



City of
Melville

AGENDA

ORDINARY MEETING OF COUNCIL

NOTICE OF MEETING

I respectfully bring to the attention of Elected Members that an Ordinary Meeting of the Council will be held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 9 December 2025 commencing at 6:30 PM.

Gail Bowman
Chief Executive Officer

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

Use this link to access the [City of Melville Council Meetings YouTube channel](#) to watch the live stream or access the recordings of public Council meetings.



Vision

Vibrant, Sustainable, Inclusive Melville

Mission

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

Values

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

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

Our Approach

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



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

Making A Deputation

A deputation is a verbal presentation by one or more members of the public on a matter to be considered at the Council meeting. Deputations are made at the relevant Agenda Briefing Forum, held one week prior to the Ordinary Meeting of Council.

Information on making a deputation is available on the City's website. [Request to make a Deputation.](#)

Public Question Time

You can ask a question at a Council meeting during Public Question Time. Information on how to ask a question can be found on the City's website. [Public Question Time.](#)

Complex questions or those related to matters on the agenda and requiring a response at the meeting are "questions on notice" and should be submitted in writing, by the close of business the Tuesday prior to the meeting.

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Audio-Visual Recording and Live Streaming

In accordance with the Council Policy CP-088 Live Streaming and Audio-Visual Recordings of Public Meetings of the Council, this meeting is electronically recorded and broadcast to the [City of Melville Council Meetings YouTube Channel](#). 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. Learn more about [live streaming and audio-visual recordings of meetings](#) on the City of Melville website.

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

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

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1 OFFICIAL OPENING

2 ATTENDANCE AND APOLOGIES

In Attendance

Councillors

Ward

Officers

Apologies

On Approved Leave of Absence

Cr G Panayotou

Bicton - Attadale - Alfred Cove Ward

3 DECLARATIONS BY MEMBERS

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

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

4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Approved Deputations

Approved Written Submission

5 DISCLOSURE OF INTEREST

5.1 Financial or Proximity Interests

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

5.2 Disclosure of Interest That May Cause a Conflict

Under 22 *Local Government (Model Code of Conduct) Regulations 2021* or a City of Melville Code of Conduct)

6 PUBLIC QUESTION TIME

6.1 Questions Received with Notice

6.2 Questions Received at the Meeting

6.3 Questions Taken on Notice at Previous Meeting

6.3.1 Mr D Morley, Willagee

Agenda Briefing Forum 11 November 2025

At the Agenda Briefing Forum held on Tuesday, 11 November 2025, in accordance with section 6.8(1)(b) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, as the question was received without notice, the Presiding Member advised that the question would be taken on notice and a response provided in the Agenda for 9 December 2025 Ordinary Meeting of Council. This response is provided below.

Question 1:

Given that the concern among many of my fellow Willagee residents, who don't fully understand the electoral processes, is the Council able to identify who was responsible for selecting 26 March 2026 as the date for the extra-ordinary election, and what was the rationale behind closing that specific date?

Response:

The City is required to set the date for the extraordinary election (the Election Day). The Election Day for an extraordinary election is to be a day:

- that allows enough time for the electoral requirements to be complied with. The process requires up to 70 days after the election notice is published,
- not later than four months after the vacancy occurs (s4.9(2) of the Act), unless the Electoral Commission approves
- set within one month of the vacancy occurring.

For the purposes of an extraordinary election occurring, a vacancy is regarded as occurring when the CEO receives the notice of resignation.

To conduct an extraordinary election in 2025 would mean that the process would have run concurrent to the existing Ordinary Election, which could have been confusing for members of the public. Additionally, as the Western Australia Electoral Commission (the WAEC) is currently conducting other ordinary elections, they would likely not be able to support an extraordinary election conducted any earlier than 2026.

The WAEC have advised that they will be conducting extraordinary elections across the state in late March 2026, in order avoid conflict with the current 2025 Local Government Elections, the festive period and the summer school holiday period. Based on this information, the City in collaboration with the WAEC, made the decision to select 26 March 2026 as the date of the City's Extraordinary Election.

Ordinary Meeting of Council 18 November 2025

At the Ordinary Meeting of Council held on Tuesday, 18 November 2025, in accordance with section 6.8(1)(b) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, as the questions were received without notice, the Presiding Member advised that the questions would be taken on notice and a response provided in the Agenda for 9 December 2025 Ordinary Meeting of Council. The responses are provided below.

Preamble to Question 2:

Given that nearly half the City's urban forest is located on private properties and that canopy has decreased from 13.9% in 2016 to 12.5% in 2022 and given that tree canopy cover on private land has decreased from 6.7% to 3.6% over 30 years due to higher density residential development,

Question 2:

what property development innovations is Melville City Council considering or currently implementing to address this decline in canopy on private land?

Response 2:

The City is preparing a report for the December 2025 Ordinary Meeting of Council in relation to the issue of tree loss on private land. The approach being recommended by the City has been informed by the community consultation results and workshops with Elected Members.

Question 3:

What incentives could or are the Melville City Council currently providing eco-friendly property developers, such as Chris Ferreira's The Forever Project, whose inspired infill model in Hamilton Hill is increasing housing density whilst maintaining tree canopy?

Response 3:

The City is in the process of considering the preparation of an Environmentally Sustainable Development Local Planning Policy that will explore incentives and other mechanisms to promote sustainable development outcomes.

6.3.2 Mr J Meotti, Leeming

At the Ordinary Meeting of Council held on Tuesday, 18 November 2025, in accordance with section 6.8(1)(b) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, as the question was received without notice, the Presiding Member advised that the question would be taken on notice and a response provided in the Agenda for 9 December 2025 Ordinary Meeting of Council. The response is provided below.

Preamble to Question 1:

The motion before the Council to develop the Murdoch & Bull Creek Precincts was brought by the community at the Council's AGM this year.

It asked the City to prioritise these structure plans but the City is proposing, via the latest report by Urbis, to delay again.

It appears the only option available for the community – who want to have these projects move forward – is to put a request into the Minister for Planning to prepare these plans.

Question 1:

Is that what the City wants the community to have to resort to?

Response to Question 1:

The Council at its meeting on 18 November 2025, considered the resource requirements and appropriate timing for precinct planning of the areas surrounding Bull Creek and Murdoch Train Stations. Council's decision on the item provides for the initiation of discussions with the Minister for Planning and the Chair of the Western Australian Planning Commission with a view to highlighting the City's interest in the planned growth in the precincts, and to begin the process to explore timing and delivery mechanisms. This decision responds to the community interest and begins the process toward preparation of precinct plans.

7 AWARDS AND PRESENTATIONS

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

9 CONFIRMATION OF MINUTES

9.1 Ordinary Meeting Of The Council – 18 November 2025

That the minutes of the Ordinary Council Meeting held on 18 November 2025 be confirmed as a true and accurate record.

9.2 Ordinary Meeting Of The Audit, Risk, and Improvement Committee – 19 November 2025

That the minutes of the Ordinary Audit, Risk, and Improvement Committee Meeting held on 19 November 2025 be noted.

9.3 Ordinary Meeting Of The Governance Committee – 24 November 2025

That the minutes of the Ordinary Governance Committee Meeting held on 24 November 2025 be noted.

9.4 Ordinary Meeting Of The Audit, Risk, and Improvement Committee – 26 November 2025

That the minutes of the Ordinary Audit, Risk, and Improvement Committee Meeting held on 26 November 2025 be noted.

9.5 Ordinary Meeting Of The Policy and Legislation Committee – 1 December 2025

That the minutes of the Ordinary Policy and Legislation Committee Meeting held on 1 December 2025 be noted.

9.6 Notes Of Agenda Briefing Forum – 2 December 2025

That the Notes of the Agenda Briefing Forum held on 2 December 2025 be confirmed as a true and accurate record.

10 NEW BUSINESS OF AN URGENT NATURE

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

12 PETITIONS

Nil.

13 ADOPTION OF RECOMMENDATIONS EN BLOC

14 REPORTS

14.1 Reports from Committees

Audit, Risk, and Improvement Committee Meeting held on 19 November 2025

C25/341 Strategic Internal Audit Plan

File Number:	7216043
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No interest
Attachments:	1. Strategic Internal Audit Plan ↓

COUNCIL'S ROLE

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

<p>SUMMARY</p> <p>Paxon Group (Paxon) developed this Plan for the period 2025/2026 to 2027/2028. The Plan has been reviewed by the executive and is subject to approval by the Committee and Council. The plan will be subject to an annual review to ensure alignment with changing priorities and risks.</p>

COMMITTEE RECOMMENDATION

That the Council endorses the Strategic Internal Audit Plan as attached.

PURPOSE

This document has been developed for the Audit, Risk and Improvement Committee (ARIC) to consider whether:

- The draft Strategic Internal Audit plan (Plan) within section 2 is focussed upon the key risks to the City of Melville (City)
- Reviews are prioritised appropriately; and
- there are any specific areas of the Committee would like to see included for the reviews identified.

STRATEGIC ALIGNMENT

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

BACKGROUND

Paxon have been appointed as the City’s contract internal auditor following a Request for Tender (RFT) process. As part of the RFT the City identified a proposed 3-year internal audit plan. Following award of the contract Paxon Group have developed a Draft Internal Audit Plan that was presented to ARIC in September, this plan has now been reviewed and endorsed by the Executive Leadership Team.

CONSIDERATION

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

To ensure this Plan retains its currency and relevance, it should be viewed as a ‘living document’ which may require revision because of changes in the identified risks facing the City. It is recommended that at least an annual review of the Plan be undertaken to ensure the proposed internal audits aligns with the risks facing the City.

The Environmental Management and combined Integrated Planning and Reporting and Strategic Asset Management Plan Audits were prioritised and have commenced.

Internal Audit Reviews		2025/26	2026/27	2027/28
Environmental Management		100		
Procurement & Contract Management		120		
Payroll		100		
Integrated Planning & Reporting Framework & Strategic Asset Management		140		
Cash Handling		120		
Budgeting/Costing of Services			100	
Project Management			100	
Planning, Land Development and Land Use			80	
People & Culture			100	
Lease/Commercial/Property Investments			100	
WHS			100	
Grants				100
Fleet strategy				100
Finance Review (Regulation 5)				140
Stakeholder Relationship Management				100
Events Management & Community Safety				100
Risk, Internal Control and Legislative Compliance (Regulation 17)				100
		580	580	640
Other Services	Frequency			
Audit & Risk Improvement Committee Reporting & Attendance	Quarterly	20	20	20
Internal Audit Plan	Annually	10	10	10
		30	30	30
Total hours		610	610	670

ENGAGEMENT

There is no requirement for external engagement on this matter. The Plan was developed by Paxon in conjunction with the City's contract internal audit team and reviewed by management and the Executive Leadership Team.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

The development of the Strategic Internal Audit Plan is in alignment with:

- *Local Government Act 1995 (WA)*
- *Local Government (Audit) Regulations 1996*
- *Local Government (Financial Management) Regulations 1996 (WA)*
- Global Internal Audit Standards

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONSEQUENCE

Should the Council not approve the Strategic Internal Audit Plan this may result in delayed internal audits, resulting in increased risk and reduced compliance with audit standards and legislation.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 there was no discussion on this item.

C25/339 Internal Audit Charter

File Number:	5335024
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No interest
Attachments:	<ol style="list-style-type: none"> Internal Audit Charter ↓ Internal Audit Charter - Tracked changes ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <p>The Internal Audit Charter (Charter) is a formal document that defines the Internal Audit Function’s (IAF) mandate, authority and responsibilities, endorsed by the Council of the City of Melville (the City).</p>
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COMMITTEE RECOMMENDATION

That the Council adopt the updated Internal Audit Charter as attached.

PURPOSE

The Internal Audit Charter has been updated to ensure compliance with current legislation and best practice and reflect the outsourced internal audit approach. The Charter formally documents the role, responsibilities and authority of the internal audit function and its interfaces with the City

STRATEGIC ALIGNMENT

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

BACKGROUND

The Internal Audit Charter was originally authorised by the then Financial Management, Audit, Risk and Compliance Committee in March 2007. It’s most recent review and update was adopted by the Council in November 2020.

CONSIDERATION

The Internal Audit Charter has been updated to ensure compliance with current legislation, Global Internal Audit Standards and to reflect the outsourced internal audit approach. The Charter details the purpose of Internal Audit and the role of the Internal Auditors including accountability, independence, responsibilities, authority, reporting standards and standards of audit practice.

ENGAGEMENT

There is no external engagement associated with this report.

This update has been completed by the Business Improvement Adviser and reviewed by the Internal Auditor and Director Corporate Services to ensure alignment.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

The Internal Audit Charter has been updated to ensure compliance with:

- *Local Government Act 1995 (WA)*
- *Local Government (Audit) Regulations 1996*
- *Local Government (Financial Management) Regulations 1996 (WA)*
- Global Internal Audit Standards

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONSEQUENCE

Should the Council not resolve to adopt the updated Internal Audit Charter this would result in outdated governance documentation and reduced compliance with current audit standards and legislation.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 there was no discussion on this item.

Policy and Legislation Committee Meeting held on 1 December 2025

CD25/56 Adoption of New Council Policy - CP-132 Community Awards

File Number:	
Responsible Officer:	Chief Executive Officer
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. Proposed Community Awards 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.

<p>SUMMARY</p> <ul style="list-style-type: none"> At the 19 February 2025 Ordinary Meeting of Council (OMC), the Council requested a new Community Award Policy and Hall of Fame concept by December 2025. The proposed Council Policy CP-132 Community Award introduces a four-tier awards framework, with Tier 1 being the highest honour. New elements include a Hall of Fame and symbolic “Keys to the City” recognition. The current Honorary Freeman of the City of Melville award is proposed be integrated into CP-132 and so it is recommended that Council Policy CP-012 Honorary Freeman of the City of Melville be rescinded. There is no impact on the 2025/26 Budget in adopting CP-132. Future awards, including the new City of Melville Recognition Award and external sponsorship of School Graduation Awards will be considered in the annual budget and planning process.

COMMITTEE RECOMMENDATION

That the Council refer this matter to an Elected Member Engagement Session for further consideration.

PURPOSE

This report is presented to seek the Council’s adoption of the new Council Policy CP-132 Community Awards (Attachment 1) and to recommend that the Council rescind Council Policy CP-012 Honorary Freeman of the City of Melville.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	2	A clean, green and sustainable City for current and future generations.
	3	Sustainable, connected development and transport infrastructure across our City.
	4	Economic prosperity and vibrant resilient communities and businesses.
	5	Leadership and good governance for the benefit of the whole community.
Objective	1	Healthy, Safe and Inclusive
	1.1	Facilitate a sense of community, wellbeing, social connection, and participation.
	2	Clean and Green
	2.1	Protect and enhance our natural environment, ecosystems and biodiversity.
	3	Sustainable and Connected Development
	3.4	Protect and promote the City’s character and heritage.
	4	Vibrant and Prosperous
	4.4	Support local business growth and resilience.
	5	Good Governance and Leadership
5.1	Provide transparent and accountable good governance.	

BACKGROUND

At the 18 February 2025 Ordinary Meeting of Council (OMC), the Council resolved the following (CD25/39):

That the Council endorses:

- 1. The development of an overarching Community Award Policy to provide guidance regarding the management of existing Award programs, including the Honorary Freeman of the City of Melville Policy, and when developing Awards programs in the future; and***
- 2. A concept for a Hall of Fame, or similar type of program, to be considered as a part of the development of the Community Award Policy and in alignment with the current Honorary Freeman of the City of Melville Policy;***
- 3. That points 1 and 2 be prepared for Council consideration by December 2025 noting the financial implications included in the Report.***

This report proposes a Community Award Policy incorporating the current Honorary Freeman of the City of Melville Policy (CP-132), concepts for a Hall of Fame type of program and considers the financial implications of introducing the Policy and the Hall of Fame type of program.

CONSIDERATION

The proposed Community Award Policy is based around a tiered awards framework that includes four tiers, with Council's oversight of the awards is greatest in the first tier 1 and reducing to the final tier:

- Tier 1 – Highest Honours
- Tier 2 – Civic and Community Recognition
- Tier 3 – Specialist Themed Awards
- Tier 4 – External Awards

In order to meet the intention of the resolution of the February 2025 OMC, two new concepts have been included in the proposed Community Award Policy:

- Hall of Fame: a space, either virtual or tangible, that contains information about people who have been awarded with a Melville Recognition Award. There is no limit to the number of inductees the City can choose to induct into the Hall of Fame at each ceremony or the total number of inductees at any one time.
- Keys to the City: a symbolic gesture to honour an individual or group for a significant contribution to the City enabling an ongoing invitation to all Civic Functions listed in the Civic and Ceremonial Functions Policy (CP-016), noting that this is personal to the recipient and is not transferable to heirs or successors.

The Honorary Freeman of the City of Melville has been incorporated into the proposed Community Award Policy in Tier 1 as currently this is the highest civic recognition that can be bestowed on an individual for exceptional, sustained service as an elected member of the City of Melville Council. The Community Awards policy provides direction on the nomination, consideration and recognition for bestowing the title of Honorary Freeman of the City of Melville, incorporating Council Policy CP-012 Honorary Freeman of the City of Melville. As such it is recommended that CP-012 be rescinded if Council Policy CP-132 Community Award is adopted.

The differences between the proposed Council Policy CP-132 and Council Policy CP-012 regarding Honorary Freeman of the City of Melville are that CP-132:

- Requires an absolute majority of Council (i.e., more than 50% of total members) to approve the award as a special majority is no longer used in the *Local Government Act 1995*.
- Is limited only to former Elected Members, not employees.
- The recipient does not need to live in the City of Melville at the time of nomination.
- Introduces a specific time gap of 6 months before Councillors are eligible after the conclusion of their term.
- Can not be a current employee of the City and if they have been an employee, 6 months has passed since the employment ceased.
- Nominations must be from a current resident or ratepayer.
- An official nomination form must be used, not just a written submission – the nomination still requires nine current members of Council to sign the submission.
- Specifies that Freeman are to be granted the Keys to the City - invited to all the Civic Functions listed in the Civic and Ceremonial Functions Policy (CP-016).
- Nominations are treated in confidence throughout the process, without the nominee's knowledge.

A concept for a Hall of Fame, or similar type of program, has also been included the proposed Community Award Policy. This is known as the City of Melville Recognition Award. The purpose of this award is to provide permanent recognition honouring individuals and or groups who have made significant and lasting achievement towards creating a vibrant, sustainable, inclusive Melville. Recipients will be inducted into the City's Hall of Fame (most likely located in the Library Cultural Centre) and gifted the Keys to the City. The City of Melville Recognition Award will be undertaken annually and ad-hoc as required.

To be eligible for the City of Melville Recognition Award, recipients must have demonstrated significant impact on the City of Melville towards creating a vibrant, sustainable, inclusive Melville with their contribution being beyond routine duties (i.e., volunteering, leadership, innovation, promotion). They do not need to be a resident, and it can be awarded posthumously.

ENGAGEMENT

As the key stakeholders, Elected Members have been engaged regarding the development of the Policy. It is not proposed to engage the wider community.

SUSTAINABILITY IMPLICATIONS

Recognition of active citizenship and acknowledgement of achievements can contribute to the health and well-being in the community with a positive impact on social sustainability. Social sustainability is about things like bringing people together, creating communities and shared experiences that build trust and helping promote empowerment which in turn enhances community well-being.

Furthermore, Community Awards programs can be used to help reach the City's sustainability goals by awarding individuals or groups whose achievements align with or contribute to achieving the City's sustainability objectives.

LEGISLATIVE AND POLICY ALIGNMENT

The proposed Community Awards policy incorporates Council Policy CP-012 Honorary Freeman of the City of Melville. As such it is recommended that CP-012 be rescinded if Council Policy CP-132 Community Award is adopted.

FINANCIAL IMPLICATIONS

There is no impact on the current (2025/26) Budget if Council Policy CP-132 Community Award is adopted.

Future awards not already included in the operating budget of the City will be considered by the Council as part of the relevant year's Budget deliberations, including the City of Melville Recognition Award (i.e.: Hall of Fame) and external sponsorship of School Graduation Awards.

CONSEQUENCE

Not adopting the Council Policy CP-132 Community Award will result in the continuation of a lack of Council guidance on the awards programs the City runs, or future awards programs proposed either by Elected Members or officers. This could lead to more Award programs being established without the clear guidance of the Council, resulting in inconsistent levels of funding and approval processes and lack of alignment with the Council Plan.

BRIEFING FORUM – FURTHER INFORMATION

This section is not applicable as the item was not included for the Agenda Briefing Forum.

E25/81 Policy Review - CP-029 Trees on City Managed Land Policy

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in this preparation of this report has a declarable interest in the matter.
Attachments:	<ol style="list-style-type: none"> Current - CP-029 Tree Policy ↓ Revised - CP-029 Trees on City Managed Land ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> At the Ordinary Meeting of Council (OMC) held on Tuesday, 18 March 2025, the revision of Council Policy CP-029 Tree Policy was referred to the Policy and Legislation Committee, with a report presented to the 19 August 2025 Ordinary Meeting of Council. The Policy and Legislation Committee reviewed CP-029 and recommended changes to the Policy, with the matter considered at the August 2025 Ordinary Meeting of Council. At the OMC held on Tuesday, 19 August 2025 the Council resolved to refer the policy back to the Policy and Legislation Committee for further consideration. Clause 3.4 Tree Removal – Challenge and the introduction of compulsory tree planting was reviewed as part of this report. A further review of CP-029 has resulted in the City recommending an amendment to policy clause 3.4 Tree Removal – Challenge. The City is also recommending continuing with the opt-out model for verge tree planting.

