education Family Day Care	5 Leece Place	Booragoon		
Starbright Early Learning Centre	2 Worthington Road	Booragoon	0422 251 261	info@starbrightlearning.com.au
The Secret Garden Family Day Care	21 Marcus Avenue	Booragoon	0404 424 875	thomson_rachelle@hotmail.com
Leeming Out of School Care Centre	21 Oberthur Crescent	Bull Creek	0438 676 428	loscci@bigpond.com
Limetree Family Day Care	15 Hertford Close	Bull Creek	0413 913 400	masicsox@gmail.com
Sangita Rana Family Day Care	6 Aherne Court	Bull Creek	0439 909 016	
Sonam Goplani Family Day Care	1 Durham Place	Bull Creek	0426 867 003	wincap@gmail.com
Dancing Whale Day Care	48 le Souef Drive	Kardinya	0401 355 437	florist5878@gmail.com
Masuma Family Day Care	43 Saw Road	Kardinya	0420 357 254	masumaferdousara@gmail.com
Noahs Ark Day Care	70 Davies Crescent	Kardinya	0422 296 344	pmsunny77@hotmail.com

UNCONFIRMED

Leeming Child Care Centre	73 Calley Drive	Leeming	0413 707 576	info@leemingccc.com.au
Mulberry Tree Care Leeming	92 Farrington Road	Leeming	08 9310 7272	jess@mulberrytree.com.au
Bella Boo Day Care	55a Rome Road	Melville	0406 030 866	bellaboodaycareperth@gmail.com
Scola Early Learning	371 Marmion Street	Melville	0432 107 929	admin@scolaearlylearning.com
The Children's Garden	369 Marmion Street	Melville	0432 062 396	admin@childrens.garden
Blue Gum Child Care Centre	33 Moolyeen Road	Mt Pleasant	0401 051 587	bluegumchildcare@bigpond.com
Sonia Family Day Care	12 Dunstan Place	Murdoch	0430 666 641	dsvagmi@gmail.com
Susan Teather Early Learning Centre	19 Jennalup Street	Murdoch	08 6165 3555	accountspayable@wanslea.asn.au
Goodstart Early Learning Centre – Myaree	54 North Lake Road	Myaree	08 9330 8008	quality@goodstart.org.au
Happy Tone Children Wonderland	65 Norma Road	Myaree	0432 595 818	fay@faygao.com
Myaree Family Day Care	10a Hayward Way	Myaree	0424 476 249	
Nido Early School Palmyra	56 Carrington Street	Palmyra	08 6186 8011	esm.palmyra@nido.edu.au
Tiny Beez Educations and Care	70 Carrington Street	Palmyra	08 9339 7691	palmyra@tinybeez.com.au
Birra-Li Child Care Centre	1 Stacey Street	Willagee	08 9331 3737	
Busy Bees at Willagee	14 Webber Street	Willagee	07 3632 1144	compliance@busybees.edu.au
Wool and Thimble School of Early Learning	227 Leach Hway	Willagee	0411 117 743	admin@woolandthimble.com.au
Creative Kidz	43 Sandover Crescent	Winthrop	0410 468 682	natalie.milne@yahoo.com.au
Piney lakes Child Care	1 Winthrop Drive	Winthrop		info@pineylakescc.com

UNCONTROLLED

Primary Schools

School Name	Address	Suburb	Phone	Email
St Benedict's Primary School	70 Alness Street	Applecross	08 6217 3500	admin@stbenedicts.wa.edu.au
Applecross Primary School	65 Kintail Road	Applecross	08 6274 1850	applecross.ps@education.wa.edu.au
Ardross Primary School	46b Links Road	Ardross	08 9263 1350	ardross.ps@education.wa.edu.au
Mel Maria Catholic Primary School	33 Davidson Road	Attadale	08 6330 0500	admin@melmaria.wa.edu.au
Attadale Primary School	Wichmann Road	Attadale	08 9274 1700	attadale.ps@education.wa.gov.au
Bateman Primary School	2 Bartling Crescent	Bateman	08 6258 6900	bateman.ps@education.wa.edu.au
Yidarra Catholic Primary School	Marsengo Road	Bateman	08 9332 3011	admin@yidarra.edwa.net.au
Bicton Primary School	View Terrace	Bicton	08 9205 5800	bicton.ps@education.wa.edu.au
Booragoon Primary School	10 Clements Road	Booragoon	08 6274 1800	barbara.horan@educatioin.wa.edu.au
Bull Creek Primary School	32 Hardy Street	Bull Creek	08 6216 4400	bullcreek.ps@educatiion.wa.edu.au
Oberthur Primary School	Nicholls Crescent	Bull Creek	08 9237 6700	oberthur.ps@educatiion.wa.edu.au
All Saints College	Ewing Avenue	Bull Creek	08 9313 9333	info@allsaints.wa.edu.au
Kardinya Primary School	30 Ochiltree Way	Kardinya	08 9312 4900	kardinya.ps@education.wa.edu.au
Banksia Park Primary School	Hicks Street	Leeming	08 9266 6400	banksiapark.ps@education.wa.edu.au
Leeming Primary School	10 Meharry Road	Leeming	08 9266 6700	leeming.ps.office@education.wa.edu.au
West Leeming Primary School	50 Westall Terrace	Leeming	08 9266 6000	westleeming.ps@education.wa.edu.au
Melville Primary School	70 Curtis Road	Melville	08 9263 1300	melville.ps@education.wa.edu.au
Mount Pleasant Primary School	29 Queens Road	Mt Pleasant	08 9237 2850	mountpleasant.ps@det.wa.edu.au
Palmyra Primary School	60 McKimmie Road	Palmyra	08 6436 0100	palmyra.ps@education.wa.edu.au
Our Lady of Fatima Primary School	3 Harris Street	Palmyra	08 9333 7900	admin@olof.wa.edu.au
Caralee Community School	24 Winnacott Street	Willagee	08 9312 4800	caralee.cs@education.wa.edu.au
Winthrop Primary School	70-80 Jackson Avenue	Winthrop	08 9312 4950	winthrop.ps@educatiion.wa.edu.au

UNCONFIRMED

High Schools

School	Address	Suburb	Phone	Email
Applecross Senior High School	Links Road	Ardross	08 9314 9393	axshs.email@education.wa.edu.au
Santa Maria College	18 Stoneham Road	Attadale	08 6330 0200	smc@santamaria.wa.edu.au
Corpus Christi College	Murdoch Drive	Bateman	08 6332 2500	admin@corpus.wa.edu.au
All Saints College	Ewing Avenue	Bull Creek	08 9313 9333	info@allsaints.wa.edu.au
North Lake Senior Campus	188 Winterfold Road	Kardinya	08 9314 0444	info@northlake.wa.edu.au
Leeming Senior High School	4 Aulberry Parade	Leeming	08 9237 6800	leeming.shs@education.wa.edu.au
Melville Senior High School	Potts Street	Melville	08 6274 1300	melville.shs@education.wa.edu.au
Kennedy Baptist College	Farrington Road	Murdoch	08 9314 7722	admin@wbc.wa.edu.au

Universities

School	Address	Suburb	Phone	Email
South Metropolitan TAFE	130 Murdoch Drive	Murdoch	1800 001 001	info@smtafe.wa.edu.au
Murdoch University	90 South Street	Murdoch	08 9360 2609	ontrack@murdoch.edu.au

Hospitals

Hospital	Address	Suburb	Phone	Website
Attadale Rehabilitation Hospital	21 Hislop Road	Attadale	08 9330 1000	www.attadalerehabilitation.com.au
Fiona Stanley Hospital	11 Robin Warren Drive	Murdoch	08 6152 222	www.fionastanley.health.wa.gov.au
St John of God Hospital	1 Barry Marshall Parade	Murdoch	08 9366 1111	www.sjog.org.au

UNCONFIRMED

Aged Care Facilities

Facility	Address	Suburb	Phone	Beds / Units
Opal Alfred Cove	94 Kitchener Road	Alfred Cove	08 6330 0400	
Alchera Living – Applecross Village	750 Canning Highway	Applecross	08 9314 5884	24 Units
Applecross Shore Care Community	Riverway	Applecross	08 6159 9800	90 Units
Olive Sacred Heart Hospital and Aged Care	28 Hislop Road	Attadale		
Regents Garden Residential Aged Care	2 Amur Place	Bateman	08 9332 7280	74 Beds
Carinya of Bicton	220 Preston Point Road	Bicton	08 9438 5500	92 Beds
Carinya Care Services Braemar Gardens	41 Bristol Avenue	Bicton	08 9438 5333	12 Units
Arcadia Waters Craigview Grove	153 Stock Road	Bicton	08 9316 7100	70 Units
Four Seasons Regents Gardens	495 Marmion Street	Booragoon	08 9333 7300	69 Units / 98 Beds
Parkland Villas Booragoon	510 Marmion Street	Booragoon	08 9330 2988	185 Units
RAAFA Air Force Memorial Estate	2 Bull Creek Drive	Bull Creek	08 9311 4488	363 Units and Beds
RAAFA Alice Ross-King Care Centre	Bull Creek Drive	Bull Creek	08 9324 0000	61 Beds
Frederick Guest Hostel	25 Gleddon Way	Bull Creek	1300 850 146	41 Beds
Lefroy Care Centre	22 Lefroy Road	Bull Creek	0477 705 201	36 Beds
Bull Creek Village	14/18 Hassell Crescent	Bull Creek	08 9314 5884	23 Units
Leeming Retirement Village	2 Theakston Green	Leeming	08 9481 2444	60 Villas
Aegis Melville	1 French Road	Melville	08 9330 1911	92 Beds
St Ives Retirement Community	22 Windelya Road	Murdoch	1300 202 001	306 Units
St Ives Murdoch Residential Care	Discovery Drive	Murdoch	08 6332 6200	141 Beds
Melville Aged Care	15 Cottrill Street	Myaree	08 9317 1744	49 Units
Kitchener Gardens	4 Kitchener Road	Myaree	08 9330 1911	
St Ives Murdoch	444 Marmion Street	Myaree	1300 202 001	69 Units
St Ives Retirement Living	44 Rome Road	Myaree	0401 196 159	
Braemar Cooinda Lodge	31 Moorhouse Street	Willagee	08 6279 3636	140 Beds
Braemar Village	32/24 Charsley Street	Willagee	08 9338 8801	53 Beds
Webber Gardens Retirement Village	67/65 Bawdan Street	Willagee	08 9314 5884	35 Units
Weeronga Village	40/44 Worley Street	Willagee	08 9314 5884	73 Units

UNCONFIRMED

Appendix F(2) – Crisis Issue Communication Plan

Latest Revision Details (Earlier Revision History is listed at end of document)

Date amended	Description of Change	Revised by (Document Owner)	Reviewed by MLT (Date)	Endorsed by ELT for Approval (Date)
17/08/2020	• Align with Business Continuity Plan • Updated Contact Information - People Services, marketing and communications, and media • Updated Template and document is now a plan and requires MLT review & ELT endorsement	J Arbel S Winn	17/09/2020	07/10/2020

Authorisation
Procedure Owner – Strategic Communications Advisor
Directorate – Management Services
Reviewer – MLT
Approver – ELT

Other References that may be applicable to this Plan

Legislative Requirements:	Emergency Management Act 2005
Delegated Authority:	N/A
Plan / Policy / Framework:	OP-024 Business Continuity Management Business Continuity Plan Marketing and Communications Framework Local Recovery Plan Emergency Plans Pandemic Action Plan
Procedure:	SP-008 Emergency Preparedness and Response SP-021 Risk Management
Work Instructions / Process Maps:	Power, Water or Information Technology (ICT) Outage
Forms / Supporting Documents (internal):	Emergency Escalation Contact Numbers Local Emergency Management Arrangements Disruptive Incident Report
Supporting Documents (external):	N/A

UNCONFIRMED

Table of Contents

1. INTRODUCTION 3

2. DEFINITIONS 4

3. KEY PRINCIPLES OF CRISIS COMMUNICATION 6

4. CRISIS COMMUNICATION MANAGEMENT 7

4.1 Step One: Establish a Crisis Communication Management Team (CCMT) and Structure 7
4.2 Step Two: Determine roles and responsibilities of the crisis communication management team. 9
4.3 Step Three: Identify and List Potential Crises that the City Could Face 11
4.4 Step Four: Determine and List Stakeholders of the City of Melville 12

5. COMMUNICATIONS ROLE IN CRISIS MANAGEMENT 13

5.1 Before a Crisis 13
5.2 When a Crisis Occurs 14
5.3 After the Crisis 14

6. ACTION PLAN FOR CRISIS COMMUNICATION MANAGEMENT TEAM 15

7. ATTACHMENTS 17

Attachment 1: Contact Log 17
Attachment 2: Contacts 18

UNCONFIRMED

1. Introduction

Managing an issue or a crisis is a core communication function for any organisation – irrespective of size. In recognising the importance of this core function, the City has developed this Crisis (Issues) Communication Plan.

It should be noted that this plan concentrates on the communication aspect of crisis management and all actions recommended are from a communications perspective. It does not give directions on what actions need to be taken in the event of a crisis. The City has a number of Emergency Plans for the various operational areas that provide this direction and the Crisis (Issues) Communication Plan should link into these plans. However, in writing this plan, certain assumptions with regard to crisis management may have been made, in order to effectively demonstrate how the communications aspect will work.

A crisis can occur at any time without any notice or warning. In order to deal with a crisis efficiently, an organisation should have an effective Crisis (Issues) Communication Plan in place, as insurance to protect the organisation's corporate image or reputation. Having such a plan in place will most likely minimise the impact of the crisis on the organisation.

The most challenging part of dealing with a crisis is to ensure that the organisation reacts quickly and appropriately with the right response to the crisis. An incident can very quickly turn into a crisis if not managed properly, so an organisation must be prepared to deal with the unpredictable.

It is also important for the management team and the communications team to work together to ensure that appropriate stakeholders and relevant parties are communicated with throughout the period of the crisis. This will demonstrate that the organisation is coping with the issue and has everything under control.

This plan provides an overview of how the Communications team will deal with a crisis and defines the roles and responsibilities of the communications team. It also lists the Crisis Communication Management Team (CCMT), their responsibilities and an action plan which should be followed during a crisis.

The Crisis Communication Plan is designed to:

Provide the organisation with communication processes to use during a crisis.
Provide guidance to the Incident Response Team (Business Continuity) in relation to communications.
Define the roles and responsibilities of individual Crisis Communication Management Team members.
Cover all aspects of the communications required during a crisis.
Assist the spokespeople with key messages when responding to stakeholders.
List all current media contacts, key stakeholders, etc.
List other key personnel that need to be part of the CCMT.
Online strategies to demonstrate the City is in control of the situation and sensitive to concerns of key stakeholders and other interested parties.

UNCONFIRMED

2. Definitions

It is important to define the terms 'issue' and 'crisis' although they are generally used interchangeably. In order to write an effective communications strategy, it is essential to understand the difference between the two.

An issue is:

An external or internal factor, usually lasting over a mid-to-long time frame, and usually involving an organisation within an industry, topic or situation. It can represent a serious obstacle to achieving the organisation's objective and cause damage to not only its reputation, but its fundamental business.

An issue is usually something that can be identified, monitored and managed as it emerges. It can be brought into the public arena (or at least fueled) by protagonists or activists and reported on by the media.

An example of some issues are:

Impact of new technologies
Industry-wide corporate practices – e.g. Director or management corporate remuneration
Source: (Network Communications Australia Pty Ltd – 'PR Influences')

A crisis is:

An actual event or occurrence, which can put an organisation, and its methods of operation, under intense public and media scrutiny and which can, if not handled properly, materially impact on the business.

A crisis is usually an emergency or event that is unforeseen or seen as only a remote possibility that impacts on a single organisation or community as a whole. A crisis in its first immediate response usually short-lived (but depending on the particular crisis, can last longer and later require ongoing proactive response). A crisis can sometimes attract significant and sometimes hostile media attention and/or can require urgent ongoing communications for the community with the added media attention .In some cases, a crisis can be 'championed' by media.

An example of some crises are:

Accidents that kill, maim or injure people (e.g. industrial accidents, fire, explosions, etc)
Environmental concerns (e.g. discharge of waste, not meeting environmental standards, OH&S practices leading to injury or death)
Organisational specific corporate malpractice (e.g. fraud, embezzlement etc.)
Health outbreaks in the community
Source: (Network Communications Australia Pty Ltd – 'PR Influences')

In simplistic terms, it is often the case that an issue is an implied or potential event which can be proactively managed, while a crisis is an actual event or occurrence which requires a reactive response.
Source: (Network Communications Australia Pty Ltd – 'PR Influences')

The City defines a crisis as:

An event or series of events that seriously threatens the ability of the Organisation, staff, or elected members, to carry out the charter of the organisation on a daily and practical basis, or

An event or series of events that seriously threatens the safety and security of the community.

UNCONFIRMED

3. Key Principles of Crisis Communication

The following key principles form the basis of the City's Crisis Communication strategy:

When the crisis involves a death, serious injury, or serious health scare, a "**people first**" approach must be taken in all items actioned and key public messages. The financial impact on the organisation must be considered a second priority.

The first concern when dealing with a crisis is the protection of life and limitation of property damage.

The organisation will be open and transparent with all information that is permissible and act with integrity and honesty while displaying leadership and maintaining credibility.

The organisation will ensure that all relevant parties and key stakeholders will be effectively communicated with during the period of the crisis.

The organisation will listen to any major concerns that arise as a consequence of a crisis and through its key messages will advise how these concerns have been addressed, demonstrating the 'care' factor.

The City's actions align with its organisational values of Relationships, Wellbeing, Vibrancy and Excellence.

The only spokespeople will be the Mayor and or the CEO, with the Strategic Communications Advisor to manage all media inquiries and communications needs with the Digital Communications Advisor. All media inquiries that are received by the CCMT or staff must be forwarded directly to the Strategic Communications Advisor for action.

UNCONFIRMED

4. Crisis Communication Management

4.1 Step One: Establish a Crisis Communication Management Team (CCMT) and Structure

The CCMT attempts to reduce the impact of the crisis on the organisation's reputation, employees, elected members, assets and earnings.

The CCMT will be responsible for anticipating any business related crisis, and planning and implementing strategies to deal with a crisis across the organisation.

Specifically, the role of the CCMT is to:

Gather all of the facts together as quickly as possible when a crisis occurs
Agree on the organisation's response to stakeholders
Communicate with key stakeholders, particularly media, if required. See Attachments 3, 6 and 7.
Prioritise stakeholders on a 'need to know basis'
Develop key messages, speech notes, media releases, briefing notes and additional material that will assist the designated spokesperson. See Attachment 4 and 5.
Agree on an action plan and key responsibilities. See Page 15 and 16 and Attachment 1.
Manage internal communications
Monitor and evaluate
Follow up and action as required

There are five key people in a CCMT. They are as follows:

CEO
Mayor
Crisis Coordinator or relevant Director/Manager
Strategic Communications Advisor (Media Manager)
Legal Services

CEO (Team Leader)

As the ultimate decision-maker for the organisation during a crisis the CEO is the team leader and the key person in the CCMT. The Team Leader is responsible for chairing and leading the CCMT in a crisis.

Mayor (Spokesperson)

As outlined by the City's Public Relations Policy, the Mayor is the spokesperson for the City of Melville. The CEO is also authorised to speak on behalf of the organisation. The CEO will address operationally based messages whilst the Mayor will speak on community focused messages.

UNCONFIRMED

Local Recovery Coordinator or Relevant Manager/Director

The Local Recovery Coordinator is the key person involved in coordinating the crisis response and is appointed by the Team Leader (CEO). They assume the principle co-ordination role for the duration of the crisis, and as such, must inform the CCMT immediately when a crisis occurs (or even when an emerging issue could become a crisis). The Local Recovery Coordinator makes an initial evaluation of the seriousness of an issue when it is first identified.

In the event that the City is facing a reputation crisis, which does not require the mobilisation of the CCMT, and can be handled from purely a communications perspective the relevant director/manager will form part of the CCMT as opposed to the Local Recovery Coordinator.

Strategic Communications Advisor

The Strategic Communications Advisor provides direction and leadership to the CCMT regarding internal and external communication and ensures the key messages are conveyed to all stakeholders.

Below is a list of the members of the City's CCMT and their proxy's in the event that they are unavailable:

Legal Services

The Executive Manager Governance & Legal Services provides legal guidance to the CCMT in relation to the legal implications of the situation which has occurred.

Crisis communication management team member	Alternative (proxy) member
Chief Executive Officer (Team Leader)	Relevant Director
Mayor (Spokesperson)	Deputy Mayor or Chief Executive Officer
Manager Operations Services (Local Recovery Coordinator) or Relevant Manager/Director	Officer Acting in Role
Strategic Communications Advisor (Media Manager)	Marketing and Communications Coordinator, or, Officer Acting in Strategic Communications Advisor
Executive Manager Governance & Legal Services (Legal Services)	Officer Acting in Executive Manager Governance & Legal Services

In addition to the above key people that make up the CCMT other areas that need to be considered as part of the CCMT depending on the particular crisis can be:

People Services
Finance
Risk Management
Community Safety Service and Rangers
Legal and Regulatory
Operations
Information & Communication Technology (ICT)
Sustainability Coordinator

UNCONFIRMED

4.2 Step Two: Determine roles and responsibilities of the crisis communication management team

Shown below is a list of the CCMT members and their individual responsibilities.

Person/division or department or organisation	Roles and responsibilities of crisis communication management team
Chief Executive Officer	**Crisis Team Leader** Principal decision maker Chair of the CCMT Severity classification and notification Response team configuration and mobilisation Determines threats going forward Sets priorities Coordinates response strategy Allocates resources Statutory notifications Up-line management communications
Mayor/CEO	**Crisis Spokesperson** Speaks on behalf of City Manages stakeholder relations and political contacts at all levels Communicates with all relevant parties
Strategic Communications Advisor	**Crisis Media Manager** Brings together support marketing and communications team as required Manages all aspects of media relations – monitor media, manage on-site media, organise media conference etc. (Attachment 3) Manages stakeholder relations and political contacts at all levels Works with marketing and communications team to develop key messages and media statements for release(Attachment 4) Briefs and prepares media spokesperson Becomes the central information point for dissemination of information and messages internally to staff, working with marketing and communications team to achieve this Communicates with all relevant parties Ensures appropriate information is distributed via relevant communication channels – web site, call center, 1800 number, on-line etc. Maintain up-to-date information on media and stakeholder contacts

UNCONFIRMED

Person/division or department or organisation	Roles and responsibilities of crisis communication management team
Manager Natural Areas & Parks or relevant Manager/Director	**Local Recovery Coordinator** Gathers information, maintains contact with crisis site Keeps CCMT informed of crisis Keeps a log of events with details of time, event, action taken and issues arising from event
Executive Manager Governance & Legal Services	**Legal Services** Establishing legal and regulatory requirements and obtaining legal advice if required. Vetting external and internal communications Incident recording Managing the regulator interfaces
Appropriate Director/Manager/Officer or external consultant/body as may be required	**Team Member** Strategic advice Financial advice Stakeholder Engagement/Community Consultation advise Insurance and Risk Management advice Security and Emergency advice Commercial advice Operational advice
Manager People Services, Risk & Insurance Officer, Workplace Health & Safety Coordinator – where appropriate/required	**Team Member** People Services related advice Employee and next of kin welfare Employee and next of kin rehabilitation Employee compensation issues Employee and next of kin counselling Communication of news to employees and next of kin Risk Management, Insurance and Workplace Health &Safety advice

UNCONFIRMED

4.3 Step Three: Identify and List Potential Crises that the City Could Face

The following is a list of potential crises that the **City** could face (in no particular order of importance):

Fraud
Fire
Disaster that effects multiple employees or elected members
Serious breach of Duty of Care
Contagious Disease i.e. SARs
Bomb threat
Mass resignations of key staff in the organisation i.e. loss of corporate knowledge on a wide scale
Mass resignation of Elected Members
Permanent disablement of document servers, inclusive of back up tapes i.e. virus or loss of corporate data
Mayor or CEO or staff in fatal accident
Serious management issues
Power failure for an inordinate period
Inquiry and appointment of Commissioners
Fatalities i.e. drowning at LeisureFit Booragoon
Hold up
Civil unrest
Disputed Election results
Industrial action

The following is a list of potential crises that the City's **Community** could face:

Leaching of sewerage or chemicals in water mains, river or storm water drains
Chemical spill
Total black out
Gas explosion
Serious/major accidents at key locations such as roads or highways, freight terminal, etc.
Major event that would require road closure
All traffic lights out of order
Any of the Service Stations in the area exploding
Serious outbreak of disease
Natural Disasters – flooding, cyclone, earthquake, bushfire, storm
Loss of any vital resource – water, electricity, gas etc.
Serious Environmental Issues
Serious health outbreak/pandemic

The City's Local Emergency Management Arrangements should have in place systems and procedures on how to deal with a number of these potential crises.

UNCONFIRMED

4.4 Step Four: Determine and List Stakeholders of the City of Melville

Stakeholders of the City include, but are not limited to:

Elected Members
Local, State and federal representatives and other appropriate government officials
Media – includes all TV, Radio and Newspaper contacts
Management
Employees
Major businesses located in or affiliated with the City
Perth Transport Authority
Schools
Main Roads WA
Police
Home and Community Care Service Providers
Department of Health
Resident Associations
Friends Groups
Neighbouring Councils
Western Australian Local Government Association
Education Department
People with Disabilities
Office of Seniors Interest
Department of Planning
Department of Biodiversity, Conservation and Attractions (**DBCA**) Community Organisations
Fire and Emergency Services
Crisis Care
Department of Community Development
Sporting Associations
State Emergency Services
Appropriate transport and utility providers
Insurance Provider (LGIS)

These stakeholders must be prioritised according to the type of crisis and the communication tools required during the crisis. The level of prioritisation will of course vary depending on the type of crisis.

UNCONFIRMED

5. Communications Role in Crisis Management

Communications play a critical role in crisis management. It is the role of the communications team to identify possible or potential crises and put in place plans and systems to deal with them. The communications team also needs to ensure that management understands that the key to successfully dealing with a crisis depends on how communications are handled, particularly with the media.

In order for effective communications to take place during a crisis, it is necessary to ensure that the organisation has the following steps in place so that it is prepared to deal with a crisis, should it occur:

5.1 Before a Crisis

The organisation has a well-documented Business Continuity Plan and a Crisis (Issues) Communication Plan that align. The organisation has determined an Incident Response Team and a Crisis Communication Management Team and structure and that the team members are aware of their roles and responsibilities.
The organisation has identified and analysed major threats and has assessed their impacts to the best of its ability (prepare a threat assessment chart show high, medium and low impacts).
The organisation has considered its crisis management capacity in the following areas:
Commercial and marketing
Security and emergency
Control center
Human resources and next of kin
Media and stakeholder communications
Legal and regulatory
Finance and insurance
Other roles as required – e.g. environment, data recovery, indigenous issues, etc.
Appropriate areas are designated to be used as a Control Centre and that these areas are fully equipped with the necessary communication technologies.
An up-to-date list is maintained of all relevant stakeholders and their contact details.
Spokespeople and key executives have the appropriate media training to prepare them when dealing with a crisis.
A management notification system is in place to deal with a crisis if it occurs out of normal business hours.
A notification system in place to contact Elected Members, employees and relevant stakeholders of the crisis so that they can be informed directly from management rather than through the media if the matter affects them (password protected page on web-site, email alert or toll free number with voice recording).
Advance authority and approval processes are put in place to manage critical functions and communications – it's too late to do that in the middle of a crisis!
Customer Relations Team are briefed on dealing with media calls and visits.

UNCONFIRMED

5.2 When a Crisis Occurs

Be prepared! If the above steps are in place, then the communications team has a much better chance of dealing with the crisis effectively.
Ensure media control centre is fully equipped with necessary equipment.
Ensure that there is proper co-ordination between management, operations and the communications team.
Ensure that staff are made aware of the crisis and the facts through one centre point and understand the communication protocols in place – i.e. staff not to comment on issues – queries to be directed to appropriate spokesperson.
Gather all information as soon as possible ensuring that it is factual. If necessary, get advice from legal or human resources teams to determine information that is suitable for release to the media and general public.
Provide a rapid response to the situation, even if unsure of all facts – advise that the matter is being investigated and be prepared to talk about what you don't know.
Ensure all relevant internal and external stakeholders are informed as soon as possible – e.g. Elected Members, employees, media, general public, government departments, businesses, etc. so that it demonstrates that the organisation is in control of the situation.
Do not understate the risk, sound and look concerned.
Acknowledge that a problem exists and that the organisation is addressing the situation and where appropriate, accept responsibility.
Be open and honest in all communications and maintain trust and credibility.
Set up call registers for media calls.
Refer to and act on media strategy as appropriate – remember the following – CLARITY,CONTROL, CONCERN, CONFIDENCE and COMPETENCE when dealing with the media.
Instigate media monitoring and log all media calls/activity.
Determine City's 'position', prepare media strategy and holding statements.
Prepare key messages and media statements and brief and rehearse spokespersons - control the message not the messengers.
Prepare backgrounders, media strategies, key messages, Q&As and dedicated digital presence
Prepare for media conference or media presence if necessary.
Assign appropriate staff to deal with administration issues – photocopying, sorting media kits, etc.
Involve Media/Communications Officers to chaperon media when on site.
Prepare media summaries for Elected Members and management.
Prepare and place media statements/scripts on web site, social media, toll free telephone number etc. – consider questions that will be most frequently asked and prepare responses.

5.3 After the Crisis

Continue to update media and relevant stakeholders
Release recovery plans
Review performance and monitor effect of crisis on organisation
Review Business Continuity Plan and Crisis (Issues) Communication Plan and amend if necessary

UNCONFIRMED

6. Action plan for crisis communication management team

In the event of a crisis which requires the CCMT to act, these are the steps that should be followed by the Media Manager/s (It should be remembered that a plan needs to be fluid to a certain extent and some steps may need modification, depending on the circumstances of and during a crisis).

Ensure that this issue or potential issue has been reported to the Chief Executive Officer,Mayor and ELT.

Enable Control Centre if necessary.

In the majority of cases, if a Control Centre is necessary, this will be the area within Management Services. This area is located on the first level of the Civic Centre and has easy access to phones, photocopiers, etc. Any interviews that need to be conducted can be in theCEO Boardroom.. Ensure the City's pull-up banners are use where possible.

The main phone numbers for the City of Melville switchboard are **1300 635 845** or **9364 0666** TTY machine is **133 677** and speech relay is **1300 555 727**.

If for any reason, the above area is unavailable (due to damage to the building etc.), the alternative site for the Control Centre will be at an external location defined within the Business Continuity Plan.

Contact appropriate members of CCMT and assemble in Control Centre.

If applicable, set up structure to manage organisation whilst CEO is off-line dealing with crisis.

Assess the situation - make contact with crisis scene or involved personnel and gather information and establish crisis details.

Try to anticipate media interest and then commence media management and coordinate communication channels.

Refer to the Crisis (Issues) Communication Plan and where appropriate Communications Strategy and Stakeholder Management Plan for contact details.

Apply communications protocols to Action Plan and Contingency Plan.

Develop key messages and determine information to be communicated.

Develop media brief for spokesperson.

Establish spokesperson.

Prepare and brief spokesperson.

Establish media briefing process.

Establish communication readiness for all digital channels.

Ensure all scheduled posts for digital channels are assessed for sensitivity and cancel as needed

UNCONFIRMED

Communicate key messages to media and key stakeholders. Prioritise stakeholders according to the type of crisis.

Maintain contact and update media and stakeholders throughout the crisis.

Report outcome to all relevant parties – i.e. Council, media, staff, stakeholders etc.

Debrief and evaluate performance and media outcomes.

UNCONFIRMED

7. Attachments

Attachment 1: Contact Log

Phone Calls

Name	Phone Number	Comments

Emails

Name	Email address	Comments

UNCONFIRMED

Attachment 2: Contacts

Media Contacts

Newspapers – Press and Online	
The Australian	Main phone: 08 9326 9860 Reporters phone: 9326 9035 Email: wa@theaustralian.com.au
Sunday Times/Perth Now	Phone: 08 9482 3380 Email: news@perthnow.com.au
The West Australian	Phone: 08 9482 3111 Fax: 08 94823 177 Email: cos@wanews.com.au

Community Papers		
Melville Gazette	Generic Phone: Reporter Phone: Email:	08 9237 1000 08 9237 1534 south@communitynews.com.au
Melville City Herald	Phone: Email:	08 9430 7727 news@fremantleherald.com
Radio		
ABC	Phone: Talkback: SMS: Email:	08 9220 2700 1300 222 720 0437 922 720 abcradioperth@abc.net.au
ABC Radio National	Perth Office Phone: Network TV	 (08) 9220 2700 (02) 8333 1500
Triple J	Phone: Email:	(02) 9333 2905 triplejradio@abc.net.au
6PR / 96FM (Shared Newsroom)	Email: Phone:	news@6pr.com.au 08 9489 1800
6PR (Shared Newsroom)	Open Line Reception SMS Feedback Email:	08 9221 1882 (08) 9220 1400 0487 999 882 news@6pr.com.au
MIX 94.5 / 92.9 (Shared Newsroom)	Phone (both) Email:	08 9382 0160 news@mix.com.au / perth.newsroom@sca.com.au
Nova 93.7	Phone: Email::	08 9489 1800 news@nova937.com.au
Sonshine FM	Phone: SMS: Email:	9313 0800 0429 985 985 reception@98five.com

UNCONFIRMED

Television	
ABC News	Phone: 08 9220 2700/ 13 99 94
Channel 7 News	Phone:Email: 08 9344 0777 news@7perth.com.au
Channel Ten News	Phone: 08 9380 1010
Channel 9 News	Phone:Email: (08) 6168 5999 ninenewsperth@nine.com.au
SBS TV	**General – Media Publicity** Email: mediacentre@sbs.com.au/comments@sbs.com.au.

UNCONFIRMED

After hours Crisis Communication Management Team Contact List

The list of after hours contact details for the CCMT is available on the Business Intelligence site for authorised officers.

Key Messages

In the event of a crisis, the communications team need to determine what key messages need to be conveyed to the media, stakeholders and general public.

In developing key messages, the communications team should determine the facts and decide on the appropriate course of action and on what Council's 'position' will be. Refer also to Section 3 of this Plan which outlines the City of Melville's key principles of Crisis Communication.

Ensure that all communications include the key messages and that appropriate spokespersons are aware of what these messages are so that they include them when asked for public comment.

Key messages will also need to be highlighted at any media briefing.

(This section needs to be completed at the time of the crisis)
{insert corporate messages}

-
-
-
-

{insert key messages relevant to crisis}

-
-
-

UNCONFIRMED

Revision History

Date document amended	Description of Change	Revised by (Process Owner)	Approved by (Process Owner supervisor)	Date approved
10/03/2012	Document creation	N Dransfield	K Johnson	21/03/2012
26/05/2014	Media Contacts Updated	N Dransfield	K Johnson	26/05/2014
10/9/2015	Changed title and level of document to Work Instruction Updated Directorate of WI owner Updated 'Other References that May be applicable' section Removed 'Crisis Communications Management Process Map' for document control purpose as is a separate document on the BMS	N Butler	K Johnson	11/09/2015
25/10/2018	Updated Directorate of WI owner Updated Owner of WI Updated to reflect new roles of Strategic Communications Advisor,Digital Communications Advisor and Marketing Team Updated City contact details Updated Action plan for crisis communication management team section to include reference to Digital channels Updated Media Contacts	J Arbel	M Tieleman	07/01/2019

***** End of Document *****

UNCONFIRMED

Appendix G: WA Hazard Management Agencies

Hazard	HMA	Organisation
Animal and Plant Biosecurity	Agriculture Director General	Department of Primary Industries and Regional Development (DPIRD)
Air Crash	Commissioner of police	WA Police
Collapse	Fire and Emergency Services Commissioner (FES Commissioner)	Department of Fire and Emergency Services (DFES)
Cyclone	FES Commissioner	DFES
Earthquake	FES Commissioner	DFES
Electricity Supply Disruption	Coordinator of Energy	Public Utilities Office, Department of Finance
Fire	FES Commissioner	DFES
Flood	FES Commissioner	DFES
Gas Supply Disruption	Coordinator of Energy	Public Utilities Officer
Biological Hazard	CEO Department of Health	Department of Health (WA Health)
HAZMAT	FES Commissioner	DFES
Heatwave	CEO Department of Health	Department of Health (WA Health)
Human Epidemic	CEO Department of Health	Department of Health (WA Health)
Land Search	Commissioner of Police	WA Police
Liquid Fuel Supply Disruption	Coordinator of Energy	Public Utilities Office
Maritime Environmental Emergency	CEO Department of Transport	Department of Transport
Rail Crash	Managing Director	Public Transport Authority
Road Crash	Commissioner of Police	WA Police
Storm	FES Commissioner	DFES
Terrorist Act	Commissioner of Police	WA Police
Tsunami	FES Commissioner	DFES

UNCONFIRMED

Appendix H: Welfare Activation Kit Contents

Emergency Welfare Centre Kit 1 of 6 – Personal Requisites

Item	Quantity	Remarks
Toilet Rolls	6	20 per pack
Chux Rolls	1 packet	
Matches	1 box	
Family First Aid Kit	1	
Large Garbage Bags	1 roll	
Facial Tissues	6 boxes	
Tampons	1 packet	20 per pack
Sanitary Napkins	1 packet	
Bath Towels	4	
Hand Towels	4	
Face Washer Towels	4	
Soaps	4 packets	
Toothbrushes	6	
Disposable Mens Razors	5	
Disposable Womens Razors	5	
Mens Spray Deodorant	1 can	
Ladies Spray Deodorant	1 can	
Hair Combs	1 packet	
Childrens Activity Pack	1	1pkt textas, 1pkt colour pencils, colour-in book
Emergency Blanket	2	
Rubber Gloves	1 pair	
Male Hygiene Kit	5	Lynx body spray, Rexona Antiperspirant, shower gel, shampoo
Ladies Hygiene Kit	5	Sunsilk shampoo/conditioner, Rexona antiperspirant, shower gel, body lotion
Dental Hygiene Kit	10	Toothbrush, toothpaste, dental floss, mouthwash
Anti-Bacterial Handwash	3 bottles	500ml

UNCONFIRMED

Emergency Welfare Centre Kit 2 of 6 – Tabards and Department of Communities Documents

Item	Quantity	Remarks
“Recovery Coordinator” Tabard	1	(Held By Officer)
“Deputy Recovery Coordinator” Tabard	1	(Held By Officer)
“Liaison Officer” Tabard	1	(Held By Officer)
“Welfare Coordinator” Tabard	1	(Held By Officer)
“Welfare Support” Tabard	1	
“Welfare Support” Tabards	4	
High Vis Safety Vest	1	
Copy of Local Emergency Management Arrangements	1	
Copy of Local Recovery Plan	1	
Copy of Contacts and Resource List	1	
Laminated copy “Recovery Process Map”	1	
A3 Laminated “Welcome to Our Welfare Centre” sheets	4	
A3 laminated “For Your Information” sheets	2	
Registration Forms	200	
“Welcome to our Welfare Centre” sheets	30	
Department of Communities Disaster Relief Application forms	100	
“Offers of Assistance” form	20	
“Enquiry Form”	20	
“Disaster and Emergency Support Services – Dealing with Trauma” Brochure	20	
“Disaster and Emergency Support Services” Brochure	20	
First Aid Kit	1	

UNCONFIRMED

Emergency Welfare Centre Kit 3 of 6 – Stationery

Item	Quantity	Remarks
A4 Photocopy Paper	2 Reams	
Permanent Markers	6	
Wide Sticky Rolls	2	
Writing Pads	5	
Black Pens	1 Pkt	
A4 Clipboards	5	
Telephone Message Pad	1	
Pencils	7	
Erasers	4	
Pencil Sharpeners	3	
Paper Punch	1	
Post It Notes	2	800 sheets each
Scissors	2	
Glue Stick	1	
Whiteboard Markers	6	
Whiteboard Erasers	2	
Stapler with Staples	1	
Strips Blu Tak	2	
Masking Tape	2	
Self Adhesive Labels	2	

UNCONFIRMED

Emergency Welfare Centre Kit 4 of 6 – Equipment

Item	Quantity	Remarks
Radio Player	1	
Batteries “C”	4	
Torch With Batteries	1	
Extension Cords	3	
Power Boards	2	
Ponchos (Disposable)	2	
Street Directory	1	
Megaphone	1	
Raffle Books	2	

UNCONFIRMED

Emergency Welfare Centre Kit 5 of 6 – Baby Requisites

Item	Quantity	Remarks
Can Opener	1	
Baby Wipes	2	
Baby Bibs	1	
Newborn Nappies	15	Up to 5kg
Crawler nappies	20	6-11kg
Walker Nappies	14	12-17kg
Junior Nappies	11	15-25kg
Baby Cream (Bepanthen)	1	
Baby Soothers	3	
Tins Baby Formula		Buy as Required
Baby Bottles	3	
Baby Sip Cups	2	
Tin Baby Food		Buy as Required
Box Nursing Pads	1	
Nappy Change Mats	1Pkt	

UNCONFIRMED

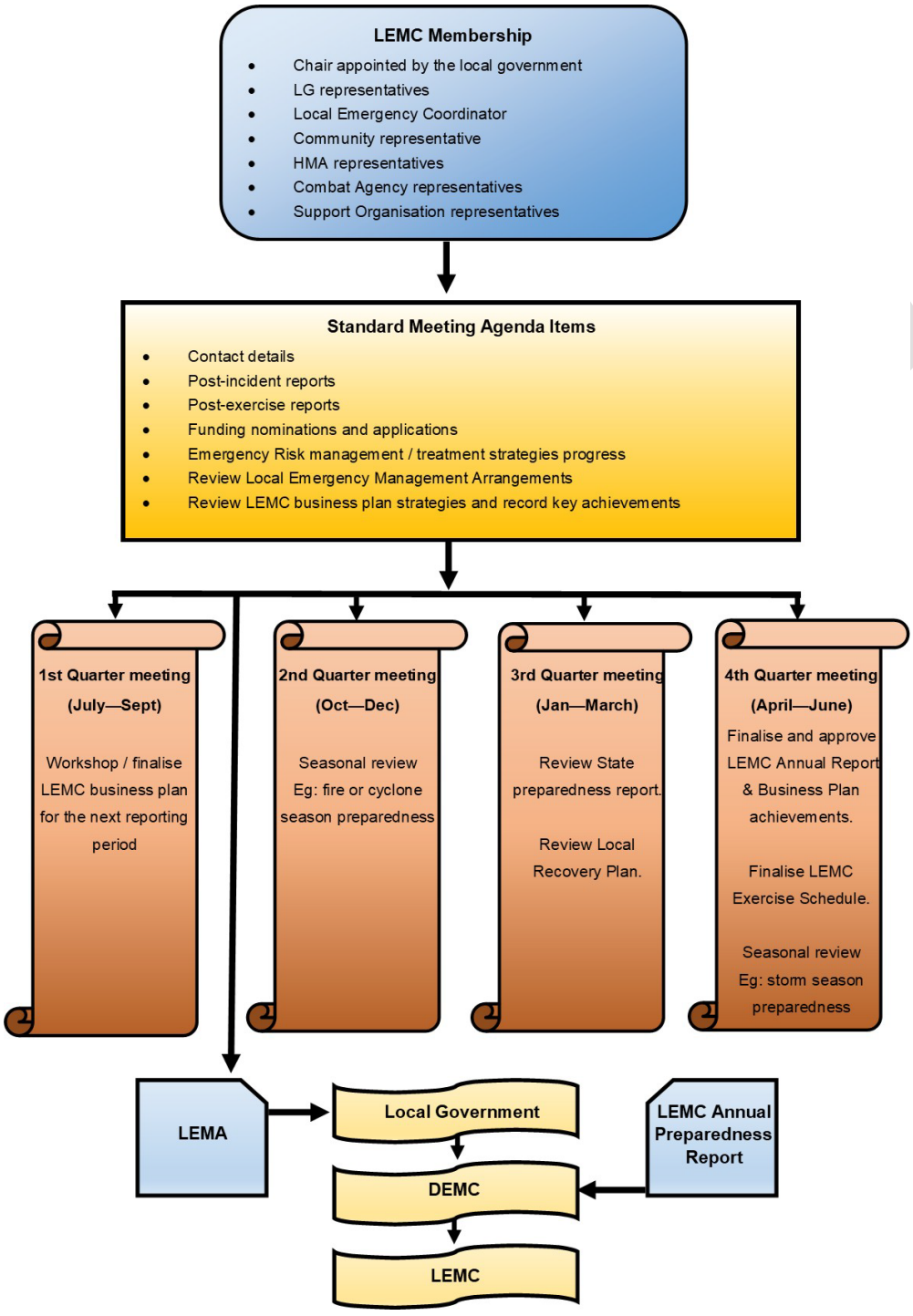
Emergency Welfare Centre Kit 6 of 6 – Support Officer PPE

Item	Quantity	Remarks
Dog Leashes	4	
Dog Bowls	4	
Safety Glasses	6	
Masks 50's	1 box	
Gloves	1 box	
Stretcher / Air Beds	2	
Blankets for LG Staff		

Note: Consider getting some Core Flute Signs (Evacuation Centre) to be used to direct evacuees to and into the centre (Other heavier duty styles can also be considered)

UNCONFIRMED

Appendix I: Suggested LEMC Meeting and Business Cycle



This page has intentionally been left blank

UNCONFIRMED

City of Melville

Local Recovery Plan 2023

UNCONFIRMED

LEMC Endorsement Date: 4 July 2023
Last Review: 2023
Full Review Required: 2028
Maintained by: Executive Officer to LEMC
Document Owner: Coordinator Rangers and Emergency Management

City of Melville
10 Almondbury Road, Booragoon
Tel: 1300 635 845
Web: www.melville.wa.gov.au
Email: melinfo@melville.wa.gov.au

This page has intentionally been left blank

UNCONFIRMED

Part 1: Introduction

This page has been intentionally left blank

UNCONFIRMED

Authority

The Local Recovery Plan (The Plan) has been prepared in accordance with Section 41(4) of the *Emergency Management Act 2005 (WA)* and forms part of the LEMA for the City of Melville. This plan has been endorsed by the City of Melville.

This Plan was endorsed by the City of Melville LEMC on **4 July 2023**

The Plan has been tabled for information and comment with the DEMC and SEMC.

This Plan has been approved by the City of Melville Council.

Disclaimer

The Plan has been produced by the City of Melville in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the City expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

UNCONFIRMED

Distribution List

Official copies of this document are distributed via pdf format as well as digitally to the organisations and individuals named below.

Members of the public wishing to obtain a restricted version of this document can do so by application to the City of Melville via emailing: melinfo@melville.wa.gov.au. Alternatively the current version of this document can be found on the City of Melville website. Printed copies of this document may not be accurate.

Any document released for public consumption must not include staff names or contact details of persons mentioned therein.

For contact details of LEMC membership and other officers please refer to the City of Melville Contact Register or City of Melville Emergency Management Quick Reference Handbook **(controlled documents)**.

Copies provided to	No. of copies
City of Melville	
Chief Executive Officer	1
Mayor	1
City of Melville Directors	5
Local Recovery Coordinator / Chairperson	1
Deputy Local Recovery Coordinator	1
Welfare Coordinator	1
Executive Officer	1
LEMC Membership	
WA Police (WAPOL) – Murdoch and Palmyra Stations	2
Department of Fire and Emergency Services (DFES)	1
Department of Communities (DC)	1
Fiona Stanley Hospital	1
St John of God Hospital	1
St John Ambulance	1
Silver Chain	1
Australian Red Cross	1
Murdoch University	1
South Metropolitan TAFE	1
Westfield Garden City Shopping Centre	1
Other committees	
South Metropolitan District Emergency Management Committee (DEMC)	1
State Emergency Management Committee (SEMC)	1

UNCONFIRMED

LEMA / LRP Review

It is the responsibility of the City of Melville to ensure that its Local Emergency management Arrangements and Local Recovery Plan are reviewed in accordance with Section 4.8 of the State Emergency Management Policy.

The Local Emergency Management Plan must be exercised and tested every year to ensure details remain up to date and accurate.

The City of Melville must ensure the review of the LEMA on the following basis:

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery coordination;
- Every five years; and
- Whenever the City of Melville considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the City of Melville is to make the amendments and ensure that these are distributed to members of the LEMC, SEMC Secretariat and the DEMC.

UNCONFIRMED

Terms and Acronyms Used Within this Plan

CaLD	Culturally and Linguistically Diverse
CEO	Chief Executive Officer
City	City of Melville
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DLRC	Deputy Local Recovery Coordinator
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
EM	Emergency Management
EM Act	Emergency Management Act 2005
EM Regulations	Emergency Management Regulations 2006
HMA	Hazard Management Agency
HMO	Hazard Management Officer
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Agency
LGLO	Local Government Liaison Officer
LGWLO	Local Government Welfare Liaison Officer
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRP	Local Recovery Plan
OAM	Operational Area Manager
OASG	Operations Area Support Group
OIC	Officer in Charge
RP	Recovery Plan
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Services
SEWS	State Emergency Warning Signal
SRC	State Recovery Controller
SRCG	State Recovery Coordination Group
WAPOL	Western Australia Police

UNCONFIRMED

Purpose

The purpose of this plan is to describe the Arrangements for effectively managing recovery at a local level, including accountability and responsibility.

Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the City of Melville;
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery; and
- Provide a framework for recovery operations.

Scope

The scope of this recovery plan is limited to the boundaries of the City of Melville and forms a part of it's LEMA. It details the Recovery Plan for the community.

Recovery Process and Aim of Recovery

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

During, and following, an emergency event, the City of Melville is the closest form of government to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with and directly support the City of Melville.

The aim of recovery is to restore, as quickly as possible, quality of life to affected areas so that it is able to continue to function as part of the wider community. The City of Melville recognises recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected.

Local Government Responsibility for Recovery

The City of Melville is required by State legislation (Section 41(4) – Emergency Management Act 2005) to ensure that a Local Recovery Plan (LRP) is prepared for its local government district. This plan herein referred to as the Local Recovery Plan is a sub-plan of the Local Emergency Management Arrangements (LEMA).

UNCONFIRMED

City of Melville Local Government Boundaries

UNCONTROLLED

Principles of Recovery

The City of Melville's recovery activities are aligned by the National Principles for Disaster Recovery.

UNDERSTANDING THE CONTEXT

Successful recovery is based on an understanding of community context, with each community having diverse history, values and dynamics.

Recovery should:

- Acknowledge existing strengths and capacity within the community;
- Appreciate the risks and stressors faced by the community;
- Be respectful of and sensitive to the culture and diversity of the community;
- Support those who may be vulnerable;
- Recognise the importance of the environment to people and to their recovery;
- Be acknowledged as requiring a long term sustained effort as needed by the community; and
- Acknowledge that the impact upon the community may extend beyond the City of Melville boundaries or where the event occurred.

RECOGNISING THE COMPLEXITY

Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.

Recovery should recognise that:

- Disasters lead to a range of effects and impacts that require a variety of approaches as they can also leave long term legacies;
- Information on impacts is limited at first and changes over time;
- Affected individuals and the community have diverse needs, wants and expectations, which can evolve rapidly;
- Responsive and flexible action is crucial to address immediate needs
- Existing community knowledge and values may challenge the assumptions of those outside of the community;
- Conflicting knowledge, values and priorities among individuals, the community and organisations may create tensions; and
- Over time, appropriate support for individuals and communities, from within and outside, can cultivate hope and individual and collective growth.

UNCONFIRMED

USE OF COMMUNITY-LED APPROACHES

Successful recovery is community centred, responsive and flexible, engaging with the community and supporting them to move forward.

Recovery should:

- Assist and enable individuals and the community to actively participate in their own recovery;
- Recognise that individuals and the community may need different levels of support at various times;
- Be guided by the community's priorities;
- Channel effort through pre-identified and existing community assets, including local knowledge, existing community strengths and resilience;
- Build collaborative partnerships between the community and those involved in the recovery process;
- Recognise that new community leaders often emerge during and after an event or disaster, who may not hold formal positions of authority; and
- Recognise that different communities may choose different paths to recovery.

COORDINATE ALL APPROACHES

Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.

Recovery should:

- Have clearly articulated and shared goals based on desired outcomes;
- Be flexible, taking into account changes in community needs or stakeholder expectations;
- Be guided by those with experience and expertise, using skilled, authentic and capable community leadership;
- Be at the pace desired by the community, and seek to collaborate and reconcile different interests and time frames;
- Reflect well-developed community planning and information gathering before, during and after an event or disaster;
- Have clear decision making and reporting structures and sound governance which are transparent and accessible to the community;
- Demonstrate an understanding of the orles, responsibilities and authority of organisations involved and coordinate across agencies to ensure minimal service provision disruption; and
- Be inclusive, availing of and building upon relationships created before, during and after the emergency.

UNCONFIRMED

COMMUNICATE EFFECTIVELY

Successful recovery is built on effective communication between the affected community and other partners.

Recovery should:

- Recognise that communication should be two-way, and that input and feedback should be encouraged;
- Ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs and is provided through a range of media and networks;
- Establish mechanisms for coordinated and consistent communications between all service providers, organisations and individuals and the community;
- Ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent; and
- Identify trusted sources of information and repeat key recovery messages to enable greater community confidence and receptivity.

RECOGNISE AND BUILD CAPACITY

Successful recovery recognises, supports and builds on individual, community and organisations capacity and resilience.

Recovery should:

- Assess capability and capacity requirements before, during and after an event;
- Support the development of self reliance, preparations and emergency mitigation;
- Quickly identify and mobilise community skills, strengths and resources;
- Develop networks and partnerships to strengthen capacity, capability and resilience;
- Provide opportunities to share, transfer and develop knowledge, skills and training;
- Recognise that resources can be provided by a range of partners and from community networks;
- Acknowledge that existing resources may be stretched and that additional resources may be sought;
- Understand that additional resources may only be available for a limited period and that sustainability may need to be addressed;
- Understand when and how to step back while continuing to support individuals and the community as a whole to be more self sufficient when they are ready; and
- Be evaluated to provide learning for future and improved resilience.

UNCONFIRMED

This page has been intentionally left blank

UNCONFIRMED

Part 2: Related Documents

This page has been intentionally left blank

UNCONFIRMED

Related Documents and Arrangements

The following documents are related to this Plan:

- City of Melville Local Emergency Management Arrangements (LEMA)
- City of Melville Contacts and Resources Register
- City of Melville Emergency Management Quick Reference Handbook
- City of Melville Business Continuity Plan
- LEMA for the Provisions of Welfare Support (Department of Communities)

Agreements Understandings and Arrangements

The following agreements / memorandum of understandings are currently in place:

- City of Melville / City of Canning – Agreement of provision of Welfare of Animals in an Emergency
- City of Melville / City of South Perth – Agreement for provision of Welfare of Cats
- City of Melville / Cat Haven – Mutual Aid / Provisions for Cat Welfare

State Plans and Policies

The following documents relate to this Plan:

Document Title	Document Owner
State Support Plan – Emergency Welfare (State Hazard Plan {WestPlan} - Welfare)	SEMC
5.12 State Emergency Policy – Funding for Emergency Response	SEMC
6.10 State Emergency Management Plan – Financial Assistance	SEMC
State EM Recovery Procedure 1 – Management of Public Fundraising and Donations	SEMC
State Emergency Management Procedure 2 – Emergency Management Funding	SEMC
Recovery Procedure 5.4 – Impact Statement	SEMC
Disaster Recovery Funding Arrangements WA (DRFAWA) Guide for Local Government	DFES
Lord Mayor's Distress Relief Fund	LMDRF Board

UNCONFIRMED

This page has been intentionally left blank

UNCONFIRMED

Part 3: Resources

This page has been intentionally left blank

UNCONFIRMED

The LRC for the City of Melville in conjunction with the HMA and supporting agencies are responsible for certain resources and should determine which are required to combat the hazard.

A comprehensive list of available resources are identified within the City of Melville Resource Register. The register contains a wide range of information including, but not limited to:

- First point and key contacts
- Local Emergency Coordination Centres
- Evacuation and Welfare Centres
- Public Utilities Contacts
- Local Hospitals
- Correctional Facilities
- Child Care Centres
- Primary, Secondary and Tertiary Schools
- Aged Care Facilities
- Major Shopping Facilities
- Emergency Catering and Supermarkets
- City of Melville Plant and Equipment

The LRC is responsible for coordinating the effective provision of activities, resources and services for the City of Melville should an emergency occur.

The City of Melville has procedures in place and maintains equipment to activate a Local Emergency Recovery Coordination Centre in the following locations:

Location	Address	Available Resources
City of Melville Operations Centre	13 Bramanti Road MURDOCH WA 6150	• Emergency Operations Officers • Plant and Equipment • Vehicles • Video conferencing • Photocopiers • 2-way systems • Whiteboards • Kitchenette Facilities
City of Melville Civic Centre	10 Almondbury Road BOORAGOON WA 6154	• Emergency Operations Officers • Video conferencing • Photocopiers • Whiteboards • Kitchen Facilities • Kitchenette Facilities

The City of Melville Contact Register and the City of Melville Resource Register provide further details as to available resources.

UNCONFIRMED

Financial Arrangements

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency.

The City of Melville has arrangement in place through the Local Government Insurance Scheme (LGIS) to insure it's assets.

Assets are recorded and managed the Asset Management Plans inline with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Framework Guidelines.

Financial Records

Records and invoices of costs associated to an emergency event are to be assigned to specific emergency cost centres by the City of Melville.

To ensure accurate records associated with recovery process are easily identifiable and accessible at any time.

Internal Finance

In an emergency, the Local Government Act 1995, Section 6.8(c) allows expenditure from municipal funds not included in the annual budget to be authorised by the Mayor at the time of an emergency.

Within this Section 6.8(1) of the same Act, tenders do not have to be publicly invited if goods and services are obtained from this expenditure.

Whilst the City of Melville will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of Section 6.11 (2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Regulation 18(a) of the Local Government Financial Management Regulations 1996provides an exemption for giving local public notice to change the use of money in a reserve where the Mayor has authorised expenditure in an emergency. This would still require a formal decision of Council before money can be accessed.
- Understanding the use of Section 6.20 (2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of Council;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and what may be required of the City of Melville in order to gain access to this potential assistance;
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFAWA.

UNCONFIRMED

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the recovery activation must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level required to enable funds expenditure (City of Melville Director).

DRFAWA

Through DRFAWA, the State Government provides a range of relief measures to assist communities recover from eligible natural disaster events, i.e.: bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado and tsunami as well as terrorist acts.

DFES is the State's administer of the DRFAWA.

Eligibility for DRFAWA funding would require the following circumstances to be met:

- The event must require a coordinated multi-agency response
- State expenditure exceeds the small disaster criterion ($240,000 not including insurance related expenditure); and
- The event to be classified as a terrorist event or one of the above listed 10 natural disasters.

Once it has been determined that the emergency is a large scale costly event, the City shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officer can be contacted via:

Email: drfawa@dfes.wa.gov.au
Phone: 63952 1642 / 6392 1639
Website: https://www.dfes.wa.gov.au/recovery/activated-events

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

DRFAWA may cover up to 100% of Counter Disaster Operations provided that these costs are additional costs incurred directly as a result of the declared eligible disaster event. This may include expenses such as overtime, operational expenses, contractor expenses and clean up costs to protect communities and ensure public health and safety in public areas.

However, this does not include the notional costs of staff wages, or of using equipment / machinery owned by the City of Melville.

UNCONFIRMED

Department of Human Services (Centrelink)

In an emergency, Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted. In addition, it can often provide financial assistance by ways of a one-off payment classified as Disaster Recovery Payment to any person whose livelihood has been affected by the emergency. Centrelink is represented on the State Emergency Welfare Committee and, where possible, should be invited to join the LRCG.

Lord Mayor's Distress Relief Fund (LMDRF) – Public Appeals

The LMDRF was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within WA. The perpetual fund is a registered charitable body and has approval of the Australia Taxation Office for tax deductibility of contributions.

The City will advise and direct the distribution of monetary donations through the LMDRF which operates under specific guidelines and policies.

For more information: www.appealswa.org.au

Volunteers and Donations

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the LRCG to avoid duplication of effort.

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the City will determine the process to deal with this situation and if support agencies are required to assist with managing these volunteers.

Likely examples of sources of volunteers may include:

- Community groups;
- Clubs;
- Non-Government organisations; and
- Members of the public.

> **NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the LRCG. In all instances cash donations should be encouraged with prospective donors directed to the LMDRF**

One Stop Shop

An effective method of providing the affected community with access to information and assistance is through the establishment of a central information point and would include representatives from relevant recovery service providers to provide information and advice for the local community.

The following locations have been identified as possible "One Stop Shop" sites:

UNCONFIRMED

One Stop Shop	Address	Available Resources	Contact
City of Melville Civic Centre	10 Almondbury Road Booragoon	Customer Relations Team	Customer Relations Team Leader 9364 0389
Willagee Community Centre	Archibald Street Willagee	Welfare Support	Community Development Coordina 9364 0664
AH Bracks Library	Stock Road Melville	Community Information	9364 0115
Canning Bridge Library Lounge	Kintail Road Applecross	Community Information	9364 0121
Bull Creek Library	24 Leichhardt Street Bull Creek	Community Information	9364 0150

Local Emergency Operation Centres / Emergency Coordination Centres

All Emergency Operations Centres (EOC) Emergency Coordination Centres (ECC) will be designated by the HMA. Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use.

The purpose of the Emergency Operations Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The Local Recovery Coordinator is responsible for the Activation and Coordination of the Emergency Operations Centre.

The following have been identified as suitable EOC's within the City of Melville:

Emergency Operations Centres		
Primary (Response)	City of Melville Operations Centre 13 Bramanti Road MURDOCH WA 6150	**Contact 1** Community Safety Service (CSS) 1300 653 643
		Contact 2 Works Coordinator
		Contact 3 Manager Natural Areas & Parks
Alternative (Response/Recovery)	City of Melville Civic Centre (Recovery) 10 Almondbury Road BOORAGOON WA 6154	**Contact 1** Community Safety Service (CSS) 1300 653 643
		Contact 2 Manager City Buildings

UNCONFIRMED

This page has been intentionally left blank

UNCONFIRMED

Part 4: Roles and Responsibilities

This page has been intentionally left blank

UNCONFIRMED

Local Emergency Management Committee (LEMC)

The City's LEMC is a planning committee with the role of developing Local Emergency Management Plans and Arrangements for its district.