COMMITTEE RECOMMENDATION

That the Council adopt the revised Council Policy CP-029 Tree Policy (Attachment 2).

PURPOSE

This report is presented to provide an opportunity for the Policy & Legislative Committee to provide further feedback to Council Policy CP-029 Tree Policy.

The currently adopted version of [CP-029 Tree Policy](#) is available on the City of Melville website and forms Attachment 1 of this report.

STRATEGIC ALIGNMENT

Outcome	2	A clean, green and sustainable City for current and future generations.
Objective	2	Clean and Green
	2.4	Provide and improve parks and green open spaces.
	2.5	Mitigate and adapt to climate change impacts.
	2.6	Transition the organisation to carbon neutrality by 2030 and facilitate community progress to net zero emissions by 2050.
	2.3	Increase the urban forest tree canopy on City managed land.
	2.1	Protect and enhance our natural environment, ecosystems and biodiversity.
	2.2	Sustainable use of resources and adoption of a circular economy approach, optimising waste reduction and resource recovery.

BACKGROUND

At the Ordinary Meeting of Council (OMC) held on Tuesday, 18 March 2025, the Council resolved that Council Policy CP-029 Tree Policy be referred to the Policy and Legislation Committee for review and a report be provided to the August 2025 OMC on the outcome of the review.

The Policy has been renamed CP-029 Trees on City Managed Land, to distinguish it from trees on private land, which will be the subject of a different policy.

In particular the 4 points below were to be reviewed:

1. That trees be planted on verges except where there is a valid reason why they can't, with the valid reasons to be defined in the policy.
2. Review the appropriateness of section "3.4 Tree Removal – Challenge".
3. Review the appropriateness of section "6 Damage to Trees – Infringement/Prosecution".
4. Investigate where changes to the Tree Policy may be extended to the Thoroughfares Local Law, including but not limited to "Part 9 – Enforcement" and "Schedule 1 – Prescribed Offences and Penalties.

The Policy was reviewed at the May and July 2025 Policy & Legislative Committee meetings with several changes being recommended by the Committee.

A report was then prepared for the Ordinary Meeting of Council held on Tuesday, 19 August 2025, where the Council resolved:

That the Policy and Legislation Committee:

- 1. Approve the deferral of the presentation of the review of CP-029 Tree Policy from the 19 August 2025 Ordinary Meeting of Council to on or before the March 2026 Ordinary Meeting of Council; and***
- 2. Refer the policy back to the Policy and Legislation Committee for further consideration.***

CONSIDERATION

Clause 3.4 Tree Removal – Challenge and the introduction of compulsory tree planting was reviewed as part of this report.

Clause 3.4 Tree Removal – Challenge

Since the July 2025 meeting of the Policy and Legislation Committee, advice has been received in relation to clause 3.4 Tree Removal Challenge within CP-29 Tree Policy that requires further consideration to ensure compliance with the Local Government Act.

In the current adopted policy clause 3.4 Tree Removal – Challenge states the following:

- *If the applicant wants to challenge the decision to retain a tree the request can be referred to the Mayor, Ward Councilors and Director Environment & Infrastructure for consideration of removal.*
- *Taking into account broader criteria such as environmental, social and economic reasons a tree can be removed when agreed to by the Mayor, relevant Ward Councilors and Director Environment & Infrastructure.*
- *If agreement cannot be reached by the Mayor, the relevant Ward Councilors and the Director Environment & Infrastructure, the Elected Members may request that a report outlining the advantages and disadvantages of removing the tree be presented to the Council in order for the Council to determine whether or not the tree will be removed.*

The City of Melville (the City) has received feedback that clause 3.4 is not in keeping with the intent of the *Local Government Act 1995* by allowing small groups of Elected Members to make operational decisions in relation to trees.

As a result of the advice further research has been undertaken by officers which included benchmarking across several Local Governments in the Perth region.

After reviewing, the City is recommending amending clause 3.4 Tree Removal - Challenge to read the following:

- *If the applicant wants to challenge the decision to retain a tree the request can be referred to the Director Environment & Infrastructure for consideration of removal.*
- *The Director's review will take into account broader criteria such as environmental, social and economic reasons and will include consultation with key stakeholders and an Independent Arborist when relevant.*
- *The City will be responsible for all costs associated with the tree removal and replacement if the tree is removed.*

Elected Members may consider an alternative amendment, as follows:

- *If the applicant wants to challenge the decision to retain a tree the request can be referred to the Director Environment & Infrastructure for consideration of removal.*
- *If the Director Environment & Infrastructure recommends refusal of the tree removal request, any Elected Member may move a motion to request removal, for which a report outlining the advantages and disadvantages of removing the tree will be presented to the Council in order for the Council to determine whether the tree will be removed.*

- *If removal is supported by the Council the applicant shall pay for the tree removal costs (same process as Development Application process), including options for a repayment plan under CP-115 Financial Hardship Policy.*

Compulsory Tree Planting

Compulsory verge tree planting is a polarising issue that has generated significant discussion. While it offers several environmental and aesthetic benefits, it also presents risks and challenges that must be carefully considered.

Benefits

- Supports achievement of the City's 15% canopy cover target by 2050.
- Significantly increases planting opportunities across residential areas.
- Enhances canopy coverage in locations where environmental and social benefits are most needed.

Risks

- Trees planted against property owners' wishes are more likely to be vandalised, with an estimated replacement cost of approximately \$500 per tree.
- Equity concerns: suburbs such as Attadale, Leeming, and parts of Bull Creek did not undergo the opt-out process.
- Anticipated increase in complaints will require active management.
- Additional resources will be needed to manage enquiries, potentially diverting staff from strategic priorities under the Urban Forest Strategy.
- Likely escalation of complaints through management levels to Elected Members and the Council.

After reviewing the benefits and risks, the City recommends continuing with the opt-out model for verge tree planting. This approach:

- Respects individual property owner preferences while still promoting canopy growth.
- Allows for targeted engagement and education to encourage voluntary participation.
- Reduces the risk of vandalism and community dissatisfaction.
- Enables more efficient use of resources by focusing on strategic planning and community support.

Elected Members may consider an alternative amendment, as follows:

- Commence compulsory verge tree planting from 2028, following completion of the opt-out process across all suburbs.
- To ensure equity across all suburbs, Attadale, Leeming, and sections of Bull Creek will be provided the opportunity to opt out during the winter of 2027 as part of the Tree Expansion Program. This will ensure all suburbs have had equal opportunity to participate.

The updated recommended Tree Policy forms Attachment 2 of this report.

ENGAGEMENT

There has been no external engagement to form part of this report.

SUSTAINABILITY IMPLICATIONS

Increasing the tree canopy across the City by creating additional planting space both within the public open space and the adjacent streetscape in the local area is a positive.

Reducing urban heat island effect by increasing the available planting space both within the public open space and the adjacent streetscape is a positive.

LEGISLATIVE AND POLICY ALIGNMENT

There are considerations under the *Local Government Act 1995* associated with this report.

FINANCIAL IMPLICATIONS

Any additional planting will increase both operating and capital expenditure.

CONSEQUENCE

Should the Policy not be updated, the Policy would not be in keeping with the intent of the *Local Government Act* by allowing small groups of Elected Members to make operational decisions in relation to clause 3.4 Tree Removal – Challenge.

Other options to update the Policy are outlined in the consideration section of the report.

BRIEFING FORUM – FURTHER INFORMATION

This section is not applicable as the item was not included for the Agenda Briefing Forum.

UP25/94 Review of Local Planning Policy 3.1 - Residential Development

File Number:	N/A
Responsible Officer:	Director Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Application Number:	N/A
Applicant:	N/A
Owner:	N/A
Proposal:	Nil
Attachments:	<ol style="list-style-type: none"> 1. Draft Local Planning Policy 3.1 - Residential Development (Advertised Version) ↓ 2. Draft Local Planning Policy 3.1 - Residential Development (Post Advertising Version) ↓ 3. Submissions and Responses Including Summary ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • At the May 2025 Ordinary Meeting of Council, the Council resolved to advertise proposed changes to Local Planning Policy 3.1 – Residential Development (LPP 3.1) and revoke Local Planning Policy 1.9 – Building Heights (LPP 1.9). • Advertising was undertaken between 15th July and 15th September 2025 for the new Local Planning Policy 3.1. This period and the methods use exceed the requirements within Clause 5 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, which only require notice published on website and locally circulating newspaper for 21 days. • 22 valid submissions were received during the public consultation period, some which supported the changes to LPP 3.1 and others which objected to the changes to LPP 3.1. The summarised submissions and officer comments to those submissions are contained within Attachment 3 of this report. • In response to submissions received during the consultation period, the City elected to make the following modifications to proposed LPP3.1; <ul style="list-style-type: none"> ○ Retention of modified deemed-to-comply street setback and setback of garages and carports provisions contained in the current LPP3.1; ○ Retention of modified deemed-to-comply primary street fencing provisions contained in the current LPP3.1, namely the retention of development standards for “gatehouses”; ○ Further modification of the garage width provisions to reflect sentiment; ○ Modification of additional housing objective P6.2 to include consideration of environmental considerations of development sites in response to concerns raised regarding the developability of sites within the Swan and Canning River Floodplain’s;
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- Modification to simplify the proposed building height; and
- Other administrative changes to ensure alignment with the R-Codes Volume 1 Part B for all provisions
- LPP 3.1 (Attachment 2) is now being presented to the Council with recommendation for final adoption.
- The changes proposed from the advertised version do not introduce new content or provisions – namely to keep provisions which were proposed to be removed as part of the advertised version and minor administrative changes to align with the R-Codes. This means that re-advertising is not required.
- In May 2025, LPP 1.9 was approved by Council to be revoked, however implementation of the revoking resolution was not specifically listed within the resolution to allow for delay to so that appropriate building height provisions could be adopted by LPP3.1. If the officer recommendation is adopted, this will be finalised accordingly as per point 2 of the officer recommendation. Alternate options have been provided to provide status-quo option for Council.
- A notice to advise of the changes to the policy will be published on the City website and along with all submitters receiving notification of the final adoption.

COMMITTEE RECOMMENDATION

That the Council:

1. Pursuant to Clause 5, Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts the changes to Local Planning Policy 3.1 – Residential Development (as detailed in Attachment 2); and
2. Endorses the publication of a notification of the changes to LPP 3.1 and revoking of LPP 1.9 as required by the Planning and Development (Local Planning Schemes) Regulations 2015; and
3. Adopts the policy with instruction to the CEO to re-advertise to address the sightlines as per LPP 1.6 and present the information to an EMES.

PURPOSE

At the Ordinary Meeting of Council held on 16 May 2025, LPP1.9 was approved to be revoked and the reviewed LPP 3.1 was endorsed for the purposes of public advertising.

22 valid submissions were received from the community which are discussed further below in this report.

The policy is now presented for final adoption by Council with changes which incorporate feedback from community consultation.

STRATEGIC ALIGNMENT

Outcome	3	Sustainable, connected development and transport infrastructure across our City.
	5	Leadership and good governance for the benefit of the whole community.
Objective	3	Sustainable and Connected Development
	3.1	Facilitate enhanced and sustainable urban development and amenity.
	3.4	Protect and promote the City’s character and heritage.
	5	Good Governance and Leadership
	5.4	Strengthen active citizen engagement, participation, and access to information.
	5.1	Provide transparent and accountable good governance.

BACKGROUND

The City of Melville has maintained a Residential Development policy (LPP3.1) since 2011 and has reviewed this periodically in response to changes to the planning framework, including the R-Codes. The policy presently modifies several of the deemed to comply provisions of the R-Codes with the intention to ensure that development is of a high quality, taking into account the character and amenity of residential areas, and those specific to certain aspects of residential development in the City of Melville.

In September 2021, Weir Legal and Consulting, prepared a report called City of Melville Review of Complaints Building and Planning (the report). The report made several recommendations to assist the City to improve its processes and decision making. Most of these recommendations have been completed by the City and/or are in progress. Part of the City’s program of process improvements has been a review of its Local Planning Policy Suite which includes LPP 1.9 and LPP 3.1.

LPP1.9 was last reviewed by the City in April 2019, and affords greater height to residential development, as of right, than what is permitted by the R-Codes. As a result, this has often led to the approval of three storey single houses and grouped dwellings without any neighbour consultation which may not be compatible with suburban residential areas. Additionally, this has also resulted in some developments further pushing the boundary seeking additional height above the City’s DTC provisions which are comparatively much larger than the DTC provisions within the R-Codes.

LPP3.1 was last reviewed in May 2022 respectively and is appropriate to review in the context of recent reviews to the R-Codes and State Administrative Tribunal and Supreme Court findings.

On 20 May 2025, a report was presented to Council recommending several changes to LPP3.1. The changes proposed included:

- Amalgamate LPP 1.9 and LPP 3.1 into one comprehensive Local Planning Policy, governing the City’s assessment of low and medium density residential developments, with LPP1.9 to be revoked and the appropriate building height provisions incorporated into LPP3.1.
- Simplify the City of Melville’s planning framework and ensure no ambiguity in terms of consistency with recent decisions made by the State Administrative Tribunal (SAT) and Supreme Court in relation to local frameworks being inconsistent with the R-Codes.

- Remove and modify existing provisions contained within LPP 3.1 to enhance contribution to high quality residential development or the residential amenity of the City of Melville.
- Rationalise the deemed to comply residential building heights within the City of Melville to bring it into closer alignment with the R-Codes.

These changes were adopted by the Council at this meeting for the purpose of public consultation for a period of 21 days pursuant to Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. In response to the public consultation period, 22 submissions were received (one additional non-valid submission in relation to another policy) with varying levels of support (see Attachment 3). Some changes to the policy have been made in response to community feedback on the changes proposed (Attachment 2).

LPP3.1, as amended, is now being presented to the Council for final adoption.

CONSIDERATION

In response to consultation, the City received specific feedback on the proposed changes to LPP3.1. This feedback is discussed further in the engagement section of this report and in Attachment 3, which discusses relevant themes/issues raised in the submissions received. Based on the feedback received through this engagement process, the City has proposed changes to the advertised policy which include:

- Retention of modified deemed-to-comply street setback and setback of garages and carports provisions contained in the current LPP3.1;
- Retention of modified deemed-to-comply primary street fencing provisions contained in the current LPP3.1, namely the retention of development standards for “gatehouses”;
- Further modification of the garage width provisions to reflect intended sentiment to reduce impact on the streetscape;
- Modification of additional housing objective P6.2 to include consideration of environmental considerations of development sites in response to concerns raised regarding the developability of sites within the Swan and Canning River Floodplains;
- Modification to simplify the proposed building height provisions; and
- Other administrative changes to ensure alignment with the R-Codes Volume 1 Part B for all provisions.

For ease of reference the below table outlines the proposed changes advertised and the proposed recommendation following advertising:

Change proposed as advertised	Rationale	Post advertising recommendation
Up front policy purpose and citation	To provide clarity on policy purpose and application for ease of use	Proceed
Introduction of additional objective for building height	To cover relevant objectives from LPP 1.9 (to be revoked)	Proceed with additional local housing objective to cover environmental conditions
Reformatting to be in table format	To be consistent with other LPPs and be easier to read	Proceed
Clarification that applies to Part B of R-Codes	To reflect changes to R-Codes in 2024	Proceed
Secondary street setbacks deleted	To ensure consistency with Regulations exemptions – simplified	Retain provisions noting recent 2025 Supreme Court appeal reversed previous 2024 decision which triggered this proposed revision.
Setback of garages and carports deleted	To ensure consistency with Regulations exemptions – simplified	Retain provisions noting recent 2025 Supreme Court appeal reversed previous 2024 decision which triggered this proposed revision.
Garage width simplified	To ensure consistency with Regulations exemptions – Single Storey dwelling permitted to have 60% width as garage with good design met (R-Codes permits 50%)	Retain most of the provision consistent with feedback but updated wording proposed
Fences and Street Walls updated	To allow existing secondary street fencing provisions to be enforceable and primary street fencing provisions to be as per R-Codes	Proceed but with retained gatehouse provisions
Sightlines updated	Updated to remove contradictions in terms of definition and improve sightline through pier to be located adjacent to driveway.	Proceed
Screen wall reference removed from boundary walls section	To be consistent with R-Codes definitions (which cannot be augmented by an LPP)	Proceed
Introduction of residential building height provisions	More appropriate within LPP 3.1 than in separate policy	Proceed but with updated wording to clarify intent and interpretation

In accordance with the recommendation and resolution to the Council in May 2025, LPP1.9 will be revoked following the proposed updates to LPP3.1.

ENGAGEMENT

Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* contains the requirements for amending a Local Planning Policy. The Council resolved at the 20 May 2025 Council Meeting to endorse the amended LPP 3.1 for public consultation for a period of not less than 21 days. LPP 3.1 was subsequently advertised from 15 July – 15 September 2025, which exceeded the minimum statutory requirement.

A notice was placed in a local newspaper and information provided on the City's website (minimum requirement). The policy amendments were publicised via:

- Direct emails sent to a Melville Sounding Board and random community sample, regular planning applicants and industry professionals;
- Notice within the City's eNews publications (Melville Talks and Melville Matters);
- Advertisement in Perth Now, Melville newspaper; and
- Post on the City's social media channels and electronic newsletters.

This engagement measures resulted in 1,240 Melville Talks webpage views, 2,309 direct emails being issued (1,987 community sample, 265 Melville Sounding Board, 58 Industry professionals) 18,815 eNews subscribers contacted, 9,478 Social media views and notice included in the distribution of 25,016 newspapers.

23 submissions were received in total (one not being valid as it related to another LPP). A tabled summary of the submissions received, and the officer's response is provided along with full submission and response provided on each submission within Attachment 3. Based on the feedback provided in response to consultation, some changes are proposed to the policy.

The majority of the feedback was in response to the changes to the building height provisions with mixture of support and opposition. In relation to the opposition, there seems to be perception and concern that the City is moving to a 'one size fits all approach' for building height assessment, however this overlooks that the process allows for applicants to make a development application for a 'performance assessment'. The change to rationalise the building height requirements to be in closer alignment with the R-Codes was put forward to address the approval of three storey single houses and grouped dwellings in low-density suburban residential contexts which did not require any neighbour consultation and some developments seeking additional height above the City's already more generous DTC provisions. The amendments do not prevent additional height from being considered, but rather to require development application and hence more robust performance assessment of these developments which includes neighbour consultation. An additional local housing objective has been included to address concerns around topography and local environmental conditions to aid in performance assessments.

The changes proposed following advertising do not introduce any new content and can be considered minor in nature and therefore further advertising of LPP3.1 is not required for the proposed changes.

If adopted by Council, a notice of the revised policy will be published on the City's website and submitters notified accordingly directly.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

Under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local government may prepare local planning policies on a range of matters. A local planning policy must be based on sound town planning principles and may address operational matters such as consideration of residential development applications. Where a local planning policy is based on sound town planning principles and is properly adopted under the provisions of the Regulations, it is to be given regard in the decision-making process.

The R-Codes Volume 1, detail which provisions can be modified by a local government without the approval of the WAPC. The R-Codes also provide detail of the provisions which can only be modified by a local government with the approval of the WAPC. The review of LPP 3.1 only seeks to modify R-Code provisions which can be done without the approval of the WAPC, as outlined in R-Codes Volume 1, Part A, Clause 3.2.3a.

FINANCIAL IMPLICATIONS

If adopted, proposed LPP3.1 may result in more development applications required to be submitted to the City due reduced building heights permitted as of right (deemed to comply) – however this is unknown. This will need to be reviewed in terms of operational impact and reported accordingly through quarterly Council Plan reporting and Service Planning undertaken for the business unit.

CONSEQUENCE

The following options are available to the Council:

1. Resolve to adopt draft amended LPP 3.1 as recommended and revoke LPP1.9 (recommended);
2. Resolve to require further modifications to LPP 3.1, and depending on the nature of the amendments, either adopt or readvertise LPP 3.1, and revoke LPP 1.9;
3. Resolve not to proceed with the proposed draft amendments to LPP 3.1 and revoke LPP 1.9. This would mean that the provisions of the current LPP 3.1 will continue to have effect and apply, and the R-Codes provisions would apply for building height; or
4. Resolve not to proceed with the proposed draft amendments to LPP 3.1 and to rescind May 2025 resolution to revoke LPP 1.9.

BRIEFING FORUM – FURTHER INFORMATION

This section is not applicable as the item was not included for the Agenda Briefing Forum.

14.2 Reports of the Chief Executive Officer

Management Services

M25/61 Proposed 2026 Council Meeting Schedule

File Number:	
Responsible Officer:	Director Legal, Governance & Risk
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has declarable interest in the matter.
Attachments:	1. Draft 2026 Council Meeting Cycle Calendar ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • The Council is required to determine and advertise the meeting dates for Ordinary Meetings of the Council each year. • The Council holds Elected Member Engagement Sessions, Agenda Briefing Forums and Ordinary Meetings of Council in a set cycle each month. This report recommends the continuation of this cycle commencing February 2026. • This report also considers indicative 2026 meeting dates for the Governance Committee, the Audit, Risk and Improvement Committee and the Policy and Legislation Committee. • A draft Schedule of Committee meeting dates for 2026 is also attached for the information of the Council.

OFFICER RECOMMENDATION

That the Council:

1. Approves the Ordinary Meetings of Council to be held on the third Tuesday of each month, commencing in February 2026, with the exception of December 2026, where the meeting will be held on the second Tuesday of that month.
2. Approves the Agenda Briefing Forums to be held on the second Tuesday of each month, commencing in February 2026, with the exception of December 2026, where the meeting will be held on the first Tuesday of that month.
3. Notes that it will go into recess during January 2026 and that neither the Ordinary Meeting of Council nor a Council Agenda Briefing Forum will be scheduled during that month.
4. Endorses that Elected Member Engagement Sessions occur, as required, on any Tuesday evening that is not required for Ordinary Meetings of Council or Agenda Briefing Forums.
5. Requests the Chief Executive Officer to publish the Schedule of Council Meetings on the City of Melville Website in order to inform the community of the Council Meeting dates for 2026.
6. Notes that indicative meeting dates have been set for Governance Committee, Audit Risk and Improvement Committee and the Policy and Legislation Committee for 2026.

PURPOSE

The current monthly Council Meeting Cycle has been in place for several years. It is proposed that this cycle be retained for 2026 to ensure consistency and provide stable, predictable dates for Ordinary Council Meetings and Agenda Briefing Forums

In addition, the proposed meeting schedule includes indicative meeting dates for the Governance Committee, the Audit Risk and Improvement Committee and the Policy and Legislation Committee for 2026.

STRATEGIC ALIGNMENT

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

BACKGROUND

In 2021 the Council resolved to amend its meeting cycle as follows for each month:

- First Tuesday – Elected Member Engagement Session
- Second Tuesday – Agenda Briefing Forum
- Third Tuesday – Ordinary Council Meeting
- Fourth Tuesday – Elected Member Engagement Session
- Fifth Tuesday (where applicable) – Elected Member Engagement Session

The continuation of this meeting cycle has since been endorsed by the Council each year. The proposed 2026 meeting cycle calendar is based on this cycle with a draft Meeting Schedule Calendar attached to this report.

CONSIDERATION

The proposed meeting cycle calendar for 2026 provides for a January Recess and does not schedule formal meetings during this time, it should be noted that a Special Meeting of the Council may be called in January 2026 if there are any matters requiring a timely decision of the Council.

As has been the practice in recent years, the meeting dates for December 2026 have been brought forward to allow completion of the meeting cycle on the second Tuesday of December. This allows for the completion of Council business prior to the festive break.

Special Meetings of Council may be called through 2026 on an as-needed basis in accordance with s5.4 of the *Local Government Act 1995*, it is noted that a Special Meeting may be required:

- following the March 2026 Extraordinary Election to swear in the new Councillor for the Palmyra – Melville – Willagee Ward.
- for Budget and Council Plan consideration in late June 2026
- on the third Tuesday in December 2026, with this date being held for any urgent matters that may require consideration prior to the end of the year.

At the Ordinary Meeting of Council held 10 December 2024, the Council resolved to implement a Committee Structure, which included the then new Policy and Legislation Committee. This revised structure also commenced a staged approach to transition to the requirements of the *Local Government Amendment Bill 2024*.

It is anticipated that the changes to Committees under Local Government Reform will come into effect in the next 12 to 18 months and a further review of the Committee Structure is to be undertaken as resolved by the Council at the 16 September 2025 Ordinary Meeting of Council, with a report to be presented to the March 2026 Ordinary Meeting of Council. For this reason, indicative Committee meeting dates have been included in the draft Meeting Schedule for 2026.

ENGAGEMENT

There is no engagement with the community required with regard to the setting of the Council meeting dates for 2026

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

The City is legislatively required to publish the date, time and place of Ordinary Meetings of the Council that will be open to the public, before the beginning of the year in which they will be held.

FINANCIAL IMPLICATIONS

The costs associated with the holding of Elected Member Engagement Session, Agenda Briefing Forums, Ordinary and Special Meetings of Council and Committee meetings are adopted each year as part of the annual budget process. Costs associated with the operation these meetings can be accommodated in the adopted 2025 – 2026 budget.

CONSEQUENCE

In accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* the Council is required to consider and publish its Council meeting dates.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 during discussion of the item, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council business papers:

Question 1:

Is there a date set for the Annual General Meeting of Electors?

Response 1:

The Special Meeting of Council to be schedule for Tuesday, 16 December is for the purpose of considering the Community Annual Report Parts A & B. Once that is completed, we will be able to consider a preferred date for the AGME. At this stage it is looking like it will be Monday, 2 February 2025.

Question 2:

My question is around the December Meeting Dates for 2026; Given for example, this month a number of late items were not published with the original agenda and were late, should these meetings continue to be brought forward?

Response 2:

The City has always held the third Tuesday of December for the purpose of a Special Meeting of Council (SMC) in case of any urgent items that cannot wait until the new year. However, the intention is that we do the bulk of the items early to accommodate the holiday period and leave arrangements. It is noted that most years we do not need to utilise this SMC date.

M25/62 Common Seal November 2025

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

COUNCIL’S ROLE

Information: For the Council / Committee to note.

<p>SUMMARY</p> <p>This report details the documents to which the City of Melville Common Seal has been applied for the period from 13 October 2025 up to and including 18 November 2025 for the Council’s noting. This is a standing report to the Council.</p>
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OFFICER RECOMMENDATION

That the Council notes the actions of the Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from Monday, 13 October up to and including Tuesday, 18 November 2025 for the Council’s noting.

PURPOSE

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

The following documents were affixed with common seal during the period Monday, 13 October 2025 up to and including Tuesday, 18 November 2025.

Register Reference	Parties	Description	ECM Reference
CS2261	City of Melville & Collective Equity Developments Pty Ltd	Replacement Plate Height Covenant for Lots 5,6 & 7 (Parent Title - Lot 21 (No. 6) Wren Street, Mount Pleasant)	8642324

STRATEGIC ALIGNMENT

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

LEGISLATIVE AND POLICY ALIGNMENT

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

CONSEQUENCE

This is a standard report for the Elected Members that details the documents to which the City of Melville Common Seal has been applied for the period from Monday, 13 October 2025 up to and including Tuesday, 18 November 2025 for the Council's noting.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 there was no discussion on this item.

Corporate Services

C25/345 Corporate and Community Climate Action Plans Annual Report 2024-2025

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No Officer involved in the preparation of this report has declared interest in the matter.
Attachments:	<ol style="list-style-type: none"> Corporate and Community Climate Action Plans Annual Report 2024-2025 ↓ Summary Report 2024-2025 of the Corporate and Community Climate Action Plan ↓

COUNCIL’S ROLE

Information: For the Council / Committee to note.

<p>SUMMARY</p> <ul style="list-style-type: none"> The City of Melville adopted the Corporate Climate Action Plan in June 2023 and the Community Climate Action Plan in October 2024, following on from its declaration of a climate emergency in June 2021. The Corporate Climate Action Plan details how the City will be carbon neutral by 2030, and the Community Climate Action Plan details how the City will facilitate community progress to net zero emissions by 2050. This is the second annual report since the Corporate Climate Action Plan’s adoption and the first annual report since the Community Climate Action Plan’s adoption, detailing updates to the actions and emissions. This report combines updates from both Climate Action Plans for seamless reporting to the community, Executive and Council. The summary report highlights the significant achievements and progress updates over a 12-month period (Corporate CAP) and an 8-month period, from the time of endorsement in October 2024 (Community CAP) respectively.
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OFFICER RECOMMENDATION

That the Council notes the following two reports:

- Corporate and Community Climate Action Plans Annual Report 2024-2025 (Attachment 1); and**
- Summary Report 2024-2025 of the Corporate and Community Climate Action Plan (Attachment 2).**

PURPOSE

The Annual Report 2024-2025 for the Corporate and Community Climate Action Plans is the first combined update to be provided since the Plans’ endorsement in July 2023 and October 2024 respectively. The annual report highlights key achievements, comprehensive updates to 110 corporate and 57 community actions along with carbon emission profiles. The summary report provides a condensed snapshot of both Climate Action Plans’ progress. These two reports’ purpose is to present to Council and the community our collective progress to mitigate and adapt to climate change impacts and transition the organisation towards the Council targets of carbon neutrality organisation-wide by 2030 and net zero city-wide by 2050.

STRATEGIC ALIGNMENT

Outcome	2	A clean, green and sustainable City for current and future generations.
Objective	2	Clean and Green
	2.6	Transition the organisation to carbon neutrality by 2030 and facilitate community progress to net zero emissions by 2050.
	2.5	Mitigate and adapt to climate change impacts.
	2.1	Protect and enhance our natural environment, ecosystems and biodiversity.
	2.2	Sustainable use of resources and adoption of a circular economy approach, optimising waste reduction and resource recovery.
	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.

BACKGROUND

In June 2021, the City of Melville Council declared a climate emergency and set ambitious targets for City operations to be carbon neutral by 2030 and to support our community to reach net zero emissions within the city’s geographical area by 2050. The Council resolved to prepare a Climate Action Plan to be presented to Council in two years from June 2021 as part of its declaration of a climate emergency.

A Corporate Climate Action Plan for the City to reach carbon neutral by 2030 was endorsed by Council in July 2023, and the Community Climate Action Plan for net zero emissions by 2050 was endorsed by Council in October 2024. Both Climate Action Plans require an annual report to be prepared highlighting the progress made on the actions and the emissions profile associated with the respective Plan. This is to keep the Council, Executive and community informed on the City’s progress to be carbon neutral by 2030 and to facilitate community progress to net zero emissions by 2050.

In addition to the annual report, a summary report 2024-2025 for the Corporate and Community Climate Action Plans was prepared to reach a wider audience. The summary report provides an overview and snapshot of the key achievements that have been pivotal in improving sustainable practices and strengthening capability, knowledge, and engagement across the City’s administration and the wider community.

CONSIDERATION

The internal Climate Action Tracking system is in place and has successfully streamlined the action updates process for both Climate Action Plans and their collective 167 actions. In financial year 2024-2025, out of the 110 corporate actions, 18 actions have been completed, 79 are in planning or implementation, 2 have not started, and 11 have been retired. Many of the retired actions were in the Corporate Climate Action Plan's 'Community Focus' theme which has been incorporated into the endorsed Community Climate Action Plan. Out of the 57 community actions, 49 actions are in planning or implementation and 8 have not started. Key progress updates and achievements are highlighted in the annual report, while a snapshot of the achievements is captured in the summary report for audiences seeking a quick overview of the City's progress.

Organisational emission updates are provided for scope 1 and 2 emissions for the past 4 financial years. There was a decrease of 270tCO₂e in financial year 2024-2025 from the previous year due to energy efficiency upgrades and fleet transitions to electric vehicles. Across the organisation, electricity usage increased by 5%, fuel usage is down 6% and gas usage is down 56%. The reduction in gas consumption across the City's facilities is primarily due to the temporary closure of gas-heated swimming facilities at LeisureFit Booragoon during the refurbishment works, and the transition from gas to electric heating at the Civic Centre. The community emissions profile saw a reduction in emissions from waste due to the introduction of FOGO and a larger proportion attributed to electricity consumption.

ENGAGEMENT

No external engagement was undertaken nor planned for in the preparation of the 2024-2025 annual and summary report. The progress updates were obtained through internal engagement with service areas responsible for action delivery as part of the Corporate and Community Climate Action Plan.

SUSTAINABILITY IMPLICATIONS

The City of Melville's Corporate Climate Action Plan has positively impacted environmental and social sustainability by setting a clear pathway towards carbon neutrality by 2030. The decrease in emissions in financial year 2024-2025 is primarily due to energy efficiency improvements including the ongoing fleet transition to low emission vehicles and electrification of City buildings. Sustainable practices are being embedded across the organisation from Water Sensitive Urban Design principles in parks, reserves and drainage infrastructure to more than 37,000 trees and native seedlings being planted in our natural areas, streetscapes and parks. Our achievements are recognised with our maintenance of Gold Waterwise Council status and score of A minus in our Carbon Disclosure Project submission. Additionally, with the increasing frequency and severity of climate change events worldwide, it is more critical than ever to advance initiatives that build resilient and sustainable communities for the future. The organisation is proactively integrating climate vulnerabilities and risks into its strategic planning, internal mapping, and Business Continuity Plans to strengthen resilience against the impacts of climate change.

Similarly, the Community Climate Action Plan endorsed in October 2024 has already seen an upward trending positive impact through the refined environmental education programs hosted at the recently rebranded EcoHub. A total of 175 programs were delivered which reached more than 5,550 community members, and the second annual Eco Action Expo event attracted more than 800 attendees and stallholders. EcoHub has also seen a 35% increase in external bookings and welcomed new connections with external organisations such as Australian Youth Climate Coalition, Keep Australia Beautiful, United Plant, and Dream it Forward (Alike WA).

The journey to carbon neutrality is not linear, especially in the absence of scope 3 emissions data which is currently being developed. However, the City's ongoing investment in infrastructure upgrades, internal engagement, and innovative solutions will continue to build a solid foundation for future emission reductions, benefitting both the environment and the community. Furthermore, the City has been successful in its Community Energy Upgrades Fund (Round 1) grant application to receive \$518,110 of Federal Government funding. This grant funding will go towards increasing renewable energy generation, Building Management System upgrades and upgraded irrigation pumps for increased energy efficiency. The fully executed grant agreement was completed early-September 2025, and project planning and implementation have commenced soon after. The resulting energy cost savings and emissions reductions will be seen when projects are completed in 2026-2027.

LEGISLATIVE AND POLICY ALIGNMENT

1. Local Government Act 1995 – Division 1 – General

3.1. General function

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

(1A) Without limiting subsection (1), the general function of a local government must be performed having regard to the following —

(a) the need —

(i) to promote the economic, social and environmental sustainability of the district; and

(ii) to plan for, and to plan for mitigating, risks associated with climate change; and

(iii) in making decisions, to consider potential long-term consequences and impacts on future generations;

2. Council Policy – CP-120 Climate Action Policy.

3. Council Policy – CP-057 Sustainability Policy.

FINANCIAL IMPLICATIONS

A total of \$1,315,874 has been spent across salaries, sustainability initiatives and education programs. These costs are not inclusive of capital enhancements and capital renewal projects that reduce operating costs, enhance the City's resilience to climate change or mitigate against the impacts of climate change, nor do they include the \$199,529 in grant funding received by the City for the EV charging stations and electric vehicles project.

Based on direct scope 1 and scope 2 carbon emission data, the City's financial exposure to carbon offsets at a price of \$35 a tonne would be \$190,890 for 2024-2025 if carbon neutrality was sought at this stage. These costs do not include Scope 3 carbon emission data which will be developed and calculated in financial year 2025-2026.

CONSEQUENCE

This report is to be noted by Council and there are no associated consequences.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 during discussion of the item, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council business papers:

Question 1:

In relation to reductions the City has, how are we tracking compared against other local governments in terms of addressing climate change and reduction of emissions?

Response 1:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

The City of Melville is moving quite well. To my knowledge there aren't any other local governments which are tracking their indirect scope 3 emissions. Emissions reduction with respect to direct emissions are tracking very well. What we expect to see by 2030 is a significant reduction in our electricity emissions as the grid decarbonises. We are fairly confident that the 5,000+ number by 2030 will be below 2,500 tonnes which is quite impressive.

Question 2:

How is the City supporting our residents to combat or prepare for the risk of solar panels catching on fire?

Response 2:

At the Agenda Briefing Forum, this question was taken on notice, and a response is now provided below.

The City is not the regulator of PV electrical safety or installation standards. Primary responsibility lies with Building and Energy (DEMIRS) as the electrical regulator, the licensed installer, and—where grid-connected—the network operator (Western Power or Horizon Power). The City's role is limited to planning, building, and (for City facilities) ensuring due diligence in procurement and contract management. Fires associated with electrical systems are treated as electrical safety incidents, which are regulated and investigated by Building and Energy. The City does not have legislative responsibility for the electrical design, certification, or installation of PV arrays, nor do we assess technical compliance.

Question 3:

The report mentioned under the financial implications that the various initiatives equates to about \$1.3M. What sort of savings do we currently achieve from these initiatives, and when do we expect to recover the costs of them?

Response 3:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

It is really dependent on how the Australian Energy Market Operator and the WA State Government sets electricity pricing policy at any given point in time. The return on investment (ROI) on these projects is continuously changing, What we are seeing at the moment based on the City's current installed PV is approximately \$40,000 in saving on electricity bills per Quater. With respect to our electric fleet, we are saving approximately \$6000 per month on fuel, maintenance and tire costs.

Question 4:

Is the City confident that we will get a return on investment on the overall project in 10-20 years?

Response 4:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

The City is always attempting to model this projection. There are additional nuances that are involved within our carbon neutral target. So, we have in essence financial exposure as of 2030 associated with the requirement to buy offsets to cover the gap of whatever we are not able to decarbonise by that time.

We are looking at offsets to try and understand how we can potentially get that number down and how we can potentially fold offsets into a financial system to keep that money within the City's boundaries. This is just one example of one of the moving pieces which impact our ROI target. So the ROI when you start looking at offsets and our carbon neutral target is actually reduced significantly by the fact that we have a carbon neutral target and the requirement to buy offsets at 2030. So currently you're looking at an ROI of around 10 years subject to whether we get grant funding.

Question 5:

In relation to the requirement to purchase offsets around 2030; the only requirement to do that is because of a Council decision, which we could choose to delay. Is this correct?

Response 5:

Yes, that is correct. The Council could choose to delay this target.

Question 6:

During the temporary closure of LeisureFit Booragoon, guest usage was down approximately 56%, can the City explore transitioning the gas powered heating system to electricity supported by solar panels?

Response 6:

Yes, this is currently being explored. Both the inclusion of additional solar PV arrays, batteries and the conversion of the heating system. We have also recently met with the State Government to explore grant funding for that project.

Question 7:

In relation to the critical infrastructure at our LeisureFit centres, does the City use any diesel generators as backup power?

Response 7:

I am not aware of any diesel power generated backup that is used across the City at all at this point in time.

Question 8:

For any backup power used by the City at all, do they revert to gas? What backup power are they relying on?

Response 8:

At the Agenda Briefing Forum, this question was taken on notice, and a response is now provided below.

The Councillor I believe was referencing Figure 2 on slide 4 of the presentation and electricity back up generation across the whole city. The Australian Energy Market Operator AEMO (WA) is responsible for ensuring there is sufficient electricity generation capacity on the South West Interconnected System, which is the electrical network the City sits within, this is then supported by the WA Government's energy policy settings, Western Power's network planning, and market investment from generation providers.

Question 9:

Over east there was an overload of power going into the grid from solar panels, so residents were asked to turn off their batteries in the middle of the day. Are you aware of any similar stations within the City of Melville?

Response 9:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

We are not aware of any situations like this within the City of Melville. However, Western Power are working hard to manage the load on the grid and have been investigating functionality to turn off residential solar in order to balance production and consumption on the grid. However, I am unsure if this has been implemented at this stage.

Question 10:

With regards to the Community Action Advisory Group (CAAG); this is established from a selection of skilled community members, what sorts of skills did they need, how many did we have apply, and how were they chosen?

Response 10:

At the Agenda Briefing Forum, this question was taken on notice, and a response is now provided below.

As taken from the City of Melville website (Melville Talks landing page) applicants were required to have 'skills and/or experience in various fields within sustainability, climate action and/or community development'. There was a total pool of 39 applicants (not including recently nominated Elected Members).

Applicants were required to submit an online EOI. An independent consultant was engaged to assess these EOI submissions. Candidate selection was based on the consultant's assessment and recommendations.

Question 11:

Will the CAAG continue in 2025/2026?

Response 11:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

Yes, this will continue with the same members as they have just been appointed. Appointments are for a two-year term.

Question 12:

Is there a cost to the City for this group?

Response 12:

At the Agenda Briefing Forum, this question was taken on notice, and a response is now provided below.

Yes. The City provides a sitting fee to community representatives appointed to the Community Advisory and Action Group (CAAG). Each representative is entitled to \$100 per meeting, with eight community members currently appointed and four meetings scheduled annually. On this basis, the maximum total cost to the City is \$3,200 per year.

Question 13:

The provided overall cost doesn't take into account the capital enhancement and capital renewable projects so it is likely to be more than that amount. Do you see a point in future when we can come up with an overall figure for the cost to the City?

Response 13:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

The capital spend for the last financial year was just under \$72,000. This was primarily because our capital works funding was tied up in a grants application which took about 18 months to finalise. Our capital spend although quite low will be higher this financial year. We are constantly looking at the ROI and we focus quite heavily on any project which will reduce emissions and operating costs at the same time. It will be difficult to say what an exact cost will be and when we will get an ROI as the variables in the market are moving so much. In addition to that we are still working very hard to establish our indirect scope 3 inventory.

Question 14:

Regarding the scope 3 emissions, the carbon neutrality comes into effect in 2030, so for the last financial year we would have been looking at about 190,000 worth of offsets is that correct?

Response 14:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

Offsets are a variable equation and depending on which you buy the price varies greatly, but at around \$35/tonne this is accurate.

Question 15:

Is that price likely to skyrocket once carbon neutrality is achieved?

Response 15:

We are currently developing our scope 3 inventory. Typically, this is significantly larger than your direct emissions. The process we are going through when we are developing that inventory is also factoring in materiality of those potential emissions. Scope 3 emissions will definitely be higher and will likely increase that number.

Question 16:

What extent are you looking to further utilise council assets, particularly club rooms and sporting teams, in terms of solar panelling etc.?

Response 16:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

On Monday, 1 December, the City launched its CREST program, a funding program for community and sporting groups that occupy City owned infrastructure. A barrier for those groups to seek external grant funding is that they cannot afford the designs, and or the review of electricity distribution board capacity or structural roof assessments. This is a pilot program which will help to remove some of those barriers and set them up for success to seek external funding. Should the pilot program be successful we could look to potentially expand the program and budget.