The LEMC is not an operational committee but rather the organisation established by the City of Melville to assist in the development of LEMA and LRP.

To assist the City manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRCG.

Functions of the LEMC

- Prepare and submit to the DEMC for the district an annual report on its activities undertaken during the financial year.
- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues they provide advice to HMA to develop effective localised hazard plans.
- Providing a multi-agency forum to analyse and treat local risk.
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

Local Recovery Coordinator (LRC)

The City of Melville has appointed a LRC in accordance with Section 41 (4) of the Emergency Management Act 2005.

The LRC is responsible for the development and implementation of the recovery arrangements for the City of Melville.

A Deputy Local Recovery Coordinator has also been appointed and trained to undertake the role in the case of the primary appointee being unavailable when an emergency occurs.

The functions of the LRC and Recovery Action Checklist are available within Appendix A. Appendix A contains Aide Memoir and checklist documents that can be printed individually and provided to staff allocated to the role in recovery.

UNCONFIRMED

Local Recovery Coordination Group (LRCG)

The Local Recovery Coordination Group (LRCG) comprises a core membership of the following positions and organisations:

- Chief Executive Officer – City of Melville
- Local Recovery Coordinator – City of Melville
- Deputy Recovery Coordinator – City of Melville
- Director Corporate Services – City of Melville
- Director Environment & Infrastructure - City of Melville
- Director Planning - City of Melville
- Executive Support Officer - City of Melville
- Local Emergency Coordinator – WAPOL
- Local Welfare Officer / District Emergency Officer – Department of Communities
- Incident Controller or Regional Manager – HMA
- District Emergency Management Advisor – DFES
- DRFAWA Officer – DFES
- Centrelink Manager – Department of Human Services

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event and may be required to change over time.

The functions of the LRCG and Recovery Action Checklist are available within Appendix B. Appendix B contains Aide Memoir and checklist documents that can be printed individually and provided to staff allocated to the recovery roles.

Local Recovery Coordination Group Subcommittees

It may be appropriate, depending on the event, to consider establishing one or more subcommittees to assist the LRCG by addressing specific components of the recovery process.

Consideration should be given to establishing the following subcommittees, dependent on the nature and extent of the recovery.

Subcommittees can be categorised as follows:

- Economic / Financial Subcommittee
- Infrastructure Subcommittee
- Environment Subcommittee
- Community / Personal Support Subcommittee

UNCONFIRMED

LRCG – Economic / Financial Subcommittee

The primary objective of the Economic / Financial Subcommittee is to assess and make recommendations to the LRCG on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the emergency event giving rise to the recovery program.

The Economic / Financial Subcommittee has no direct access to donated funds or goods or services. The collection and management of monies, goods and services donated does not form part of the Subcommittees role.

The Subcommittee will be established to make recommendations to the LMDRF on the orderly and equitable disbursement of donations an offers of assistance.

Suggested roles to be involved within the Subcommittee would include:

- Director Corporate Services – City of Melville
- Manager Financial Services – City of Melville
- Minute Taker – City of Melville
- DRFAWA Officer – DFES
- Local Emergency Coordinator – WAPOL
- Centrelink Manager – Department of Human Services

Refer to Appendix C (1) for Subcommittee Aide Memoir and Terms of Reference for the Subcommittee.

LRCG – Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee is to assess the requirement for the restoration of services and facilities to the affected community as well as provide advice and assistance for the coordination of the restoration of City of Melville and State infrastructure which may have been lost or damaged.

The Infrastructure Subcommittee will also be responsible for assessing and recommending priority infrastructure projects to assist with the recovery process in the immediate, short and ling term.

Suggested roles to be involved within the Subcommittee would include:

- Director Environment & Infrastructure – City of Melville
- Manager City Buildings – City of Melville
- Manager Natural Areas & Parks – City of Melville
- Minute taker – City of Melville
- DRFAWA Officer – DFES
- District Representative – Local Government Insurance Services (LGIS)
- District Manager – Water Corporation
- District Manager – Western Power
- Regional Manager – Main Roads WA

Refer to Appendix D(1) for Subcommittee Aide Memoir and Terms of Reference for the Subcommittee.

UNCONFIRMED

LRCG – Environment Subcommittee

The primary objectives of the Environment Subcommittee is to provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment. The Subcommittee will assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short term regarding restoration of the environment including weed management and impacts on wildlife.

Suggested roles to be involved within the Subcommittee would include:

- Director Environment and Infrastructure – City of Melville
- Manager Natural Areas & Parks – City of Melville
- Environmental Health Officer – City of Melville
- District Officer – Department of Environment & Regulation (DER)

Refer to Appendix E(1) for Subcommittee Aide Memoir and Terms of Reference for the Subcommittee.

LRCG – Community Subcommittee / Personal Support Subcommittee

The primary objectives of the Community Subcommittee is to provide advice and guidance to assist in the restoration and strengthening of community well-being post the emergency incident giving rise to the recovery program.

The Subcommittee will also assess and recommend priority areas, projects and events to assist with the recovery process in the immediate and short term regarding the restoration and strengthening of the community's well-being.

The Community Subcommittee in conjunction with Department of Communities will also be responsible for assisting with personal support with members within the affected community.

Suggested roles to be involved within both the Community Subcommittee and Personal Support Subcommittee would include:

- Director Community Development – City of Melville
- Minute Taker – City of Melville
- District Emergency Services Officer – Department of Communities
- Local or District Officer – Australian Red Cross
- Local representatives of the affected community

UNCONFIRMED

Controlling Agency / Hazard Management Agency

The Controlling Agency or HMA has the responsibility for the response to an emergency and will initiate recovery activity during the response to that emergency.

To facilitate recovery, the Controlling Agency or HMA will:

- Liaise with the LRC where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group (ISG) and the Operations Area Support Group (OASG);
- Undertake and initiate impact assessment for the emergency and provide that assessment to the LRC and the State Recovery Coordinator (SRC);
- Coordinator completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the ISG, all affected local governments and the SRC;
- Provide risk management advice to the affected community (in consultation with the HMA).

Communication

During the response phase, the HMA has the task of managing communications in an emergency. The HMA officially hands this responsibility to the City of Melville via the "Impact Statement" to be arranged in conjunction with leading the recovery. Coordinating the affected community in recovery, including communications, rest with the City of Melville.

To support effective recovery, the City will provide regular, up to date information about the recovery effort and engage in constant ongoing dialogue using a community led approach.

The City's Marketing and Communications Team will liaise with the relevant HMA and other agencies to ensure recovery information is up to date and concise.

The City's Marketing and Communications Team will also refer to the City's Crisis (Issue) Communication Plan work instruction for guidance as to delivery of messaging. Also refer to Appendix I for suggested Media Release wording regarding donations.

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

Who Needs Information?	What communication methods will be used?	Where will the information be located?
• Affected community • Recovery workers • Vulnerable groups	• Social media • Website • Community papers • Radio	• City of Melville Civic Centre • City of Melville Operations Centre • City Evacuation Centres • City of Melville Libraries • City of Melville Community Centres • Any established "One-Stop-Shop" locations

The only spokespeople will be the Mayor and or the CEO, with the Communications Advisor to manage all media enquiries and communication needs with the Digital Communications Advisor.

UNCONFIRMED

Stand Down

There is no definite end period to recovery, however, deliberation is required to decide when the City will consider normal service delivery.

The decision will be made depending on the severity and nature of the emergency and the impact on the City and the community.

Refer to Appendix K for printable Recovery Operational Sequence Checklist.

Debriefing

A formal debriefing arrangement will be instigated by the Head of People and Culture for all staff through the Employee Assistance Program as required as the City transits from recovery back to normal duties and services.

Evaluation

The one-year anniversary period for the emergency marks the time when the City of Melville are required to under Section 6.10 of the State Emergency Management Policy to provide an evaluation report of all activities during the recovery phase.

The LRC will provide the SRC a formal report of reflection about the recovery process s on behalf of the City and its LRCG.

Refer to Appendix G for post Recovery Analysis Report template.

Refer to Appendix H for LRCG Reporting Update template.

Keys Actions Required post event

The following key actions are required by SEMC following the one year anniversary of an event:

- A formal post incident analysis to be held for LRCG for evaluation and lessons learnt;
- A formal debrief to be held for City staff for evaluation and application of lessons learnt;
- Assistance will be made available through the City's Employee Assistance Program for nay staff working in the recovery process;
- Formal report to be compiled by LRC for Council and SRC.

UNCONFIRMED

Part 5: Appendices

This page has been intentionally left blank

UNCONFIRMED

Local Recovery Coordinator (LRC)

Roles and Responsibilities

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordination Group.

Functions

- Ensure the Local Recovery Plan is established
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirement for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies
- Provide advice to the Mayor and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination Group
- Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordination Group
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and State Recovery Coordinating Group, if established
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

UNCONFIRMED

Appendix A (1) – Local Recovery Coordinator Recovery Action Checklists

Local Recovery Coordinator Action Checklist – Immediate Recovery
Please note this listing is a guide only and is not exhaustive

Task Description	
	Within 48 hours
	Contact and alert local contacts
	Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e: Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.
	Where more than one local government is affected, a coordinated approach should be facilitated by the local Recovery Coordinators and supported by the State Recovery Coordinator, as required.
	Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
	Consult the DPIRD on specific arrangements to manage the welfare of wildlife, livestock and companion animals.
	Ensure Controlling Agency starts recovery activities during the response to that emergency.
	Provide advice to the Mayor and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.
	During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.
	Consider support required such as resources to maintain records, including a record of events, actions and decisions.
	Ensure the City of Melville provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping.
	Facilitate community meetings to provide relevant recovery information include, as applicable, Controlling Agency, State Government Agencies and other recovery agencies.
	Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging.
	Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the COMs internal communication processes.

UNCONFIRMED

Task Description	
	Within 1 Week
	Consider fatigue management for self and recovery staff throughout all recovery.
	Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the City of Melville.
	In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.
	Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.
	Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.
	Contact DRFAWA Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.
	Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund if activated. Payments are coordinated through the City of Melville to affected individuals.
	Report on likely costs and establish a system for recording all expenditure during recovery.
	Determine the acquisition and appropriate use of resources necessary for effective recovery.
	Consider establishing a call centre with prepared responses for frequently asked questions.
	Determine level of State involvement in conjunction with the City of Melville and the State Recovery Coordinator.
	Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
	Ensure recovery activities are consistent with the National Principals for Disaster Recovery.

UNCONFIRMED

Task	Description
	Within 1 to 12 Months
	Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.
	Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
	Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.
	Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future Directors/ Managers.
	Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.
	Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

UNCONFIRMED

Local Recovery Coordination Group (LRCG)

Roles and Responsibilities

The LRCG is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an event.

Functions

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports such as Impact Statement, Incident Support Groups, Operational Area Support Groups, Rapid damage assessment report, HAZMAT reports;
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the DRFAWA and if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund (LMDRF) if activated;
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;
- Prepare a Communications Plan where appropriate;
- Depending on the extent of damage, develop an event specific Operational Recovery Plan which allows full community participation and access as well as:
    - Taking account of the City of Melville's long term planning and goals and
    - Assessing which recovery functions are still required, timeframes and responsibilities for completing them
- Consider the needs of youth, the aged, people with disabilities, First Nations people, isolated groups or individuals and culturally and linguistically diverse people;
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;
- Provide advice to the State and City of Melville to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;
- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt to the LEMC to improve the community's recovery preparedness;
- Ensure the City of Melville's existing LRP is reviewed and amended after an event in which the LRP was implemented.

UNCONFIRMED

Membership

Core members of the LRCG should include:

- Local Recovery Coordinator;
- Key City of Melville staff and Elected Members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- City of Melville networks, community members and community groups or associations such as environmental groups, faith group, sporting clubs, First Nation groups, schools and industry.

Potential Member (Event specific)

Appropriate membership for the LRCG must be determined for the specific emergency event. The following agencies and organisations may have a role on the LRCG:

- Australian Red Cross;
- Chamber of Commerce and Industry / Small Business Development Corporation;
- Department of Communities;
- Department of Education (or local school representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health;
- Department of Local Government, Sport and Cultural Industries (DLGSC);
- Department of Water and Environmental Regulation;
- Essential services network operators such as:
  - Alinta Gas
  - Water Corporation
  - Telstra
  - Western Power
- Insurance Council Australia;
- Main Roads WA;
- Public Information Reference Group representative;
- Volunteering WA;
- WAPOL; and
- Western Australian Local Government Association (WALGA).

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the Impact Statement, State Recovery Cadre, DRFAWA, Public Donations criteria for financial assistance etc

- State Recovery (DFES); and
- Lord Mayor's Distress Relief Fund (City of Perth).

UNCONFIRMED

Appendix B (1) – Local Recovery Coordination Group Action Checklist

Local Recovery Coordination Group Action Checklist – Immediate Recovery
Please note this listing is a guide only and is not exhaustive

Task Description	
	Within 1 Week
	Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
	Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.
	Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.
	Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural as required. Determine functions and membership as needed.
	Report likely costs and establish a system for recording all expenditure during recovery.
	Determine the acquisition and appropriate use of resources necessary for effective recovery.
	Consider recovery information and arrangements for at risk groups and individuals such as youth, the aged, people with disabilities, First Nations people, culturally and linguistically diverse people, and isolated and transient people.
	Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging.
	Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the City of Melville's internal communication processes.
	Ensure recovery activities are consistent with the National Principals for Disaster Recovery.

UNCONFIRMED

Local Recovery Coordination Group Action Checklist – Short/Medium Term Recovery
Please note this listing is a guide only and is not exhaustive

	Task Description
	Within 1 Month
	Consider fatigue management for self and recovery staff throughout all recovery.
	Confirm if the event has been proclaimed an eligible natural disaster event under the DRFAWA and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.
	Consider establishing a call centre with prepared responses for frequently asked questions.
	Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.
	Establish a “One-Stop-Shop” recovery centre to provide the affected community with access to recovery services, information and assistance.
	Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.
	Understand eligible criteria and payment procedures of the Lord Mayor’s Distress Relief Fund, if activated. Payments are coordinated through the City of Melville to affected individuals.
	Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (in conjunction with DOC).
	Manage restoration of essential infrastructure.
	Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
	Monitor the progress of recovery and receive periodic reports from recovery agencies.

UNCONFIRMED

Local Recovery Coordination Group Action Checklist – Long Term Recovery
Please note this listing is a guide only and is not exhaustive

Task	Description
	Within 12 Months (or longer recovery)
	Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.
	Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
	Implement transitioning to mainstream services.

UNCONFIRMED

Appendix C – Aide Memoir LRCG Subcommittee – Economic / Financial

LRCG Economic / Financial Subcommittee

This Aide Memoir provides City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the Local Recovery Plan (LRP).

Role of the LRCG Economic / Financial Subcommittee

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Functions

Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

- Ensure the principles of equity, fairness, simplicity and transparency apply.
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance.
- Recognise the extent of loss suffered by individuals.
- Complement other forms of relief and assistance provided by government and the private sector.
- Recognise immediate, short, medium and linger term needs of affected individuals.
- Ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals where practical.

Eligibility Criteria

Eligibility criteria should be put in place early in the process to ensure affected community members receive the benefits and support they are entitled to. Below is a sample only of eligibility criteria that could be applied:

UNCONFIRMED

Sample of eligibility criteria and levels of financial assistance

Owners / Owner occupiers

For owner/owner occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

> **Level One -** Shall apply to those instances where the house or house and contents have been totally destroyed.
>
> **Level Two -** Shall apply in those instances where the house or house and contents have been damaged but the house remains habitable.
>
> **Level Three -** Shall apply in those instances where there has been other property damage or loss such as shed, shed contents, pergolas or outdoor furniture.

Occupiers

For occupiers (those renting) of properties impacted by the event, there are tow levels of LMDRF grant assistance available:

> **Level Four –** Shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed.
>
> **Level Five –** Shall apply in those instances where there has been partial damage or loss of house contents and other personal effects

Reporting

The City of Melville LRCG may from time to time, direct the Economic / Financial Subcommittee to provide to them reports and other information as specified.

The Economic / Financial Subcommittee must recognise immediate, short, medium and liger term goals for the restoration of economic and financial needs of the City of Melville and community infrastructure.

UNCONFIRMED

LRCG Economic / Financial Subcommittee Terms of Reference

UNCONFIRMED

Background

The City of Melville LRCG has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Economic / Financial Subcommittee
- Infrastructure Subcommittee
- Environment Subcommittee
- Community / Personal Support Subcommittee

Key functions of these committees are to provide advice to assist the affected community towards re-establishing economic, social, environments, emotional and physical well-being.

Economic / Financial Subcommittee Membership

Member	Representing
Director Corporate Services (Chair)	City of Melville
Manager Financial Services	City of Melville
DRFAWA Officer	DFES
Local Emergency Coordinator	WAPOL
Centrelink Manager	Department of Human Services

Chairperson

The role of the Chair will include:

- Chair all scheduled meetings of the subcommittee
- Report to the RCG on the activities of the subcommittee

City of Melville Staff

The role of City of Melville staff will include:

- Operational implementation and decision making as per normal City of Melville approval processes
- Provide administrative support to the Subcommittee

Agency Representative

The role of agencies representative will include:

- Providing advice, information and support to the agency role.

Objectives of Economic / Financial Subcommittee

The primary objective of the Economic / Financial Subcommittee is to assess and make recommendations to the LRCG on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the emergency event giving rise to the recovery program.

It should be noted that the Subcommittee has no direct access to donated funds or goods or services. The collection and management of monies, goods and services donated do not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

The Economic / Financial Subcommittee has been established to make recommendations to the LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the emergency incident.

The primary role of the Economic / Financial Subcommittee will include:

- With regard to the LMDRF the development of eligibility criteria and procedures by which payments from the fund will be made to affected individuals; and
- With regard to donations of support and assistance from the corporate sector, assist and where practical, facilitate the disbursement of their donations to affected individuals.

In developing the eligibility criteria and procedures pertaining to the LMDRF, the Economic / Financial Subcommittee will endeavour to:

- Ensure the principles of equity, fairness, simplicity and transparency apply;
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- Recognise the extent of loss suffered by individuals;
- Complement other forms of relief and assistance provided by government and the private sector;
- Recognise immediate, short, medium and longer term needs of affected individuals; and
- Ensure the privacy of individuals is protected at all times.

The Economic / Financial Subcommittee will need access to finding information provided to individuals by other agencies to assist with the above assessments.

Conduct of Meetings

The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.

When decisions of the Subcommittee cannot be determined by general consensus then the decision will be made by a simple majority of the members present.

If a member of the Subcommittee has a ***financial interest*** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting.

UNCONFIRMED

A person has a ***financial interest*** in a matter if it is reasonable to expect that the matter will, if dealt with by the Subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.

If a member of the Subcommittee has an ***impartiality interest*** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship, or membership of an association.

Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that is not possible then by the Chairperson whose decision will be final.

The Subcommittee does not have any powers of delegation.

All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the City of Melville will provide this secretarial support.

Meetings of the Subcommittee are not open to the public.

Reporting

The City of Melville LRCG may from time to time direct the Economic / Financial Subcommittee to provide to them reports and other information as specified in the direction.

Probity

The Economic / Financial Subcommittee acknowledges that the City of Melville is responsible for post action reporting and that the deliberations of this Subcommittee will be subject to scrutiny as part of that report.

These Terms of Reference may from time to time be amended by agreement of the City of Melville LRCG.

Termination of the Infrastructure Subcommittee

Termination of the Subcommittee shall occur at the direction of the City of Melville LRCG. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

UNCONFIRMED

LRCG Infrastructure Subcommittee

This Aide Memoir provide City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the LRP.

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

- Assess the requirement for the restoration of services and facilities to the affected community;
- Provide advice and assistance for the coordination of the restoration to City of Melville and State infrastructure lost or damaged;
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short and long term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

Reporting

The City of Melville LRCG may from time to time direct the Infrastructure Subcommittee to provide to them reports and other information as specified.

The Infrastructure Subcommittee will recognise immediate, short, medium and longer term goals for the restoration of infrastructure in the community.

UNCONFIRMED

LRCG Infrastructure Subcommittee Terms of Reference

Background

The City of Melville LRCG has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Economic / Financial Subcommittee
- Infrastructure Subcommittee
- Environment Subcommittee
- Community / Personal Support Subcommittee

Key functions of these committees are to provide advice to assist the affected community towards re-establishing economic, social, environments, emotional and physical well-being.

Infrastructure Subcommittee Membership

Member	Representing
Director Environment and Infrastructure (Chair)	City of Melville
Manager City Buildings	City of Melville
Manager Natural Areas & Parks	City of Melville
DRFAWA Officer	DFES
District Representative	Local Government Insurance Services (LGIS)
District Manager	Water Corporation
District Manager	Western Power
Regional Manager	Main Roads WA

Chairperson

The role of the Chair will include:

- Chair all scheduled meetings of the Subcommittee
- Report to the RCG on the activities of the Subcommittee

City of Melville Staff

The role of City of Melville staff will include:

- Operational implementation and decision making as per normal City of Melville approval processes
- Provide administrative support to the Subcommittee

UNCONFIRMED

Agency Representative

The role of agencies representative will include:

- Providing advice, information and support to the agency role.

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

- Assess the requirement for the restoration of services and facilities to the affected community;
- Provide advice and assistance for the coordination of the restoration of the City of Melville and State infrastructure lost or damaged;
- Assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short, medium and long term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

Conduct of Meetings

The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.

When decisions of the Subcommittee cannot be determined by general consensus then the decision will be made by a simple majority of the members present.

If a member of the Subcommittee has a ***financial interest*** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting.

A person has a ***financial interest*** in a matter if it is reasonable to expect that the matter will, if dealt with by the Subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.

If a member of the Subcommittee has an ***impartiality interest*** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship, or membership of an association.

Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that is not possible then by the Chairperson whose decision will be final.

The Subcommittee does not have any powers of delegation.

All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the City of Melville will provide this secretarial support.

Meetings of the Subcommittee are not open to the public.

UNCONFIRMED

Reporting

The City of Melville LRCG may from time to time direct the Infrastructure Subcommittee to provide to them reports and other information as specified in the direction.

Probity

The Infrastructure Subcommittee acknowledges that the City of Melville is responsible for post action reporting and that the deliberations of this Subcommittee will be subject to scrutiny as part of that report.

These Terms of Reference may from time to time be amended by agreement of the City of Melville LRCG.

Termination of the Infrastructure Subcommittee

Termination of the Subcommittee shall occur at the direction of the City of Melville LRCG. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

UNCONFIRMED

LRCG Environment Subcommittee

This Aide Memoir provide City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the LRP.

UNCONFIRMED

Objectives of Environment Subcommittee

The primary objectives of the Environment Subcommittee will include:

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short term regarding the restoration of the environment including weed management and impacts of wildlife;
- To assess and recommend medium and long term priority areas to the City of Melville LRCG for consideration to assist in the restoration of the natural environment in the medium to long term.

Reporting

The City of Melville LRCG may from time to time direct the Environment Subcommittee to provide to them reports and other information as specified.

The Environment Subcommittee will recognise immediate, short, medium and longer term needs to restore aspects of the environment affected by the emergency event.

LRCG Environment Subcommittee Terms of Reference

UNCONFIRMED

Background

The City of Melville LRCG has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Economic / Financial Subcommittee
- Infrastructure Subcommittee
- Environment Subcommittee
- Community / Personal Support Subcommittee

Key functions of these committees are to provide advice to assist the affected community towards re-establishing economic, social, environments, emotional and physical well-being.

Environment Subcommittee Membership

Name	Representing
Director Environment and Infrastructure (Chair)	City of Melville
Manager Natural Areas & Parks	City of Melville
Environmental Health Officer	City of Melville
District Officer	Department of Environment & Regulation (DER)

Chairperson

The role of the Chair will include:

- Chair all scheduled meetings of the Subcommittee
- Report to the RCG on the activities of the Subcommittee

City of Melville Staff

The role of City of Melville staff will include:

- Operational implementation and decision making as per normal City of Melville approval processes
- Provide administrative support to the Subcommittee

Agency Representative

The role of agencies representative will include:

- Providing advice, information and support to the agency role.

Objectives of Environment Subcommittee

The primary objectives of the Environment Subcommittee will include:

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short term regarding the restoration of the environment including weed management and impacts of wildlife;
- To assess and recommend medium and long term priority areas to the City of Melville LRCG for consideration to assist in the restoration of the natural environment in the medium to long term.

Conduct of Meetings

The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.

When decisions of the Subcommittee cannot be determined by general consensus then the decision will be made by a simple majority of the members present.

If a member of the Subcommittee has a ***financial interest*** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting.

A person has a ***financial interest*** in a matter if it is reasonable to expect that the matter will, if dealt with by the Subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.

If a member of the Subcommittee has an ***impartiality interest*** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship, or membership of an association.

Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that is not possible then by the Chairperson whose decision will be final.

The Subcommittee does not have any powers of delegation.

All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the City of Melville will provide this secretarial support.

Meetings of the Subcommittee are not open to the public.

UNCONFIRMED

Reporting

The City of Melville LRCG may from time to time direct the Environment Subcommittee to provide to them reports and other information as specified in the direction.

Probity

The Environment Subcommittee acknowledges that the City of Melville is responsible for post action reporting and that the deliberations of this Subcommittee will be subject to scrutiny as part of that report.

These Terms of Reference may from time to time be amended by agreement of the City of Melville LRCG.

Termination of the Infrastructure Subcommittee

Termination of the Subcommittee shall occur at the direction of the City of Melville LRCG. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

UNCONFIRMED

LRCG Community / Personal Support Subcommittee

This Aide Memoir provide City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the LRP.

UNCONFIRMED

Objectives of Community / Personal Support Subcommittee

The primary objectives of the Community / Personal Support Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post incident;
- To facilitate understanding on the needs of the impacted community in relation to community well-being;
- To assess and recommend priority areas, projects and events to assist with the recovery process in the immediate and short term regarding the restoration and strengthening of community well-being;
- To assess and recommend medium and long term priority areas to the City of Melville LRCG for consideration to assist in the restoration and strengthening of community well-being.

Reporting

The City of Melville LRCG may from time to time direct the Community / Personal Support Subcommittee to provide reports and other information as specified.

The Community / Personal Support Subcommittee will recognise immediate, short, medium and longer term needs of affected individuals.

The Community / Personal Support Subcommittee will ensure the privacy of individuals is protected at all times and facilitate the disbursement of financial donations from the corporate sector to affected individuals where practical.

LRCG Community / Personal Support Subcommittee Terms of Reference

UNCONFIRMED

Background

The City of Melville LRCG has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Economic / Financial Subcommittee
- Infrastructure Subcommittee
- Environment Subcommittee
- Community / Personal Support Subcommittee

Key functions of these committees are to provide advice to assist the affected community towards re-establishing economic, social, environments, emotional and physical well-being.

Environment Subcommittee Membership

Member	Representing
Director Community Development (Chair)	City of Melville
Local Team Leader or District Officer	Department of Communities
Local or District Officer	Australian Red Cross
Local representative	Affected community

Chairperson

The role of the Chair will include:

- Chair all scheduled meetings of the Subcommittee
- Report to the RCG on the activities of the Subcommittee

City of Melville Staff

The role of City of Melville staff will include:

- Operational implementation and decision making as per normal City of Melville approval processes
- Provide administrative support to the Subcommittee

Agency Representative

The role of agencies representative will include:

- Providing advice, information and support to the agency role.

Community Member

The role of the Community Member will include:

- Provide a linkage between the community and the Subcommittee
- Receive guidance and perspective from the community

Objectives of Community / Personal Support Subcommittee

The primary objectives of the Community / Personal Support Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post incident;
- To facilitate understanding on the needs of the impacted community in relation to community well-being;
- To assess and recommend priority areas, projects and events to assist with the recovery process in the immediate and short term regarding the restoration and strengthening of community well-being;
- To assess and recommend medium and long term priority areas to the City of Melville LRCG for consideration to assist in the restoration and strengthening of community well-being.

Conduct of Meetings

The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.

When decisions of the Subcommittee cannot be determined by general consensus then the decision will be made by a simple majority of the members present.

If a member of the Subcommittee has a ***financial interest*** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting.

A person has a ***financial interest*** in a matter if it is reasonable to expect that the matter will, if dealt with by the Subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.

If a member of the Subcommittee has an ***impartiality interest*** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship, or membership of an association.

Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that is not possible then by the Chairperson whose decision will be final.

The Subcommittee does not have any powers of delegation.

UNCONFIRMED

All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the City of Melville will provide this secretarial support.

Meetings of the Subcommittee are not open to the public.

Reporting

The City of Melville LRCG may from time to time direct the Community / Personal Support Subcommittee to provide to them reports and other information as specified in the direction.

Probity

The Community / Personal Support Subcommittee acknowledges that the City of Melville is responsible for post action reporting and that the deliberations of this Subcommittee will be subject to scrutiny as part of that report.

These Terms of Reference may from time to time be amended by agreement of the City of Melville LRCG.

Termination of the Community / Personal Support Subcommittee

Termination of the Subcommittee shall occur at the direction of the City of Melville LRCG. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

UNCONFIRMED

Appendix G – Post Recovery Analysis Report Template

Issue	Comment	Recommendations
Was notification and mobilisation satisfactory and appropriate?		
Was the Management and Administration structure effective?		
Were reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery objectives and actions clearly defined?		
Were Recovery Arrangements useful or require review or upgrade?		
Inter-agency liaison Any issues working or liaising with other organisations?		
Emergency Management – Recovery Support Arrangements Are relevant agencies and organisation arrangements established and current?		

UNCONFIRMED

Appendix H – LRCG Reporting Template

Local Recovery Coordination Group (LRCG) Recovery Report – {Insert Emergency Event Here}

City of Melville LRCG Report Number _____

To: Chairperson – State Recovery Coordinator (SRG)

Situation Update

Should include:

- Full damage report (once only) and estimated amount in dollars;
- Work in progress including estimated completion dates;
- Details of difficulties or problems being experienced

Proposed Activities

Should include:

- Plans and structures for resuming normal services (when and where appropriate);
- Plans for mitigation works;
- Dates of commencement and completion of reconstruction works;
- Possible disruption of activities of other agencies.

Special Assistance

Requirements

Should include:

- Support from other agencies;
- LRG intervention with priorities.

Financial Issues

May include support from LRG for additional funding from Treasury.

Recommendations

Name and Signature _____

Title_____ **Date** _____

UNCONFIRMED

Appendix I – Suggested Media Release – Donations

Donations in time of disaster

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we ensure the best possible outcome for our community affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donations not only provide the affected community with the ability to make choices that best fit their situation, but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for the City as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund (City of Perth), or through agencies such as the Australian Red Cross. These avenues for cash donations will be widely advertised so watch the media.

Thank you for your generous support.

Mayor
City of Melville

UNCONFIRMED

Appendix J – Recovery Operational Sequence Checklist / Guide

ALERT
Advice of emergency with potential to require local coordination of recovery activities

HMA / Controlling Agency

Ensure LEC and affected local governments are advised of extent of potential recovery support requirements.