Question 17:

Regarding scope 3 emissions; Will the City's investments held in non-green investments potentially be part of the scope 3 emissions?

Response 17:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

Investments are used, as per the Greenhouse Gas Protocol as a scope 3 emission so subject to whether or not the City chooses to include them as a material emission source, they could be included Within our indirect emission boundary.

Question 18:

How does buying offsets improve the City of Melville's emissions, and how can we achieve carbon neutrality by 2023 ourselves without buying offsets?

Response 18:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

Carbon neutrality requires both emissions reduction and the management of residual emissions that cannot be eliminated through technology, behaviour change or procurement. In Australia, recognised carbon offsets are issued through the ACCU framework, which applies strict integrity and verification rules rather than "anything goes".

To reach neutrality without offsets, the City would need to reduce its operational emissions to zero — meaning no fuel, electricity, waste, construction impacts, refrigerants or supply-chain emissions. In practice, this is not possible. Best practice is to aggressively reduce emissions first and only use offsets for the unavoidable remainder.

Question 19:

Regarding the potential skyrocketing of prices of offsetting in 2030; Is the City or anyone else, such as a government agency, looking at the projection of pricing of offsets?

Response 19:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

The City monitors offset markets, including ACCU pricing, through publicly available forecasts and sector reports. Current modelling suggests ACCUs could sit somewhere in the \$30–\$70/t range by 2030, depending on national policy, supply constraints and integrity reforms. We consider ACCUs to be one of the more credible offset classes in the Australian context and will continue to track projections and guidance from federal agencies and market analysts as 2030 approaches.

Question 20:

Is it current practice to use carbon offsets to neutralise scope 3 emissions?

Response 20:

While this question was answered at the Agenda Briefing Forum, for the purposes of clarifying the information, an updated response is now provided below.

The use of offsets to offset direct or indirect emissions is being done by some local governments, but the City is not currently doing this. Those are costs which, at this stage in our decarbonisation journey, we believe are best used for funding projects which reduce our operating costs and emissions in perpetuity. Procurement of an offset is a sunk cost and doesn't reduce future exposure which is why we recommend the move away from green energy and instead spend savings to invest on capital projects which reduce both operating and emissions costs before the 2030 target.

Question 21:

Could Elected Members be involved in the discussion around determining scope 3 emissions?

Response 21:

That is the intent. The City's Executive Team will do an initial review, with an external consultant which has been engaged to assist with the review and working through potential scope 3 emissions. Following this, Elected Members will be engaged with to determine what is and what is not included in the scope 3 emissions.

Question 22:

Will there be a presentation at an Elected Members Engagement Session (EMES) in the new year?

Response 22:

There will be an EMES held on 16 December to provide a quarterly update, and a workshop in Early 2026 is already being planned to discuss scope 3 emissions.

C25/346 Investment Statements for October 2025

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

COUNCIL’S ROLE

Information: For the Council / Committee to note.

<p>SUMMARY</p> <ul style="list-style-type: none"> This report presents the investment statements for the period ending 31 October 2025 and recommends that it be noted by the Council. It is important to highlight that the financial figures for the 2024–2025 financial year remain provisional. Year-end accounting processes are currently underway, and as such, the final accounts may differ materially from the figures presented in this report.
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OFFICER RECOMMENDATION

That the Council notes the Investment Report for the period ending 31 October 2025.

PURPOSE

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

The City’s investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 4.20% to 4.31% which exceeds the benchmark three-month bank bill swap (BBSW) reference rate of 3.56%.

11% 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 9% in September 2025.

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

STRATEGIC ALIGNMENT

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

BACKGROUND

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

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

CONSIDERATION

The following statement details the investments held by the City of Melville as at 31 October 2025.

CITY OF MELVILLE STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 31 OCTOBER 2025		
SUMMARY BY FUND		
Municipal		\$66,532,231
Reserve		\$133,020,816
Citizen Relief		\$252,477
TOTAL		\$199,805,524
SUMMARY BY INVESTMENT TYPE		
11AM		\$10,158,086
60Days at Call		\$2,000,000
90Days at Call		\$16,600,000
Term Deposit		\$171,047,438
TOTAL		\$199,805,524
SUMMARY BY CREDIT RATING		
AAA Category	AAA	
AA Category (AA+ to AA-)	AA-	\$145,605,524
A Category (A+ to A-)	A+	

	A	
	A-	\$54,200,000
BBB+ Category	BBB+	
TOTAL		\$199,805,524

The City’s total investments amount to \$199.8M, made up of the Citizen Relief Fund (\$0.25M), Municipal Funds (\$66.5M) and Reserve Funds (\$133.02M) which are restricted to the defined purpose for which the reserve account was established.

Key Points:

- Most of the funds (\$171.05M) are in Term Deposits, ensuring secure and stable returns.
- Short-term investments include 11AM accounts (\$10.15M) this account is a money market deposit that allows the City to access funds for daily financial needs if notice is given before 11AM, and call deposits totalling (\$18.6M). These funds allow the City to meet financial obligations, including suppliers’ payment and other debt repayments, without disruptions to its services.
- The portfolio is low risk, with 73% of funds in AA Category rated institutions and 27% in A Category rated institutions.
- There are no investments in AAA-rated and BBB+ institutions and effort are undertaken to invest in accordance with Council Investment Policy CP-009.

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

Maximum Percentage of Average Investment Portfolio Balance				
Long Term Rating	Funds held at period end \$	Actual %	Limit Per Policy	
AAA Category	\$ -	0%	100%	✔
AA Category (AA+ to AA-)	\$ 145,605,524	73%	80%	✔
A Category (A+ to A-)	\$ 54,200,000	27%	50%	✔
BBB+ Category	\$ -	0%	25%	✔
TOTAL	\$ 199,805,524	100%		

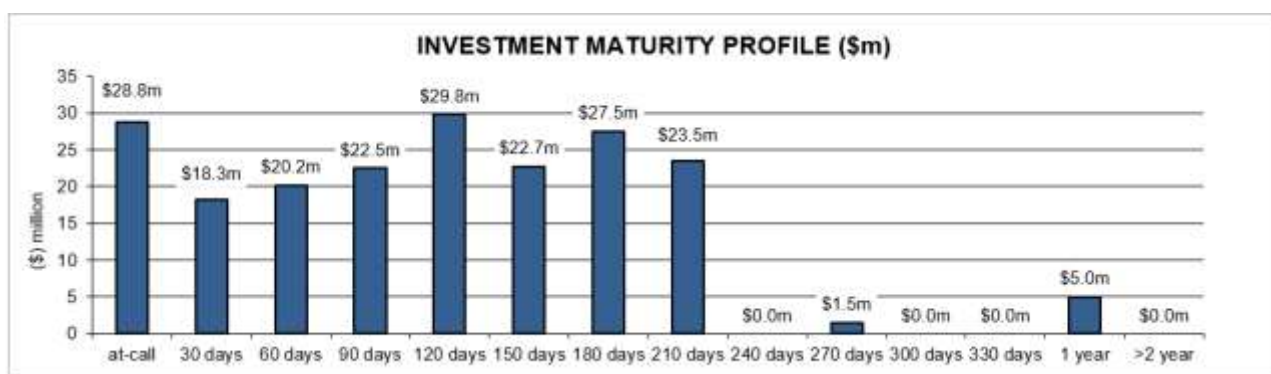
**Standard & Poor’s ratings. Source: Policy No. CP-009: Investment of Funds*

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

Investment with financial institutions						
Institution	Credit Rating	Credit Rating Category	Funds held at period end	Actual %	Limit Per Policy	
Bank of Queensland	A-	A Category	\$ 46,900,000	23.47%	30.00%	✓
Bendigo & Adelaide	A-	A Category	\$ 7,300,000	3.65%	30.00%	✓
Suncorp	AA-	A Category	\$ 10,300,000	5.16%	50.00%	✓
NAB	AA-	AA Category	\$ 41,563,964	20.80%	50.00%	✓
Westpac	AA-	AA Category	\$ 93,741,560	46.92%	50.00%	✓
TOTAL			\$ 199,805,524	100%		

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

The below graph summarises the maturity profile of the City's investments at market value as at 31 October 2025. The immediacy of the demand for funds depends on the particular fund or reserve Account(s) of the City. The maturity profile provided in the table above meets the liquidity requirements of the Council policy.



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

The City's current investment approach prioritises short-term liquidity to meet operational needs and unforeseen expenses rather than focusing on long-term yield opportunities. A substantial portion of funds (\$10.1M) is available for immediate use, ensuring sufficient liquidity for day-to-day operations. This allows the City to meet financial obligations, including suppliers' payment and other debt repayments, without disruptions to its services.

Investments are well-distributed across various short- to medium-term maturities, with notable allocations in 90 days (\$22.5M), 120 days (\$29.8M), 150 days (\$22.7M), 180 days (\$27.5M), 210 days (\$23.5M), 270 days (\$1.5M), and 365 days (\$5M). This structured approach ensures financial stability while the balancing liquidity needs and optimising returns. The estimated average cash outflow requirement of the City is between \$13M to \$16M per month.

The majority of the investment portfolio is concentrated in short- to medium-term maturities, with limited allocation beyond 270 and 365 days. A small portion of the portfolio matures at 365 days (\$5M), reflecting selective investment opportunities where competitive rates were available for Green Investment with Westpac Bank. There are no long-term investments beyond one year, as the City's investment strategy is designed to align with its annual revenue cycle, which is

predominantly driven by rates revenue. The recent RBA interest rate cut on 12 August 2025 by 0.25 to 3.6 per cent and remained unchanged at the RBA meeting on 4th November 2025. The changes to the RBA interest rate has contributed to reduced competitiveness of longer-term deposit rates, influencing this maturity profile.

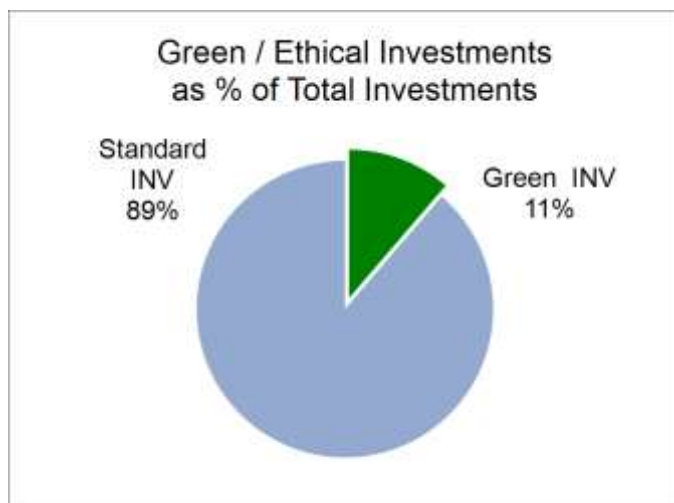
Additionally, the City maintains a balanced risk exposure, diversifying investments within shorter timeframes to mitigate financial and interest rate risks.

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

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

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

The total investment in authorised institutions as at 31 October 2025 was \$22,600,000 or 11% of total investment holdings being in non-fossil fuels institutions, compared to \$17,600,000 (9%) in September 2025. The total investments holding for October and September were \$199,805,524 and \$193,194,618 respectively.



Green/Ethical Investment with financial institutions			
Institution	Credit Rating	Credit Rating Category	Funds held at period end
Bendigo & Adelaide	A-	A Category	\$ 7,300,000
Suncorp	AA-	AA Category	\$ 10,300,000
Westpac	AA-	AA Category	\$ 5,000,000
TOTAL			\$ 22,600,000

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

The City continues to engage in active discussions with financial institutions regarding the availability of ESG Tailored Deposit (ESGTD) products. Westpac has offered AUD Green Tailored Deposits and AUD Social Tailored Deposits, however, there is no suitable investment due to low interest rates offered for these products. Westpac has offered a Social Tailored Deposit with a minimum deposit size of \$1 million and a minimum term of 1 year, extendable up to 5 years. The City's has recently invested \$5M with Westpac, however current holdings with Westpac are already close to the Council-approved policy limit which precludes Westpac for more investment opportunities at this time.

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

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

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

Strategic

The interest earned on invested funds assists in addressing the following key priority area identified in The City of Melville Corporate Business Plan 2024-2034.

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

Risk

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

Environmental

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

LEGISLATIVE AND POLICY ALIGNMENT

The following legislation is relevant to this report:

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

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

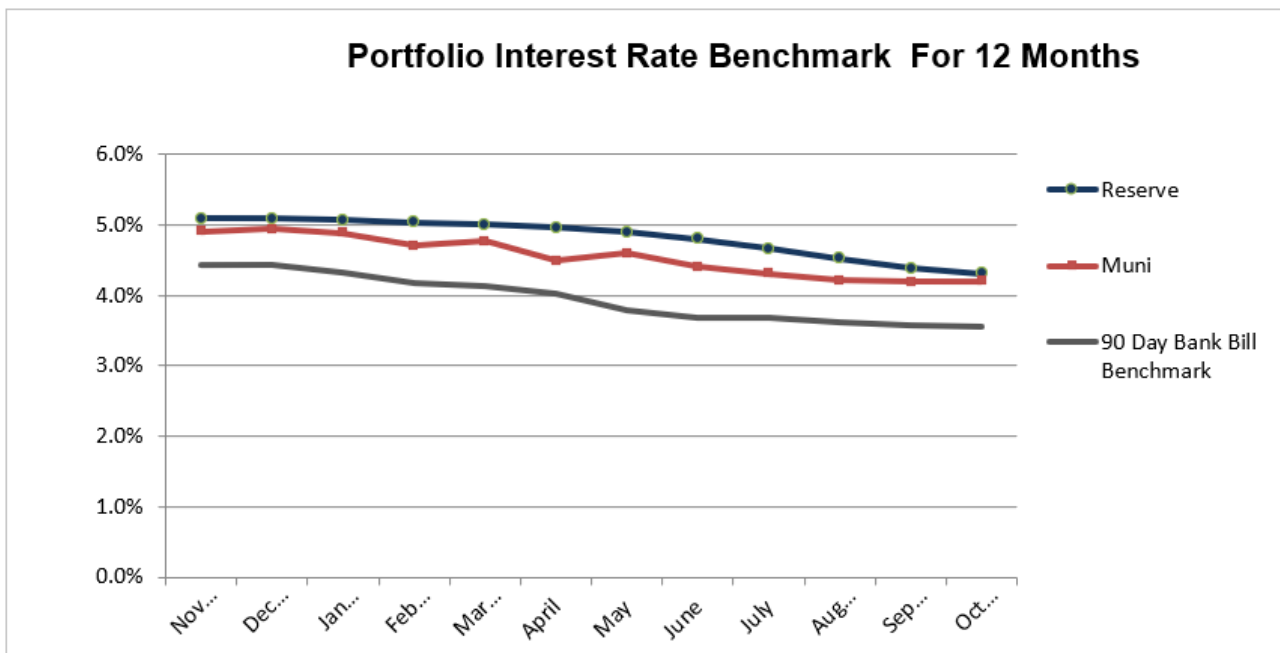
The *Local Government (Financial Management) Regulations 1996* (regulation 19C) allows local governments to deposit funds for a fixed term of three years or less. Deposits of greater than one year may, depending on the shape of the yield curve, enable the City to achieve better investment returns.

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

FINANCIAL IMPLICATIONS

For the period ending 31 October 2025

- Year-to-date Investment earnings on term deposits held in reserve accounts, money at call accounts and the municipal account in aggregate, was \$2,664,451 against a year-to-date budget of \$2,668,538 representing a minor negative variance of \$4,087.
- The weighted average interest rate for Municipal and Trust Fund investments as at 31 October 2025 was 4.20% which compares favourably to the benchmark three-month bank bill swap (BBSW) reference rate of 3.56%.



CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 there was no discussion on this item.

C25/347 Schedule of Accounts Paid for October 2025

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

COUNCIL’S ROLE

Information: For the Council / Committee to note.

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

OFFICER RECOMMENDATION

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

PURPOSE

The Schedule of Payments for the month totals \$43,230,903. The report and the attached Schedule of Accounts Paid are presented for the Council’s information.

STRATEGIC ALIGNMENT

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

BACKGROUND

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

A total of \$13,897,200 direct creditor payments were paid during the month, of which, 11% of payments were paid to suppliers located within the City of Melville and 16% to suppliers within the South West Metropolitan Region, compared to 10% and 18% of total of \$12,658,282 direct creditor payments made over September 2025 respectively.

The biggest payment of \$2,307,587.39 made during the month was the Regulatory fees and government charge payment to the Department of Fire and Emergency Services. Approximately 95% of supplier invoices are paid within 30 days of receipt of the invoices.

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

CONSIDERATION

The Schedule of Accounts Paid for October 2025 are presented for noting, including Payment Register numbers, Cheques: 880, Electronic Funds Transfers batches: 985,987 and 984, 986, 161, Trust Payments, Card Payments and Payroll.

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

SCHEDULE OF PAYMENTS MADE		
October 2025		
<i>Payments made under Delegated Authority DA-035</i>		
MUNICIPAL FUNDS - DIRECT CREDITOR PAYMENTS		
Cheques	Chq Payment Register No. 880	\$91.76
	Chq Payment on Restricted Funds Register No.	
	Less Cancelled Chqs	
Electronic Funds Transfers	EFT Payment Register No.985 and 987	\$13,655,234.16
	EFT Payment on Restricted Funds Register No. 984, 986 and 161	\$107,025.09
	Less Cancelled EFTs	(\$3,200.34)
		\$13,759,070.67
Direct Debits	Bank Fees	\$33,433.93
	Ampol Fuel	\$91,288.33
Direct Payments		\$13,407.34
	Total Direct Creditor Payments	\$13,897,200.27
Payroll	Total Pay 8 and 9	\$5,245,133.00
	Total Payroll	\$5,245,133.00
Cards	Westpac Purchase Cards	\$88,569.52
	Total Card Payments	\$88,569.52
Total Direct Creditor Payments from Municipal Account		\$19,230,902.79

Schedule of Payments Made continued.

INTERFUND & INVESTMENT TRANSACTIONS		
<i>Interfund Transfers</i>		
Loan		\$0.00
Citizen Relief Trust		\$0.00
Citizen Relief Operating		\$0.00
Municipal		(\$8,500,000.00)
Reserve		\$8,500,000.00
Trust		\$0.00
Total Interfund Transfers		\$0.00
<i>New Municipal Investments</i>		
Westpac	1/09/2025	\$2,000,000.00
NAB	1/09/2025	\$2,000,000.00
Westpac	1/09/2025	\$2,500,000.00
BOQ	2/09/2025	\$1,500,000.00
BOQ	2/09/2025	\$2,000,000.00
Westpac	3/09/2025	\$1,500,000.00
Westpac	3/09/2025	\$1,500,000.00
Westpac	5/09/2025	\$1,500,000.00
Westpac	10/09/2025	\$2,000,000.00
Westpac	12/09/2025	\$2,000,000.00
Westpac	19/09/2025	\$1,000,000.00
Westpac	25/09/2025	\$1,000,000.00
BOQ	26/09/2025	\$1,500,000.00
NAB	26/09/2025	\$2,000,000.00
Total New Investments		\$24,000,000.00
Grand Total		\$43,230,902.79

Details of the payments are shown in Attachment 1.

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

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

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

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

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

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

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

FINANCIAL IMPLICATIONS

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

CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 there was no discussion on this item.

C25/348 Statements of Financial Activity for October 2025

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	<ol style="list-style-type: none"> 1. Statement of Financial Activity October 2025 ↓ 2. Statement of Comprehensive Income October 2025 ↓ 3. Net Working Capital as at October 2025 ↓ 4. Reconciliation Net Working Capital October 2025 ↓ 5. Notes to Statement of Financial Activity October 2025 ↓ 6. Statement of Financial Position October 2025 ↓ 7. Summary Rates Debtors October 2025 ↓ 8. Rates Collection Graph October 2025 ↓ 9. General Debtors Aged 90 days October 2025 ↓ 10. Budget Amendment Report for October 2025 ↓ 11. Amendment to Fees and Charges 2025/26 ↓

COUNCIL’S ROLE

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

SUMMARY

- This report presents the Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 31 October are presented for noting by the Council.
- The financial statements and figures for the 2024–2025 financial year remain subject to change. Year-end accounting processes are currently underway, and the final figures may be different from those presented in this report.
- The draft financial statements for 2024-2025 reports a surplus of \$304,261. The Annual Audit for 2024–2025 and the end-of-financial-year processes are currently underway. The final draft annual financial report was presented to the KPMG/OAG auditors on 26 September before the statutory deadline of 30 September, in accordance with the Local Government Regulations.
- KPMG/OAG has scheduled the final audit fieldwork for three weeks commenced 9 October. The draft audit findings are expected to be presented to the Audit, Risk and Improvement Committee (ARIC) on 19 November, and the final audit report and opinion will be presented to Council and submitted to the Minister for Local Government by 31 December.
- The preliminary variances for the month ending 31 October are presented for noting by the Council.
- Presents the budget amendments required for the month of October 2025 and recommend adopted by the Council by Absolute Majority decision.

OFFICER RECOMMENDATION

That the Council:

1. **Notes to the statement of Financial Activity and Statement of Comprehensive Income for the month ending 31 October 2025 as detailed in the following attachments:**
 - **Statement of Financial Activity October 2025 (Attachment 1); and**
 - **Statement of Comprehensive Income October 2025 (Attachment 2); and**
 - **Net Working Capital October 2025 (Attachment 3); and**
 - **Reconciliation Net Working Capital as of 30 October 2025 (Attachment 4); and**
 - **Notes to Statement of Financial Activity October 2025 (Attachment 5); and**
 - **Statement of Financial Position as of 30 October 2025 (Attachment 6); and**
 - **Summary Rate Debtors October 2025 (Attachment 7); and**
 - **Rates Collections Graph October 2025 (Attachment 8); and**
 - **General Debtors Aged 90 Days October 2025 (Attachment 9).**
2. **By Absolute Majority Decision adopts the Budget Amendments, as detailed in the attached Budget Amendment Reports for October 2025 (Attachment 10).**
3. **By Absolute Majority Decision approve the new Hire of Forbes Residence Space, as detailed in the attached Amendment to Fees and Charges 2025/26 (Attachment 11).**

PURPOSE

The attached financial reports reflect a positive financial position of the City of Melville as at 31 October 2025.

STRATEGIC ALIGNMENT

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

BACKGROUND

The Statements of Financial Activity for the period ending 31 October 2025 have been prepared and tabled in accordance with the *Local Government (Financial Management) Regulations 1996*.

Overall Summary of the City’s Financial Position

- The City’s total investments holding for October 2025 were \$ 199.8M of which the Municipal cash balance at the end of the month was \$66.5M and \$133.02M 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 October 2025 was \$22.6M or 11% of total investment holdings, compared to \$17.6M (9%) in August 2025. Green/Ethical investments are invested in the two banks, in accordance with the council investment policy.
- Rates raised as at 31 October were \$114.9M, compared to a year-to-date budget of \$114.3M.
- The total outstanding debtors (including all rates and sundry debtors) is \$48.6M as of 31 October 2025.

CONSIDERATION

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

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

Variances

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

- Statement of Financial Activity October 2025 (Attachment 1); and
- Statement of Financial Position as of 31 October 2025 (Attachment 6); Statement of Variances in Excess of \$100,000.

Revenue

Rates raised as at October were \$ 114,885,935, compared to a year-to-date budget of \$ 114,348,159.

Rates Collection

SUMMARY OF RATE DEBTOR MOVEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	% Diff Current Mth to Previous Mth	Actuals This Month Last Year YTD	% Diff Current Mth to Current Mth Last Yr
Opening Balance - 1 July	5,273,124	5,273,124	0%	5,425,866	-3%
Debtors Raised	144,246,960	143,937,266	0%	131,892,571	9%
Payments Received	(100,884,216)	(85,070,241)	19%	(91,215,995)	11%
Closing Balance	48,635,868	64,140,149	-24%	46,102,442	5%

Total debtor collections for the month amounted to \$16,321,338, of which \$15,813,975 related specifically to rate debtor collections.

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	428,089	428,089	0%	565,184	-24%
Invoices Raised	2,480,012	1,901,275	30%	1,954,256	27%
Receipts	(2,232,451)	(1,725,088)	29%	(1,846,800)	21%
Prepayments	36,101	12,357	192%	(718)	-5129%
Closing Balance	711,750	616,632	15%	671,922	6%

Sundry debtor balances increased by \$95,118 over the course of October from \$616,632 to \$711,750 of which total 90-day sundry debtors for the month is \$256,984, representing 36% of total sundry debtors.

Corporate Climate Action Plan

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

Corporate Climate Action Plan Expenditure			
Description	YTD Actuals 2025-2026	YTD Budget 2025-2026	Total Budget 2025-2026
Energy Efficiency Program	0	0	100,000
EV Charging System Infrastructure Program	184,798	185,000	250,000
Piney Lakes Eco Hub Detailed Design	0	15,000	150,000
Renewable Energy Projects	0	10,000	1,462,489
Embedded Network Metering Upgrade	0	0	100,000
Sustainability & Climate Action Salaries	125,161	111,136	333,407
Carbon Accounting, Budgeting & Energy Monitoring	30,984	66,000	66,000
Supporting Community Renewable Energy Transition	0	0	50,000
Solar PV & BESS Program Feasibility Study	0	0	20,000
Energy Efficiency Improvements	0	0	40,000
Electrification & Pilot Program	0	0	29,787
Third Party Verification of City and Community Emissions	0	0	20,000
Total	\$340,943	\$387,136	\$2,621,683

The City has signed and received the fully executed Community Energy Upgrade Fund grant agreement (\$518,110) on 3 September 2025. The procurement for Renewable Energy System Consultancy Support and Point Walter’s irrigation pump upgrade project have commenced, with larger Supply, Install and/or Construction tenders on pause until planning and designs are completed.

The City is very excited to progress these Energy Efficiency Projects (FY25/26 to FY26/27) that will bring energy and cost savings as well as emission reductions and climate resilience.

Money Expended in an Emergency and Unbudgeted Expenditure

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

Budget Amendments

Details of Budget Amendments requested for the month of October 2025 that reflect effective changes to budgets are shown in attachment Budget Amendments October 2025. Budget amendments that are purely administrative and detail movements between budget responsible officers are not included in the attachment. This reporting is aligned with legislative requirements.

Amendments to Fees and Charges Schedule 2025-2026

The below addition to the fees and charges schedule is for hire fees for the new community space located at the Forbes Residence.

Developers, Mustera Property Group, have provided this space as part of their community benefit in lieu of height. Hire charges are based on those set for the Canning Bridge Community Space given that it is in a similar catchment area.

- Community Use \$16 per hour
- Commercial Use \$24 per hour

The proposed changes, if approved will be advertised by way of public notice prior to the effective date of 1 February 2026.

Granting of concession or writing off debts owed to the City

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

Sundry Debtors

There were no Sundry Debtors written off for the month of October 2025

Rate Debtors

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

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

The monthly financial statements support sustainable financial management by promoting transparency, accountability, and informed decision-making aligned with long-term financial planning.

LEGISLATIVE AND POLICY ALIGNMENT

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

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

34. Financial activity statement report — s. 6.4

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

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

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

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

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

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

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

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

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

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

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

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

FINANCIAL IMPLICATIONS

Variances

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

CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 11 November 2025, there was no discussion on the item.

C25/349 Strategic Property Update: 788-794 Canning Highway, Applecross

This report has been withdrawn from the agenda as the Request for Proposal is still under assessment and is not ready to be presented to the Council. The report will be presented when available to a future Council meeting.

Community Development

CD25/53 Implementing Menstrual Equity Initiatives in the City of Melville

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	1. Menstrual Equity Consultation Report ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • This report responds to the Notice of Motion resolved at the Ordinary Meeting of Council (OMC) held on 15 July 2025 relating to the City of Melville (the City) investigating the implementation of menstrual equity initiatives. • There are various options to proceed, and the report recommends several low-cost options that align with the Council Plan for the Future 2024-2034 and health, wellbeing and sustainability objectives. • The report recommends that the City register its participation in Share the Dignity Limited’s <i>Council Cares</i> program and increase the annual operating budget by \$3,000 (ex GST) as part of the 2026–2027 Annual Budget to support expansion of the rebate scheme, promote menstrual equity and implementation of the community donation model program.
--

OFFICER RECOMMENDATION

That the Council requests the CEO to:

1. **Register the City’s interest in participating in Shared the Dignity’s Council Care’s Program; and**
2. **Increase the annual operating budget as part of the 2026-27 Annual Budgeting process by \$3,000 to include:**
 - (a) **Increasing the City’s existing Rebate for Sustainable Menstrual Products by \$1,500; and**
 - (b) **Promoting a collection and donation basket program and the City’s participation in the Shared the Dignity Council Cares Program.**

PURPOSE

The purpose of this report is to explore the feasibility and strategic alignment of implementing menstrual equity initiatives following the Notice of Motion resolved at the Ordinary Meeting of Council (OMC) held on 15 July 2025.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	2	A clean, green and sustainable City for current and future generations.
Objective	1	Healthy, Safe and Inclusive
	1.1	Facilitate a sense of community, wellbeing, social connection, and participation.
	1.2	Provide a range of inclusive local community services, events and cultural activities.
	1.4	Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
	2	Clean and Green
	2.2	Sustainable use of resources and adoption of a circular economy approach, optimising waste reduction and resource recovery.

BACKGROUND

At the Ordinary Meeting of Council held on 15 July 2025, following a Notice of Motion the Council resolved the following:

That the Council:

- 1. Requests the CEO to prepare a report that explores the feasibility, costs, funding options, and strategic alignment of implementing menstrual equity initiatives. The report will consider a range of initiatives and approaches relevant to the City’s context and community needs.**
- 2. Requests that the report be presented at the November 2025 Elected Members Engagement Session (EMES), with a formal report incorporating feedback and recommended actions brought to Council for consideration in December 2025.**
- 3. Considers the inclusion of menstrual equity objectives in future strategic planning and policy development related to health, wellbeing, gender equity, and environmental sustainability.**

CONSIDERATION

In June 2025, Share the Dignity Limited (Share the Dignity) reached out to the City of Melville, inviting them to participate in the organisation’s Council Cares initiative; an ongoing program aimed at ending period poverty and promoting menstrual equity across communities.

Share the Dignity is a Queensland-based Australian charity founded in 2015. Their purpose is to address period poverty by ensuring access to essential period products for women, girls, and others who menstruate and are experiencing or at risk of homelessness, domestic violence, or poverty.

The organisation distributes donated period products nationwide through its Dignity Drives, Dignity Vending Machines (which provide free pads and tampons), and the “It’s in the Bag” campaign, partnering with over 3,000 charities and supported by more than 6,000 volunteers.

Share the Dignity has delivered over 5 million packets of period products and more than 800,000 essential-filled bags to people in need across Australia, making a tangible impact in the fight against period poverty. Their vending machines (1,066 across Australia) distribute free products to:

- Family and Domestic Violence Refuges
- Aboriginal Health Services
- Homeless services
- High need public toilets

Share the Dignity also conducts advocacy, including the large-scale “Bloody Big Survey” to collect data on period poverty, and focuses on menstrual equity for all, including in remote Indigenous communities.

As part of their engagement in June 2025, Share the Dignity provided the City with localised insights drawn from its 2024 national Bloody Big Survey. 389 City of Melville residents responded to the Bloody Big Survey. These results are provided below:

Topic	National Statistics	City of Melville
Completely uneducated about menstruation before first period	15%	15%
Found it difficult to afford period products	64%	57%
Missed work due to period	56%	51%
Missed sport due to period	68%	72%

The City is not currently a participant of Shared the Dignity, however, does currently undertake the following initiatives related to this topic:

- Free menstrual products available in Willagee Community Centre Universal Access Toilet
- Menstrual products are available through the Melville Citizens Emergency Relief Fund for women who hold a Centrelink card and attend a scheduled appointment.
- Reusable Product Rebate Program:
 - Since June 2022, the City has facilitated a Reusable Product Rebate Program, offering a 50% rebate (up to \$50 per person) on eligible reusable menstrual products.
 - Eligible items include reusable menstrual cups, cloth pads, period underwear, and swimwear.
 - This program is part of the City’s broader sustainability initiatives where an annual grant pool of approximately \$7,000 is shared amongst other rebates for worm farms, compost bins, and cloth nappies.
 - Although the rebate pool is capped at approximately \$7,000 annually, it has been fully allocated and exceeded by \$2,798 in 2023/2024 and \$3,373.69 in 2024/2025. As a result, new rebate applications were temporarily paused in May 2025 of the current financial year and resumed in July 2025.

The following table provides a breakdown of menstrual product rebates over the last two financial years:

Menstrual product rebate payments					
Financial year	Number of approved rebates	% of total rebates	Total rebate amount	% of total rebate program budget	Average rebate per application
2023-2024	55	34.59%	\$2,048.75	23.29%	\$37.25
2024-2025	76	43.43%	\$2,889.56	27.85%	\$38.15

From a Western Australian Government perspective, the following initiatives are in place:

- State Commitment to Menstrual Equity:
 - WA Government actively promotes menstrual equity through provision of free period products in public schools and TAFE campuses to improve student access and reduce stigma.
- Free Sanitary Products in Education Settings:
 - State-funded program provides free pads and tampons in to ensure students are supported who may struggle to afford period products and ensure no student misses school due to lack of access to period products
 - All public primary and secondary schools.

Strategic Alignment

At a Western Australian State Government level, the [WA Women’s Health and Wellbeing Policy](#) which intends to address multiple sectors outlines four key action areas to achieve improvements in health equity:

- A. Chronic conditions and healthy ageing
- B. Health and wellbeing impact of gender-based violence
- C. Maternal, reproductive and sexual health
- D. Mental health and wellbeing

While the policy does not specifically reference menstrual equity, it does cite women that are at greater risk of experiencing mental health issues include young people, those of socioeconomic disadvantage background and CaLD background. Furthermore, an action to deliver targeted awareness initiatives aimed at decreasing the stigma and discrimination experienced by women to increase social inclusion and improve mental health. As a result, promoting menstrual equity can fit in this category.

The City also collaborates with the South Metropolitan Health Service (SMHS) on public health planning, with a shared focus on chronic disease prevention. To clarify the State Government’s position on menstrual equity, the City sought formal advice from SMHS, which was provided as follows:

Strategic Priorities

South Metropolitan Health Service (SMHS) is currently focused on supporting local governments to meet legislative requirements under the *Public Health Act 2016*, specifically the development and publication of updated Public Health Plans by 4 June 2026.

Guiding Documents

SMHS Health Promotion activities are informed by:

- State Public Health Plan 2025–2030
- WA Health Promotion Strategic Framework 2022–2026

Menstrual Health Equity Position

- SMHS acknowledges menstrual health equity as a relevant issue and recognises the value of community initiatives such as *Share the Dignity's Council Cares* program.
- However, this issue is not currently identified as a strategic priority within SMHS's public health planning framework.

From a City of Melville perspective, menstrual equity aligns with the following:

The City of Melville Vision

The City's current vision is Vibrant, Sustainable and Inclusive. Menstrual equity addresses the 'Inclusive' component of the vision whereby the intent is to create greater access to period products for the community – particularly those who may be experiencing period poverty including young people, those on low incomes and vulnerable groups.

Council Plan for the Future 2024-2034

Within the Healthy, Safe and Inclusive outcome, the proposed menstrual equity initiatives are likely to achieve the following:

- 1.1 Facilitate a sense of community, wellbeing, social connection and participation.
- 1.2 Provide a range of inclusive local community services, events and cultural activities.
- 1.4 Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
- 2.2 Sustainable use of resources and adoption of a circular economy approach, optimising waste reduction and resource recovery.

Public Health Plan

City Officers are also preparing the City's Public Health Plan – the Healthy Melville Plan. This plan is currently in draft and is required to be finalised by 30 June 2026 as per the Public Health Act requirements.

The current focus of the Draft Healthy Melville Plan is guided by SHMS and mainly focuses on addressing chronic disease across the community. The main priority areas of the Draft Healthy Melville Plan are as follows:

- Promote Active Living
- Promote Healthy Eating
- Promote Mental Health and Wellbeing
- Reduce Use of Tobacco, e-Cigarettes and Making Smoking History
- Reduce Harmful Alcohol and Other Drug Use
- Promote a Safe and Healthy Urban Environment

Options to support Menstrual Equity

As per the Council Resolution and assessing overall feasibility, the following options have been identified:

Option	Description	Benefits	Risk/Limitations	Financial Impact
1. Do nothing	Remove current rebate scheme and not provide period products at Willagee Community Centre or through Emergency Relief	Reduction in budget	Reduction in sustainable initiatives and providing inclusive environments. Negative public relations	Reduction of annual operating budgets by ~\$3,500
2. Maintain the Status Quo	Current rebate scheme continued. Officer provision of free menstrual products in vulnerable communities	No additional resourcing or budget required	Limitations of grant funding and community awareness. Relies on officer discretion and observation re provision of menstrual products	Nil
3. Increase the value current rebate scheme	Expand and dedicate funding amount and/or promote existing scheme	Encourages reusable options supports sustainability with predictable, capped expenditure	Uptake may remain modest without promotion. Benefits those able to plan/afford upfront purchase	Currently <\$3,000 per annum. There is opportunity to increase the rebate scheme by a further \$1,500 as it is expected with further promotion, there would be further uptake.
4. Introduce a donation model	Promote donation drives and install collection boxes for	Low-cost builds community ownership and	Negative community perception	Donation boxes \$1,000

program	menstrual products in libraries and community and recreation hubs. Donation baskets to be supplied in various community facilities.	can align with annual Donation Drives facilitated by Shared the Dignity. Quick and flexible to implement. Product top up as needed.	Poor donation uptake	Marketing \$300 Product top up \$200 Officer time absorbed within existing FTE
5. Participation in Share the Dignity Council Cares Program	Participate in program which would include: <ul style="list-style-type: none"> • Share the organisations educational material. • Continue existing menstrual product rebate scheme 	Visible initiative promoted through Share the Dignity website. No additional resourcing and small budget required		Officer time absorbed within existing FTE
6. Install Share the Dignity Vending Machines in City facilities	Provide free menstrual products for vulnerable communities Vending Machines supplied by Shared the Dignity at selected City facilities	Free period products Visible initiative	Identifying suitable locations and determining how many.	\$25,000 per vending machine which includes stocking of period products for a four-year period at no additional cost

While the State Government does not currently identify menstrual equity as a specific public health priority, there are practical, low-cost actions the City can take to support local needs, community wellbeing and providing inclusive places.

The City has an opportunity to address menstrual equity in a cost-effective and inclusive manner by building on existing initiatives and encouraging community participation.

Approaches such as expanding the reusable product rebate (Option 3), introducing collection and donation boxes in community facilities (Option 4), and partnering with Share the Dignity through the Council Cares program (Option 5) provide sustainable options that align with the City’s health, wellbeing, and sustainability objectives.

In addition, the City can include reference to supporting Menstrual Equity in the draft Healthy Melville Plan by referencing its participation in the Shared the Dignity’s Council Cares program.

ENGAGEMENT

The City engaged with the following organisations to develop this report:

- WA Department of Health
- Share the Dignity

In addition, the City invited members of its Melville Sounding Board (through Melville Talks) to provide confidential feedback through a short online survey in July-August 2025 as identified in the Advice Note provided to the 15 July 2025 Ordinary Meeting of Council.

180 members of the Melville Sounding Board were invited to the survey, and the following metrics were observed:

- Email open rate: 73.2% (132 people). Click-through rate: 22.3% (40 people). Survey completions: 38 responses (21% response rate).

The key findings were as follows:

- Awareness: 25 respondents (66%) were aware of menstrual equity issues.
- Support: 25 respondents supported City investment (53%) eight respondents were unsure (21%) 10 respondents did not support (26%)

Respondents were also asked their preferred menstrual initiative support should the City undertake initiatives.

Preferred menstrual initiative support if introduced	Responses%	Number
Promote education tools and awareness	47.22%	17
Expand current rebate scheme for reusable menstrual products	44.44%	16
Vending machine installation free product \$6,250 annually per machine	38.89%	14
Advocate for State and Federal Government responsibility- Do not support City involvement	36.11%	13

SUSTAINABILITY IMPLICATIONS

Sustainability Implications

The recommended options: strengthening the existing rebate scheme, implementing a donation basket model, and partnering with Share the Dignity to provide product supply through existing community channels, have the following sustainability considerations:

Sustainability

- Expanding and promoting the rebate scheme encourages the use of reusable menstrual products, reducing reliance on single-use disposables.
- The donation basket model allows flexible community participation while minimising waste generation.
- Product provision through partnerships can prioritise sustainable and reusable items where possible.

Social Sustainability

- Promotes equity, inclusion, and wellbeing by improving access to essential menstrual products for those experiencing disadvantage.
- Supports community dignity and participation through donation-based models that encourage “give what you can, take what you need.”
- Enhances menstrual health literacy and reduces stigma through education and promotion of sustainable options.
- Builds local partnerships and strengthens community connections through collaboration with not-for-profit organisations.

LEGISLATIVE AND POLICY ALIGNMENT

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

FINANCIAL IMPLICATIONS

The recommended options in this report (3, 4 and 5) are expected to add an additional \$3,000 to the City’s annual operating budget. If the Officer Recommendation is endorsed, then this will be included in the 2026-27 Integrated Planning and Budgeting Process.

CONSEQUENCE

The Officer Recommendation supports the overall intent, without placing financial risk upon the City, however, should the Council not want to proceed with the Officer Recommendation the City may be perceived as lacking responsiveness to menstrual equity needs, particularly as awareness of period poverty grows.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 there was no discussion on this item.