Include LRC / local government in briefings and Incident Management Group

City of Melville

Establish liaison with LRC or Local Recovery Group chairperson and appropriate core member considering requirement for local level coordination of recovery support.

Advise and liaise with LRG members

ACTIVATION
Requirement for local level coordination of recovery identified/requested

City of Melville

When requested by or on the advice of the HMA or ISG, convene LRG and where required, establish a management structure.

LRC

Arrange for conduct of on-site assessment, if appropriate.

Maintain links with affected organisations for the identification and coordination of the provision of recovery support.

STAND DOWN
On completion of local recovery activities

City of Melville / LRC

Ensure handover of responsibility of ongoing recovery activities to a managing agency.

Advise LEC and LRG members of stand down.

Conduct debrief and post operations review and prepare report to the LEMC with copies to the DEMC, the HMA and the State Recovery Coordination Group (SERG).

Manage the implementation of post operations report recommendations and revision of LRP as required.

Appendix K – Operational Recovery Plan Template

City of Melville Operational Recovery Plan

Emergency Event: {Insert emergency type and location}

Date of Emergency: _____

Section 1 - Introduction

Background on the nature of the emergency or incident – Compile the type of event and basic outline of the sequence of events.

Aim or purpose of the plan – Like all management tools think about why you are engaged in recovery and what you hope to achieve overall.

Authority for plan - As the local authority you are charged with the responsibility of recovery under the Emergency Management Act 2005.

Section 2 – Assessment of recovery requirements

Details of loss and damage - Residential, commercial and industrial buildings, transport, essential services (including state and local infrastructure). Your primary Impact Statement from HMA will give you an initial overview. This can be added to in subsequent reports made.

Estimates of costs of damage – You may get indications from CIA. Further indications could be from insurance agencies also lifeline infrastructure may assist assessment.

Temporary accommodation requirements – includes details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.

Additional personnel requirements – It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.

Human Services (Community and personal support) requirements – On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term understanding the impact on community.

Health issues – Medical and health personal and council EHO's will assess any significant issues (water, food spoilage, medical supplies or medivac).

UNCONFIRMED

Section 3 – Organisation Aspects

Details the composition, structure and reporting lines of the groups, subcommittees and working groups set up to manage the recovery process.

Details the interagency relationships and responsibilities.

Details the roles, key tasks and responsibilities of the various groups and committees and those appointed to various positions including the LRC.

Section 4 – Operational Aspects

Details resources available and required - Give list of resources deployed and confer with the LRG network for future resources.

Redevelopment Plans (includes mitigation proposals for betterment) – This could be inappropriate in the early stages however should be part of the Long Term Recovery Strategy in future reporting.

Reconstruction restoration programme and priorities - Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste and restoration.

Includes programs and strategies of government agencies to restore essential services – Consider betterment when engaged in rebuilding.

Includes the local government program for community services restoration - Local events, meetings, coffee get togethers, recreation, breakfast BBQ's etc

Financial arrangements – Assistance programs DRFAWA, insurance, public appeals, LMDRF and physical and monetary donations.

Public information dissemination - Key messages and methods of distributions.

Section 5 – Administrative Arrangements

Administration of recovery funding - General financial issues

Public appeals policy and administration - Including policies and strategies for office and living accommodation, furniture and equipment details for additional and temporary personnel.

Section 6 - Conclusion

Give an overall summary ensuring to detail immediate, short, medium and long term priorities and timetable of the plan.

Chair, Local Recovery Coordination Group

Date: _____

UNCONFIRMED

Appendix L – Outreach Needs Assessment and Initial Contact Form

Date:_____**Team Member:** _____

Hello my name is_____and I am from (LG/Red Cross) on behalf of the City of Melville. We are here to (engage/speak/check in) with those affected from recent events to see how best we can assist. We're collecting a database of affected people and impact on properties to ensure we deliver up to date information an assistance in connecting people with appropriate organisations, agencies and people depending on the assistance you may require.

Property Details

Property Location:	
Nearest Cross Road:	
Property Owner / Occupier:	

	How would you like to be contacted?		Your preferred time of contact?
	Phone:		Morning (7am – 12 noon)
	Email:		Afternoon (12 noon – 5pm)
	Post:		Evening (After 5pm)

Property Needs

	House Destroyed / Uninhabitable	**Details for any needs:**
	House Damaged	
	Outbuildings destroyed – Total:	
	Rebuilding Assistance	
	Asbestos / Possible asbestos	
	Water supply affected	
	Vehicle destroyed / Damaged	
	Animals lost / Injured	
	Utility services affected	
	Fencing destroyed / Damaged	
	Environmental clean up required	
	Other (Provide details)	

Property Details

	Rubbish collection / Disposal Information		Council Services – Type:
	Recovery Information / Newsletter		Referral to Agency – Who:
	Financial / Grant assistance		Other (provide details)
	Counselling / Wellbeing Check		

Would you like someone to contact you?

	Immediately		**Within the week**		**In the future**

UNCONFIRMED

Appendix M – Impact Statement Template

PART A

1. Impact Statement Details

Impact Statement Date:			
Impact Statement Time:			
Version / Sequence Number:		☐ Final Version	
Impact Statement prepared by:	**Name:**		
	Position:		
	Agency:		
	Phone:		
	Email:		

The compilation and approval process is explained in a flowchart in the Impact Statement Guideline. Please follow the process to ensure the appropriate and timely endorsement of this Impact Statement.

Review, Approval and Noting

**** Ensure each review step is completed prior to final approval ****

Review Step		DATE
☐	DRAFT Impact Statement **reviewed** by Incident Controller of HMA or Controlling Agency	
☐	DRAFT Impact Statement **reviewed** by LG CEO	
☐	DRAFT Impact Statement **reviewed** and is supported by State Recovery Coordinator	
☐	Incident Controller **addresses** State Recovery Coordinator comments and/or requests for information (if applicable)	
☐	APPROVED Impact Statement **signed** by Incident Controller of HMA or Controlling Agency	
☐	APPROVED Impact Statement **signed** by LG CEO	
☐	APPROVED Impact Statement **noted** by State Recovery Coordinator	

Impact Statement Reviewed and Supported by:

State Recovery Coordinator / Deputy State Recovery Coordinator

Name:	
Position:	
Date and Time:	
Signature:	

UNCONFIRMED

Approval

This document should not be approved until it has been reviewed and is supported by the State Recovery Coordinator.

Incident Controller / Commander of HMA or Controlling Agency

Name:	
Position:	
Agency:	
Date and Time:	
Signature:	

Local Government

LGA:	
Name:	
Position:	**Chief Executive Officer**
Date and Time:	
Signature:	
LGA contact re this document:	**Name:**
	Phone:
	Email:

APPROVED Impact Statement noted by State Recovery Coordinator

State Recovery Coordinator / Deputy State Recovery Coordinator

Name:	
Position:	
Date and Time:	
Signature:	

UNCONFIRMED

2. Incident Details

Incident name:			
Incident number:			
Incident address/location:			
Affected EM district:			
Incident type/description:			
Incident level:			
Date commenced:			
Controlling Agency:			
Incident Controller:			
LG affected:			
Additional information attached? (refer section 13 of Guide)	☐ YES ☐ NO	**Maps attached:**	☐ YES ☐ NO
Incident Management Team stood down? (where applicable)	☐ YES ☐ NO	**LG recovery arrangements activated?**	☐ YES ☐ NO
Incident Support Group stood down? (where applicable)	☐ YES ☐ NO	**Local Recovery Coordination Group activated?**	☐ YES ☐ NO

3. Incident Description

Brief overview of incident

UNCONFIRMED

4. Checklist of Impact Areas

Tick all items where there are known, emerging or anticipated areas of impact.
Details of all ticked items must be included on the following pages.

Community / Personal Support		
☐ Deaths	☐ Vulnerable people needing assistance	☐ Home and Community Care
☐ People unaccounted for	☐ Injuries	☐ Medical / health service
☐ People isolated	☐ Disease, illness or contamination	☐ Public transport
☐ People evacuated	☐ Significant issues with pets / assistance animals	☐ Community activities/interactions impacted
☐ Evacuation centres	☐ Cultural heritage impacts	☐ Other

Infrastructure		
☐ Water catchments	☐ National parks	☐ Threatened or iconic species
☐ Wetlands	☐ State forests	☐ Wildlife
☐ Coastline	☐ Reserves and parks	☐ Other
☐ Marine areas	☐ Exclusion areas	

Economic / Financial		
☐ Agriculture / horticulture etc (incl livestock)	☐ Mining / Industrial	☐ Small / local business
☐ Fisheries	☐ Retail incl food suppliers and banking services	☐ Tourism
☐ Forestry and products	☐ Other large employers	☐ Workforce implications
☐ Other		

Infrastructure		
Buildings		
☐ Residential properties	☐ Rural buildings	☐ Correction centres / prisons
☐ Water tanks / contamination	☐ Emergency service buildings	☐ Childcare centres
☐ Community buildings	☐ Hospitals	☐ Schools
☐ Heritage / cultural buildings	☐ Primary care facilities	☐ Training centres / universities
☐ Commercial / retail buildings	☐ Residential group homes / aged care homes	☐ Local government offices
☐ Other		

UNCONFIRMED

Infrastructure		
Hazardous Materials		
☐ Asbestos	☐ Chemicals / hazardous materials	☐ Marine hydrocarbons
☐ CCA treated timber	☐ Firefighting foam	☐ Other

Infrastructure		
Transport infrastructure		
☐ Main roads	☐ Rail – passenger	☐ Airfields
☐ Local roads	☐ Rail – freight	☐ Major drainage
☐ Bridges	☐ Ports	☐ Other

Infrastructure		
Utilities		
☐ Electricity supply	☐ Water supply	☐ Telecommunications
☐ Gas supply	☐ Sewerage infrastructure	☐ Other
☐ Fuel / oil supply	☐ Waste management	

Infrastructure		
Exclusion zones		
☐ ☐ ☐		
☐ Other		

Note: This **Checklist of Impact Areas** should be provided to all relevant Agencies when requesting contributions to the Impact Statement (refer section 10 – Agency Contributions)

UNCONFIRMED

5. Summary of known, emerging or anticipated impacts

*** Refer to Section 5 of the Impact Statement Guide for help with completing this section***

For **Level 2 incidents with impacts requiring recovery activity**, please provide details of all known, emerging or anticipated impacts in the table below.

Where there are no impacts requiring recovery activities identified by the Controlling Agency during a level 2 incident, the State Recovery Coordinator or Deputy State Recovery Coordinator will determine if an Impact Statement is not required, partially required, or required in full.

For **Level 3 incidents**, please provide a high level summary of known, emerging or anticipated impacts in the table below. A more details description must be provided in section 11 of Part B.

Community / Personal Support:	**Responsible Agency:**
Environment:	**Responsible Agency:**
Economic / Financial:	**Responsible Agency:**
Infrastructure:	**Responsible Agency:**

** Note: This **Summary of Impacts table** should be provided to all relevant agencies when requesting contributions to the Impact Statement (refer Section 10 – Agency Contributions)

6. Emerging Risks

*** Refer to Section 6 of the Impact Statement Guide for help with completing this section ***

Overview:

7. Political and legal matters for consideration

*** Refer to Section 6 of the Impact Statement Guide for help with completing this section ***

Overview:

UNCONFIRMED

8. Risk Assessment Summary

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment. This list is not exhaustive and some risks may have existed before the emergency. Care should be taken to continually assess residual and new risks and develop strategies for their management. These should be communicated to the affected community where appropriate.

*** To complete this section, refer to Risk Assessment process, matrix and description in section 8 of the Impact Statement Guide ***

Alternatively, City of Melville's organisations Risk Assessment matrix may be used and attached to this document

Risk	Description	Likelihood	Consequence	Level of Risk	Responsible Agency	Treatments / Mitigation ie: controls undertaken, further action required – by who and by when
e.g. Asbestos	*e.g. Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and / or members of the community may handle disposal of asbestos incorrectly*	*Likely*	*Major*	*Extreme*	*DER*	*Explain actions underway, planned and needed*
e.g. Fatigue of LG staff	*e.g. Majority of LG staff have either been directly impacted or involved in responding to the emergency. Risk of staff fatigue, which will impact LG ability to function and recover*	*Almost certain*	*Major*	*Extreme*	*LG*	*Explain actions underway, planning and needed*

☐ Alternate Risk Assessment matrix attached.

UNCONFIRMED

9. Communication and Media Officers – Contact details

*** May be referred to as Public Information Officers in some instances ***

Organisation	Name	Position	Location	Email	Mobile	Alt. Phone
Controlling Agency (if not DFES):						
DFES						
LG						
Local Media						
Other						

*** Add rows as needed ***

UNCONFIRMED

10. Contributing

This Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel. Include details for all agencies that need to, or have contributed to, the compilation of this Impact Statement.

rganisation / Agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
] Assoc. of Independent Schools of /A					☐	☐
] ATCO Gas					☐	☐
] Australian Red Cross					☐	☐
] Arc Infrastructure					☐	☐
] Catholic Education WA					☐	☐
] Department of Primary Industry & Regional Development					☐	☐
] Department of Communities					☐	☐
] Department of Defence					☐	☐
] Department of Education					☐	☐
] Department of Water and Environmental Regulation					☐	☐
] Department of Health					☐	☐
] Department of Biodiversity, Conservation & Attractions					☐	☐
] Department of Planning, Lands & Heritage					☐	☐
] Department of Transport Marine Safety					☐	☐
] Horizon Power					☐	☐
] Forest Products Commission					☐	☐
] Local Government (specify)					☐	☐

UNCONFIRMED

] Local Recovery Coordination Group					☐	☐
] Main Roads WA					☐	☐
] NBN Co.					☐	☐
] Public Transport Authority					☐	☐
] Telstra					☐	☐
] Verve Energy					☐	☐
] WA Housing Authority					☐	☐
] WA Police					☐	☐
] Water Corporation					☐	☐
] Western Power					☐	☐
]					☐	☐
]					☐	☐
]					☐	☐
]					☐	☐
]					☐	☐
]					☐	☐
]					☐	☐

UNCONFIRMED

For Level 2 incidents no further Impact Statement information is required unless determined otherwise by the State Recovery Coordinator.
Consultation with the State Recovery Coordinator, Local Government and Incident Controller is required.
For all Level 3 incidents, the information in Part B on the following pages MUST be compiled.

PART B

11. Impact Statement

Where necessary, use the **Agency Contributions Table Template** to source relevant information from contributing agencies. This table template can be found in section 14 on the final page of this document. It is also recommended that the **Checklist of Impact Areas** in section 4 and the **Impact Summary table** in section 5 be provided to the relevant Agencies to ensure all related impacts are addressed.

11.1 Community / Personal Support Environment

*** For help with completing this section, refer to the Guide, section 11: Impact Statement (11.1 Social environment)***
Ensure that all ticked items from the checklist in section 4 are transferred to this table. Add more rows as required

Category from checklist	**Agency / Source**	**Key contact** Name, position, email, phone, mobile	**Impact** What has happened and what are the implications?	**Current status** What is happening now, who is managing it and how long for?	**Next Steps** What needs to happen next, who will be involved and how long for?	**Related attachments?**
						☐
						☐
						☐

☐ Additional information on completed actions is attached to this document.

UNCONFIRMED

11.2 Natural (Environment) Environment

*** For help with completing this section, refer to the Guide, section 11: Impact Statement (11.2 Natural environment)***
Ensure that all ticked items from the checklist in section 4 are transferred to this table. Add more rows as required

Category from checklist	**Agency / Source**	**Key contact** Name, position, email, phone, mobile	**Impact** What has happened and what are the implications?	**Current status** What is happening now, who is managing it and how long for?	**Next Steps** What needs to happen next, who will be involved and how long for?	**Related attachments?**
						☐
						☐
						☐
						☐
						☐

☐ Additional information on completed actions is attached to this document.

UNCONFIRMED

11.3 Economic / Financial Environment

*** For help with completing this section, refer to the Guide, section 11: Impact Statement (11.3 Economic environment)***
Ensure that all ticked items from the checklist in section 4 are transferred to this table. Add more rows as required

Category from checklist	**Agency / Source**	**Key contact** Name, position, email, phone, mobile	**Impact** What has happened and what are the implications?	**Current status** What is happening now, who is managing it and how long for?	**Next Steps** What needs to happen next, who will be involved and how long for?	**Related attachments?**
						☐
						☐
						☐
						☐
						☐

☐ Additional information on completed actions is attached to this document.

UNCONFIRMED

11.4 Infrastructure Environment

*** For help with completing this section, refer to the Guide, section 11: Impact Statement (11.4 Built environment)***

Ensure that all ticked items from the checklist in section 4 are transferred to this table. Add more rows as required

Category from checklist	Agency / Source	Key contact Name, position, email, phone, mobile	Impact What has happened and what are the implications?	Current status What is happening now, who is managing it and how long for?	Next Steps What needs to happen next, who will be involved and how long for?	Related attachments?
						☐
						☐
						☐
						☐
						☐

☐ Additional information on completed actions is attached to this document.

Note: details of all Rapid Damage Assessments should be attached to this document as applicable. Include maps and photographs as appropriate

UNCONFIRMED

12. NIAM Indicators

National Impact Assessment Model Indicators are used by the State to negotiate disaster relief funding with the Commonwealth. Complete this table using data captured above.

o.	Impact Indicator	Measure	# or %	Community	Infrastructure	Economic	Environment
1	INDIVIDUALS	# In evacuation centres					
2		# Injured					
3		# Fatalities					
4		# Unaccounted for					
5		# Isolated					
6	RESIDENTIAL PROPERTIES	# Destroyed					
7		# Damaged					
8	EMERGENCY SERVICES	# Destroyed					
9	Police, fire, ambulance, aviation, other	# Damaged					
0	HOSPITALS & PRIMARY HEALTH CARE	% Destroyed					
1	FACILITIES	% Hospital functional					
2	EDUCATIONAL FACILITIES	# Destroyed					
3	Schools, training centres, universities, child care	# Damaged					
4	centres	# Closed					
5	CORRECTION CENTRES	# Destroyed					
6	Incl. prisons	# Damaged					
7	OTHER – RESIDENTIAL GROUP HOME, AGED	# Destroyed					
8	CARE FACILITIES	# Damaged					
9	OTHER BUILDINGS	# Destroyed					
0		# Damaged					
1	BUSINESS BUILDINGS	# Destroyed					
2	Incl. commercial and industrial	# Damaged					
3	(excludes rural)	# Closed					
4	RURAL BUILDINGS	# Destroyed					
5		# Damaged					
6	STOCK LOSSES	# Fatalities					
7	Livestock	# Unaccounted for					
8	AGRICULTURAL LAND	Ha Destroyed					
9		Ha Damaged					
0	AGRICULTURAL PRODUCTION	% Lost					
1	AIRPORTS / HELIPORTS	% Functional					
2		# Damaged					
3		# Destroyed					
4	ROADS / BRIDGES	# Main roads closed					
5		# Other roads closed					
6	PORT	# Facility destroyed					
7		# Facility damaged					
8		# Ships impacted					
9	RAILWAY	# Passenger lines closed					
0		# Freight lines closed					
1	TELECOMMUNICATIONS	# Customers impacted					
2	GAS	# Customers impacted					
3	ELECTRICITY	# Customers impacted					
4	SEWAGE	# Customers impacted					
5	WATER – POTABLE SUPPLY	# Customers impacted					
6	WATER – CATCHMENTS	km^2 contaminated					
7	NATIONAL PARKS	Ha affected					
8	ANIMAL WELFARE	# Injured					
9	COASTLINE AFFECTED	km affected					
0	MARINE AREA AFFECTED	Km2 affected					

UNCONFIRMED

13. List of attachments

List all attachments to this Impact Statement

Attachment Number	Title and Description e.g. map, report, photo
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

UNCONFIRMED

Attachment 3: Agency Contributions Template

The following table is provided as a base template that could be sent to contributing agencies to provide information on the actions being undertaken within their areas of responsibility. This information can then be added to the Impact Statement as an attachment.

It is recommended that the **Checklist of Impacts** (section 4) and **Summary of Impacts table** (section 5) are also provided to each relevant agency to ensure all related impacts are included in the table below.

Category from checklist	**Agency / Source**	**Key contact** Name, position, email, phone, mobile	**Impact** What has happened and what are the implications?	**Current status** What is happening now, who is managing it and how long for?	**Next Steps** What needs to happen next, who will be involved and how long for?	**Attachments?**
						☐
						☐
						☐
						☐
						☐

*** For help with completing this table, refer to the Impact Statement Guide section 11: Impact Statement ***

UNCONFIRMED

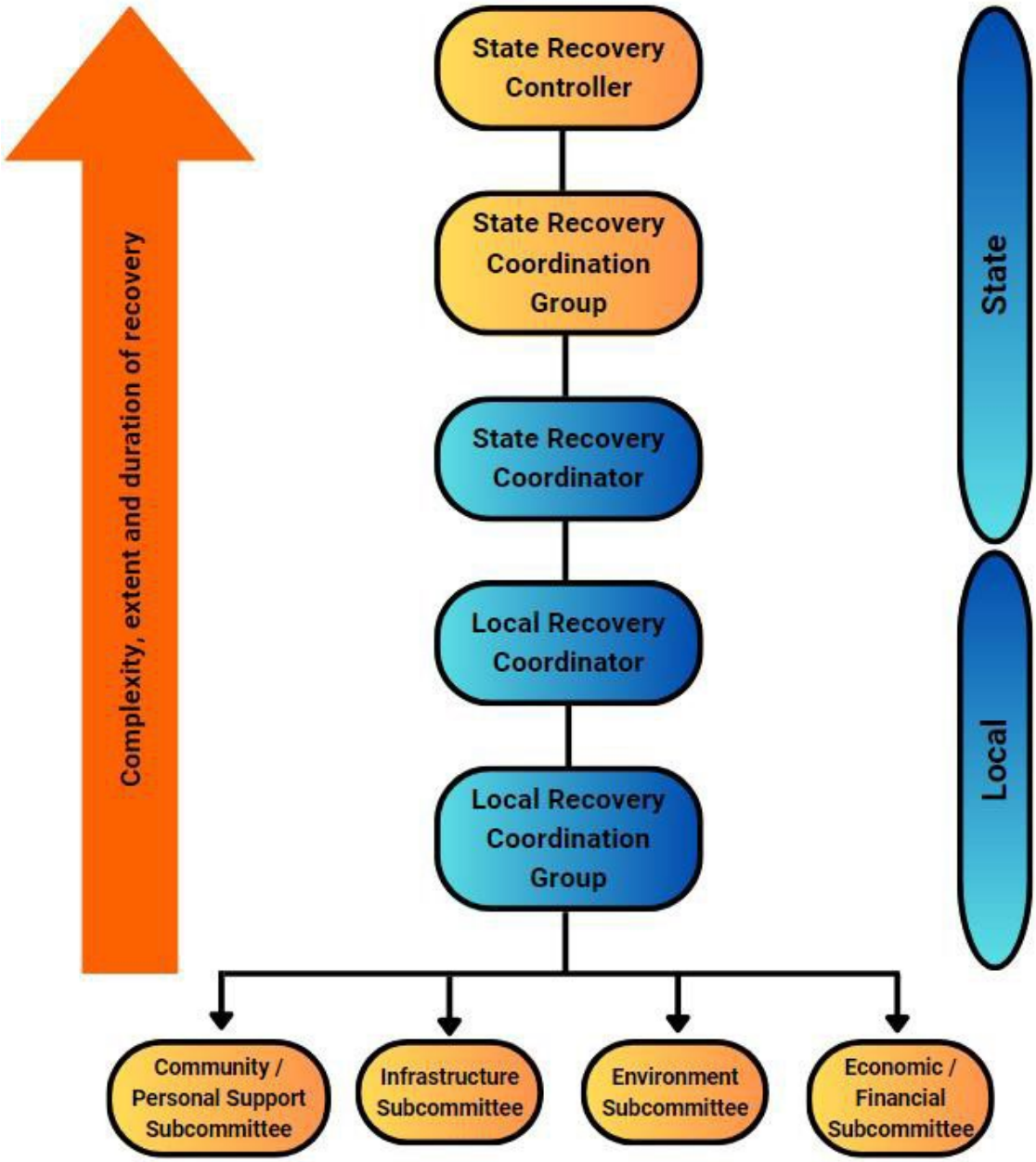
Attachment 4: Closed Impacts and Actions

The Closed Impacts and Actions tracking sheet is important for the affected local government to understand impacts that have already been addressed and what actions have been taken. This information should be recorded and provided as an attachment to the Impact Statement for the LG to ensure that they have a full understanding of all impacts (see Impact Statement Guide section 11: Impact Statement).

Recovery Environment • **Community** • **Environment** • **Economic** • **Infrastructure**	**Category** (from checklist in Section 4)	**Agency/ Source**	**Key contact** Name, position, email, phone, mobile.	**Impact** What happened and what were the implications?	**Action Undertaken to finalise/close out** What was done to address the impact?	**Attachments?**
						☐
						☐
						☐
						☐

UNCONFIRMED

Appendix N – City of Melville Recovery Governance Structure



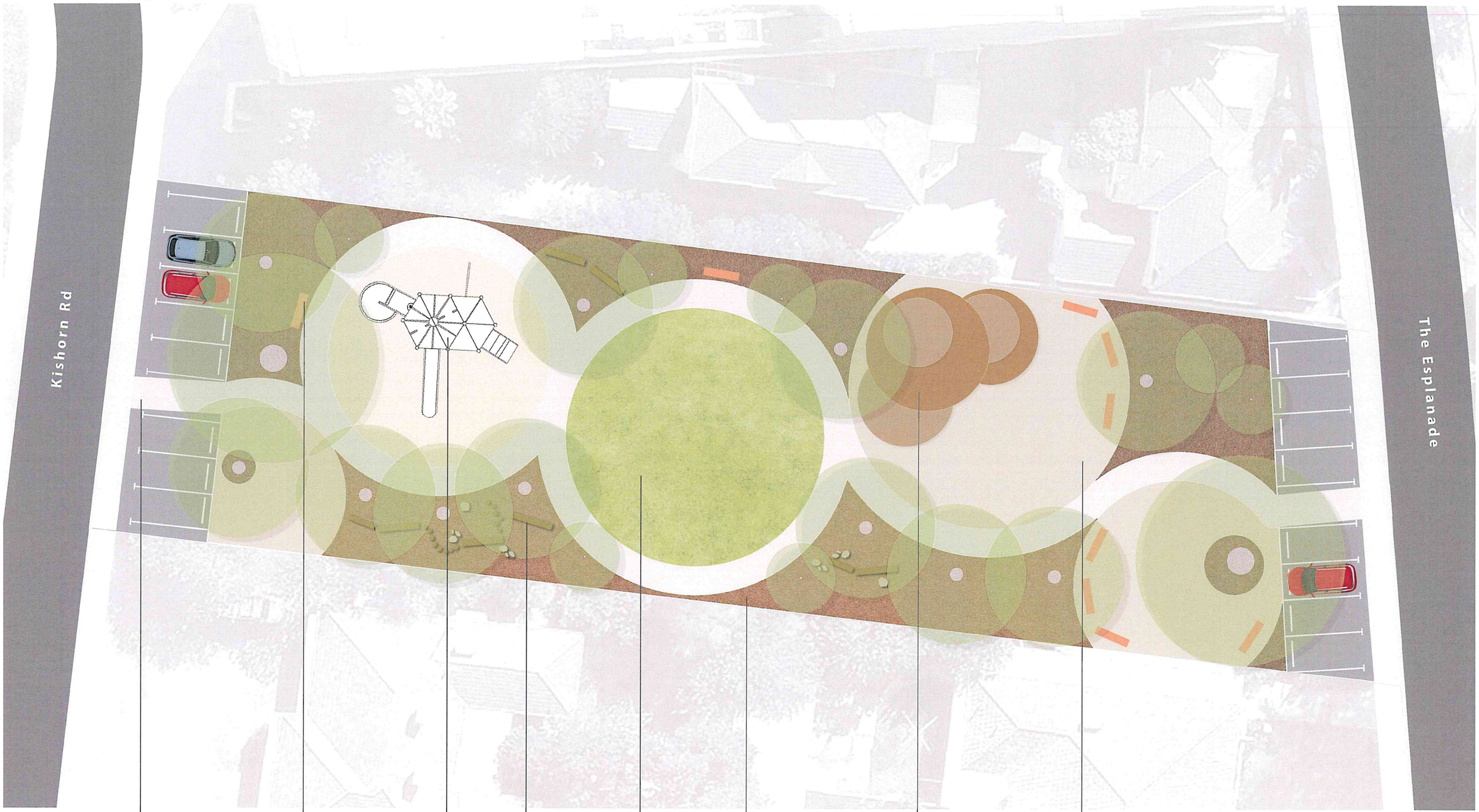
This page has been intentionally left blank

UNCONFIRMED

Esplanade Public Open Space

Option 1

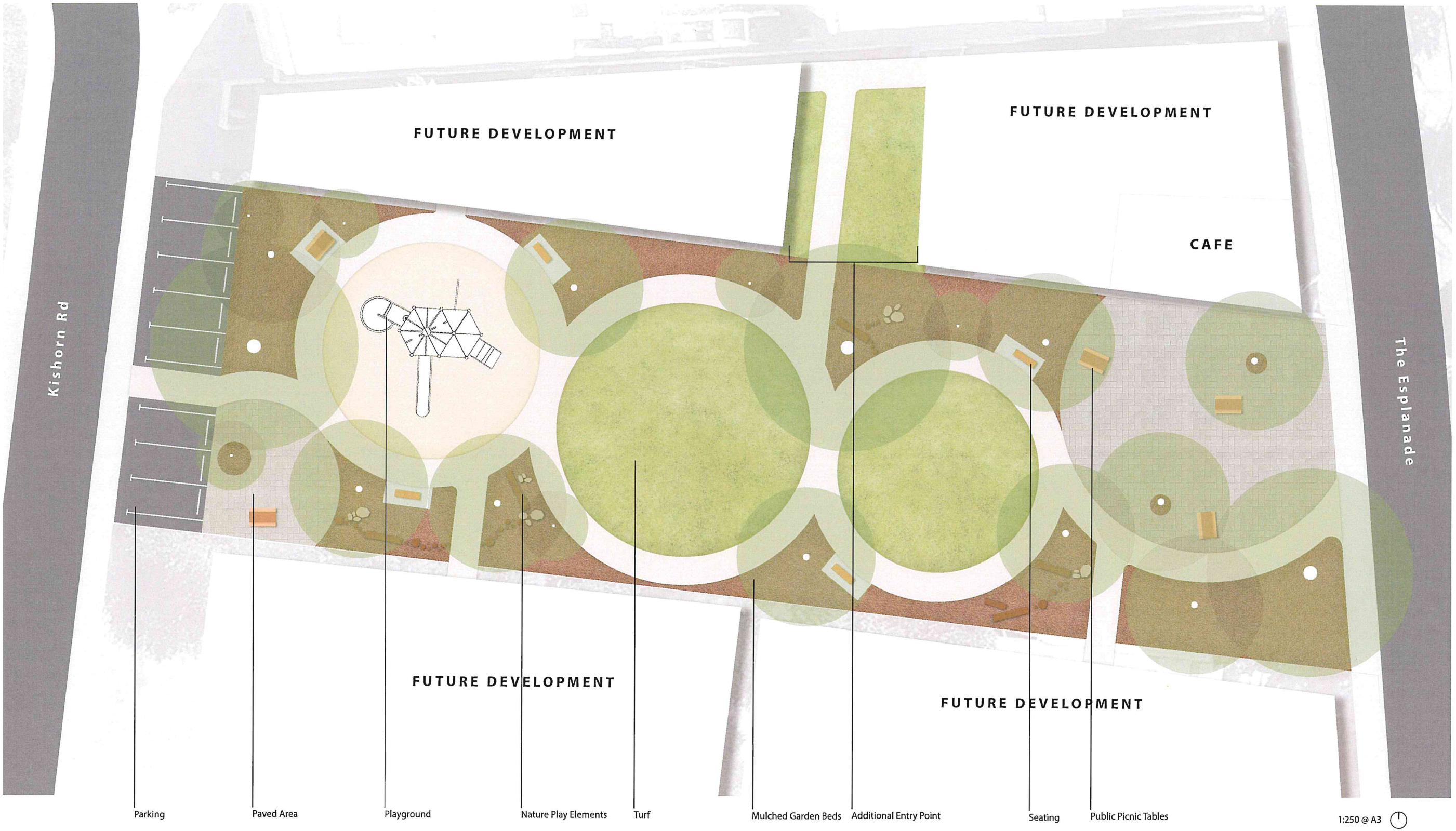
City of Melville



1:250 @ A3

Esplanade Public Open Space
Option 2

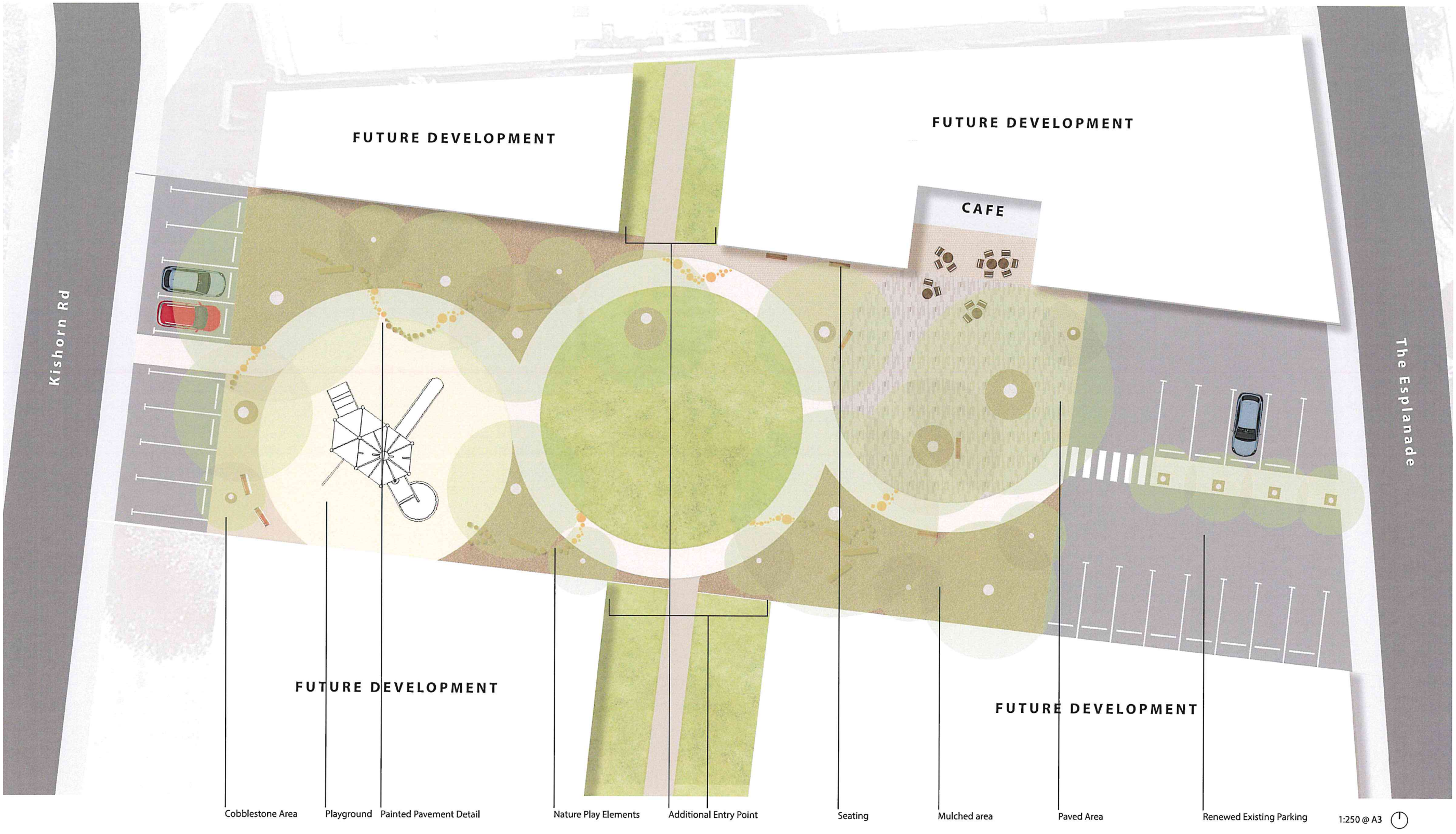
City of Melville



Esplanade Public Open Space

Option 3

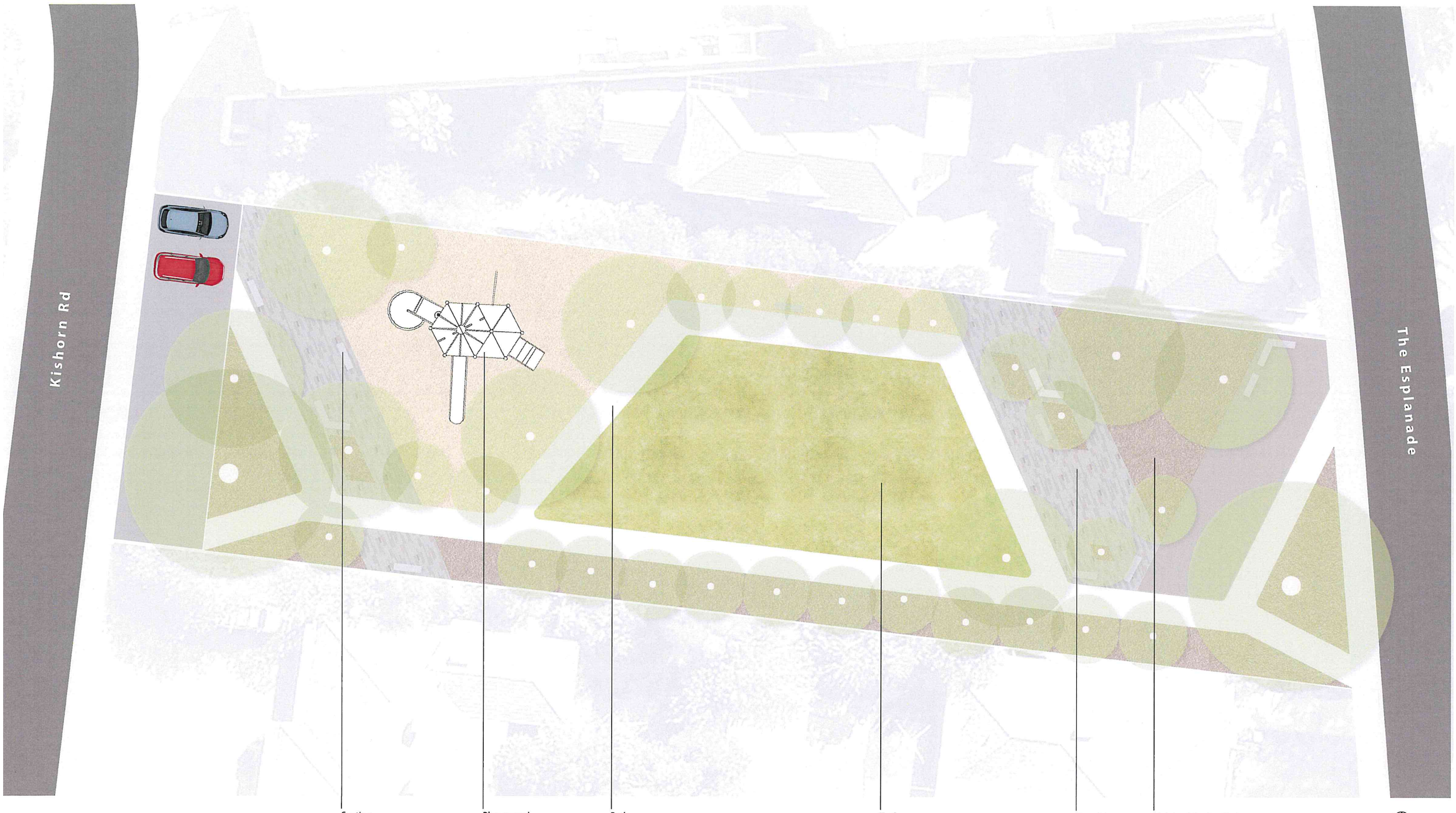
City of Melville



Esplanade Public Open Space

Option 4

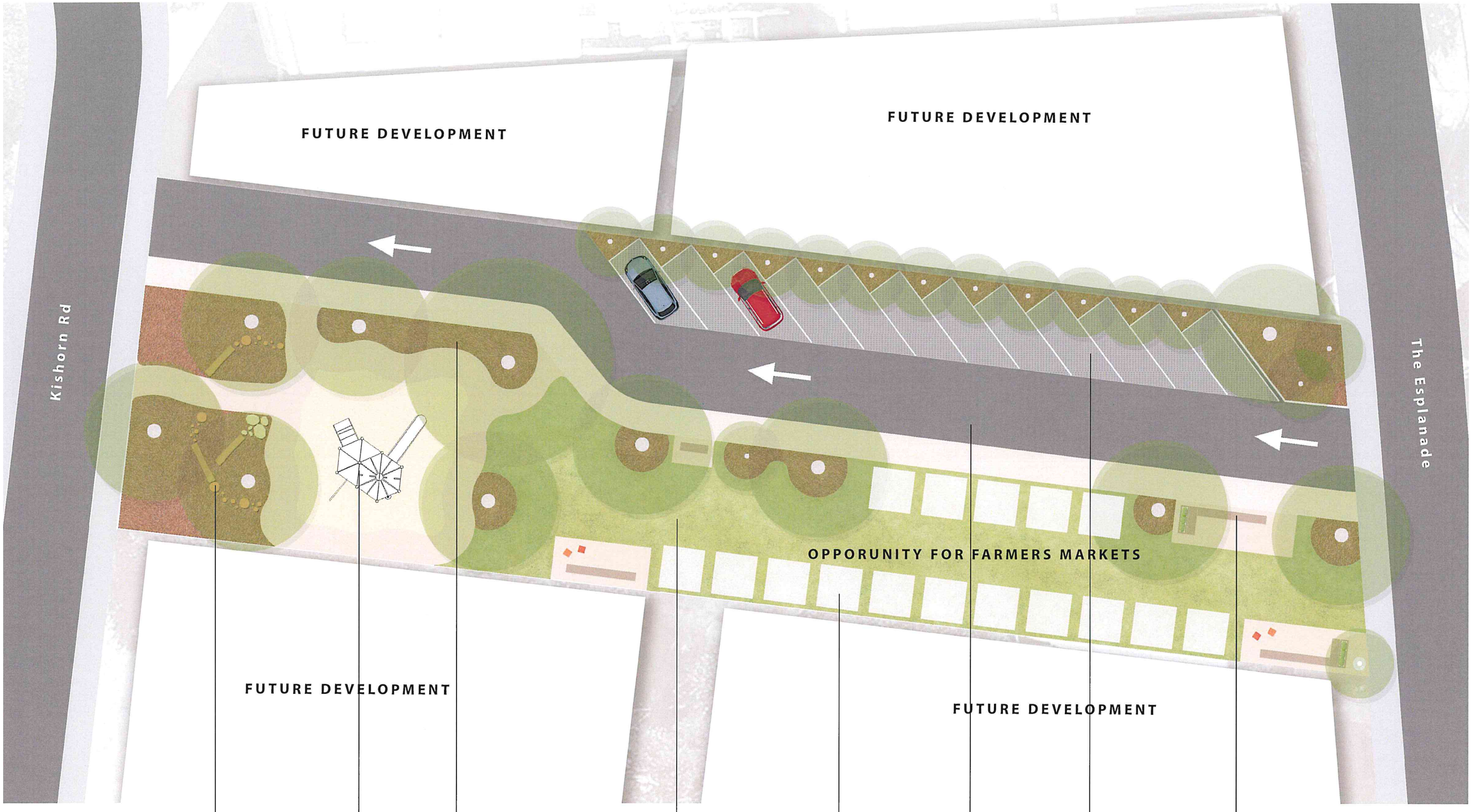
City of Melville



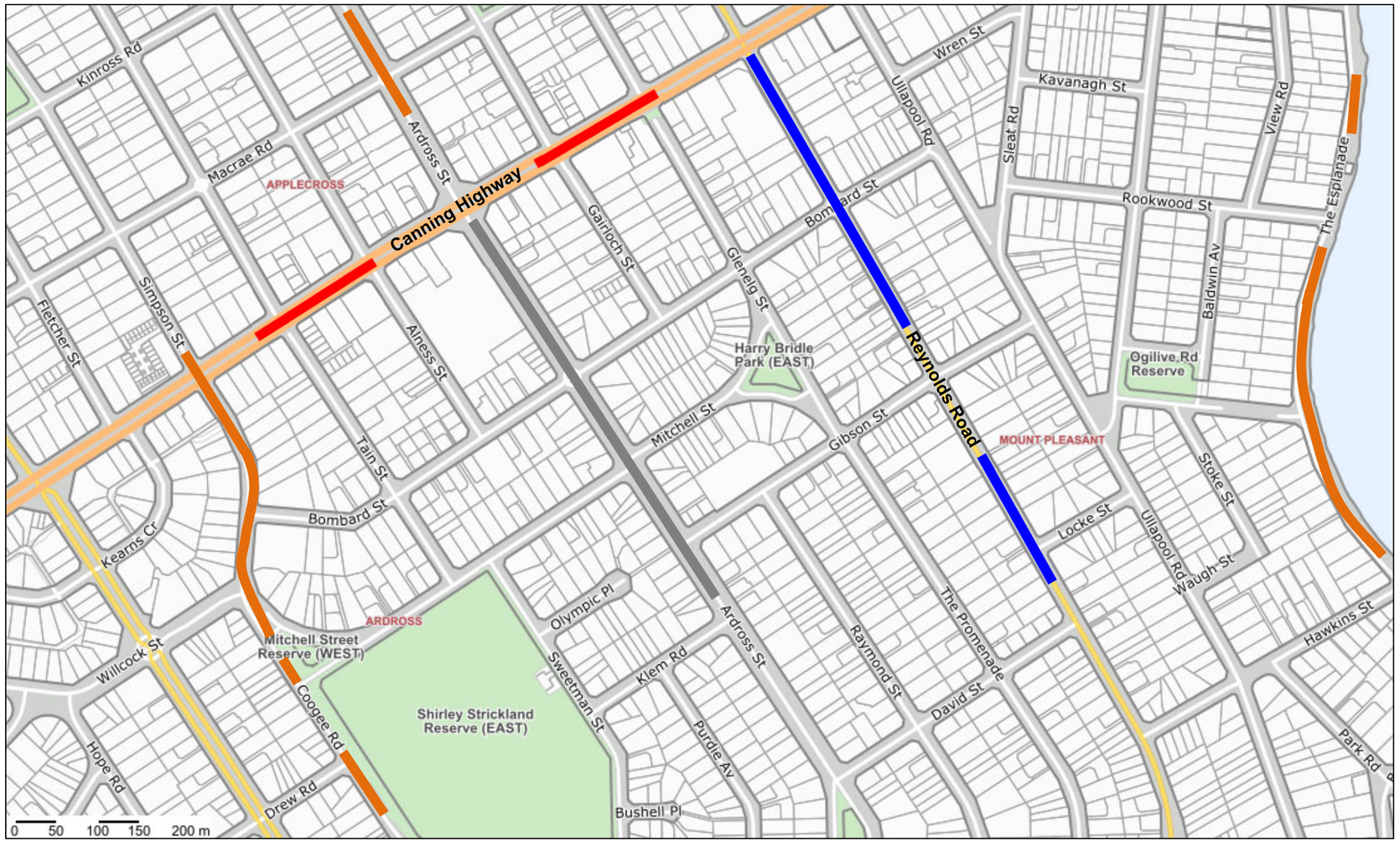
1:250 @ A3

Esplanade Public Open Space
Option 5

City of Melville



Road Hierarchy



PRIMARY DISTRIBUTOR DISTRIBUTOR B LOCAL DISTRIBUTOR ACCESS ROAD

Traffic Survey Locations ★

Location	Year	Average Daily Traffic (vehicles per day)	Peak Hour traffic (vehicles per hour)	Peak Hour Time	85th Percentile Speed (km/h)	50th percentile Speed (km/h)	Percentage of Commercial Vehicles %
Bombard St 20m west of Alness St	May 2023	2,128	350	8:00 AM	47	39	3.1
	April 2021	1,918	257	8:00 AM	51	43	2.5
Bombard St 50m West of Ardross St	May 2023	2,076	326	8:00 AM	43	37	2.4
	March 2016	1,945	244	8:00 AM	49	42	1.3
Bombard St 60m East of Gairloch St	May 2023	2,338	276	8:00 AM	52	44	1.6
	April 2021	2,404	267	8:00 AM	53	45	2.6
Bombard St 70m West of Reynolds Rd	May 2023	2,727	306	5:00 PM	50	42	3.2
	June 2016	1,886	227	5:00 PM	50	43	1.9
Bombard St 50m East of Reynolds Rd	May 2023	1,718	221	5:00 PM	43	37	3.3
	April 2021	1,725	228	5:00 PM	48	41	3.5
Mitchell St 50m West of Ardross St	May 2023	1,399	226	8:00 AM	45	38	2.2
Mitchell St 30m East of Sweetman St	May 2023	1,233	169	8:00 AM	54	46	3.6
	May 2017	1,421	202	8:00 AM	56	48	2.3
Mitchell St 120m East of Ardross St	May 2023	456	49	8:00 AM	46	37	4.0
	May 2017	506	73	8:00 AM	46	36	2.3
Reynolds Rd 150m South of Canning Hwy	June 2023	6,380	730	8:00 AM	47	40	4.4
Reynolds Rd 100m South of Gibson St	June 2023	5,227	614	8:00 AM	59	52	4.7
Reynolds Rd 110m North of Coogee Rd	June 2023	5,535	671	8:00 AM	54	48	2.8
	June 2018	4,933	531	8:00 AM	48	43	4.5

UNCONFIRMED

Reynolds Rd 120m South of Coogee Rd	June 2023	4,489	524	8:00 AM	56	50	4.3
	June 2018	5,989	656	8:00 AM	56	51	4.1
Sleat Rd 20m North of Helm St	May 2023	6,087	525	8:00 AM	44	35	4.4
	June 2017	5,321	478	5:00 PM	49	36	4.2
Sleat Rd 30m South of Helm St	May 2023	5,105	473	5:00 PM	50	38	3.2
Ullapool Rd 70m North of Coogee Rd	May 2023	2,481	302	8:00 AM	47	41	4.0
Ullapool Rd 40m North of Hawkins St	May 2023	2,585	321	8:00 AM	58	50	3.6
Ullapool Rd 40m North of Ogilvie Rd	May 2023	2,622	315	7:00 AM	58	50	3.1
	April 2021	2,665	262	7:00 AM	58	50	3.7
Ullapool Rd 80m North of Waugh St	May 2023	2,672	323	8:00 AM	57	50	3.5
Ardross St 140m South of Canning Hwy	May 2023	2,038	316	8:00 AM	48	41	2.8
	May 2016	2,733	400	8:00 AM	52	44	2.0
Ardross St 50m North of Bombard St	May 2023	2,053	320	8:00 AM	45	39	3.0
Ardross St 40m South of Bombard St	May 2023	1,903	284	8:00 AM	48	42	2.8
	March 2019	2,228	263	8:00 AM	50	44	3.0
Ardross St 50m North of David St	May 2023	1,452	216	8:00 AM	55	48	3.3

UNCONFIRMED

Developer Contact with Staff

Policy Type: Operational Policy **Policy Owner: Chief Executive Officer**	**Policy No.: CP XX** **Last Review Date: (Adopted)**

Policy Objectives

The purpose of this policy is to facilitate integrity and transparency in the determination of the City's major development applications and provide guidance to all staff for the management of contact and meetings with Developers, and define their duties, responsibilities and recording of such contacts and meetings.

Policy Scope

This policy applies to all 'prescribed contact' between the City of Melville staff and Developers, as defined in this Policy.

Policy Statement

1.1 Subject to Clause 1.2 below, staff shall:-

(a) Keep a record of every instance of 'prescribed contact' with a Developer by noting the:-
(i) Developer's name;
(ii) Date and time of contact;
(iii) Type of contact (i.e. in person, telephone call, letter, email etc.);
(iv) Property or properties within the City of Melville to which the contact related; and
(v) Nature of the issue covered in the contact.

(b) Declare any 'prescribed contact' with a Developer, on a Register.

(c) The Chief Executive Officer shall create and thereafter maintain a confidential register of all staff prescribed contacts with the Developers upon lodgement of a major development application and during assessment of the development application, incorporating the details referred to in subclause 1(a) and (d) above, with the register to be available to Elected members via the Elected Member Portal.

1.2 This policy does not require the City of Melville staff to declare contact defined as 'exempt contact'.

2. The City of Melville will charge a fixed fee amount for written planning advice, as adopted in the Annual Budget.

UNCONFIRMED

3. Developers are advised that:

a) All contact is subject to the State Records Act 2000 and Freedom of Information Act 1992 obligations and therefore any material provided will not be confidential.
b) The City's staff can only provide publicly available information.
c) The Developer should seek their own planning advice.
d) The City's staff are not able to make any binding decision or commitment, regardless of whether the decision is made by the Council or under delegated power.
e) The City's staff are unable to provide verbal planning advice in relation to proposals that are inconsistent with the City's Local Planning Strategy.

DEFINITIONS:

"Contact" means any contact with the City's staff including email, telephone, SMS text, in-person discussion or an organised meeting.

"Developer" means any applicant or their representative who does not intend to reside or use the development and instead is involved in a business with the ultimate purpose of the sale or lease of the development for profit. Definition shall include any consultant, lobbyist, advisor, agent, representative or person closely associated with a Developer and who is appointed to promote or advocate for the Developer's interests or proposal.

"Exempt Contact" means any contact relating to a Planning or Development application which that is not a major development.

"Major Development" means any development with a value equal to or greater than $20 million.

"Prescribed Contact" means any contact relating to a Planning or Development application which seeks to develop in a manner inconsistent with the Local Planning Strategy and/or any contact associated with a major development.

UNCONFIRMED

Other References that may be applicable to this Policy

Legislative Requirements:

Delegated Authority:

Plan / Policy / Framework:

Procedure:

Work Instructions / Process Maps:

Forms / Supporting Documents (internal):

Supporting Documents (external):

Origin/Authority
Meeting the Policy was adopted at Enter date of meeting here

Reviews
Enter title of reviewer here Enter date of review here

UNCONFIRMED

Elected Member Relationship with Developers

Policy Type: Council Policy **Policy Owner: Chief Executive Officer**	**Policy No. CP- 121** **Last Review Date:**

Policy Objectives

The purpose of this policy is to facilitate integrity and transparency in the determination of the City's development applications and provide guidance to Elected Members and Administration for the management of their contact and meetings with Developers, and define their duties, responsibilities and recording of such contacts and meetings.

Policy Scope

This policy applies to all "prescribed contact" between Elected Members and developers, as defined in this Policy.

Policy Statement

Applicants, objectors and members of the community must have trust in Elected Members' ability to make decisions free of influence or the perception of influence, particularly in respect of town planning and development decisions.

Developers may contact Elected Members in relation to a proposed development or a refusal or objection to a development however, the nature and frequency of that contact can sometimes lead to allegations or perceptions of bias, influence or even corruption being made towards Elected Members. Implementing transparent decision-making processes will reduce opportunities for such allegations or perceptions to be raised. In part this includes setting standards for how Elected Members interact with Developers.

The City of Melville aims to provide the highest standards of transparency and openness in town planning and development decision-making, by requiring all Elected Members to record and declare any Prescribed Contact they have with a Developer and for any such declaration to be recorded in the minutes of the Committee and/or Council meeting where a Planning or Development Proposal is being considered that involves the Developer.

The policy also requires the Chief Executive Officer of the City to create and maintain a register of prescribed contacts.

UNCONFIRMED

1. POLICY PROVISIONS:

1.1 Subject to clause 1.3 below, Elected Members shall:-

(a) In writing, record of every instance of Prescribed Contact with a Developer by noting the:-
(i) Developer's name;
(ii) Date and time of contact;
(iii) Type of contact (i.e. in person meeting, telephone call, letter, email etc.);
(iv) Property or properties within the City of Melville to which the contact related;
(v) Nature of the issue covered in the contact; and
(vi) Council Member response.

(b) Subject to sub-clause (c) below, not more than 10 days after contact with the Developer, provide to the City's Chief Executive Officer the details referred to in sub-clause (a) above.

(c) Where the Prescribed Contact occurs with an Elected Member while he/she is on Approved Leave of Absence, then that Elected Member shall provide the information referred to in sub-clause (a) above to the City's Chief Executive Officer within 10 days of the last day of their Approved Leave of Absence.

(d) Where the Prescribed Contact occurs in the form of a group email or other correspondence to all Council Members, then the Office of the Mayor shall provide a copy of the same to the Chief Executive Officers for the purpose of compliance with clause 1.3 and 1.4 below.

(e) Where Prescribed Contact occurs prior to the lodgement of an application under the City's operative Local Planning Scheme, including during the Design Review Panel assessment, the Elected Member shall disclose all contact, in accordance with the provisions above, for inclusion in the confidential register specified in clause 1.4(a).

(f) declare any Prescribed Contact including the Developer's name, date and type of contact for every instance they have had Prescribed Contact with a Developer at the time a Planning or Development Proposal is being considered by a Committee and/or Council meeting.

(g) any such declaration made in (f) is to be recorded in the minutes of Committee and/or Council meeting where a Planning or Development Proposal is being considered that involves the Developer.

UNCONFIRMED

1.2 Compliance with this Policy alone does not obviate the need for Elected Members to comply with all other relevant provisions of the Code of Conduct, Council Policy, CP-052 Quasi-Judicial Role and CP-105 Election Caretaker Period.

1.3 This Policy does not require Elected Members to declare contact defined as Exempt Contact. Notwithstanding, all written communication to and from Elected Members relating to Council business is deemed to be a corporate record and must be provided to the Chief Executive Officer (Elected Member Records) for record keeping purposes and inclusion in the City's relevant files, which may be accessible under the Local Government Act 1995 and Freedom of Information Act 1992.

1.4 The Chief Executive Officer shall create and thereafter maintain a:

(a) confidential register of all Council Member contact with the Developers prior to lodgement of a development application, incorporating the details referred to in subclause 1(a) and (d) above.

(b) public register of all Elected Member contact with the Developers, after lodgement of a development application, incorporating the details referred to in sub-clause 1(a) and (d) above. Such register shall be made publicly available

1.5 The Chief executive Officer shall ensure the public register referred to in 1.4(b) above is updated on a monthly basis.

2 PROTOCOLS FOR ELECTED MEMBER RELATIONSHIP WITH DEVELOPERS

Elected Members Meeting with Developers Individually

1. If an Elected Member believes there is a need to meet with a Developer individually, to avoid the public perception of bias that can arise, the member should not agree to meet at a venue where it can be perceived that hospitality is being provided.

2. It is advisable that Elected Members only meet with a Developer after the administration report relating to a Planning or Development Proposal has been prepared and released.

3. Elected Members must not, when lobbied, commit their vote on the Planning or Development Proposal. Elected Members may offer support or otherwise.

UNCONFIRMED

Elected Members Meeting with Developers in the Company of Other Elected Members

4. Information gained by the Elected Members at meetings involving more than one Elected Member should be made available to the professional staff and other members as soon as practicable.

Elected Members Attending Meetings between Employees and Developers

5. Elected Members may wish to attend meetings between professional staff and Developers. Approval of Elected Members attending meetings between Employees and Developers needs to be at the discretion of the CEO as the CEO is best placed to determine whether their attendance compromises his or her legislative role of providing advice and information to Council.

6. Elected Members should refuse an invitation they receive from Developers to attend meetings between professional staff and the Developer.

Being Offered a Gift or Benefit

7. To maintain a high degree of integrity, Elected Members should not accept any personal gifts from a Developer with a Planning or Development Proposal which is currently before, or at the time of contact, known to require determination by Council or the Joint Development Assessment Panel.

Definitions / Abbreviations Used In Policy

"Contact" means any communication or conversation between an Elected Member and Developer, regardless of whether it is foreseen, planned, solicited or reciprocated, and includes but is not limited to the following methods of communication – telephone, electronic mail (e-mail), short message service (SMS), multimedia messaging service (MMS), web-based networking platform, written mail, face to face and the like.

"Developer" means an individual, body corporate or company engaged in a business that:-

(i) involves the making of relevant planning applications in connection with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit; and

(ii) includes any consultant, lobbyist, advisor, agent, representative or person closely associated with a Developer and who is appointed to promote or advocate for the Developer's interests or proposal.

UNCONFIRMED

"Exempt Contact" means any contact which:-

(i) is in the form of a public statement made at a Council Forum, Council Briefing or Council Meeting; or

(ii) does not involve the Elected Member engaging in any discussion or communication with the Developer on the Planning or Development Proposal where routine information only is conveyed.

"Planning or Development Proposal" means and includes:-

(i) a proposed Local Planning Policy, Local Development Plan, Activity Centre Plan, Structure Plan or any amendment to these planning documents under the City's operative Local Planning Scheme;

(ii) a proposed amendment to the City's operative Local Planning Scheme; and

(iii) an application under the City's operative Local Planning Scheme or the Metropolitan Region Scheme for approval of the use or development of land and which is currently before, or at the time of contact, known to require determination by Council or the Joint Development Assessment Panel.

"Prescribed Contact" means any contact relating to a Planning or Development proposal, excluding any Exempt Contact.

"Routine Information" means advising a Developer where to access information on the planning or development process or to contact the City of Melville Administration or State Government regarding their planning or development proposal.