CD25/54 Community Security Brentwood Petition Response

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

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • A petition signed by 40 electors of the City of Melville was received on 19 August 2025 requesting the installation of three community CCTV cameras, additional street lighting, and regular overnight patrols in Spinaway Crescent and Moonlight Cove, Brentwood. The request was made in response to perceived increases in theft and suspicious activity affecting residents’ sense of safety. • WA Police data indicate a very low level of reported crime within the subject streets. One theft from a vehicle was recorded in Spinaway Crescent during the most recent six-month reporting period, and no offences were recorded for Moonlight Cove. The broader suburb of Brentwood shows similarly low offence rates compared with other suburbs within the City. • In direct response to the petition, additional MelSafe patrols have been scheduled in the Brentwood area to enhance visibility and community reassurance. The City continues to liaise with WA Police and advocate for increased police presence where operationally feasible, with patrol observations shared to assist police in effectively targeting resources. • The MelSafe team is reviewing opportunities to enhance public lighting as part of the Safer Melville Plan review. While priority is being given to public access ways, areas adjoining natural bushland (such as the subject streets) will be considered on a case by case basis. Current site assessments indicate that existing lighting levels are adequate, with no immediate deficiencies identified. • There is currently no budget allocation for fixed cameras or lighting upgrades in the subject area. The recommended approach balances community expectations with evidence-based decision-making, ensuring resources are directed to higher-priority locations identified through the City’s proposed Community Safety Technology Roll-out Plan. • If Council were to direct the installation of fixed CCTV cameras in the subject area, an estimated budget allocation of approximately \$100,000 would be required to cover capital and installation costs. Internal project management and coordination are expected to add a further \$18,000, based on the site’s current assessment. Additional ongoing maintenance, operational, and lifecycle costs are outlined within this report.
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OFFICER RECOMMENDATION

That the Council:

1. **Notes the petition submitted by Mr S Ambati on 19 August 2025 and the request for community cameras, additional street lighting and overnight patrols in Spinaway Crescent and Moonlight Cove, Brentwood.**
2. **Notes the actions taken contained within this report by the City in response to this matter.**
3. **Notes the City has written to the petitioners and residents of the subject streets advising them of the actions already taken and inviting them to participate in the City’s community consultation processes for the Home CCTV Rebate Initiative and the Community Safety Technology Roll-out Plan.**

PURPOSE

This report is presented to the Council to formally respond to the petition received from Brentwood residents, acknowledge the request, provide the relevant crime-data assessment and alignment with current service and infrastructure plans.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
Objective	1 1.3	Healthy, Safe and Inclusive Improve community safety and security.

BACKGROUND

On 19 August 2025 Mr S Ambati submitted a petition signed by 40 electors of the City of Melville requesting:

- i. installation of three community security cameras
- ii. additional permanent street lighting, and
- iii. regular overnight patrols (11 pm–5 am) for Spinaway Crescent and Moonlight Cove (Brentwood).

The petitioners cite theft from motor vehicles, suspicious overnight returns to properties and forced-entry burglaries (quoted value of stolen equipment ~\$10,000) and assert inadequate lighting and lack of security infrastructure “creating vulnerable conditions” that facilitate offending.

As part of the City’s broader review of its Community Safety Service, the City undertook a extensive service review in 2024, and from September 2025 the MelSafe service commenced, adopting a proactive patrol and technology-enabled model for hotspot and community security coverage.

The City also received Council endorsement to review the existing Safer Melville Plan, and in parallel to undertake community consultation on a Community Safety Technology Roll-out Plan including fixed and mobile CCTV, lighting, and a proposed home-CCTV rebate scheme.

As part of the consultation process, the City invited community feedback on the Draft Community Safety Technology Roll-out Plan, including proposed locations for fixed CCTV installations and a home CCTV rebate program.

As part of the petition assessment, the City obtained WA Police recorded-offence data for Brentwood, Moonlight Cove and Spinaway Crescent for the most recent six-month period and the same period in 2024. The data show that Brentwood as a suburb recorded modest offences, however neither Moonlight Cove nor Spinaway Crescent recorded more than one offence each in the period (Spinaway one theft from motor vehicle in August 2025; none in Moonlight Cove).

The petition’s requested streets were not nominated in the City’s technology roll-out as priority locations, as the crime-trend analysis did not support a disproportionate level of offending in those streets compared to other streets with higher incidence.

CONSIDERATION

The petition raises valid perceptions of insecurity among local residents, and the request for additional infrastructure and patrols aligns with accepted crime-prevention through environmental design (CPTED) principles (lighting, surveillance, patrol presence). The City’s Safer Melville Plan identifies “safe and secure physical environment” as Goal 4 including Objective 4.4: implement crime-prevention through environmental design.

However, the strategic framework and data indicate the following:

1. Crime-data

While any offence is of concern, the recorded offence rate for the specific streets is very low; neither Moonlight Cove nor Spinaway Crescent recorded any offences in the six-month period compared to the same period in 2024, except for one theft from vehicle in Spinaway in August 2025.

Table one (1) below shows the report WA Police crime statistics for Brentwood suburb (including the subject streets) as well as Moonlight Cove and Spinaway Crescent.

Month	WA Police recorded offences					
	Brentwood		Moonlight Cove		Spinaway Crescent	
	2024	2025	2024	2025	2024	2025
April	10	7	0	0	0	0
May	11	13	0	0	0	0
June	7	26	0	0	0	0
July	9	13	0	0	0	0
August	24	13	0	0	0	1*
September	19	19	0	0	0	0
Total	80	91	0	0	0	1

*stealing from motor vehicle

2. Resource prioritisation

The City's Draft Community Safety Technology Roll-out Plan identifies approximately 20 priority locations for fixed CCTV infrastructure based on crime data, community feedback and WA Police input. The subject streets were not identified in that list, primarily due to the absence of elevated crime trends and because they are not adjacent to major community hubs, public areas or open spaces which typically yield higher cost-efficiency for surveillance deployment.

The draft Plan also includes several complementary initiatives, such as the expansion of the City's mobile CCTV unit fleet that can be temporarily installed in the subject area or other locations across the City where crime or antisocial behaviour is reported. As such, not all areas that experience crime would require ongoing and permanent CCTV coverage.

A temporary CCTV unit was installed by the City in early September. To date (14 November), no incidents have been detected through the footage, and no requests for access or evidence have been received from WA Police.

3. Alternative measures in progress

The City is currently seeking community feedback on a home CCTV rebate program, which may offer rebates from \$200 - \$500 to homeowners who install eligible CCTV systems and optionally join a partnership with MelSafe.

As part of this rebate, the City is leveraging internal capability and seeking community feedback on an Australian first program that could link eligible home CCTV systems directly to MelSafe for quicker and more efficient responses.

4. Street lighting audit

The MelSafe team is currently reviewing opportunities to enhance public lighting as part of the Safer Melville Plan review. While the focus of this program is on improving lighting within public access ways, areas adjacent to natural bushland will also be considered on a case by case basis. Notwithstanding this, the existing lighting within the subject area appears adequate, with no immediate or evident deficiencies identified.

5. MelSafe patrols

MelSafe's service model includes proactive and hotspot patrols across the City and in response to this petition, additional targeted patrols have been scheduled in the Brentwood area to increase visibility and reassurance for residents.

Between 30 August and 5 November 2025, a total of six service requests (5 were for operational responses, and one was a general enquiry) were received by residents within Spinaway Crescent and Moonlight Cove, Brentwood. These comprised a mix of community safety and animal control matters:

- Two reports related to animal control (animal collection and wandering animal)
- Three reports categorised under community safety, including two incidents involving suspicious persons or vehicles and one report of a lewd act, which was referred to WA Police but no investigation was initiated
- One CCTV-related service request logged for Spinaway Crescent

All incidents were attended to in accordance with standard response times. The data indicates low but varied activity, with no ongoing pattern of repeat or escalating offences identified.

6. WA Police Advocacy

In response to the petition, the City has met with representatives of the WA Police to discuss the concerns raised by residents. The MeSafe team continues to advocate for an increased police presence in the area, as resourcing permits, and is sharing information from its routine patrols to assist WA Police in effectively targeting resources across the community.

7. Equity and consistency

If Council were to commit to fixed camera installations in these two streets in isolation, there is a risk of precedent and inconsistency across the City; therefore alignment with the broader roll-out strategy ensures fairness, transparency and efficient allocation of resources.

In light of the above, the recommended approach is to note the petition and offer supported measures (lighting audit, home CCTV rebate, patrol advice) while deferring fixed-camera commitment at this time.

The petitioners' streets may be elevated for future CCTV consideration should future data indicate rising crime trends. This ensures alignment with the City's strategic plans, efficient resource allocation, and responsiveness to both community concerns and evidence-based decision-making.

ENGAGEMENT

External engagement is underway through the public consultation process for the Draft Community Safety Technology Roll-out Plan (open until 14 December 2025). Residents of Brentwood (including those who signed the petition) are invited to participate in the home CCTV rebate and Community safety Technology Roll-out Plan consultation.

The City will write to residents of Spinaway Crescent and Moonlight Cove residents to promote participation in these two engagement processes underway.

SUSTAINABILITY IMPLICATIONS

Enhancing lighting and encouraging home CCTV through rebate supports the social dimension of sustainability by improving perceived and actual safety, which encourages community usage of public spaces, neighbour connectivity and overall wellbeing. Use of mobile CCTV and shared home CCTV networks may reduce reliance on fixed infrastructure and allow flexible deployment without unnecessary costs and social impacts.

LEGISLATIVE AND POLICY ALIGNMENT

Per the Surveillance Devices Act 1998 (WA), the City must ensure any surveillance infrastructure is compliant with the Act regarding public vs private property, audio recording, signage, and access to footage.

FINANCIAL IMPLICATIONS

Current Budget Impact

There is no specific budget allocation for fixed cameras in Spinaway Crescent or Moonlight Cove at this time. Staff time has been expended in assessing the petition and reviewing data.

Future Budget Impact

Should the streets be prioritised in a future roll-out, installation of community cameras and lighting upgrades may require capital funding and ongoing maintenance, monitoring, data storage and power costs. The City's Draft Roll-out Plan estimates fixed CCTV assets and rebates across approximately 20 locations, with costings provided in the document.

Based on a high-level concept design of three cameras, three CCTV rated poles, service run-ins or solar powered options, a capital budget allocation of \$100,000 and internal project management costs of \$18,000. This figure is based on the following assumptions:

- No adverse service findings are identified through below-ground utility assessments
- No special conditions apply in relation to the site's proximity to the Swan River
- Sufficient land is available to install camera equipment in suitable locations
- Each pole would accommodate one mounted camera

Based on the site's elevation and nearby 2.4 GHz and 5 GHz signal interference, installation of a dedicated mobile data router will be required to ensure reliable connectivity. The ongoing data cost is estimated at approximately \$80 per camera per month. Routine maintenance for the associated infrastructure is estimated at \$8,000 per year. The camera hardware would likely require replacement every five to eight years, at an approximate cost of \$15,000.

At this stage, by deferring fixed cameras, no additional funding is sought. The home CCTV rebate program (if adopted) will require allocation (e.g. up to \$500 per eligible household) and administrative costs; this may reduce demand for the City to install fixed cameras in lower-incident areas. Although some residents in the area are likely to take up the rebate, it is not anticipated that the grant program will be fully exhausted by participation from the subject streets, should Council approve the initiative.

CONSEQUENCE

If Council does not adopt the recommendation:

- A decision to immediately install community cameras would commit the City to expenditure (capital and recurrent) for infrastructure in an area that, based on current data, does not demonstrate a clear elevated risk compared to other locations
- This may divert resources from higher-need precincts, diminishes the methodology used to develop the Community Safety Technology Roll-out Plan, and sets a precedent that undermines prioritisation based on data and city-wide strategic planning
- Conversely, residents may perceive the City as unresponsive if the petition is simply noted without any apparent action; however, the recommended approach retains the matter for monitoring, provides interim measures (use of the mobile CCTV units, possible home CCTV rebate and ongoing MeISafe patrols) and thereby demonstrates responsiveness.

The recommended balanced approach addresses community concern and better aligns with the Council's most recent decision-making regarding community safety.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 during discussion of the item, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council business papers:

Question 1:

Following some community chat groups, there are regular break ins and incidences reported. Is this report factoring in those crimes or are they not being reported?

Response 1:

It's true a lot of people unfortunately do not report crime anymore, and it is often only the really serious offences which are reported. So the data we have included is from the WA Police, as the City does not collect this kind of data in a formal sense from social media groups.

Question 2:

If people aren't reporting, these statistics are not a good indicator for decision making. Is there another measure the City could potentially explore?

Response 2:

Our current CCTV engagement hones in on this need for greater data in this space, as well as engaging with the community on how they're feeling.

Question 3:

When the city wrote to the residents and petitioners of the affected streets, was the MeISafe service mentioned? And if not, could we provide more information on this service through phone or letter?

Response 3:

At the Agenda Briefing Forum, this question was taken on notice, and a response is now provided below:

When the City wrote to the residents and petitioners regarding the Brentwood Community Safety petition, the letter did reference MeISafe in the context of operational actions being taken. Specifically, the letter advised that additional MeISafe patrols had been scheduled in the Brentwood area to increase visibility and community reassurance.

The letter did not include a broader explanation of the MeISafe service, as the correspondence was focused on acknowledging the petition, outlining the City's immediate operational response, and directing residents to the ongoing consultation on the draft Community Safety Technology Roll-out Plan.

The letter did provide contact information for MeISafe and its email address if more information about the response to the issues raised in the petition required further discussion. As of 4 December, no residents have contacted the City to request further information regarding the content of the letter or more information about the MeISafe service.

Environment and Infrastructure

E25/83 Response to Notice of Motion - Applecross Ferry Terminal

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No Officer involved in the writing of this report has a conflict of interest
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.

<p>SUMMARY</p> <ul style="list-style-type: none"> At the Ordinary Meeting of Council (OMC) held on Tuesday, 19 August 2025 Council resolved to request the CEO initiate discussions and prepare reports on the viability and potential for both East and West bound Transperth busses to have access and egress from and to Canning Highway via Canning Beach Road to the proposed Applecross Ferry Terminal and obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027. Due to the design of the intersection, vehicles cannot access Canning Beach Road directly from Canning Highway and cannot turn right from Canning Beach Road onto Canning Highway. It is not recommended to adjust the intersection to allow direct access due to road safety implications. Direct access from Canning Hwy to Canning Beach Road was blocked by a median in 2019 as part of an Australian Government Black Spot project to reduce the high number of crashes occurring at the intersection. Public Transport Authority would not support a deviation to the bus service but note there are services on Kintail Road and a high frequency service on Canning Highway. The City will continue to liaise with PTA as the site develops regarding any bus infrastructure planning. It is requested that the report on the viability and potential for both the East and West bound Transperth uses have access and egress from and to Canning Highway via Canning Beach Road be noted. It is requested that the report on obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027, be deferred until the March 2026 Ordinary Meeting of Council.
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OFFICER RECOMMENDATION

That the Council:

1. **Notes the report on the viability and potential for both the East and West bound Transperth buses to have access and egress from and to Canning Highway via Canning Beach Road, to the proposed Applecross Ferry Terminal; and**
2. **Approves the deferral of the report on obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027, until the March 2026 Ordinary Meeting of Council.**

PURPOSE

The purpose of this report is to inform on the viability and potential for both East and West bound Transperth buses to have access and egress from and to Canning Highway via Canning Beach Road to the proposed Applecross Ferry Terminal.

The report is also presented to request that the Council approve the deferral of the report on obtaining State Government funding to construct a public carpark site/s to allow for adequate time to further investigate options available and to receive a formal response.

STRATEGIC ALIGNMENT

Outcome	3	Sustainable, connected development and transport infrastructure across our City.
	4	Economic prosperity and vibrant resilient communities and businesses.
Objective	3	Sustainable and Connected Development
	3.2	Deliver sustainable and well-planned infrastructure and public places and spaces.
	3.6	Provide sustainable and connected road, bicycle, footpath and transport networks.
	3.5	Facilitate improved integrated public transport solutions.
	3.1	Facilitate enhanced and sustainable urban development and amenity.
	3.3	Plan for urban growth and local commercial activity centres.
	3.4	Protect and promote the City’s character and heritage.
	4	Vibrant and Prosperous
	4.1	Facilitate vibrant activated local places and centres.
	4.4	Support local business growth and resilience.
	4.3	Attract investment in strategic locations.
	4.2	Increase awareness of Melville as a tourism and eco-tourism destination.

BACKGROUND

At the Ordinary Meeting of Council (OMC) held on Tuesday, 19 August 2025 Council resolved:

That the Council:

1. Request the CEO to initiate discussions with appropriate stakeholders and prepare reports on:

(a) The viability and potential for both East and West bound Transperth buses to have access and egress from and to Canning Highway via Canning Beach Road, to the proposed Applecross Ferry Terminal; and

(b) Obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027.

2. Reports to be presented to the Ordinary Meeting of Council on or before December 2025.

CONSIDERATION

The viability and potential for both East and West bound Transperth buses to have access and egress from and to Canning Highway via Canning Beach Road, to the proposed Applecross Ferry Terminal has been investigated.

Due to the design of the intersection, vehicles cannot access Canning Beach Road directly from Canning Highway and cannot turn right from Canning Beach Road onto Canning Highway. Direct access from Canning Hwy to Canning Beach Road was blocked by a median in 2019 as part of an Australian Government Black Spot project to reduce the high number of crashes occurring at the intersection. Forty two crashes occurred at the intersection of Canning Beach Road/Kintail Road in the five years before the median closure including 10 casualty crashes. The installation of the median has stopped the increasing number of crashes that were occurring at the site and improved traffic flow through the intersection. There has only been one crash at the intersection in the past five years. It is therefore not recommended to adjust the intersection to allow direct access.

While discussion can occur with the Public Transport Authority (PTA) and other relevant state government stakeholders, the City does not have authority to determine or approve PTA bus operations.

The City has liaised with the PTA regarding directing services to Canning Beach Road, possible drop off bays and the possibility of adding another stop on Canning Hwy nearer to the proposed Ferry Terminal. The following response was received:

“Transperth bus routes 148 (Fremantle to Como) and 158 (Fremantle to Perth) are the closest bus routes to the future Applecross Ferry Terminal. These services operate bidirectionally along Kintail Rd approximately 260m away from the future jetty site. Due to constraints associated with the road network, these buses are presently operating as close as possible. Right turn bans at Kintail Rd and Canning Beach Rd are in place to address safety and congestion concerns at Canning Hwy / Kintail Rd and even if these bans were lifted, we would unlikely support any deviation due to the negative impact on the bulk of existing passengers.”

Routes 148 and 158 are currently coordinated with train services at Canning Bridge Station, and due to the different headways the buses and future ferry will operate on, it is not possible to harmonise services. If the ferry were operating on a higher frequency any formal connection (bus waiting for late ferry) would also likely disadvantage the bulk of passengers who are continuing to Fremantle. There are no short to medium term plans to significantly improve the frequency of these services, as patronage does not presently justify further investment.

Future plans show an extension to the Route 510 bus service (currently Murdoch to Booragoon, planned to operate Murdoch to Canning Bridge). This extension, which has a low priority due to delayed upgrades at Westfield Garden City would see services extended up Riseley St, Macleod Rd and Kintail Rd to Canning Bridge improving bus service frequency however, this requires construction of Canning Bridge bus interchange (required to turn and layover the bus) and will not deliver patrons any closer than the existing 148/158 services.

It should also be noted that high frequency bus services operate along Canning Hwy approximately 500m away.

Transperth is not opposed to consideration being given to additional bus stops however it is paramount that bus movements to Canning Bridge Station will not be compromised in terms of the road layout and safe movement. This will continue to be reviewed and communicated to the City of Melville as part of any bus infrastructure planning process.

Transperth had also been in discussion with the City of Melville regarding converting two existing car bays close to the Applecross terminal location into 'kiss and ride' type drop off bays. These discussions have not been further progressed as Transperth are still waiting on the approval of the development application for the Applecross terminal to proceed. Following this, Dept of Transport & Major Infrastructure are delivering the works at Applecross. However, Transperth will continue to be in discussion with the City too about the potential drop off bays."

It has been determined that providing both eastbound and westbound Transperth buses with access to and from Canning Highway via Canning Beach Road to the proposed Applecross Ferry Terminal is not feasible. However, existing services along Kintail Road and the high-frequency bus route on Canning Highway will help support connectivity to the terminal. The City will continue to work closely with the PTA as the site develops to address future bus infrastructure planning needs.

The second part of the recommendation at the August OMC was to report on obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027. The City has had informal conversations with State Departments but does not yet have a formal response. PTA have indicated that medium term/long term parking will not be installed as part of the ferry terminal development as people will be encouraged to use active transport such as walking, riding and public transport to access the ferry terminal.

Further time is required to investigate funding options and therefore it is requested the report be deferred to OMC March 2026.

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

The proposed ferry terminal will offer an additional public transport option for residents, workers and visitors in the Canning Bridge area therefore decreasing car dependency and increasing accessibility of the Canning Bridge area to the QEII/UWA specialised activity centre and Perth CBD.

LEGISLATIVE AND POLICY ALIGNMENT

Bus operations are under the authority of the State Government through the Public Transport Authority.

FINANCIAL IMPLICATIONS

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

CONSEQUENCE

Should the City reopen Canning Beach Road to traffic from Canning Highway crashes will recommence negating the road safety benefits achieved by the works.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 there was no discussion on this item.

E25/84 Deferral Additional FOGO Bins Report

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the writing of this report has a conflict of interest.
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.

<p>SUMMARY</p> <ul style="list-style-type: none"> At the Ordinary Meeting of Council (OMC) held on Tuesday, 19 August 2025, the Council resolved to request the CEO to prepare a report to the December 2025 OMC, detailing the resources and implications to implement an annual program to provide one additional Food Organics Green Organics (FOGO) bin to residents who reside in any area of the City, impacted by the leaves falling from deciduous trees during the fall-winter period. The FOGO bins to be delivered by the City on request, free of charge to affected residents and to be picked up by the City at the end of the fall period. This report seeks to defer the Additional FOGO Bins report until the March 2026 Ordinary Meeting of Council
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OFFICER RECOMMENDATION

That the Council Approve the deferral of the Additional FOGO Bins report until the March 2026 ordinary meeting of council.

PURPOSE

This report is presented to request that the Council approve the deferral to allow for adequate time to investigate the resources and implications to implement an annual program.