References that may be applicable to this Policy

Legislative Requirements:

Procedures, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

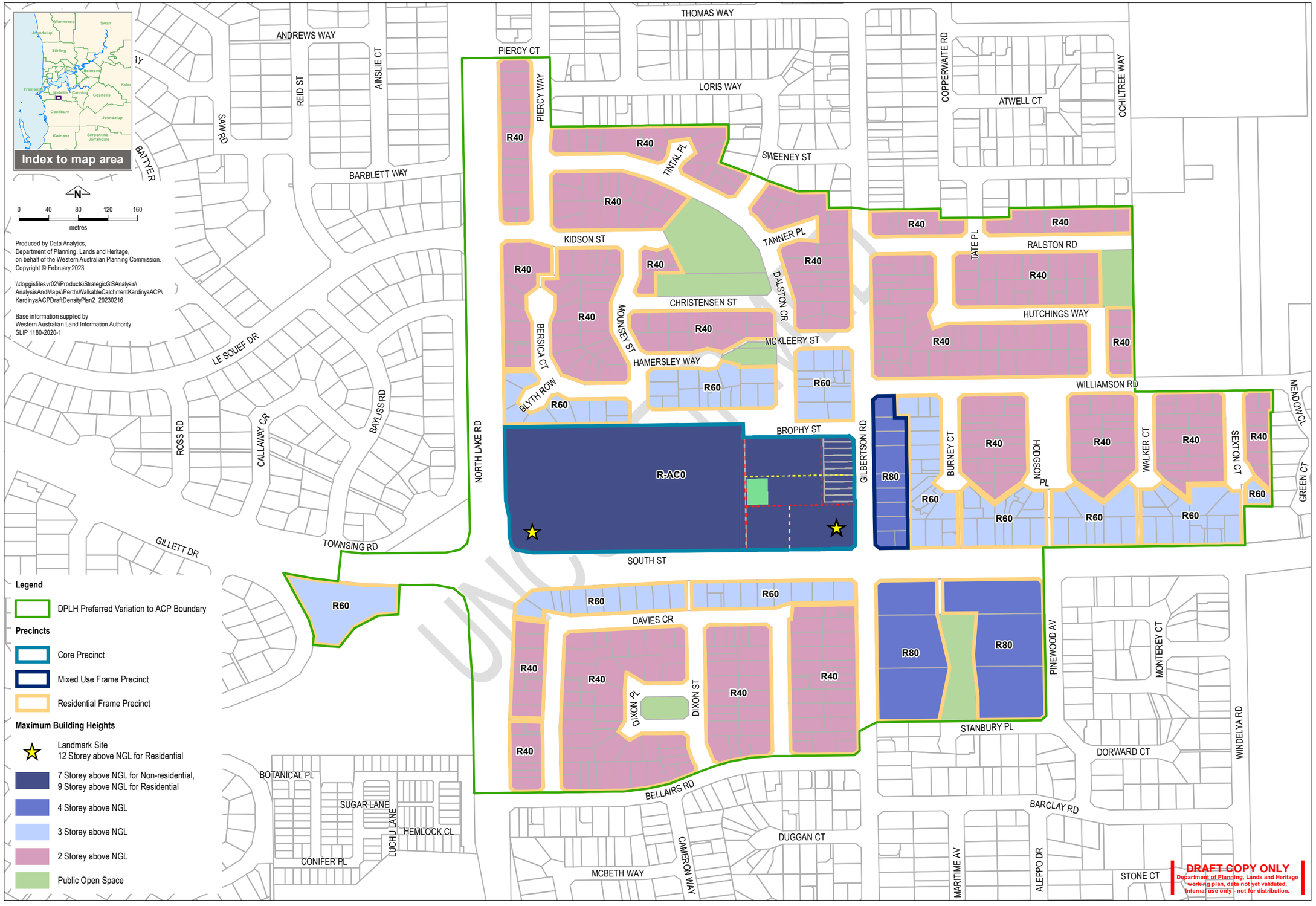
UNCONFIRMED

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

Changes to this document can only be made by the Responsible Officer via a System Improvement Request
Printed version is uncontrolled and valid only at the time of printing

©Copyright 2009 City of Melville

Kardinya Activity Centre



DPLH Preferred Draft Density Pan

City of Melville

Local Planning Scheme No.6

Amendment No. 15

Kardinya District Centre

UNCONFIRMED

Prepared by: element advisory

Planning and Development Act 2005

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

Local Planning Scheme Number 6

Amendment Number: 15

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme as follows:

1. **Amend the scheme map by:**

   (a) Redesignating the "Centre" zone classification applicable to the Kardinya District Centre from "C3" to "C2" to reflect adoption of the Activity Centre Plan.

   (b) Deleting the "Centre" zone for a width of 12.19m wholly within Lot 17 (1-15) South Street along the length of the eastern boundary of Lot 17 (1-15) South Street and designating it as local road reserve.

   (c) Including within the boundary of the Kardinya District Centre the "AR1" 'Additional Requirement' designation.

   (d) Rezoning various lots on the eastern side of Gilbertson Road between Williamson Road and South Street from "Residential R50" zone to "Mixed-Use R80" zone.

   (e) Amending the R-Coding of Lot 315 (No.42) Gillet Drive from "R20" to "R60".

   (f) Amending the R-Coding of lots zoned "Residential" within the Kardinya District Centre Activity Centre Plan area from "R25" and "R40" to "R40" and "R60" as required to reflect density codes identified within the Kardinya District Centre Activity Centre Plan.

2. **Amend the scheme text by:**

   (a) Amend 'Note 1' of Table 3 – Zoning Table to state: Kardinya Centre – Due regard to be given to the Kardinya Activity Centre Structure Plan. Land use permissibility shall be in accordance with Centre-C3 zone.

   (b) Amend clause 19 additional uses, Table 4 to remove additional use No.9.

   (c) Amend Table 7 – Additional site and development requirements, No.1, Centre Zone – C3 (District Centres) (3) (a) to remove the plot ratio reference 'Kardinya 1.0'.

   (d) Amend clause 33 – Additional site and development requirements for areas covered by structure plan, activity centre plan or local development plan, by adding the following:

      (1) Table 8 sets out requirements relating to development that are included in structure plans, activity centre plans, and local development plans that apply in the scheme area.

UNCONFIRMED

(2) The specific development standards set out under this Clause and the associated Schedule B prevail to the extent of any inconsistencies with any other standard or provisions of the Scheme.

Table 8 – Additional Requirements that apply to land in Scheme Area

No.	Description of Land		Requirement
1	Kardinya Activity Centre Plan	(a)	Development shall comply with any site or development requirement set out in Schedule B of this scheme.

(e) Insert Schedule B – Additional site and development requirements for area covered by structure plan, activity centre plan or local development plan.

<u>Kardinya</u>

a. The subdivision and development of all land within the Kardinya Activity Centre shall have due regard to the Kardinya Activity Centre Plan.

b. The owner of any lot affected by the 'Future Main Street' within the C2 zone identified in a WAPC approved Activity Centre Plan shall cede the required area free of cost to the City as a condition of any significant development or subdivision approval and construct and drain the road to the specification and satisfaction of the City.

c. The owner of any lot affected by a 'Future Easement In-Gross' identified in a WAPC approved Activity Centre shall be required to be provide an easement in gross to the benefit of the City, free of cost, as a condition of any significant development or subdivision approval and construct and drain the easement area to the specification and satisfaction of the City.

d. The following are hereby extinguished:

1. The covenant affecting the land comprising Lot 17 on Diagram 47556, 1 South Street, Kardinya (Certificate of Title Volume 1614, Folio 190) which is registered against the title of the land (Registration No. A961664) made pursuant to a deed dated 19 November 1974 between The Swan Brewery Company Limited and Karshop Pty Ltd and Kardinya Projects Pty Ltd.

2. The easement affecting the land comprising Lot 17 on Diagram 47556, 1 South Street, Kardinya (Certificate of Title Volume 1614, Folio 190) which is registered against the title of the land (Registration A961669) made pursuant to a deed dated 19 November 1974 between The Swan Brewery Company Limited and Karshop Pty Ltd and Kardinya Projects Pty Ltd.

3. The easement affecting the land comprising Lot 17 on Diagram 47556, 1 South Street, Kardinya (Certificate of Title Volume 1614, Folio 190) which is registered against the title of the land (Registration C259866) made pursuant to a deed dated 31 October 1979 between The Equity Trustees Executors and Agency Company Limited and Euston Nominees Pty Ltd.

e. Residential lots that are identified within the Kardinya Activity Centre Plan which abut the South Street road reservation are required to meet the following:

UNCONFIRMED

1. The determining authority shall not grant approval to any increase in single, grouped or multiple dwelling yield or recommend approval for subdivision in the area identified, unless:

    I. A Local Development Plan has first been prepared and approved over the site;
    II. The subject lot(s) or site is provided with permanent legal access to a public road other than South Street that is capable of providing trafficable vehicle access to the site; and
    III. The subdivision and/or development does not entirely prejudice the ability for any other site within the same street block from obtaining access from a public road, other than South Street.

UNCONFIRMED

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

(a) The Amendment is consistent with the City's Local Planning Strategy and the Residential Zone Local Planning Scheme 6.

(b) The scope of the amendment is limited to a defined site.

(c) The Amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

(d) The Amendment satisfies the definition of a standard amendment and does not reflect the characteristics of a complex or basic amendment.

Dated this___ day of _____ 20_____

_____
(Chief Executive Officer)

UNCONFIRMED

PLANNING REPORT

1. INTRODUCTION

The purpose of this proposed amendment is to facilitate the implementation of the Kardinya District Activity Centre Plan (KDACP).

The KDACP has been prepared as per the requirements of State Planning Policy 4.2 Activity Centres for Perth and Peel.

The Statutory Planning Committee (SPC) of the Western Australian Planning Commission (WAPC) at its meeting of 21 September 2021. The WAPC resolved the following:

1. *Require the City of Melville to advertise modifications to the Kardinya Activity Centre Plan in accordance with Attachment A, in accordance with the Clause 22 (2) of Schedule 2 – Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions);*

2. *Include Attachment A the Key Public Space, Indicative Centre Street and Indicative Centre Pedestrian Links as shown on Attachment 9 – City of Melville Proposed Modified ACP Plan;*

3. *Request the City of Melville advertise these modifications to the Kardinya Activity Centre Plan concurrently with a Scheme Amendment required to implement the ACP, in accordance with Clause 18 of the Deemed Provisions or a longer period as may be required to be consistent with the Scheme Amendment Process; and*

4. *Request that the City of Melville subsequently provides a report on the Kardinya Activity Centre Plan modifications to the Western Australian Planning Commission in accordance with clause 22(2) of the Deemed Provisions.*

A revised KDACP has been prepared in accordance with Resolutions 1 & 2 above. The Scheme Amendment is proposed in response to Resolution 3.

2. AFFECTED AREA

The subject site is located within the suburb of Kardinya and is situated approximately 13km southwest of the Perth Central Business District. The proposed Scheme Amendment relates to the area shown in Figure 1. The Amendment area comprises the Kardinya District Centre and adjoining residential area included within the boundary of the Kardinya District Centre Activity Centre Plan (KDCACP).

The District Centre comprises the Kardinya Park and Kardinya Square Shopping Centre sites with the adjoining residential component characterised by a mix of historic low/medium density built form.

UNCONFIRMED

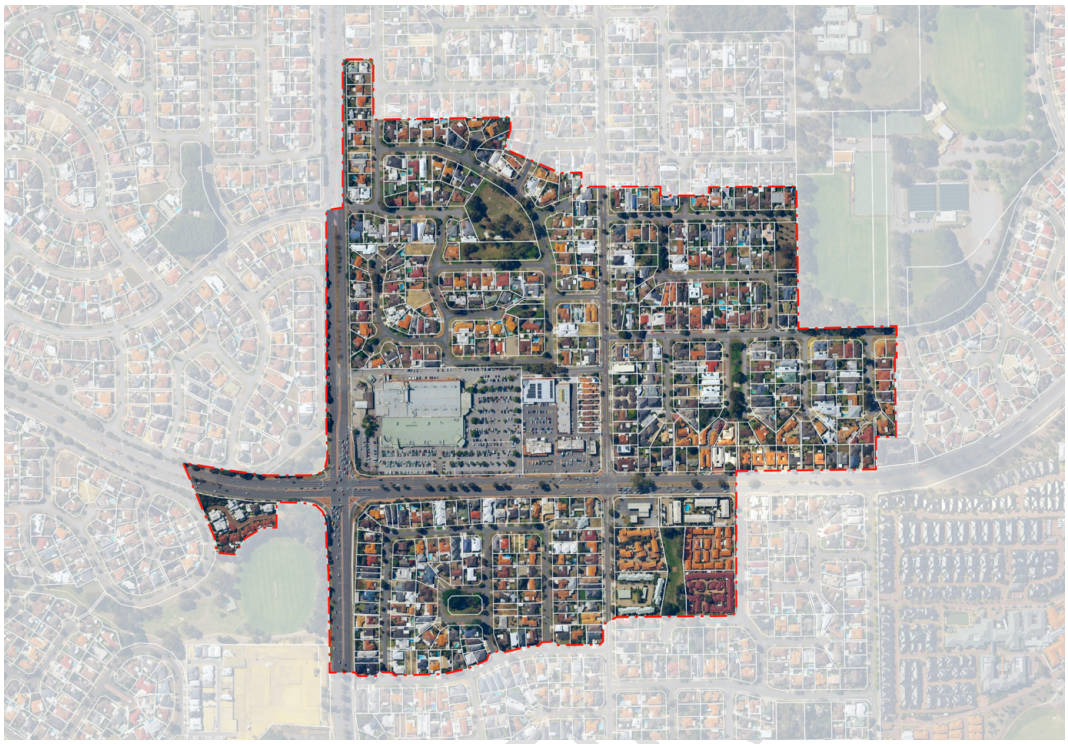


FIGURE 1: KARDINYA SCHEME AMENDMENT & ACTIVITY CENTRE PLAN BOUNDARY

3. BASIS FOR SCHEME AMENDMENT

The Scheme Amendment proposes to amend LPS6 only where necessary to implement the KDCACP. On this basis the following modifications to LPS6 are required:

- Scheme Map: Re-designate the Centre zone classification applicable to the Kardinya Park District Centre from "C3" to "C2" to reflect adoption of an Activity Centre Plan for the Kardinya District Centre.
- Scheme Map: Re-designate the eastern edge of Lot 17 South Street from "Centre" zone to "Local Road Reservation"
- Scheme Map: Rezone various lots on the eastern side of Gilbertson Road between South Street and Williamson Road from "Residential R50" to "Mixed Use R80" as per the KDCACP.
- Scheme Map: Amend density codes within the KDCACP area as required to reflect the density codes as proposed within the KDCACP.
- Scheme Text: Amend the Scheme Text as required to facilitate the implementation of the KDCACP including modification where existing contents of the Scheme contradict KDCACP proposals and inclusion of additional clauses as required to facilitate implementation of the KDCACP.

In addition to proposals specifically identified in the KDCACP the Scheme Amendment proposes to extinguish one covenant and two easements which impact on the ability for the District Centre to be developed to its potential consistent with the local and State planning framework.

UNCONFIRMED

Section 69(1) of the *Planning and Development Act 2005* (PD Act) provides the ability for a planning scheme (or amendment) to make "*provision for all or any purpose, provisions, powers or works referred to in Schedule 7."*

Clause 11(1) of Schedule 7 of the PD Act provides that a planning scheme may provide for the *"extinguishment or variation of any restrictive covenant, easement or right of way."*

The PD Act is not discriminative as to the limit of the application of extinguishing encumbrances via a Scheme Amendment process but any proposal to amend or remove an encumbrance must be based on justifiable planning grounds.

Covenant

Covenant A961664 has existed over the site since 1975 when the original landowner had intentions of using a portion of land for the purposes of an industrial scale brewery. The original landowner subsequently subdivided off and sold the majority of the land subject to a covenant to prevent competition with its planned brewery. The brewery ultimately didn't eventuate, and the balance of the site was subsequently sold off.

The Covenant restricts the use of any part of the Kardinya Park Shopping Centre property for any purpose which involves the sale of liquor. It was put in place as part of a commercial arrangement and was not applied to the site in the first instance to achieve any specific land use planning objective. The balance of the site, once sold, underwent numerous subdivisions, amalgamations and strata-titling resulting in substantial entities with registered interests in the land now comprising the District Centre.

It is noted that the land burdened by the covenant has accommodated the sale of liquor, in contradiction of the covenant, for over 20 years. The owner of the Kardinya Park Shopping Centre site has advised that it has completed searches and attempted to provide notice and obtain consent of relevant parties in order to try and remove the covenant via the Supreme Court and Registrar of Titles. Obtaining the simultaneous consents of all those who had an interest in the land (as required) was not achievable as not all of the registered interest holders could be found resulting from a regular turnover of interest holders in the totality of the original landholding.

As noted, Clause 11 (1) of Schedule 7 of the PD Act 2005 provides the authority for a planning scheme to extinguish a restrictive covenant where there is a planning purpose in doing so.

It is a clear intent of both the State and local planning framework for a District Centre to provide a combination of land uses that relate to retail, entertainment and medical. The combination of these land uses accommodates the daily and weekly needs of the immediate catchment and locality. To fulfil this vision, the ability to sell liquor throughout the District Centre is an important component of a modern, well-functioning and vibrant entertainment precinct and District Centre. The delivery of this vision will be constrained if the historical covenant remains.

The City's Local Planning Strategy, endorsed by the WAPC on 18 April 2016 outlined the following in respect to the future vision of Kardinya District Centre:

UNCONFIRMED

The modelling for Kardinya indicated that the centre is trading close to the maximum floorspace for the catchment size. Increasing the amount of floorspace at the centre is likely to require an increase in the catchment size.

This could be achieved through increasing the size of the local population increasing the attractiveness of the centre (i.e. significantly increasing the offer of goods and services, and therefore floorspace, at the centre).

The vision for the future of centre should be considered in the context of the role the centre is playing in meeting local demand for goods and services, and the role it plays in the overall activity centre network.

In order to fulfil this vision and achieve the intended development outcome of the KDACP, after hours entertainment land uses are supported and encouraged to operate throughout the District Centre.

Specifically, there are a number of land uses which are explicitly defined in LPS6 by their ability to be licensed under the *Liquor Control Act 1988*. These land uses can be approved under the Scheme within the "Centre" zone. The historical covenant has the potential to prevent these land uses from operating, despite being approvable uses under LPS6. The planning objective for an activated mixed use district centre is therefore potentially constrained by the historic covenant. As such there is a genuine planning purpose served by providing for extinguishment of the covenant as part of LPS6 via this amendment.

Historical Easements

The Scheme Amendment also proposes to extinguish two historical easements under Clause 11(1) of Schedule 7. These easements directly affect the Kardinya Park Shopping Centre property. A961669 extends across the northern boundary of the property, while C259866 runs in a north-south orientation along the eastern boundary of the property where it abuts the adjoining Kardinya Square Shopping Centre property.

Easement A961669 was originally created to provide continued access to North Lake Road for the eastern part of the now District Centre at a time when the surrounding road network was underdeveloped. This route became superfluous when surrounding road upgrades occurred in the late 1970's.

The easement has also been severed from the lots it was originally intended to service. When the Brophy Street road reservation was created, it was made wider (18 metres) than the existing 10 metre wide easement. This led to the eastern lots no longer having direct access to the easement. The area impacted by the easement was also required to be gated by the City of Melville due to anti-social behaviour and instances of 'rat-running' in the early 1990's. This restricted use of this area to deliveries and staff car parking only.

These management measures continued to be implemented and have been further reinforced by the conditions imposed on subsequent development approvals. As such the continued need for this easement is questioned.

Again, an easement can be extinguished where it is demonstrated there is a planning purpose in doing so. It may be considered that the easement was originally put in place to provide a planning purpose in providing access to the land in question and that this planning purpose has now been assumed by the public road infrastructure now in place.

UNCONFIRMED

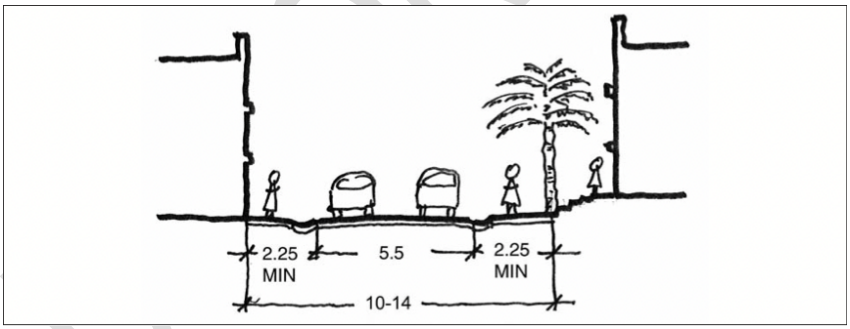
The original intent of Easement C259866 was to provide access to the building currently accommodating a supermarket on former Lot 31 as the land to the east of the centre had been subdivided with no lawful access to South Street at that point in time. This changed when the land was re-amalgamated and then strata-titled.

The KDCACP identifies the development of a District Centre "Main Street" along the alignment of current easement C259866. This has also been identified and accommodated within the development approval issued for the redevelopment of the Kardinya Park Shopping Centre site. The easement purpose could potentially limit street level activation initiatives such as alfresco dining, street and landscaping etc. envisaged under the KDCACP as it restricts use of this area for access purposes only. On this basis there is a planning purpose to extinguish this easement in support of the KDCACP.

To ensure the purpose/intent of the easement remains protected, under the KDCACP a 'local road' reservation is proposed to be provided over the existing easement which has a total width of 12.19 metres. This 'local road' reservation will be entirely within the Kardinya Park Shopping Centre property. It is intended that Lot 17 will cede this land to the Crown for the creation of a road reserve as part of a future subdivision process. This will ensure the purpose of the easement remains but that street activation can be implemented.

While this road reservation may be added to in the future as and redevelopment within the abutting Lot 31 occurs the amendment does not include any part of Lot 31 within the proposed reservation.

The 12.19 metres proposed within Lot 17 can function as a main street environment. In accordance with Liveable Neighbourhoods 2009, the future main street can be considered as a *Small Town Centre Street* which ranges between 10-14 metres in width, see extract below.



Liveable Neighbourhoods 2009: Small Town Centre Street

The reservation will not trigger any compensation claims as there is no injurious affection as the same land is precluded from development by an easement in any event.

Inserting a provision into a planning scheme which requires a road reserve to be ceded has been prescribed previously. The City of Stirling Local Planning Scheme No.3 as part of the Mirrabooka Activity Centre Plan mandated a similar requirement stating:

6.8.12 Public Road Connections
AMD 85 GG 12/06/18

a) The owner of any lot affected by a 'Fixed Future Road Reserve' or 'Indicative Future Road Reserve' delineated in a WAPC approved Activity Centre Plan, shall cede the required road reserve free of cost as a condition of development or subdivision approval and construct and drain the road to the specification of the Council.

This is important to note, as there is existing precedent for scheme provisions to prescribe specific requirements to help successfully achieve the intent of an ACP.

4. CONCLUSION

The proposed amendment provides statutory support to implement the KDACP and is consistent with the Statutory Planning Committee resolution on behalf of the WAPC made on the 21 September 2021.

UNCONFIRMED

Planning and Development Act 2005

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

Local Planning Scheme Number 6

Amendment Number: 13

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme as follows:

Scheme Map Changes:

(a) Redesignating the "Centre" zone classification applicable to the Kardinya District Centre from "C3" to "C2" to reflect adoption of the Activity Centre Plan.

(b) Deleting the "Centre" zone for a width of 12.19m wholly within Lot 17 (1-15) South Street along the length of the eastern boundary of Lot 17 (1-15) South Street and designating it as local road reserve.

(c) Including within the boundary of the Kardinya District Centre the "AR1" 'Additional Requirement' designation.

(d) Rezoning various lots on the eastern side of Gilbertson Road between Williamson Road and South Street from "Residential R50" zone to "Mixed-Use R80" zone.

(e) Amending the R-Coding of Lot 315 (No.42) Gillet Drive from "R20" to "R60".

(f) Amending the R-Coding of lots zoned "Residential" within the Kardinya District Centre Activity Centre Plan area from "R25" and "R40" to "R40" and "R60" as required to reflect density codes identified within the Kardinya District Centre Activity Centre Plan.

Scheme Text Changes:

(a) Amend 'Note 1' of Table 3 – Zoning Table to state: Kardinya Centre – Due regard to be given to the Kardinya Activity Centre Structure Plan. Land use permissibility shall be in accordance with Centre-C3 zone.

(b) Amend clause 19 additional uses, Table 4 to remove additional use No.9.

(c) Amend Table 7 – Additional site and development requirements, No.1, Centre Zone – C3 (District Centres) (3) (a) to remove the plot ratio reference 'Kardinya 1.0'.

(d) Amend clause 33 – Additional site and development requirements for areas covered by structure plan, activity centre plan or local development plan, by adding the following:

(1) Table 8 sets out requirements relating to development that are included in structure plans, activity centre plans, and local development plans that apply in the scheme area.
(2) The specific development standards set out under this Clause and the associated Schedule B prevail to the extent of any inconsistencies with any other standard or provisions of the Scheme.

UNCONFIRMED

Table 8 – Additional Requirements that apply to land in Scheme Area

No.	Description of Land		Requirement
1	Kardinya Activity Centre Plan	(b)	Development shall comply with any site or development requirement set out in Schedule B of this scheme.

(e) Insert Schedule B – Additional site and development requirements for area covered by structure plan, activity centre plan or local development plan.

<u>Kardinya</u>

(a) The subdivision and development of all land within the Kardinya Activity Centre shall have due regard to the Kardinya Activity Centre Plan.

(b) The owner of any lot affected by the 'Future Main Street' within the C2 zone identified in a WAPC approved Activity Centre Plan shall cede the required area free of cost to the City as a condition of any significant development or subdivision approval and construct and drain the road to the specification and satisfaction of the City.

(c) The owner of any lot affected by a 'Future Easement In-Gross' identified in a WAPC approved Activity Centre shall be required to be provide an easement in gross to the benefit of the City, free of cost, as a condition of any significant development or subdivision approval and construct and drain the easement area to the specification and satisfaction of the City.

(d) The following are hereby extinguished:

1. The covenant affecting the land comprising Lot 17 on Diagram 47556, 1 South Street, Kardinya (Certificate of Title Volume 1614, Folio 190) which is registered against the title of the land (Registration No. A961664) made pursuant to a deed dated 19 November 1974 between The Swan Brewery Company Limited and Karshop Pty Ltd and Kardinya Projects Pty Ltd.

2. The easement affecting the land comprising Lot 17 on Diagram 47556, 1 South Street, Kardinya (Certificate of Title Volume 1614, Folio 190) which is registered against the title of the land (Registration A961669) made pursuant to a deed dated 19 November 1974 between The Swan Brewery Company Limited and Karshop Pty Ltd and Kardinya Projects Pty Ltd.

3. The easement affecting the land comprising Lot 17 on Diagram 47556, 1 South Street, Kardinya (Certificate of Title Volume 1614, Folio 190) which is registered against the title of the land (Registration C259866) made pursuant to a deed dated 31 October 1979 between The Equity Trustees Executors and Agency Company Limited and Euston Nominees Pty Ltd.

(e) Residential lots that are identified within the Kardinya Activity Centre Plan which abut the South Street road reservation are required to meet the following:

1. The determining authority shall not grant approval to any increase in single, grouped or multiple dwelling yield or recommend approval for subdivision in the area identified, unless:

    i. A Local Development Plan has first been prepared and approved over the site;
    ii. The subject lot(s) or site is provided with permanent legal access to a public road other than South Street that is capable of providing trafficable vehicle access to the site; and

UNCONFIRMED

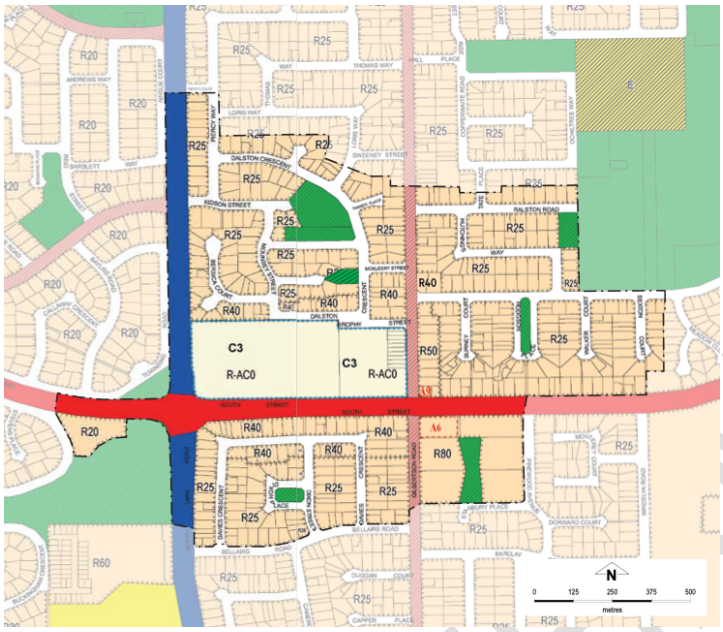
iii. The subdivision and/or development does not entirely prejudice the ability for any other site within the same street block from obtaining access from a public road, other than South Street

UNCONFIRMED

City of Melville

Local Planning Scheme No.6

Existing Zoning



AMENDMENT MAP

LEGEND

- ACP Boundary
- R-Code Boundary
- Centre
- Residential
- Mixed Use
- Public Open Space
- Primary Regional Roads
- Other Regional Roads
- Local Distributor Road
- AR1 — Additional Site Requirements
- A1 — Additional Use
- Local Road

Proposed Zoning

LEGEND

- ACP Boundary
- R-Code Boundary
- Centre
- Residential
- Mixed Use
- Public Open Space
- Primary Regional Roads
- Other Regional Roads
- Local Distributor Road
- AR1 — Additional Site Requirements
- A1 — Additional Use
- Local Road

FORM 6A

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the City of Melville at the Ordinary Meeting of the Council held on the _____
_____

……
MAYOR

……
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the City of Melville at the Ordinary Meeting of the Council held on the _____ proceed to advertise this Amendment.