STRATEGIC ALIGNMENT

Outcome	2	A clean, green and sustainable City for current and future generations.
Objective	2	Clean and Green
	2.2	Sustainable use of resources and adoption of a circular economy approach, optimising waste reduction and resource recovery.

BACKGROUND

At the Ordinary Meeting of Council (OMC) held on Tuesday, 19 August 2025, the Council resolved to requests the CEO to prepare a report to the December 2025 Ordinary Meeting of Council, detailing the resources and implications to implement an annual program to provide one additional Food Organics Green Organics (FOGO) bin to residents who reside in any area of the City, impacted by the leaves falling from deciduous trees during the fall-winter period. The FOGO bins to be delivered by the City on request, free of charge to affected residents and to be picked up by the City at the end of the fall period.

CONSIDERATION

This report is presented to request that the Council approve the deferral to allow for adequate time to investigate the resources and implications to implement an annual program due to current staff workloads, resourcing and finalising the Waste Supply Agreements.

ENGAGEMENT

There are no engagement implications 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.

CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 there was no discussion on this item.

Planning

UP25/93 Trees on Private Land

File Number:	
Responsible Officer:	Director Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil
Application Number:	N/A
Applicant:	N/A
Owner:	Strategic Planning
Proposal:	Trees on Private Land – Consideration of Policy Approach for the protection of trees on private property
Attachments:	<ol style="list-style-type: none"> 1. Engagement Snapshot ↓ 2. Alternative Motion with Notice (Cr K Wheatland) 3. Officer Advice Note to Alternative Motion

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • Like most local governments in Perth, Melville is grappling with the issue of a declining tree canopy, driven by pressure from housing infill as well as environmental factors such as Polyphagous Shot Borer and bushfires. • Despite the City’s significant tree planting program yielding a year-on-year increase in tree canopy on public land, data collected as part of the review of the City’s Urban Forest Strategy revealed the City’s overall tree canopy decreased by 1.4% between 2016 and 2022. • With 45% of the City’s tree canopy on private land, the City’s Urban Forest Strategy (2024) makes it clear that growing, or even simply preserving the City’s Tree Canopy cannot be achieved on public land alone. • In addition to the environmental responsibilities to be considered, a 2025 decision of the State Administrative Tribunal (SAT) has upheld recent legal advice offered to the local government’s across Perth, which is that removing a tree does in fact constitute development (subject to certain considerations), and that there is an obligation on each local government to determine when removing a tree from private land requires a development approval (and when it is exempt). • The recent decision of the SAT coincides with the culmination of nearly three years of presentations and workshops with the Elected Members, as well as engaging with our community and various other stakeholders to determine how best to respond to the growing concern around the loss of mature trees in Melville.

- Feedback from the community and Elected Members has noted the importance for improved management of trees on private property. A policy response which seeks to encourage retention of mature trees, whilst allowing tree removal through appropriate development, as well as exploring long term canopy growth through replacement trees, is seen to have merit. Progress on a draft Policy would be workshopped with Elected Members and presented to Council for consideration of advertising for further feedback.

OFFICER RECOMMENDATION

That the Council:

1. **Notes the community feedback indicating strong interest in improved management of tree loss on private land; and**
2. **Requests the CEO prepare a draft Local Planning Policy relating to trees on private land, with an overarching objective of encouraging the retention of mature trees, while allowing reasonable development to proceed, and ensuring any necessary removal is appropriately managed to support long term urban tree canopy growth; and**
3. **Requests that the content of the draft Local Planning Policy be workshopped with Elected Members, prior to being presented to Council for consent to advertise.**

PURPOSE

The purpose of this report is to seek Council’s endorsement to prepare a Local Planning Policy (LPP) relating to the management of trees on private land. The LPP will provide a clear and consistent planning framework to guide how tree removal and retention matters are addressed through the development assessment process, while supporting long-term tree canopy outcomes across the City.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	2	A clean, green and sustainable City for current and future generations.
	3	Sustainable, connected development and transport infrastructure across our City.
Objective	1	Healthy, Safe and Inclusive
	1.1	Facilitate a sense of community, wellbeing, social connection, and participation.
	2	Clean and Green
	2.1	Protect and enhance our natural environment, ecosystems and biodiversity.
	2.3	Increase the urban forest tree canopy on City managed land.
	2.5	Mitigate and adapt to climate change impacts.
	3	Sustainable and Connected Development
	3.1	Facilitate enhanced and sustainable urban development and amenity.
	3.4	Protect and promote the City’s character and heritage.
	3.6	Provide sustainable and connected road, bicycle, footpath and transport

	networks.
4	Vibrant and Prosperous
4.1	Facilitate vibrant activated local places and centres.

BACKGROUND

As part of the review of the City's Urban Forest Strategy, the City's tree canopy data in 2022 revealed a 1.4% decrease in canopy from a percentage coverage of 13.9% to 12.5%. The following Notice of Motion was adopted by Council in December 2022:

That the Council:

1. ***Notes with concern the recent survey of the City's tree canopy cover which showed a dramatic reduction in tree canopy cover across the City of Melville.***
2. ***Recommits to the goal identified in the Corporate Environmental Strategic Plan 2016 – 2025: 'Greening of the City by increasing the vegetation canopy coverage'***
3. ***Requests the CEO to prepare a report on:***
 - (a) ***a. The opportunities for further protection of mature trees in light of the Town of Nedlands and City of South Perth's proposed amendment to the Local Planning Strategy requiring development approval for removal of mature trees;***
 - (b) ***b. A realistic target for tree canopy coverage across the City, with specific targets for city controlled and private land; and***
 - (c) ***c. Any other appropriate strategies or measures to ensure the preservation of tree canopy coverage across the City of Melville***

In May 2023 a report and Options Paper were presented to Council. The Options Paper outlined the existing measures the City had in place to increase/protect the Urban Forest, benchmarked approaches other Councils applied, and provided a list of options for tree enhancement/protection on private land. The Council resolved:

That the Council:

1. ***Notes the report on available options to provide additional protection of trees on private property***
2. ***Commits to progressing further consideration of the actions outlined in section 4 of the Options Paper to increase its urban tree canopy.***
3. ***The available options to provide protection of trees on private property be the subject of a workshop at a future Elected Member Engagement Session***
4. ***Investigates further provision of public open space where there is an identified deficiency.***
5. ***Requests the CEO to continue to prioritise the provision, installation and maintenance of suitable trees on public verges and parks throughout the City of Melville to improve the City's urban tree canopy.***

In August 2023, legal advice prepared by McLeod's Solicitors for the Western Australian Local Government Association (WALGA) determined that removing trees of a certain size constituted 'development' under the *Planning and Development Act (2005)*, and therefore without suitable

exemptions in place under the relevant local planning framework, a development approval was required before a significant tree could be removed.

In March 2024, WALGA released a local planning policy template developed in conjunction with McLeod's and based on their legal findings. The template was designed to assist local governments to develop a policy to regulate tree loss on private land. A number of local governments in the Perth metro area have adopted or are currently considering implementing a policy based on this template.

The release of the WALGA model policy coincided with a motion at the City's 2024 Annual General Meeting of Electors, where the community members in attendance moved a motion requesting that Council adopt the WALGA policy (see Attachment 1). At the April 2024 OMC, the Council noted:

That the Council:

1. Motion 1 carried at the Annual General Meeting of Electors held on 25 March 2024:

“That the Council adopt the WALGA Local Planning Tree Retention policy, released March 2024 with the purpose of:

- 1) Clarifying whether tree removal, or tree damaging activity, is works that requires developmental approval and***
- 2) Supports consistency across councils within the Perth metropolitan areas in relation to protecting trees on private property.”***

2. that consideration of adoption of the WALGA Model Local Planning Policy – Tree Retention is part of the current investigation of tree protection options associated with previous Council resolutions and that the results of these investigations will be subject to a future report to Council.

Two subsequent Elected Member workshops were held in April and July 2024 to further discuss the available options to respond to what was a rapidly changing issue for our community and the communities across Perth. An outcome of these workshops was that the City undertook community engagement in October and November 2024, during which the community was asked whether they thought the City should regulate tree removal on private land, and if so, using what approach.

At the February 2025 Annual General Meeting of Electors, the represented community members again sought for the Council to adopt the WALGA policy. At the following OMC in March 2025, the Council resolved:

That the Council:

1. Note Motion 3 carried at the Annual General Meeting of Electors held on Monday, 3 February 2025; and

2. Note that:

- (a) Investigations into the retention of trees on private property are ongoing.***
- (b) Investigation findings are scheduled for presentation to Council by December 2025.***
- (c) A policy response, such as alignment with the WALGA Planning Tree Retention Policy, will be one of the options presented to the Council for consideration.***

The results of the engagement were presented at an elected member workshop in April 2025, where it was identified that survey respondents supported the use of at least one of two suggested policy options designed to regulate tree removal on private land.

A subsequent elected member workshop was held in July 2025 to work through the engagement findings and understand the views and concerns of the elected members in relation to the possible adoption of a local planning policy to regulate tree loss on private land.

Less than a week after the July 2025 EMES session, the State Administrative Tribunal (SAT) made a decision that ultimately confirmed the legal advice from McLeod's that in the absence of establishing suitable exemptions into a local planning framework, removing a 'large' tree does require approval from the relevant local government. This has ultimately put pressure on all local governments to determine under what circumstances removing a tree would require a development approval (if ever), and when removing a tree would be exempt.

At an Elected Member workshop in November 2025 the City invited McLeods Solicitors to present to the elected members on the recent SAT decision and outline the responsibility on Council to decide on whether to regulate trees on private land or not.

CONSIDERATION

The discussion around managing trees on private land has been in train since 2022. A range of conversations have been held with the community and Elected Members, exploring the opportunities and options for tree retention on private land, including extensive community engagement and four EMES workshops. There has been broad support for a policy approach and to increase community education and awareness.

There have been two key developments that have evolved during the tree policy consideration.

1. The Western Australian Local Government Association (WALGA) developed a Tree Policy framework to assist local governments in developing tree protection policies. Local governments have either adopted or have begun the process of development.
2. A State Administration Tribunal (SAT) decision in July 2025 (Zorzi vs Town of Cambridge) further determined the removal of a large tree constitutes "development" under the Regulations and requires a development application (depending on "fact and degree" i.e. on a case-by-case basis). Whilst tree removal on private property can be considered development for which approval is required, consideration should be given to the significance of the tree and the planning context as to whether the local government should require a development application. Guidance (such as a policy) is required to provide a planning framework of where and when a tree can be removed, to provide clarity to both the City and the community.

Community and elected member feedback have indicated interest in a response to the management of trees on private land. Whilst a range of views are noted, an approach with an overarching objective to encourage the retention of mature trees, while allowing reasonable development to proceed, and ensuring any necessary removals are offset with replacement trees, has gained a level of consensus.

It is recommended that a draft policy be prepared reflecting these high-level principles. The draft policy would be workshopped with Councillors prior to being presented to Council for consent to advertise.

ENGAGEMENT

Community engagement was undertaken from 1 October 2024 to 17 November 2024. A total of 918 responses were received. The engagement consisted of:

- Pop up listening posts at the South of the River Forum, Pups in the Park and Perth Makers Market (53 participated)
- Online engagement. Dedicated project webpage on Melville Talks. Online survey (860 completed online)
- Hard copy surveys placed at Council Buildings and included opportunities for in person and over the phone surveys.

The project was promoted via multiple communication channels to raise awareness and promote participation across a broad cross-section of the community, and involved:

- Direct email random sample (5,963 individuals)
- Direct email to Local Planning Scheme 6 participants (400)
- Direct email to Melville Sounding Board (178 individuals)
- eNews distribution (20,000+ recipients)
- Social media - Facebook (27.4K reach) Instagram (13.5K reach)
- Website with 2.5K page visits during consultation period
- In person engagement and promotion (3 events)

A “snapshot” of the engagement results was published on the City’s MySay page and is provided in Attachment 1.

There have been four EMES workshops to discuss options and policy approaches.

The development of the LPP will occur in consultation with Elected Members through dedicated EMES workshops in early 2026, prior to the draft policy being finalised for consideration by Council to advertise to the community. This will ensure Council has full oversight of the detailed provisions, exemptions, assessment criteria and implementation mechanisms before any public consultation is undertaken.

Should the Council resolve to develop a policy approach, the draft policy would be required to undergo statutory public advertising.

SUSTAINABILITY IMPLICATIONS

Trees and other vegetation in urban areas provide significant social, economic, and environmental benefits to the community. The greatest environmental, aesthetic and cooling benefits of trees are provided by large, mature trees which typically have the largest canopy cover.

Retaining and enhancing urban tree canopy has several positive sustainability implications including:

- Greenhouse gas mitigation and reduction
- Improved air quality
- Water cycling and erosion mitigation
- Biodiversity
- Sun and heat protection (mitigating the Urban Heat Island Effect)
- Reduced energy costs
- Increasing property values
- Encouraging outdoor activity
- Mental well-being

LEGISLATIVE AND POLICY ALIGNMENT

Proposals to amend, revoke or introduce new Local Planning Policies are to be prepared in accordance with Clause 4 of the Planning and Development (Local Planning Scheme) Regulations 2015 (Regulations) which includes public advertising.

FINANCIAL IMPLICATIONS

Initial development of a policy will be undertaken within the existing annual budget. Effective implementation of a tree regulation/replacement policy will result in resource implications with respect to items such as assessment of application, monitoring of compliance with policy provisions, enforcement action and general education associated with the benefits of tree canopy. These additional resource requirements are expected to include a need for additional staff. Any future implementation costs will be identified and presented to Council during the workshop phase.

CONSEQUENCE

The recent SAT decision confirms removing a significant tree constitutes “development” under the Planning and Development Act and Regulations. Policy guidance is required to enable the City to identify and assess where a development application for tree removal is required and where a tree can be removed and/or retained and if any tree replacement options are required. Should the Council resolve not to be involved in the regulation of trees on private land, an amendment to LPP 1.17 - Additional Development Exemptions, would need to be progressed to exempt tree removal from requiring development approval, to ensure compliance with the Regulations.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 during discussion of the item, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council business papers:

Question 1:

Will Incentives for private land owners to boost their canopy coverage be looked at in this policy?

Response 1:

The content of the policy will be workshopped with Elected Members. The report provided to the December Council Meeting discusses some key principles which will guide the workshops and direction of the policy.

Question 2:

What happens if a block is cut up and trees are removed, and there is nowhere for new trees to be planted?

Response 2:

As per the response to Question 1, the details of the policy will be workshopped with the Council. There is an opportunity for the Council to consider a replacement option, which explores alternative locations for replacement trees in those circumstances.

Question 3:

What is the timeframe Elected Members can expect for this to come back for us to consider?

Response 3:

It is expected to be presented to Elected Members again in Early 2026.

Question 4:

What is the primary objective for the policy under the officer recommendation?

Response 4:

The recommendation is deliberately broad to enable an open workshop with Elected Members but the report does discuss the key principles which would be used to move forward with an overarching objective aimed at tree retention. However, where removal may be appropriate, it is possible for us to explore replacement trees.

Question 5:

Could there be consideration to increase the tree canopy target from 15% To 20% as a minimum?

Response 5:

During the Agenda Briefing Forum, this question was taken on notice, and a response is now provided below.

Consideration of an increased canopy target percentage would need to be assessed through the policy development process, supported by analysis of feasibility, land capacity, and alignment with strategic objectives having regard for the City's Urban Forrest Strategy.

UP25/75 LPS6 Review - Staging and Implementation Plan

File Number:	
Responsible Officer:	Director Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	1. Staging and Implementation Plan ↓

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 (City) has commenced the review of its Local Planning Scheme No 6 (LPS6) and the review is currently in the first of two stages. Stage 1 involves preliminary community engagement and preparation of the draft Scheme. Stage 2 involves the statutory steps of the Scheme Review (advertising of the draft Scheme, responding to community feedback and formal involvement of the Western Australian Planning Commission and the Minister for Planning).
- A Staging and Implementation Plan has been prepared to guide the remaining tasks of Stage 1 leading up to Council endorsing a final draft Scheme for statutory advertising. Endorsement of the Staging and Implementation Plan will provide additional certainty to Council, the community and other stakeholders on the proposed next steps and level of investigation, testing and engagement ahead of the finalisation of the draft Scheme.
- The remaining Stage 1 tasks that are detailed within the Staging and Implementation Plan include further technical studies, state agency engagement, Elected Member workshop series and further community engagement.
- The Staging and Implementation Plan maps out these final tasks, key milestones and indicative timing for each task.

OFFICER RECOMMENDATION

That the Council endorse the Staging and Implementation Plan to guide the proposed timing and stakeholder engagement for the remaining tasks of Stage 1 of the Local Planning Scheme 6 Review.

PURPOSE

The purpose of the Staging and Implementation Plan (the Plan) is to clearly map out the remaining tasks under Stage 1 of the LPS6 Review, key milestones, engagement and timing. The Council endorsement of the Plan does not imply Council support for any proposed changes and will provide clarity and alignment on the next steps.

STRATEGIC ALIGNMENT

Outcome	3	Sustainable, connected development and transport infrastructure across our City.
Objective	3	Sustainable and Connected Development
	3.3	Plan for urban growth and local commercial activity centres.

BACKGROUND

The City of Melville (the City) is currently in Stage 1 of reviewing its Local Planning Scheme 6 (LPS6) which to-date, has involved a Report of Review, early concept planning and non-statutory engagement to test these concepts and understand community priorities. The review process involves two broad stages:

- Stage 1 –Investigations, preliminary community engagement, policy review and ultimately drafting of proposed modifications to the Scheme; and
- Stage 2 – The statutory scheme amendment process (legislated by the Planning and Development Act 2005).

Early concepts for proposed density changes to the Scheme were shared with the community in late 2024, prompting a meaningful amount of feedback. Among the key concerns raised were the potential impacts of the changes on issue including but not limited to:

- Traffic and parking
- Housing affordability
- Distribution of increased density
- Tree canopy coverage
- The capacity of local services (including schools) and utilities
- Environmental risks associated with specific areas
- Concentration of proposed density change areas in the northern half of the City.

In response, the process was reviewed, and a series of technical studies were identified to be undertaken and referrals to state agencies made to provide further information to understand the impacts of proposed the changes and respond to the concerns raised. The feedback received has also prompted further investigation exploring opportunities for increased density and housing choice in other parts of the City, including attention on areas in the southern half of the City.

Information from these further investigations, together with an Elected Member workshop series and additional community engagement, will feed into the draft scheme review document, before being submitted to Council for their endorsement of the draft being submitted to the WAPC for consideration of permission to advertise.

The abovementioned workshop series will bring Elected Members on the journey of the scheme review process to-date, provide them with information gathered such as the findings from the technical studies, community engagement and state agency referrals. We will also run through strategic planning principles related to our local planning framework and how the state planning frameworks apply, which have guided much of the review to-date. With this information in hand, the Elected Members will be able to review the elements of the scheme which are of importance to

the community over a series of six workshops over six months. Towards the end of the series, the refined scheme changes will go back out to the community for a second round of engagement.

To ensure the timely delivery of Stage 1 with adequate technical investigations and community and stakeholder engagement, the Plan has been prepared to outline the scope of the remaining tasks which will fine-tune the draft Local Planning Scheme. The Plan includes a detailed timeline of tasks, deliverables and key milestones to be reached prior to initiating Stage 2.

CONSIDERATION

The preliminary engagement phase of the Scheme Review has delivered community feedback on the initial concepts proposed. Key issues and opportunities emerged through this preliminary engagement phase which in turn informed the focus for further technical investigations and testing.