……
MAYOR

……
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of City of Melville at the Ordinary Meeting of the Council held on the _____ and the Common Seal of the City of Melville was hereunto affixed by the authority of a resolution of the Council in the presence of:

……
MAYOR

……
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

……
DELEGATED UNDER S.16 OF THE P&D ACT 2005

DATE……

UNCONFIRMED

FORM 6A – CONTINUED

APPROVAL GRANTED

……
MINISTER FOR PLANNING

DATE……

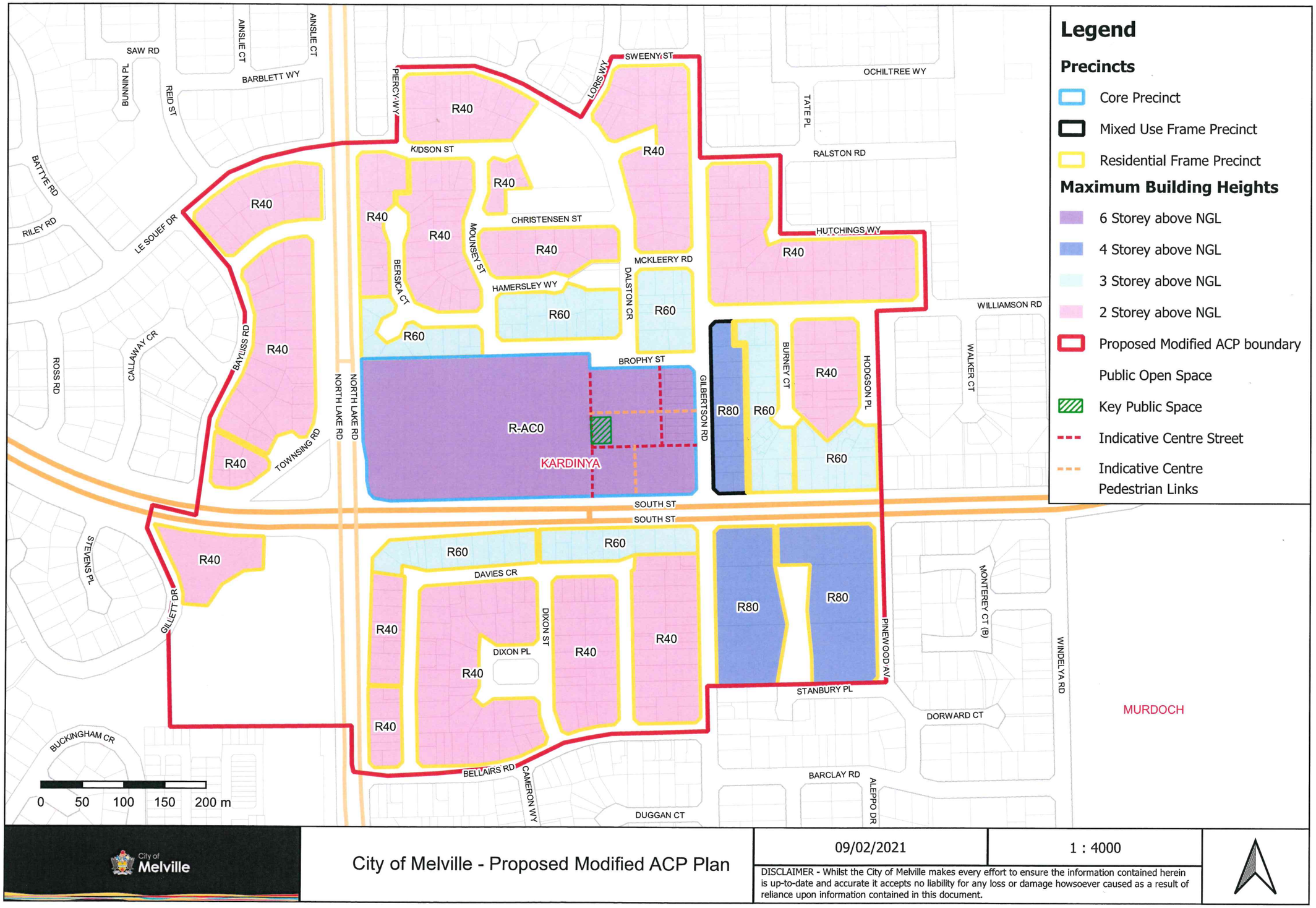
UNCONFIRMED

Filename:	Kardinya Scheme Amendment CoM Revisions[1][1].docx
Directory:	/Users/callum.thatcher/Library/Containers/com.microsoft.Word/Data/Documents
Template:	Normal.dotm
Title:	
Subject:	
Author:	Campbell Green
Keywords:	
Comments:	
Creation Date:	10/10/2022 15:07:00
Change Number:	2
Last Saved On:	10/10/2022 15:07:00
Last Saved By:	Callum Thatcher
Total Editing Time:	0 Minutes
Last Printed On:	10/10/2022 15:07:00

As of Last Complete Printing

Number of Pages:	17
Number of Words:	4,113
Number of Characters:	22,259 (approx.)

UNCONFIRMED


Legend
Precincts
Core Precinct
Mixed Use Frame Precinct
Residential Frame Precinct
Maximum Building Heights
6 Storey above NGL
4 Storey above NGL
3 Storey above NGL
2 Storey above NGL
Proposed Modified ACP boundary
Public Open Space
Key Public Space
Indicative Centre Street
Indicative Centre Pedestrian Links
SAW RD
AINSLIE CT
BARBLETT WY
BUNNIN PL
REID ST
PIERCY WY
SWEENY ST
LORIS WY
OCHILTREE WY
TATE PL
RALSTON RD
KIDSON ST
BATTYE RD
RILEY RD
LE SOUEF DR
CHRISTENSEN ST
HUTCHINGS WY
MOUNSEY ST
BERSICA CT
MCKLEERY RD
HAMERSLEY WY
DALSTON CR
WILLIAMSON RD
ROSS RD
CALLAWAY CR
BAYLISS RD
TOWNSING RD
NORTH LAKE RD
BROPHY ST
GILBERTSON RD
BURNEY CT
HODGSON PL
WALKER CT
R-AC0
KARDINYA
SOUTH ST
STEVENS PL
GILLETT DR
DAVIES CR
DIXON ST
DIXON PL
PINEWOOD AV
MONTEREY CT (B)
WINDELYA RD
STANBURY PL
DORWARD CT
MURDOCH
BUCKINGHAM CR
BELLAIRS RD
CAMERON WY
DUGGAN CT
BARCLAY RD
ALEPPO DR
R40
R60
R80
0 50 100 150 200 m
City of Melville
City of Melville - Proposed Modified ACP Plan
09/02/2021
1 : 4000
DISCLAIMER - Whilst the City of Melville makes every effort to ensure the information contained herein is up-to-date and accurate it accepts no liability for any loss or damage howsoever caused as a result of reliance upon information contained in this document.

Attachment 4: Proposed Activity Centre Plan Submission Schedule July 2023			
No.	**Submission**	**City Comment**	**Recommendation**
1	I'm usually not an opinionated person so my sentiments on the plan will be blunt: I hate the activity centre plan. Infill is necessary but should be limited to duplex and battle-axe developments. No multi-storey developments please: they will only line the pockets of developers and leave the rest of the population who want to access the area facing increased congestion. Scrap the whole plan please: here's one ratepayer that doesn't want it. It should be put to a referendum before it goes ahead.	Noted. Preparation of an Activity Centre Plan is a requirement under the State Planning Framework. The City's recommended modified ACP more closely aligns with the submitters stated preferences.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
2	I am happy with the proposed modifications	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
3	The land use intensification associated with this Activity Centre Plan should recognise that for the safety of pedestrians using the Centre, including for people with mobility impairment, it is much safer to construct kerbs with as low height as practicable, and in barrier format rather than with semi mountable profile which has to be stepped over, rather than simply stepped up/down like a step with barrier kerb. This will align with advice by the City that barrier kerb will be	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	used at Canning Bridge Activity Centre. The importance of providing safe infrastructure, particularly for the elderly and those with mobility impairment, cannot be overstated. Pedestrian falls are a significant source of hospitalisation throughout the City, with the rate of hospitalisation due to falls in car parks being " alarming". Ongoing attention to surface condition of paths and car parks is critical.		
4	I am strongly in opposition to increasing the permitted heights within the core precinct from 6 stories to 7 stories (for non-residential) and 9 stories (for residential) and inclusion of 12 stories at the corner of Gilbertson Road and South Street. The limit of one 9 storey building and max limit of 6 storeys is a reasonable compromise which will provide impetus to the urban infill and vibrancy to the area. This will have additional significant adverse impact on the traffic and diminish the lifestyle of the existing community.	The City recommended Activity Centre Plan recommends a maximum of six storeys reflecting the current planning framework and is considered to remain appropriate for the Kardinya District Centre.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
5	I think it is a great idea and I 100% support the new proposal.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
6	I have no opposition to the shopping centre at Kardinya, being developed, as this benefits the entire community, as long as adequate parking is provided for	The area referred to by the submission is not altered by the proposed Activity Centre Plan; it is already zoned Residential R80 and buildings up to 4 storeys in height are	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the

UNCONFIRMED

	the increased customers planned on attending this shopping centre. The residential area bounded by South St, Gilbertson Rd, Pinewood Ave, and Stanbury Place, needs amending though. This area is zoned R80, which is high density, and your plans have stated that 4 Storey above NGL can be built here. Many people that live in these areas are in rentals, social housing, and have low incomes. Your plan for the Kardinya Advancement Zone, will allow developers to purchase the properties in this area, for monetary gain, pushing the low-income people out of the area that I have mentioned above. Do you have any timeframe on when this may happen? I require an answer on this. Otherwise, I will be approaching the Hon. Peter Charles Tinley AM, MLA, Member for Willagee, whose office is also in the Kardinya Advancement Zone for advice on the matter. Please note that Peter Tinley is also a former Minister for Housing, and a former Shadow Minister for Planning. So, he is well equipped to advise on the matter.	currently permissible under the existing framework.	modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
7	I am in agreement with the redevelopment in as far as the building goes. But I am dead against any changes to the rezoning of the surrounding homes. The vested interests of some developer must not override the wishes of the community, especially when their proposed changes are detrimental to the	Preparation of an Activity Centre Plan (ACP) is a requirement of the State Planning Framework. As part of this requirement dwelling targets are required to be met for the ACP. The City recommended modified ACP achieves the required dwelling targets	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	amenity and enjoyment of the area. Denser development is not in the communities interests. I do not want 3 storey developments overlooking my home. I do not want increased traffic through the suburb. I do not want the attendant parking problems associated with denser development. We currently have some homes adjacent to ours with 5 and 6 cars per home! With cars regularly parked on the Jack O'Keefe Reserve.	while maintaining reasonable densities and heights previously indicated as generally acceptable in community engagement.	
8	I see no need to remove Townsing/Bayliss from ACP as we need more high density in Kardinya as Perth needs more housing that section of Kardinya would suit multiple stories as they overlook the city and to the hills also a walkway over south street bus side needs one should be in this ACP and Northlake as well as these two road are increasing in traffic also would fit with a train Line in future	The area referred to in the submission was recommended for inclusion in the City's recommended modified version of the ACP as it supports a more symmetrical catchment for the District centre within the ACP and isa more accurate reflection of the intent of the policy.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
9	I disagree with the modifications. Apart from the state government getting additional revenue by way of increased stamp duty there will be no direct benefit to any residents. The local schools and medical facilities are already at close to capacity, with the current population.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	The modified activity plan is solely a vehicle for developers to sell property at an increased price based on what could occur within the area and not what will occur. The Activity plan is used as a means to prevent any further meaningful discussion and planning as it relies on the SPC to rubber stamp any proposal.		
10	My name is Emma O'Dea, I live at 3A Walker Court Kardinya. As a Kardinya resident at Walker Court, I am now being directedly impacted by the proposed modifications. I have major concerns regarding the development proposal for the activity centre plan for the Kardinya District Centre. Although I have no objection to the upgrade of the shopping centre, my main concern is for the proposed re-zoning in the residential areas. I would like to lodge my strong objection against the developers seeking approval for re-zoning to build multi storey apartments in the residential areas. The quiet suburban streets, natural environment and family friendly character of Kardinya were drawcards for my choice to live here. I feel the excessive height and size of the future developments will hugely impact on the lifestyle of Kardinya residents and would not benefit the community. A height beyond a standard 2 storey house will significantly effect the privacy of the	The submitter is located in the new area included for the first time as part of the WAPC Statutory Planning Committee modified ACP. Inclusion of this area extends the ACP to well beyond the nominal 400m catchment guidance for an ACP under the relevant policy. It is therefore not needed to meet policy requirements or to deliver dwelling targets. The basis for this inclusion is therefore questioned and is not justified/supported in preference to the previously adopted City modified ACP.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	current residents on my street and surrounds. The changes would create increased traffic, noise, overcrowding and privacy issues.		
11	If I am reading correctly into the latest Scheme Amendment; it specifies that SPC have removed the area bounded by Bayliss Road, Le Souef Drive, North Lake Road, and Townsing Road, from the ACP. I disagree with removing this area from the ACP - I am in favour of having this section (Which does include my property at 6 Bayliss Rd) re-zoned to a higher density. Considering the proximity to the shopping centre re-development, it only makes sense to include. I am conscious of the prior concerns that this section of established homes are of a higher quality and won't necessarily benefit from the re-zoning. However, this only means that the option is there, and if there are only a few properties that take the opportunity to subdivide then the impact will be minimal anyway. (Continued into thoughts about Scheme Amendment).	The area referred to in the submission was recommended for inclusion in the City's recommended modified version of the ACP as it supports a more symmetrical catchment for the District centre within the ACP and isa more accurate reflection of the intent of the policy. It is however noted that the submitters property is on the western side of Bayliss road and therefore is not included within the ACP area in any version of the ACP.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
12	Dear Sir I fully support your plan Thank you	The submitter is located in the new area included for the first time as part of the WAPC Statutory Planning Committee modified ACP. Inclusion of this area extends the ACP to well beyond the nominal 400m catchment guidance for an ACP under the relevant policy. It is therefore not needed to meet	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

		policy requirements or to deliver dwelling targets. The basis for this inclusion is therefore questioned and is not justified/supported in preference to the previously adopted City modified ACP.	
13	I think it's good to delete the Le Souef area and confine the density increase to a designated area so that Kardinya appears a well-planned suburb, with distinctive pockets of it for specific dwelling types. It's a unique suburb due to having several "pockets", subdivided by main roads that cut through. I would like to propose the zoning change to increase to include the entire "pocket" that extends from Sommerville Blvd to South Street, left and right boundaries being North Lake Road and Gilbertson Road. This provides a clearer distinction and provide options for residents that prefer living close to shops, but not right at its doorstep for privacy reasons. Also, it's closer walking proximity to schools can be very attractive to families and therefore aid our suburb gain a younger demographic profile with more young families choosing to buy in.	Noted. The change as requested however exceeds the policy intent related to preparation of an ACP.	
14	We are currently living in the area that is proposed to have its density coding modified from R25 to R40 and R60 for the first time in the ACP. We are opposed to this plan to include our area as it will alter the character and feel of this kid-	The submitter is located in the new area included for the first time as part of the WAPC Statutory Planning Committee modified ACP.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended

UNCONFIRMED

	friendly cul de sac. We are also located some distance away from the main hub (Kardinya Shopping Centre). Furthermore, we have concerns regarding increased traffic flow as we are located near one of the carpark entrances to Morris Buzacott Reserve, which hosts a number of sporting clubs and community centre.	Inclusion of this area extends the ACP to well beyond the nominal 400m catchment guidance for an ACP under the relevant policy. It is therefore not needed to meet policy requirements or to deliver dwelling targets. The basis for this inclusion is therefore questioned and is not justified/supported in preference to the previously adopted City modified ACP.	modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
15	Currently Kardinya is a green leafy suburb with a good proportion of public open space and parkland. I'm concerned that this proposal will contribute even more to the loss of green canopy in the City of Melville and Perth in general. The existing trees in Kardinya are mostly mature and attract a wide variety of bird life. We've already seen a considerable loss of this very valuable amenity through infill development. We need green spaces. We need to increase the green canopy not decrease it, as a change to high density development in Kardinya will do.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
16	I would like our area Kardinya to stay a single level dwelling only, with large blocks, not able to be subdivided into smaller blocks. I don't want to lose the leafy green suburb we have. Families, couples or singles need to be able to have a suburb that is full of trees and big yards. I don't want multistorey developments in	The area referred to in the submission was recommended for inclusion in the City's recommended modified version of the ACP as it supports a more symmetrical catchment for the District centre within the ACP and isa more accurate reflection of the intent of the policy.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	Kardinya, it just brings crime and people crammed in together brings mental anguish, if people want to live in units there is plenty of places in Cockburn or Perth CBD.		
17	I am opposed to the modifications because they increase the density and reduce the tree and green areas, which we rather would need more of.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
18	This is absolutely disgusting, and my wife and I totally oppose the rezoning of the areas including the amendments for the Kardinya District Centre Activity Centre Plan. We have been living here in a nice suburb since 1984, have spent large amounts of money renovating our home and gardens and take pride in our house and where we live. This is just an underhanded ploy by greedy developers, who very likely do not live in this area, to get more people into their shops, and of course it gives the City of Melville more rates revenue - this is being done without any care to local residents. This rezoning will turn our suburb into a ghetto, massive street parking issues, low socio-economic high density living areas will be created. and Kardinya is one of the few remaining suburbs with lots of trees which will be totally removed to allow for this proposed high density living. Having the ability to build a building up to 9	Preparation of an Activity Centre Plan (ACP) is a requirement of the State Planning Framework. As part of this requirement dwelling targets are required to be met for the ACP. The City recommended modified ACP achieves the required dwelling targets while maintaining reasonable densities and heights previously indicated as generally acceptable in community engagement. The City recommended Activity Centre Plan recommends a maximum of six storeys reflecting the current planning framework and is considered to remain appropriate for the Kardinya District Centre.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	stories on the corner of South Street and Gilbertson Road will be an absolute eye sore. This whole development has an extremely high chance of devaluing our area and my real estate value - PLEASE do not allow this rezoning proposal to be approved. The Kardinya Park shopping centre proposal is very flawed and will not create a nice Karrinyup or Garden City type shopping centre environment, it is too small an area to do this. Have a look at other failed developments in other lower income suburbs with high density living - disaster. Garry and Wendy Hunter.		
19	I do not agree with the deletion of the six storey maximum height limit requested by the City as part of its recommended modifications and replacing it with seven storeys for non-residential buildings, nine storeys for residential buildings and up to 12 storeys at two landmark. Have considerations be made for green spaces, walking and cycling paths around the precinct, in line with the City's commitment to reach net zero by 2050?	The City recommended Activity Centre Plan recommends a maximum of six storeys reflecting the current planning framework and is considered to remain appropriate for the Kardinya District Centre. The proposed ACP provides indicative pedestrian/vehicle routes as well as an indicative future opportunity of provision of some form of public space.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
20	I oppose the inclusion of the new area including Hodgson Place and Sexton Court for more high rise development. More high rise in the area isn't conducive to what is a well orientated family suburb. I oppose the placing back of the area	The City's recommended modified version of the ACP meets all policy requirements, had elicited member and wide community support. The WAPC Statutory Planning Committee (SPC) modifications are not necessary to meet policy requirements	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended

UNCONFIRMED

	around Kidson & Dalston Crescent. The community fought hard to have these streets removed from the original plan and which the Council agreed. We don't want them included now. There is already so much infill in the area and more high rise isn't warranted. The streets & cul de sacs won't cope with the increased traffic - the increase in street parking is already a problem in many areas with the infill to date. I oppose the increasing of height restrictions in the Core Precinct. The additional area that would be included for these high rises once again does not fit in with the family friendly nature of the suburb.	including dwelling targets and no clear policy requirement under the relevant ACP policy has been demonstrated as requiring the modification proposed by the SPC. The City modified ACP is considered as best delivering the intent of the policy requirements.	modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
21	I am a resident who bought after the proposal began and this is my first opportunity for comment. I am against the visual pollution of buildings more than 3 storeys high, in what I understood to be (and what IS a residential area). I am also against increased density living buildings such as multi storey apartments. This is because traffic on South Street and surrounds around Kardinya Shopping Centre is already heavy, and increased residential density combined with additional traffic attracted by the expanded shopping centre, will significantly worsen this. Increased noise pollution from this will also result and will negatively impact local residents' quality of life not to mention property values.	Preparation of an Activity Centre Plan (ACP) is a requirement of the State Planning Framework. As part of this requirement dwelling targets are required to be met for the ACP. The City recommended modified ACP achieves the required dwelling targets while maintaining reasonable densities and heights previously indicated as generally acceptable in community engagement.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	Finally, the neighbourhood around the shopping centre is strewn with abandoned shopping trolleys from the local Coles and Kmart, and this will only worsen with increased population and/or patronage of the the shopping centre. Consequently, something MUST be done to prevent people from taking trolleys from the grounds of the shopping centre.		
22	I am the Centre manager of Kardinya Park Shopping Centre. I reside in the City of Melville and write in support of the proposed Activity Centre Plan (ACP) along with supporting Scheme Amendment (SA) for Kardinya. The reasons for my support are: • The ACP will allow for greater housing diversity within the precinct and will also assist in supporting the redevelopment of the retail and commercial properties within the centre. • The ACP will also bring with it long-term infrastructure improvements including footpaths, street trees, public transport and lighting improvements. • The changes are likely to hasten the broader redevelopment and amenity enhancement in the area. • I understand encumbrances will be removed from the centres title, making redevelopment easier.	Noted. The City recommended modified ACP meets all policy requirements and the SPC modifications are not needed to achieve this. The City recommended modified ACP meets all policy requirements and the SPC modifications are not needed to achieve this. The City recommended modified ACP meets all policy requirements and the SPC	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	• I understand the Scheme Amendment is essential for the ACP to come into effect.	modifications are not needed to achieve this. Noted. Noted.	
23	I understand that the City of Melville has publicised potential changes to the planning scheme and changes to the ACP driven by the Kardinya Park Shopping Centre. We are retail tenants at the centre, and I am writing to let you know that we support the changes. Beyond that we look forward to welcoming more people living in nearby higher density properties to hopefully increase local property prices.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
24	I supported the ACP as originally advertised. That remains my preferred model, but I support the proposed ACP and Scheme Amendment as now advertised and would like to see it approved and implemented quickly. As well as more people living in the catchment, this will I believe assist in bringing on broader development in the area.	The City recommended modified ACP meets all policy requirements and the SPC modifications are not needed to achieve this.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
25	This is a letter in support of the advertised ACP and local scheme changes. We support these because the	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that

UNCONFIRMED

	enhanced density, urban amenity and property values are all good for the sustainability of the centre and our business at the centre. Thank you for your consideration.		it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
26	The revised Activity Centre Plan appears to contradict the rationale for extending the ACP towards the east. If the goal was to encompass highly walkable areas and implement denser zoning, it might be more practical to expand the western area instead. Footbridges across North Lake road could be constructed to facilitate access, and this area is much nearer to the ACP (a 5-10 minute walk). In my view, the City of Melville's original ACP is more fitting and would better support the area's future development in a symmetrical and walkable manner.	The area referred to in the submission was recommended for inclusion in the City's recommended modified version of the ACP as it supports a more symmetrical catchment for the District centre within the ACP and is a more accurate reflection of the intent of the policy.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
27	The SPC modification of the C of M version of the Kardinya ACP does not make sense. I can't find any published reasons for their exclusion of the entire area west of North Lake Rd. which is very close to the shopping centre and then include an area to the east of Hodgson Pl. to Sexton Crt. which is well away from the shopping centre. Also residences whose frontage faces South St. have been zoned R60 (3 story apartments). What a nightmare for traffic along the already very very busy South St.		The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

28	I oppose the inclusion of another area (Sexton Place, Hodgson Place)as this will increase the area with permitted high rise. I also oppose the change putting back the area around Kidson and Dalston for the same reason. I strongly oppose the changes of the permitted heights in the Core Precinct from 6 story to between 7and 9 story. I also strongly oppose the massive 12 story buildings on the landmark sites. I want to have the Councils Draft Modified Plan....without the 12 story buildings.	The area referred to in the submission was recommended for inclusion in the City's recommended modified version of the ACP as it supports a more symmetrical catchment for the District centre within the ACP and isa more accurate reflection of the intent of the policy.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
29	Thank you for considering the communities comments and I appreciate the opportunity to further comment on the proposed modifications to the proposed ACP. As noted in our previous submission of 9 January 2021, we are of a mind to support a suitably amended proposal and note that the proposed modifications are largely improved, but would benefit from further refinement, predominately in terms of building heights. The area near Aldi and Chicken Treat, now considered part of the commercial area, has a proposed height of nine stories. Consideration should be given to the necessity and impacts of such height in this area and suggest that four stories would be a reasonable compromise.	The City recommended Activity Centre Plan recommends a maximum of six storeys reflecting the current planning framework and is considered to remain appropriate for the Kardinya District Centre.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	Buildings should also have a reasonable setback from the surrounding streets. Although residential building heights have been reduced on some lots, there are some streets where three stories have still been proposed. This includes Hamersley way, Bersica Court, Dalston Crescent, Burney Court and Davies Crescent. Such height is considered excessive in narrow streets and would negatively affect privacy of surrounding residents and impact traffic flow. Based on the same reasoning , we also suggest that the four stories proposed along Gilbertson Road be reduce, preferably to two stories. As mentioned in our initial submission of 3 September 2020, *"We are very surprised to learn that our house has been included in the ACP without any correspondence from the developer, or choice to whether we wanted to be included in the ACP. We are also unsure why our house is included, when we are on the very outer edge and our zoning remains the same at two stories."* We noted that since the initial submission, the ACP boundary was reduced and that we were pleased that our property was no longer included in the proposed modified ACP. I now note	The City recommended modified ACP achieves the required dwelling targets while maintaining reasonable densities and heights previously indicated as generally acceptable in community engagement.	

UNCONFIRMED

	that although this was recommended by the City, SPC have chosen to re-include our area within the proposal and as such, our initial comments stand firm that we oppose this proposal. We would also like to confirm our support for the Council's modified proposal to limit the height of apartments at the Kardinya Shopping Centre Development to nine stories as opposed to the 15-20 stories proposed by the developers. Thank you for considering the communities concerns.	The area referred to in the submission was recommended for inclusion in the City's recommended modified version of the ACP as it supports a more symmetrical catchment for the District centre within the ACP and isa more accurate reflection of the intent of the policy. The City recommended Activity Centre Plan recommends a maximum of six storeys reflecting the current planning framework and is considered to remain appropriate for the Kardinya District Centre.	
30	I act for the Owners of Strata Plan 15353, being the Kardinya Square shopping centre (Kardinya Square). The purpose of my letter is to make a submission on behalf of my clients on The proposed *Kardinya District Centre Activity Centre Plan* (ACP). My client is pleased to see that Kardinya Square has been included in the core of the Activity Centre, and that		The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	heights have been distributed equally over the whole of the core area. Kardinya Square strongly objects to the inclusion of the 'Key Public Space' on its property. Given the Kardinya Park Shopping Centre land holding is approximately twice the size of the Kardinya Square land holding, it is unfair and inequitable to expect a significant portion of that land to be given over for a public space, together with multiple street and pedestrian access ways. It is telling that none of those obligations have been imposed on the neighbouring site It should also be noted that Kardinya Square is a strata-titled shopping centre. The sites for public open space, and pedestrian links and proposed streets are located on common property to the Strata Scheme, and in one instance, through an existing strata lot. The likelihood of wholesale redevelopment of the site is unlikely within the time frame of the ACP. If the City was serious about requiring land to be given over for the purpose of public open space, then this should be	The ACP indicates provision for an area of key public space within the District Centre in the most central area available. It does not specify the nature or size of this space with the intention that this would be resolved with landowners as part of any future redevelopment proposal. Provision of such a space responds to policy imperatives for an ACP. The reality is that as a development approval has already been issued and development has commenced under this approval for the Kardinya Park shopping Centre property, prior to an ACP, by the State, there is opportunity within this site for such spaces. The ACP does not seek to predict when a private landowner may proceed with development or the nature of that development but does seek to provide guidance to items such as a public space and linkages so these may be taken into consideration whenever development might occur whether within the duration of this ACP or a future one.	

UNCONFIRMED

	provided by the landowner capable and motivated to develop, rather than burdening another landowner with this requirement. The drafter of this ACP seems to have quite deliberately shown all required urban form requirements on my clients' land in circumstances where they either knew, or ought to have known that none of these things will be capable of delivery. In this regard, the ACP is a complete artifice designed to allow the adjoining landowner to develop its site unfettered. This is not orderly and proper planning.	The ACP does not refer to Public Open Space but to a public space; a space which may be available for the public. The ACP seeks to respond to relevant policy requirements and objectives within the constraints existing at the District Centre. Providing guidance for future development design within the District Centre is considered wholly consistent with orderly and proper planning.	
31	I do not support the modifications to the modified ACP. Initial objection rate to the change in ACP was over 90%. One's property is one's main investment in most people's life. People work hard, people make sacrifices, people struggle to own their own homes. To change the condition of purchase is not right. The council came up with a reasonable compromise to the initial proposed ACP. I do not see the reason for the extension of the R40 & R60 zoning and the inclusion of the areas not included in the initial proposal other than to support the already approved 9 storey (the residents were not made aware – residents thought	Noted. The area referred to in the submission was recommended for inclusion in the City's recommended modified version of the ACP as it supports a more symmetrical	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	they were developing the shopping centre – most people didn't realise it was going up to nine stories) development of the shopping centre. We do not need a 9 storey shopping centre in Kardinya. Garden City doesn't have sufficient crowds for another major shopping centre. I strongly oppose the 12 storey development marked by 2 yellow stars on the proposed development. This is a suburb not the City. Want to maintain the feel of a suburb. I want to see the sky when I go to the park at the end of the working day to relax, exercise or exercise our pets. It is just beautiful and relaxing to the mind to see the open space – see the sky and sunset without being dotted by high rise. It is like going to the ocean and looking at the vast open space. What that visual does to ones mental being is hard to quantify in words. Most of us don't have time to drive to the beach but a walk to the park is manageable in one's busy day. All the issues that high density living brings. The congestion, noise, lack of privacy and issue with neighbours due to lack of distance (especially if one has pets – important to ones well being). Density living causes stress. The whole proposal has caused many people anger	catchment for the District centre within the ACP and is a more accurate reflection of the intent of the policy. The City recommended Activity Centre Plan recommends a maximum of six storeys reflecting the current planning framework and is considered to remain appropriate for the Kardinya District Centre.	

UNCONFIRMED

	and stress, hence the high objection rate to the initial proposal. It is clear what the people want. Melville Council did come up with a good compromise to the initial proposal. I strongly object to the modifications as they are an agenda to support Already approved development of the shopping centre. Last month one retail outlet closed in Garden City and this month another retail outlet is shutting its doors. You go to the cinema at Garden City and the attendance is 20% - 40%. The retail next to Bunnings in South Street closed down pre Covid. Don't need another huge shopping outlet. Just a decent suburban shopping centre to meet the residents needs. Certainly, don't need the density increased to support a shopping development when existing shopping can cater for the needs. Strongly oppose to high rise in suburbs. It is not what the residents purchased. Unfortunately, this is not a simple case of returning the wrong order. It is going to cause someone stress, time, money, energy and inconvenience to relocate. Legally there should be recourse to claim for this. This is not what I paid money for – a big chunk of my pay goes towards my mortgage, and I work hard to have what I have.		

UNCONFIRMED

	Melville Council has done a good job taking into account the residents view in proposing the modifications (attachment 2- excluding the yellow stars – BIG NO). No high rise in residential area. The beauty of Perth. It was so refreshing to come to Perth and see suburbs of Perth after living 10 years in Sydney. Don't distort the feel of the suburb. Its what people paid for.		
32	We write in relation to the proposed Kardinya District Centre Activity Centre Plan. We are supportive of the revised Kardinya District Activity centre Plan and the rezoning planned under the scheme amendment and hope to see these both implemented ASAP.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
33	Please accept this letter as confirmation that we support the proposed planning changes in the area via the advertising Scheme Amendment and Activity Centre Plan for the Kardinya centre. We look forward to the potential sales uplift that will hopefully result from the changes being implemented.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
34	Pleas take this letter as a statement in favour of the advertised modifications to the Kardinya District Activity Centre Plan and Scheme Amendment. I hope to see developments in the area taking place in the very near future.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	We hope you take this letter into consideration on this matter.		
35	Thank you for the opportunity to comment on the proposed changes to the draft Kardinya District Centre Activity Centre Plan (ACP) and Scheme Amendment (SA). Dato Holdings Pty Ltd (Dato) is the proponent of the plan through its ownership of the Kardinya Park Shopping Centre. Dato holds significant other property interests in the proposed ACP precinct, being lot 187,188 and 189 Blyth Row along with lot 88 Mounsey Street Kardinya. In the City of Melville's (City's) consideration of the proposed ACP and accompanying SA, Dato believes the following points are crucial; 1. As a District Centre, under SPP 4.2 – Activity Centres for Perth and Peel, density performance targets for each District Centre are specified and are required to be met. 2. The present catchment area of the proposed ACP has a residential catchment of a 9.4 dwellings per hectare and should ideally be 30. 3. The City of Melville's own Local Planning Strategy also references the need for an increase in density, particularly along transit	The City recommended modified ACP meets these targets therefore further modifications are unnecessary. The City recommended modified ACP meets these targets therefore further modifications are unnecessary.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	corridors such as North lake Road and South street. 4. The ACP will, allow for greater housing diversity within and surrounding the centre. 5. It will also assist in supporting the redevelopment of the retail and commercial properties within the centre. 6. It is intended to bring with it long-term infrastructure improvements including footpaths, street trees, public transport and lighting improvements. 7. The new area in the revised addition is a welcome addition. 8. The Scheme Amendment of course is essential to give effect to the ACP and to clear our title of encumbrances that limit development.	The City recommended modified ACP meets these targets therefore further modifications are unnecessary. The City recommended modified ACP meets these targets therefore further modifications are unnecessary. Noted. The City recommended modified ACP meets these targets therefore further modifications are unnecessary. The area referred to in the submission was recommended for inclusion in the City's recommended modified version of the ACP as it supports a more symmetrical catchment for the District centre within the ACP and isa more accurate reflection of the intent of the policy.	
36	Greenreef Holdings Pty Ltd (Greenreef) owns property within the relevant precinct (Lots 22 and 28 on Gilbertson Road and		The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that

UNCONFIRMED

	Lot 30 on Brophy Street, in Kardinya). We appreciate being given this chance to review and provide feedback on the Draft Kardinya District Centre Activity Centre Plan (ACP) and related proposed Scheme Amendment (SA). Greenreef supports the proposal and believes the following is relevant for the City to consider: • District Centres have required density performance targets under SPP 4.2 (Activity Centres for Perth and Peel) and the City's local planning strategy supports higher density, especially along transit corridors (e.g. North Lake Road and South Street). • The ACP and SA will increase the amount of dwellings per hectare in the relevant area . The new area in the ACP is a welcome addition.	The City recommended modified ACP meets these targets therefore further modifications are unnecessary. The City's recommended modified ACP already delivers the required dwelling targets, therefore the additional area proposed in the SPC modifications is not required in order to meet these targets.	it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
37	7-Eleven is a lessee at Kardinya Park Shopping Centre, situated on the North Lake Road boundary. We are therefore a direct stakeholder in the advertised		The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the

UNCONFIRMED

	Activity Centre Plan (ACP) and its appurtenant Scheme Amendment (SA). 7-Eleven supports the ACP and SA on the following basis: • The ACP and SA will increase the amount of dwellings per hectare in the relevant area, therefore increasing population density. This is obviously a positive for local businesses, including ours, across the medium and long term. • The new area in the ACP is well within the Centres walkable catchment area. • I believe the ACP/SA will assist the Centre's developer in the proposed further re-development. This in turn will support our business.	The City's recommended modified ACP already delivers the required dwelling targets, therefore the additional area proposed in the SPC modifications is not required in order to meet these targets. Incorrect. The new area exceeds the usual walkable catchment as applied in relevant policy. Noted.	modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
38	Please consider this letter of support for this centre's ACP and scheme amendment and the changes advertised on the City's website. This initiative has my support as it will drive trade from a greater number of visitors to the centre which in turn will drive sales and business for the centres businesses.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
39	I understand the City of Melville has publicised potential changes to the planning scheme and changes to the	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that

UNCONFIRMED

	ACP driven by Kardinya Park Shopping centre. We are retail tenants at the Centre, and I am writing to let you know that we support the changes. Beyond that we look forward to welcoming more people living in nearby higher density properties to hopefully increase local property prices.	This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
40	I am writing to show my support for proposed modifications to the amended Kardinya District centre Plan and Scheme Amendment- as advertised by the City of Melville. I look forward to seeing everything come together as quickly as possible.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
41	I understand the City of Melville has publicised potential changes to the planning scheme and changes to the ACP driven by Kardinya Park Shopping centre. We are retail tenants at the centre, and I am writing to you to let you know that we support the changes. Beyond that we look forward to welcoming more people living in nearby higher density properties to hopefully increase local property prices	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
42	I am writing to let you know that I am in favour of the proposed modifications to the Kardinya District Shopping Centre Plan and Planning Scheme.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the

UNCONFIRMED

		whatever version of the proposed ACP is finally adopted.	modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
43	I support the advertised Kardinya District Centre Activity Centre Plan and Scheme Amendment. To me, this project appears worthwhile and could help to boost business in the centre, especially if there are more people living nearby.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
44	I am a commercial retail tenant of the Kardinya Park Shopping Centre. I agree with the most recently advertised version of the ACP. On top of that , I also support the supporting Scheme Amendment. In particular I support the fact that more people would be living near the centre, which would increase customer foot traffic in the shopping centre.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
45	Please find this letter in support of the proposed modifications to the Kardinya District Centre Plan (we also supported the original draft). We very much hope that it brings new, much needed business opportunities to Kardinya Park Shopping Centre and attracts more customers.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
46	I understand the City of Melville has publicised potential changes to the planning scheme and changes to the ACP driven by Kardinya Park Shopping centre. We are retail tenants at the Centre, and I am writing to let you know that we support the changes. Beyond that we	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

	look forward to welcoming more people living in nearby higher density properties to hopefully increase local property prices.		
47	I reside in the City of Melville and write in support of the proposed Activity Centre Plan (ACP) along with supporting Scheme Amendment (SA) for Kardinya. The reasons for my support are: • The ACP will allow for greater housing diversity within the precinct and also assist in supporting the redevelopment of the retail and commercial properties within the centre. • The ACP will also bring with it long term infrastructure improvements including footpaths, street trees, public transport and lighting improvements. • The changes are likely to hasten the broader redevelopment of and amenity enhancement in the area. • I understand encumbrances will be removed from the centres title making redevelopment easier. • I understand the scheme amendment is essential for the ACP to come into effect.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. Every version of the proposed ACP is expected to bring these improvements. Noted. Noted. Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

48	I am in favour of the advertised changes to the Kardinya Park Shopping Centre Plan. I understand it will help the redevelopment and that the Scheme Amendment is required to go with it.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
49	We are in favour of the density and rezoning proposed by the Scheme Amendment and ACP.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
50	I am in favour of the advertised changes to the Kardinya Park Shopping Centre Plan. I understand it will help the redevelopment and that the Scheme Amendment is required to go with it.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
51	ATCO Gas Australia (ATCO) has no objection to the proposed application, based on the information and plan provided.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
52	No comment.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

53	Reticulated water is available to the Activity Centre via the 610S Distribution main on Gilbertson Road. Preliminary review indicates that the network is capable of servicing the development within the area however proponents of developments of significant scale should request servicing advise from Water Corporation to ensure any scheme upgrades required can be advised of at an early stage. Reticulated sewer is available to the Activity Centre area. The Le Souef Drive Pump Station collects wastewater from the majority of the area. The increase in dwellings will necessitate an increase in the pump[p rate of the pump station. This will be programmed into the Corporations capital program and delivered when needed. There is 150VC pipe that runs north-south through the existing shopping centre lot on the corner of North Lake Road and South Street. Any developments on this lot will need to consider the location of the sewer and design accordingly.	Noted.	The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.
54	As the proposed modifications do not give certainty that the concerns raised previously in our correspondence dated 30 October 2020 and 8 January 2021 will be resolved, Main Roads position remains the same, in that we object to the draft ACP for the following reasons:	Main Roads Western Australia (MRWA) has previously expressed some concerns in relation to some of the original proponents supporting documentation and it is understood the proponent was liaising with MRWA to address/clarify this issue. The WAPC should not issue final approval to the ACP until it is satisfied that these	The WAPC should not approve the ACP until it is satisfied concerns raised by MRWA have been appropriately addressed. The City advise the WAPC that it does not support the further modifications to the ACP proposed by the Statutory Planning Committee and reiterate that it supports approval of the ACP subject to the

UNCONFIRMED

	1. The draft ACP has a number of errors and issues and requires amendment. 2. The Transport Impact Assessment (TIA) has errors and requires amendment. Our detailed comments on the draft ACP and revised TIA are enclosed.	matters have been addressed to its satisfaction.	modifications proposed in the City's recommended modified ACP as previously resolved by the Council at its meeting of 16 March 2021.

UNCONFIRMED

Attachment 5 Proposed Amendment 15 Submission Schedule July 2023			
No.	**Submission**	**City Comment**	**Recommendation**
1	I am happy with the proposed Scheme Amendments.	Noted.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
2	I think it is a great idea and I 100% support the new proposal. The houses facing South Street should be included in the amendment which makes perfect sense.	Noted.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
3	Why should a failed development be given any consideration at all. No, no and no to any changes to the existing development zoning in Kardinya.	Noted.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
4	Zoning should be all change in ACP. Including where I live on boulder -I should be able to put 3 blocks on my site. In 47 Townsing road not just 2 as it stands as a corner block.	The proposed Scheme Amendment is for the purpose of implementing the ACP only. The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
5	I would like to lodge my strong objection against the developers seeking approval for re-zoning to build multi storey apartments in the residential areas. A height beyond a standard 2 storey house will significantly effect the privacy of the current residents on my street and surrounds. The changes would	Noted.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	create increased traffic, noise, overcrowding and privacy issues.		
6	If I am reading correctly into the latest Scheme Amendment; it specifies that SPC have removed the area bounded by Bayliss Road, Le Souef Drive, North Lake Road, and Townsing Road, from the ACP. I disagree with removing this area from the ACP - I am in favour of having this section (Which does include my property at 6 Bayliss Rd) re-zoned to a higher density. Considering the proximity to the shopping centre re-development, it only makes sense to include. I am conscious of the prior concerns that this section of established homes are of a higher quality and won't necessarily benefit from the re-zoning. However, this only means that the option is there, and if there are only a few properties that take the opportunity to subdivide then the impact will be minimal anyway. (Continued into thoughts about Scheme Amendment). Personally, I feel that there is more potential to add newer homes of quality in this area with the subdivision potential, which will increase the area presence. I myself would certainly consider demolishing my house, to subdivide, retain a lot	The WAPC Statutory Planning Committee (SPC) modifications to the ACP are reflected in the Scheme Amendment. The changes referred to by the submitter reflect the SPC proposed modifications. The amendment will ultimately need to reflect the final version of the ACP and be modified accordingly as required. The submitter refers to his property being within the ACP boundary however it is in fact outside the ACP. Under the City's recommended modifications to the ACP, Bayliss Road forms the ACP boundary with properties on the eastern side within the ACP and properties on the west outside. The submitters property is located on the western side of Bayliss and is therefore not within the ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	and build a smaller home of high quality and design - Should this section of with Bayliss Rd be approved/ incorporated into the ACP.		
7	I fully support your plan	Noted.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
8	I think it's good to delete the Le Souef area and confine the density increase to a designated area so that Kardinya appears a well-planned suburb, with distinctive pockets of it for specific dwelling types. It's a unique suburb due to having several "pockets", subdivided by main roads that cut through. I would like to propose the zoning change to increase to include the entire "pocket" that extends from Sommerville Blvd to South Street, left and right boundaries being North Lake Road and Gilbertson Road. This provides a clearer distinction and provide options for residents that prefer living close to shops, but not right at its doorstep for privacy reasons. Also, it's closer walking proximity to schools can be very attractive to families and therefore aid our suburb gain a younger demographic profile with more young families choosing to buy in.	Supports exclusion of area west of North lake Road as per SPC modifications but seeks expansion of ACP further north on eastern side of North Lake Road. The proposed ACP boundary in the City recommended modified ACP delivers all policy requirements and therefore further modification to the ACP boundary as shown in the City recommended modified ACP is unnecessary. The Scheme Amendment should therefore reflect the ACP modified boundary.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

9	We are currently living in the area that is proposed to have its density coding modified from R25 to R40 and R60 for the first time in the ACP. We are opposed to this plan to include our area as it will alter the character and feel of this kid-friendly cul de sac. We are also located some distance away from the main hub (Kardinya Shopping Centre). Furthermore, we have concerns regarding increased traffic flow as we are located near one of the carpark entrances to Morris Buzacott Reserve, which hosts a number of sporting clubs and community centre.	The proposed ACP boundary in the City recommended modified ACP delivers all policy requirements and therefore further modification to the ACP boundary as shown in the City recommended modified ACP is unnecessary. The Scheme Amendment should therefore reflect the ACP modified boundary.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
10	I am opposed to the Scheme Amendment because of the increase of the density and reduction of tree and green areas, which we rather would need more of. I am also opposed to the height of the buildings planned.	Noted. Modifying the amendment to reflect the City's recommended modified ACP will respond to the submitters concerns.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
11	This is absolutely disgusting, and my wife and I totally oppose the rezoning of the areas including the amendments for the Kardinya District Centre Activity Centre Plan. We have been living here in a nice suburb since 1984, have spent large amounts of money renovating our home and gardens and take pride in our house and where we live. This is just an underhanded ploy by greedy	Preparation of an ACP (and any scheme amendment necessary to implement it)is a requirement of the State Planning Framework. The City's recommended modified ACP delivers all State Policy requirements and targets while minimizing impacts from increases in density/ building heights etc. This version of the ACP should be adopted	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	developers, who very likely do not live in this area, to get more people into their shops, and of course it gives the City of Melville more rates revenue - this is being done without any care to local residents. This rezoning will turn our suburb into a ghetto, massive street parking issues, low socio- economic high density living areas will be created. and Kardinya is one of the few remaining suburbs with lots of trees which will be totally removed to allow for this proposed high density living. Having the ability to build a building up to 9 stories on the corner of South Street and Gilbertson Road will be an absolute eye sore. This whole development has an extremely high chance of devaluing our area and my real estate value - PLEASE do not allow this rezoning proposal to be approved. The Kardinya Park shopping centre proposal is very flawed and will not create a nice Karrinyup or Garden City type shopping centre environment, it is too small an area to do this. Have a look at other failed developments in other lower income suburbs with high density living - disaster. Garry and Wendy Hunter.	and the proposed Scheme Amendment modified to reflect it.	
12	I oppose the increased building heights in the Scheme Amendment and request the previous heights in	The amendment should be modified to reflect the City recommended modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect

UNCONFIRMED

	the Modified ACP as agreed by Council be accepted.		the City's recommended modified Activity Centre plan for the Kardinya District Centre.
13	I am a resident who bought after the proposal began and this is my first opportunity for comment. I am against the visual pollution of buildings more than 3 storeys high, in what I understood to be (and what IS a residential area). I am also against increased density living buildings such as multi storey apartments. This is because traffic on South Street and surrounds around Kardinya Shopping Centre is already heavy, and increased residential density combined with additional traffic attracted by the expanded shopping centre, will significantly worsen this. Increased noise pollution from this will also result and will negatively impact local residents' quality of life not to mention property values.	Preparation of an ACP (and any scheme amendment necessary to implement it)is a requirement of the State Planning Framework. The City's recommended modified ACP delivers all State Policy requirements and targets while minimizing impacts from increases in density/ building heights etc. This version of the ACP should be adopted and the proposed Scheme Amendment modified to reflect it	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
14	I am the Centre manager of Kardinya Park Shopping Centre. I reside in the City of Melville and write in support of the proposed Scheme Amendment (SA) for Kardinya. I understand encumbrances will be removed from the centres title, making redevelopment easier.	Noted.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	I understand the Scheme Amendment is essential for the ACP to come into effect.		
15	I understand that the City of Melville has publicised potential changes to the planning scheme and changes to the ACP driven by the Kardinya Park Shopping Centre. We are retail tenants at the centre, and I am writing to let you know that we support the changes. Beyond that we look forward to welcoming more people living in nearby higher density properties to hopefully increase local property prices.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's recommended modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
16	I support the proposed ACP and Scheme Amendment as now advertised and would like to see it approved and implemented quickly. As well as more people living in the catchment, this will I believe assist in bringing on broader development in the area.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's recommended modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
17	This is a letter in support of the local scheme changes. We support these because the enhanced density, urban amenity and property values are all good for the sustainability of the centre and our business at the centre. Thank you for your consideration.	Noted. The basis of support appears the perceived benefit to businesses located within the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's recommended modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

18	Proposing to increase the height of the core area seems to contradict the logic behind extending the high-density zoning in Walker Close and Sexton Close to R40 and R60. It's crucial to prioritize a compact core that's well-connected to public transportation. Expanding towards the east appears to reflect an excessive emphasis on accommodating car access while minimizing civil infrastructure expenses, without making significant progress towards establishing a functional town centre.	The City's recommended modified ACP delivers all State Policy requirements and targets while minimizing impacts from increases in density/ building heights etc. This version of the ACP should be adopted and the proposed Scheme Amendment modified to reflect it.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
19	The Scheme Amendment changes the residential density and zoning around the shopping centre. I don't believe we need this. The current densities and zoning already cater well for the suburb. We see houses on large blocks being demolished and 2 (sometimes 3) residences built in their place. Also lots of blocks are being "battle axed". From my observation there is no other suburb in the C of M where this is happening at the pace it is in Kardinya. Kardinya does not need high rise developments.	Preparation of an ACP (and any scheme amendment necessary to implement it)is a requirement of the State Planning Framework. The City's recommended modified ACP delivers all State Policy requirements and targets while minimizing impacts from increases in density/ building heights etc. This version of the ACP should be adopted and the proposed Scheme Amendment modified to reflect it.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
20	I oppose the inclusion of another area (Sexton Place, Hodgson Place)as this will increase the area	The City's recommended modified ACP delivers all State Policy requirements and targets while minimizing impacts from	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect

UNCONFIRMED

	with permitted high rise. I also oppose the change putting back the area around Kidson and Dalston for the same reason. I strongly oppose the changes of the permitted heights in the Core Precint from 6 story to between 7and 9 story. I also strongly oppose the massive 12 story buildings on the landmark sites. I want to have the Councils Draft Modified Plan....without the 12 story buildings.	increases in density/ building heights etc. This version of the ACP should be adopted and the proposed Scheme Amendment modified to reflect it.	the City's recommended modified Activity Centre plan for the Kardinya District Centre.
21	As mentioned in our initial submission of 3 September 2020, *"We are very surprised to learn that our house has been included in the ACP without any correspondence from the developer, or choice to whether we wanted to be included in the ACP. We are also unsure why our house is included, when we are on the very outer edge and our zoning remains the same at two stories."* We noted that since the initial submission, the ACP boundary was reduced and that we were pleased that our property was no longer included in the proposed modified ACP. I now note that although this was recommended by the City, SPC have chosen to re-include our area within the proposal and as such, our	Preparation of an ACP (and any scheme amendment necessary to implement it)is a requirement of the State Planning Framework. The City's recommended modified ACP delivers all State Policy requirements and targets while minimizing impacts from increases in density/ building heights etc. This version of the ACP should be adopted and the proposed Scheme Amendment modified to reflect it.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	initial comments stand firm that we oppose this proposal.		
22	I act for the Owners of Strata Plan 15353, being the Kardinya Square shopping centre (Kardinya Square). The purpose of my letter is to make a submission on behalf of my clients on proposed *Scheme Amendment No 15.* **Removal of restrictive covenant** A restrictive covenant is a property right. While there is a general power in the *Planning and Development Act 2005* for planning schemes to extinguish restrictive covenants, it is a power which should be used very sparingly. In this case, there is no evidence that a restriction on the adjoining property from selling liquor impacts on the implementation of the Activity Centre. This is quite unlike a scenario where (for example) the restriction relates to a broad land use, such as any retail land	Noted. **Removal of restrictive covenant** Advice has been received from the City's solicitors and is summarised following; • A local planning scheme may provide for extinguishment or variation of any restrictive covenant. • The power to vary/extinguish exists where there is a planning purpose in doing so. • A number of arguments have been made in support of doing so including: -The covenant has never been enforced. -It cannot be achieved via other mechanism.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	uses, where the restrictive covenant would have the effect of thwarting the implementation of the planning objectives for an area. In this regard, the City should have the lightest of touches to ensure that it is not interfering with legitimate, registered property rights. At the very least, the City's officers should advise *why* the restrictive covenant impacts on the implementation of the Activity Centre. Such an exercise has not been undertaken. My client reserves its right in this regard to challenge these provisions in the Supreme Court should they be pursued **Removal of easements** Again, an easement is a property right. The easements in question in this case provide access to my client's car parking areas, and are therefore essential to the operation of Kardinya Square. My client is most concerned	-Land in the Activity Centre will be zoned C2 under which there are a range of permissible land uses which involve the sale of liquor. The restrictive covenant prevents those uses from being carried out and consequently restricts the extent to which the land can achieve the full development outcome contemplated by the ACP. -In this regard permissible land uses that reference the Liquor Licensing Act in their definition and are therefore while potentially permitted under the scheme, but could be prevented from being established by the covenant include; -Brewery -Liquor store-large -Liquor store-small -Nightclub -Restaurant/café -Small bar -Tavern • The legal advice concludes there is a legitimate planning purpose in extinguishing the covenant so as to permit the sale of liquor. • As the extinguishment of a restrictive covenant is not a form of injurious affection no compensation is payable if it is extinguished.	

UNCONFIRMED

	that its easements might be extinguished in circumstances where there might be a hiatus between that point, and the road becoming a gazetted thoroughfare. In our view, the better option would for the City to acquire this land, and immediately create a road under the *Land Administration Act 1997* process. This would provide greater certainty as to timing. **Conclusion** We therefore request The removal of provisions from Amendment 15 extinguishing my clients' property rights.	• While there may be a potential risk that the beneficiary of the restrictive covenant could take some form of action, perhaps on the basis that extinguishment is in some way beyond power, the final form and contents of, and indeed whether any amendment proceeds is determined by the Minister for Planning, and therefore it is the Minister who will ultimately determine whether there is sufficient planning grounds to include clauses to extinguish the covenant. **Removal of easements** Legal advice has also confirmed that easements can be extinguished under this process based upon there being a sufficient planning basis for doing so. The submitters concern relates not so much to extinguishment of the existing easements but to any potential for, upon extinguishment, the risk of the owners of the Kardinya Square Shopping Centre site losing legal access across the Kardinya Park Shopping Centre site prior to the creation of the gazetted Road which will eventuate from the redevelopment of the Kardinya Park Shopping Centre property.	

UNCONFIRMED

		It is intended that extinguishment of the private easements will trigger immediate implementation of an easement in gross which will ensure ongoing access until such time as the public road is gazetted following its construction as part of the redevelopment of the Kardinya Park Shopping Centre. Prior to determining final approval of the proposed amendment, the Minister for Planning should be satisfied that the wording of relevant clauses triggering the easement in gross is appropriate to ensure this is provided when required.	
23	I do not see the reason for the extension of the R40 & R60 zoning and the inclusion of areas not included in the initial proposal.	Preparation of an ACP (and any scheme amendment necessary to implement it)is a requirement of the State Planning Framework. The City's recommended modified ACP delivers all State Policy requirements and targets while minimizing impacts from increases in density/ building heights etc. This version of the ACP should be adopted, and the proposed Scheme Amendment modified to reflect it.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
24	I do not want any extra height or new areas added to the existing Scheme Amendment.	Preparation of an ACP (and any scheme amendment necessary to implement it)is a requirement of the State Planning Framework. The City's recommended modified ACP delivers all State Policy requirements and	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

		targets while minimizing impacts from increases in density/ building heights etc. This version of the ACP should be adopted, and the proposed Scheme Amendment modified to reflect it.	
25	no increase in height permitted. Please	Noted. Modifying the amendment to reflect the City's recommended modified ACP will respond to the submitters concerns.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
26	I think there should be no increase in the height permitted and no extra areas involved.	Noted. Modifying the amendment to reflect the City's recommended modified ACP will respond to the submitters concerns.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
27	I oppose the increased building heights permitted and request the previous Modified ACP be accepted.	Noted. Modifying the amendment to reflect the City's recommended modified ACP will respond to the submitters concerns.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
28	We write in relation to the proposed Kardinya District Centre Activity Centre Plan. We are supportive of the revised Kardinya District Activity centre Plan and the rezoning planned under the scheme amendment and hope to see these both implemented ASAP.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
29	Please accept this letter as confirmation that we support the proposed planning changes in the area via the advertising Scheme Amendment and Activity Centre Plan for the Kardinya centre.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNSIGNED

	We look forward to the potential sales uplift that will hopefully result from the changes being implemented.	should be modified to reflect the City's modified ACP.	
30	Pleas take this letter as a statement in favour of the advertised modifications to the Kardinya District Activity Centre Plan and Scheme Amendment. I hope to see developments in the area taking place in the very near future. We hope you take this letter into consideration on this matter.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
31	Thank you for the opportunity to comment on the proposed Scheme Amendment (SA). Dato Holdings Pty Ltd (Dato) is the proponent of the plan through its ownership of the Kardinya Park Shopping Centre. Dato holds significant other property interests in the proposed ACP precinct, being lot 187,188 and 189 Blyth Row along with lot 88 Mounsey Street Kardinya. In the City of Melville's (City's) consideration of the proposed SA, Dato believes the following points are crucial; 1. As a District Centre, under SPP 4.2 – Activity Centres for Perth and Peel, density	As the City recommended modified ACP delivers the items described by the submitter, the proposed scheme amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	performance targets for each District Centre are specified and are required to be met. 2. The present catchment area of the proposed ACP has a residential catchment of a 9.4 dwellings per hectare and should ideally be 30. 3. The City of Melville's own Local Planning Strategy also references the need for an increase in density, particularly along transit corridors such as North lake Road and South street. 4. The ACP will, allow for greater housing diversity within and surrounding the centre. 5. It will also assist in supporting the redevelopment of the retail and commercial properties within the centre. 6. It is intended to bring with it long-term infrastructure improvements including: footpaths, street trees, public transport and lighting improvements. 7. The new area in the revised addition is a welcome addition. 8. The Scheme Amendment of course is essential to give effect to the ACP and to clear		

UNCONFIRMED

	our title of encumbrances that limit development.		
32	Greenreef Holdings Pty Ltd (Greenreef) owns property within the relevant precinct (Lots 22 and 28 on Gilbertson Road and Lot 30 on Brophy Street, in Kardinya). We appreciate being given this chance to review and provide feedback on the Draft proposed Scheme Amendment (SA). Greenreef supports the proposal and believes the following is relevant for the City to consider: • District Centres have required density performance targets under SPP 4.2 (Activity Centres for Perth and Peel) and the City's local planning strategy supports higher density, especially along transit corridors (e.g. North Lake Road and South Street). • The SA will allow for greater diversity and density of both business and housing in the centre and its surrounds. • The ACP and SA will increase the amount of dwellings per hectare in the relevant area . The new area in the ACP is a welcome addition.	As the City recommended modified ACP delivers the items described by the submitter, the proposed scheme amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

33	7-Eleven is a lessee at Kardinya Park Shopping Centre, situated on the North Lake Road boundary. We are therefore a direct stakeholder in the Scheme Amendment (SA). 7-Eleven supports the SA on the following basis: • The ACP and SA will increase the amount of dwellings per hectare in the relevant area, therefore increasing population density. This is obviously a positive for local businesses, including ours, across the medium and long term. • The new area in the ACP is well within the Centres walkable catchment area. • I believe the ACP/SA will assist the Centre's developer in the proposed further re-development. This in turn will support our business.	As the City recommended modified ACP delivers the items described by the submitter, the proposed scheme amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
34	Please consider this letter of support for this centre's ACP and scheme amendment and the changes advertised on the City's website. This initiative has my support as it will drive trade from a greater number of visitors to the centre	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	which in turn will drive sales and business for the centres businesses.		
35	I understand the City of Melville has publicised potential changes to the planning scheme and changes to the ACP driven by Kardinya Park Shopping centre. We are retail tenants at the Centre, and I am writing to let you know that we support the changes. Beyond that we look forward to welcoming more people living in nearby higher density properties to hopefully increase local property prices.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	
36	I am writing to show my support for proposed modifications to the amended Kardinya District centre Plan and Scheme Amendment- as advertised by the City of Melville. I look forward to seeing everything come together as quickly as possible.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
37	I understand the City of Melville has publicised potential changes to the planning scheme and changes to the ACP driven by Kardinya Park Shopping centre. We are retail tenants at the centre, and I am writing to you to let you know that we support the changes. Beyond that we look forward to welcoming more people living in	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	nearby higher density properties to hopefully increase local property prices		
38	I am writing to let you know that I am in favour of the proposed modifications to the Kardinya District Shopping Centre Plan and Planning Scheme.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
39	I support the advertised Kardinya District Centre Activity Centre Plan and Scheme Amendment. To me, this project appears worthwhile and could help to boost business in the centre, especially if there are more people living nearby.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
40	I am a commercial retail tenant of the Kardinya Park Shopping Centre. I agree with the most recently advertised version of the ACP. On top of that , I also support the supporting Scheme Amendment. In particular I support the fact that more people would be living near the centre, which would increase customer foot traffic in the shopping centre.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
41	Please find this letter in support of the proposed modifications to the Kardinya District Centre Plan (we also supported the original draft). We very much hope that it brings new,	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	much needed business opportunities to Kardinya Park Shopping Centre and attracts more customers.	adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	
42	I understand the City of Melville has publicised potential changes to the planning scheme and changes to the ACP driven by Kardinya Park Shopping centre. We are retail tenants at the Centre, and I am writing to let you know that we support the changes. Beyond that we look forward to welcoming more people living in nearby higher density properties to hopefully increase local property prices.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
43	I reside in the City of Melville and write in support of the proposed Scheme Amendment (SA) for Kardinya. The reasons for my support are: • The ACP will allow for greater housing diversity within the precinct and also assist in supporting the redevelopment of the retail and commercial properties within the centre. • The ACP will also bring with it long term infrastructure improvements including footpaths, street trees, public transport and lighting improvements.	As the City recommended modified ACP delivers the items described by the submitter, the proposed scheme amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

	• The changes are likely to hasten the broader redevelopment of and amenity enhancement in the area. • I understand encumbrances will be removed from the centres title making redevelopment easier. • I understand the scheme amendment is essential for the ACP to come into effect.		
44	I am in favour of the advertised changes to the Kardinya Park Shopping Centre Plan. I understand it will help the redevelopment and that the Scheme Amendment is required to go with it.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
45	We are in favour of the density and rezoning proposed by the Scheme Amendment and ACP.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment should be modified to reflect the City's modified ACP.	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.
46	I am in favour of the advertised changes to the Kardinya Park Shopping Centre Plan. I understand it will help the redevelopment and that the Scheme Amendment is required to go with it.	Noted. The basis of support appears the perceived benefit to businesses located in the Kardinya Park Shopping Centre. This is expected to occur irrespective of whatever version of the proposed ACP is finally adopted. On this basis the amendment	The Minister for Planning be advised that the City supports approval of Amendment no 15 subject to modification of the amendment documentation to reflect the City's recommended modified Activity Centre plan for the Kardinya District Centre.

UNCONFIRMED

		should be modified to reflect the City's modified ACP.	

UNCONFIRMED