Key aspects of the Plan are outlined in the table below. A further breakdown of tasks, details and timing are presented within the Plan (Attachment 1):

Item	Detail	Timing*
Land Economics Assessment	Engage a suitable consultant to undertake a land economics assessment to review the proposed density change areas as well as the broader Melville area, and determine current and future development viability, market demand, built form outcomes and opportunities for delivering housing affordability.	May 2025 – December 2025 (commenced)
Traffic Impact Assessment	Engage a suitable consultant to undertake a Traffic Impact Assessment to consider local and regional traffic impacts associated with the proposed change areas (over time). The assessment will build on the land economics work, as well as other expected future traffic generators, such as the City’s activity centres and future traffic growth from other local governments.	October 2025 – March 2026 (commenced)
Tree Canopy Impact Assessment	Engage a consultant to produce a comprehensive report on the anticipated impacts to tree canopy from the infill models suggested in the LPS6 Review. The report will test and explore the notion that higher density leads to tree loss, conduct a comparative analysis of different infill models, review relevant literature including the R-Codes, and include case studies of Councils with effective tree policies.	October 2025 – February 2026 (commenced)
Review proposed density change areas	Informed by the community feedback gathered in Phase 3, review the proposed density change areas to either increase or decrease the proposed density codes. Revisit investigations into residential areas in other parts of the City, including focus on areas in the southern half of the City for alternative locations suited to medium density and housing choice. These areas will be workshopped with Elected Members before being advertised in the second round of community	March 2025 – December 2025 (commenced)

	engagement within Stage 1.	
State agency referrals	<p>Attain greater clarity around certain perceived issues with increasing density that relate to the impact on the City’s environment and infrastructure including flood plain levels, bushfire risk, utilities (water, power, internet) and schools. Refer to state agencies in regard to the above, including:</p> <ul style="list-style-type: none"> • Department of Education (can capacity for schools be adequately managed?) • Utilities providers (Water Corporation, Wester Power, Horizon Power, ATCO Gas, etc) (can capacity for utilities be adequately managed?) • DWER, DBCA and DPLH (bushfire policy team and coastal planning) (are proposed locations for density increase considered vulnerable, and what mitigation measures should be taken to avoid risks?) 	June 2025 – December 2025 (commenced)
Elected Member workshop series	<p>Run a series of detailed workshops with Elected Members to provide the theory and background of proposed changes and seek feedback on proposed changes. Workshops suggested to cover the following key topics:</p> <ul style="list-style-type: none"> • Workshop 1 – Introduction to workshop series and background • Workshop 2 – Changes to built form controls (local and neighbourhood centres) • Workshop 3 – Density changes (1) • Workshop 4 – Density changes (2) • Workshops 5 – Density changes (3) • Workshop 6 – Final workshop to present the Draft LPS6 in its entirety (<i>to occur after a second round of community engagement</i>). 	<p>February 2025 – August/September 2026</p> <p><i>Workshop timing is based on availability of Councillors during EMES timings.</i></p>
Preliminary Non-Statutory Community engagement (Round 2)	<p>Additional round of community engagement focusing on residential density, including refinements made based on community feedback, technical studies and Elected Member workshops. The engagement process will be refined based on lessons learned from the 2024 engagement.</p> <p>Prior to this engagement, the City will publish a Detailed Engagement Report detailing the outcomes of the 2024 engagement process.</p>	<p>July – August 2026</p> <p>(depending on the progress of the workshops)</p>
Compile and consider all data received	Incorporate findings from above studies, engagement and referrals into LPS6 review.	Ongoing from October 2025 – September 2026
Draft scheme submitted to Council	<p>Draft scheme text and maps submitted to Council for their endorsement.</p> <p>If supported, the City will submit the draft Scheme</p>	Q4 2026 / Q1 2027

	amendment to the WAPC triggering the start of Stage 2.	
Close the feedback loop	Report back to the community and let them know the outcomes of the process, how their feedback has contributed to the scheme review process and next steps for the review.	Q4 2026

**Timing is based on our best estimate, depending on all other tasks and may be subject to change.*

Concurrent Strategic Planning

The Local Planning Scheme Review focuses on development areas outside the City’s major activity centres, while detailed planning for strategic centres is managed through separate instruments like Structure Plans, which like schemes are regulated by the State Government. Although these planning tools differ in scope and timing, they are aligned with the City’s overarching Local Planning Strategy to manage and guide development outcomes. Similarly, the review of LPS6 will have regard and recognition to the development opportunities within these activity centres.

An ongoing program is in place to prepare and review these plans. Reviews are underway for Canning Bridge, Booragoon, and Riseley Centres, with existing plans for Melville, Kardinya, and Murdoch Centres. Early planning has begun for Petra Street, while Bull Creek is being monitored for future planning needs. Further investigation into the residential areas around the Bull Creek and Murdoch train stations has recently been undertaken, with Council considering whether to prioritise the planning for these as an immediate priority or as a future opportunity.

A decision from the Council on the planning for these stations is not expected to impact on the Plan, acknowledging that LPS6 is not considered to be the appropriate framework to strategically plan for these areas, and that the infill to be delivered in these station precincts is being considered for in the City’s modelling for infill to 2050.

ENGAGEMENT

The engagement process has been structured into seven key phases:

1. Initial Awareness and Input (Completed)

The community was informed that a Scheme review was commencing, and early input was sought to identify key themes and planning priorities.

2. Focus Area Consultation (Completed)

Six preliminary focus areas were identified for investigation. Community members were invited to provide feedback on these areas and suggest additional topics for consideration.

3. Draft Proposals Consultation – Non-Statutory (Completed)

The community was invited to review proposed zoning and density changes. Feedback was gathered through an online survey, and in-person appointments were offered for residents to discuss specific concerns and gain clarity on the proposals.

4. Referral to State Agencies and Infrastructure Stakeholders (In Progress)

As part of the review process, we are engaging with key State Government departments, transport agencies, and utility providers to address infrastructure and environmental considerations associated with increased density. A priority focus for Stage 1 of the review process is obtaining preliminary advice on community concerns regarding bushfire and flood risks within the proposed change areas, capacity for schools to accommodate increased population and any concerns held by the relevant transport agencies in regard to the areas identified. This includes floodplain management, bushfire risk assessment, service capacity (water, power, internet), school infrastructure, and transportation impacts. Relevant agencies include the Department of Education, Water Corporation, Western Power, DWER, DBCA, DPLH, DFES and transport authorities.

The City will receive preliminary feedback from the relevant agencies and service providers in Stage 1 of the review process, with more detailed feedback required in response to the regulated State agency referral requirements as part of the Stage 2 consultation process.

5. Elected Members Engagement (Upcoming)

A key element of this phase involves collaboration with Elected Members through a series of interactive workshops. Elected Members will review proposed changes to LPS6, informed by community feedback, technical studies, and officer analysis. These sessions will help shape the draft Scheme amendments to be advertised in the next stage. Recognising the complexity of planning frameworks, we will provide a suite of supporting resources to assist Elected Members with this. These materials will clearly explain the components of the scheme, the rationale behind proposed changes, and the intended outcomes, ensuring Members are well-equipped to engage meaningfully in the process.

6. Draft Proposals Consultation (Engagement Round 2) – Non-Statutory (Upcoming)

Re-engage with residents and property owners on the changes to the proposed density areas (including any new or removed areas different to the 2024 engagement). The approach to be taken and information to be made available to the community will be developed based on the lessons learned from the previous community engagement (e.g. direct engagement, redesigned online maps and provision of additional information).

In addition, the City intends to complement its standard engagement approach by bringing together a representative community group to explore the proposed density changes through a series of workshop sessions. This group will have the opportunity to share their perspectives, aspirations and provide feedback to help shape the direction of the Scheme Review.

The City will engage with Councillors on the proposed composition and process for this group before it commences. Feedback from the group, along with input from Elected Members, will be incorporated into the final draft Scheme before it is submitted to Council for endorsement.

7. Statutory Advertising (part of Stage 2)

The final draft Scheme will be formally advertised for public comment, with a minimum consultation period of 60 days. The City will promote this widely using a mix of traditional and digital communication methods, ensuring broad outreach.

Direct communication will also be made with those most directly impacted by the proposed changes. Community members will be invited to submit their views, including levels of support or concern. These submissions will be considered prior to final endorsement by the WAPC and the Planning Minister (Upcoming as part of the statutory scheme amendment process in Stage 2).

More information on the engagement and communications approach is detailed within the Staging and Implementation Plan.

SUSTAINABILITY IMPLICATIONS

Enhanced sustainability outcomes is a key theme of the Scheme Review. For example, additional opportunities for development intensity in strategic locations in or near centres and with good access to public transport provides considerable positive social and environmental sustainability impacts.

LEGISLATIVE AND POLICY ALIGNMENT

The current stage of the project, being preliminary, is not legislated under the Planning and Development Act 2005, which allows for more flexibility in terms of our approach. The information gained during this stage, will inform the works under Stage 2 of the Scheme review process – a process which is legislated under the *Planning and Development Act 2005* and regulated by the *Planning and Development (Local Planning Scheme) Regulations 2015*.

FINANCIAL IMPLICATIONS

The actions and investigations proposed in the Plan are provided for in the 2025/2026 Budget. Additional actions may require additional budget.

CONSEQUENCE

Endorsement of the Plan is recommended to provide clarity and alignment on the proposed next steps, timing and associated level of resourcing for both staff, the Council and the community.

Options for Council consideration are as follows:

1. Endorse the Plan as Presented
 - Ensures certainty regarding actions, timing, and resource allocation.
 - Facilitates clear communication with stakeholders and the community.
2. Endorse the Plan with Modifications
 - Council may choose to amend aspects of the Plan
 - Implications: Adjustments such as shortened timeframes or additional investigations may result in increased budget requirements and/or resource impacts.
3. Do Not Endorse the Plan
 - May create uncertainty within the community regarding next steps and timing.
 - Could delay implementation and require further direction from State Government.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 during discussion of the item, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council business papers:

Question 1:

Regarding the technical studies, one is a traffic study in October – March 2026. Is that accurate and how accurate will the information during that timeframe be?

Response 1:

The traffic investigations are underway at the moment. They are not so much based on measurements of existing traffic and is more of a modelling exercise using existing traffic and established metropolitan wide traffic models and exploring what the local and regional impacts of those would be.

Question 2:

Regarding the community engagement; what does this look like?

Response 2:

In the implementation plan, there is actually reference to the implementation of a representative community group. This will be explored in the next community engagement phase. We have also done a lot of preliminary engagement and are proposing a further round of engagement middle of next year to enable the community to look at the technical studies and the responses we've made in regards to any preliminary rounds of engagement. The feedback received will be cross checked against the community reference group and the next step would then be for the Council to form a draft scheme prior to Stage 2 commencing. In addition, the timeline notes July to August for community engagement. However, if more time is required to accommodate community engagement this timeline may be extended and we'll continue to engage with the Council on the makeup of the community reference group to establish a common understanding on what that looks like. We will also engage with the Stakeholder Engagement team to ensure best practice engagement is followed. The community's input on this process is vital.

Question 3:

Regarding the community reference group, can we be provided more information on what this will look like and who will be invited to participate?

Response 3:

The City will establish more detail around what the community engagement will look like and will seek Elected Member feedback on that prior to it being actioned.

Question 4:

When will we expect to hear more on the community engagement?

Response 4:

We expect to be able to present this to Elected Members at an EMES in early 2026.

Question 5:

Can you provide more details on concerns raised in the five petitions received in relation to the LPS6 Review?

Response 5:

There is another item on the agenda which detail the issues raised in the petition. The issues raised are largely around traffic amenity and capacity of infrastructure. Some petitions were firmly against the changes and some were offering an alternative proposal. Item UP25/92 Response to Petitions - Local Planning Scheme 6 Review on the agenda for the December Ordinary Meeting of Council details the issues raised, and the City's recommendations.

Question 6:

Will the community be engaged on the draft scheme when it is finalised in October – November 2026?

Response 6:

The City maintains active communication on the website regarding the scheme amendment and the timeline, and this will continue to be updated as we progress. However, the timeline and implementation plan, including engagement steps is flexible and can be expanded as required.

Question 7:

Could we explore outreach programs for getting community feedback, such as coffee catchups or roadshow style engagement?

Response 7:

We try to make engagement as widespread as possible, so any feedback is welcome from Elected Members and can be considered.

UP25/92 Response to Petitions - Local Planning Scheme 6 Review

File Number:	
Responsible Officer:	Director Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil
Attachments:	Nil

COUNCIL’S ROLE

Information: For the Council / Committee to note.

<p>SUMMARY</p> <ul style="list-style-type: none"> • Five petitions were received in response to proposals published in 2024 as part of the Local Planning Scheme No. 6 Review and Council requested a response to the petitions to be prepared by December 2025. • Technical work is ongoing to inform the refinement of the Local Planning Scheme No. 6 Review proposals, and this will continue into 2026. • A Detailed Engagement Report will be presented to Council in Q2 of 2026 and will include a response to the five petitions.

OFFICER RECOMMENDATION

That the Council:

- 1. Notes the interim report in response to the petitions received in relation to the review of Local planning Scheme 6; and**
- 2. Acknowledges that an additional response to the petitions will be provided within a Detailed Engagement Report, which is due to be considered by Council in Q2 of 2026 following the completion of further technical work.**

PURPOSE

To provide an update regarding the City’s response to five petitions received between August and October 2024 relating to the Local Planning Scheme No. 6 (LPS6) Review. A previous resolution required further investigations to be undertaken, and the findings presented to Council by December 2025.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	5	Leadership and good governance for the benefit of the whole community.
Objective	1	Healthy, Safe and Inclusive
	1.1	Facilitate a sense of community, wellbeing, social connection, and participation.
	5	Good Governance and Leadership
	5.4	Strengthen active citizen engagement, participation, and access to information.

BACKGROUND

In July 2024, the City of Melville (the City) published ideas for density and zoning changes being considered as part of the review of Local Planning Scheme 6 (LPS6) and invited feedback between July and October 2024. This engagement stage was non-statutory and forms part of the City’s journey towards developing an updated Local Planning Scheme for review and approval by the Council.

During the engagement, the City received five petitions and these either objected to the suggested R-code changes outright or suggested an alternative density as a compromise. The five areas are:

1. Cowan Street to Cunningham Street – North of Canning Highway
2. Booragoon East
3. Cantray Avenue to Cunningham Street – North of Canning Highway
4. Tain Street to Reynolds Road – North of Canning Highway
5. Booragoon West

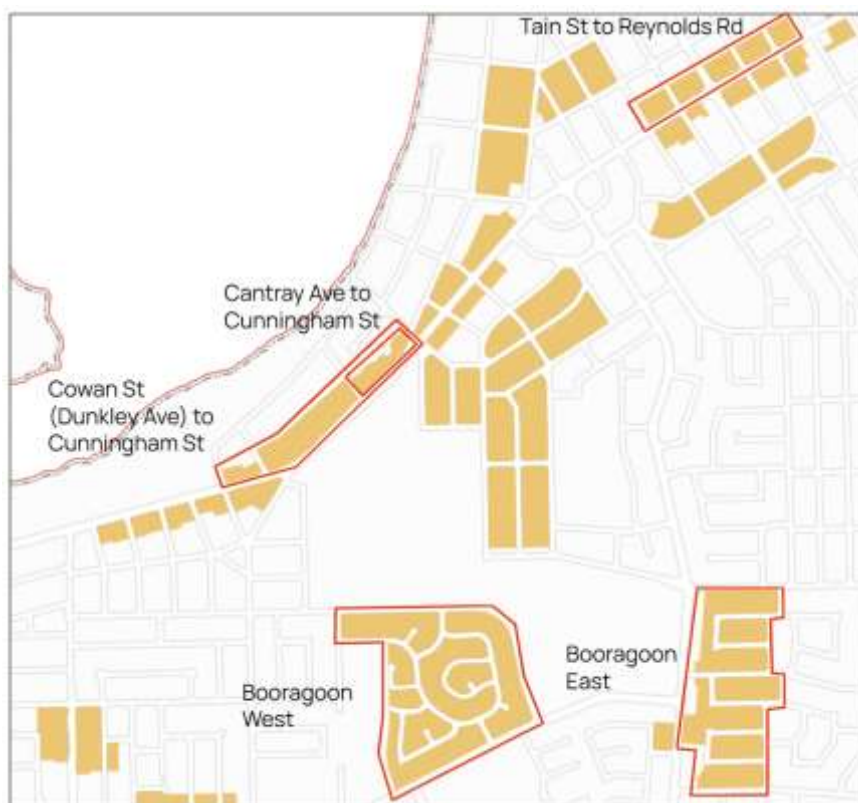


Figure 1- Some of the proposed density change areas advertised (orange) and petition areas (outlined in red)

A response was provided at the 18 February 2025 Ordinary Meeting of Council (OMC) as follows:

That the Council:

- 1. Notes the petition content and the concerns raised in the relation to proposed residential density changes as part of the Review of Local Planning Scheme No. 6.***
- 2. Notes that the issues raised in the petitions will be the subject of further investigations and that the findings will be presented to Council by December 2025 to enable Council to make a decision on the content for the purposes of progressing statutory advertising of the Review of Local Planning Scheme No.6.***

In addition, at the 18 March 2025 OMC, it was resolved that a Detailed Engagement Report on the results of the LPS6 Review density and zoning proposals engagement would be prepared, to expand upon the engagement snapshot that was published at the end of this consultation. The resolution was as follows:

That the Council:

- 1. Note Motion 1 carried at the Annual General Meeting of Electors held on Monday, 3 February 2025***
- 2. Note that the review of Local Planning Scheme No.6 is an iterative process and all feedback received will be carefully considered prior to Council making any decisions.***
- 3. Request the Chief Executive Officer prepare and present a Detailed Engagement Report to Council prior to Council endorsement of the Local Planning Scheme No.6 Review.***

In summary, the earlier Council resolutions require:

- a) A response to the petitions received by December 2025; and
- b) A Detailed Engagement Report to be published before an updated Local Planning Scheme is endorsed by Council and submitted to the WAPC/Minister for Planning.

This item provides an interim response to the earlier petitions received in accordance with (a) above.

CONSIDERATION

Some of the further investigations referenced in the February 2025 OMC resolution are ongoing, therefore a response to the issues raised in the petitions is not available for presentation to the Council at the December 2025 OMC. The investigations in progress are:

- Land Economics Assessment

This study evaluates how proposed density changes across the City can contribute to housing supply targets through a realistic assessment of development feasibility, demand drivers, and locational attributes.

- Traffic Impact Assessment

Assess the impacts of the proposed density changes on the road network to 2050, taking into consideration expected growth in regional traffic (from outside the City), traffic generated from the City's activity centres and other identified growth areas.

- Tree Canopy Assessment

Report on the anticipated impacts to tree canopy from the infill models suggested in the LPS6 Review. The report will consider the correlation between density and tree loss, conduct a comparative analysis of different infill models (including case studies), review of relevant data and literature, including the R-Codes.

The City has also sought initial comments from state agencies regarding proposed changes to the Local Planning Scheme.

The information provided in these further investigations will result in additional refinement of the proposed density changes, and where density changes are still recommended, provide the necessary evidence as to why the changes are proposed. This evidence, in the form of data and expert analysis, will allow for a more considered response to the petitions.

It is therefore appropriate that a more comprehensive response to the petitions is provided within the Detailed Engagement Report, along with all other feedback received in the LPS6 Review consultation. This is expected to be presented to Council as part of a series of workshops starting in February 2026. In line with the Council resolution from March 2025, a Detailed Engagement Report will be finalised mid-2026 once technical work and internal workshops have been completed.

The timeframe ensures that both the Council and the community will be provided the Detailed Engagement Report and the technical reports well in advance of any request for the Council to endorse the draft changes.

Note an implementation plan is also being presented to Council for consideration in December 2025, which clarifies the timing and stages of the remainder of the preliminary LPS6 Review process, culminating in Council endorsing the draft scheme being submitted to the WAPC for permission to formally advertise, recognised as the start of the statutory scheme amendment process.

ENGAGEMENT

This item relates to engagement that occurred between August and October 2024 as part of the LPS6 Review and five petitions that were received. Further non-statutory public consultation is proposed to occur.

In addition to any non-statutory engagement the City undertakes, there will also be a statutory engagement process required under the *Planning and Development Act (2005)* Part 5 Division 2.

SUSTAINABILITY IMPLICATIONS

The environmental benefits from progressing with the City's approach to density in and around the activity centres, and along transport corridors are:

- Construction efficiencies (e.g. fewer materials per dwelling, less demolition).
- Less energy use in heating/cooling within a multi-storey development.
- Building 'up' rather than 'out' protects excessive clearing of backyard vegetation as a result of residential subdivision (i.e. battle-axes).
- Reduced car dependency through co-locating residential adjacent to retail, hospitality, and employment.
- Protecting natural bush on the periphery of the metropolitan area that would otherwise be cleared to perpetuate residential sprawl.

LEGISLATIVE AND POLICY ALIGNMENT

The review of LPS6 is progressing in accordance with the *Planning and Development Act 2005*. In accordance with the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, the petition has been acknowledged and this item together with future reporting will provide a response.

FINANCIAL IMPLICATIONS

A budget is already allocated for the LPS6 review. The continued growth and development of the City is directly linked to its on-going financial sustainability and ability to maintain and provide new and improved community services.

CONSEQUENCE

Instead of responding to all feedback holistically within the Detailed Engagement Report, the Council may choose for the petitions to be responded to separately and prior to the conclusion of the technical investigations.

In the absence of the information expected from these technical reports, the City would not be equipped to appropriately respond to the concerns raised, noting the petitions specifically raised concerns about redevelopment viability, traffic impacts and tree loss.

The City is also mindful that there are others in the community who have raised similar concerns through the City's engagement survey process, who's comments will be addressed through the Detailed Engagement Report. To prioritise a response to the petitions could be perceived as assigning different importance to the petitions over others who responded via the City's engagement process.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 2 December 2025 there was no discussion on this item.

15 MOTIONS WITH PREVIOUS NOTICE

Nil.

16 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

17 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC**RECOMMENDATION**

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

C25/352 RFP Outcomes - 410 Canning Highway, Attadale

This matter is considered to be confidential under Section 5.23(2) - (e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal –

- (i) a trade secret; or
- (ii) information that has a commercial value; or
- (iii) information about the business, professional, commercial or financial affairs of a person.

C25/352 RFP Outcomes - 410 Canning Highway, Attadale**OFFICER RECOMMENDATION**

That the Council endorse the confidential recommendation as contained within report C25/352 RFP Outcomes - 410 Canning Highway, Attadale.

18 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

19 CLOSURE

PAXON

CITY OF MELVILE
Strategic Internal Audit Plan

Version 1.0 | October 2025
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Document Version	Document Date	Plan for Financial Years	Executive Approval	ARIC Approval	Council Approval
Version 1	August 2025	25/26-27/28	October 2025	-	-

1. INTRODUCTION

1.1 Purpose of Document

This document has been developed for the Executive Team (Executive) and subsequently the Audit, Risk and Improvement Committee (Committee) and Council to consider whether:

- the draft strategic internal audit plan (Plan) within section 2 is focussed upon the key risks to the City of Melville (City);
- reviews are prioritised appropriately; and
- there are any specific areas of focus Executive or Committee would like to see included for the reviews identified.

1.2 Definition of Internal Audit

Internal audit is defined as:

"Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes."

1.3 Strategic Internal Audit Plan

Paxon Group (Paxon) developed this Plan for the period 2025/2026 to 2027/2028. The Plan is subject to approval by the Committee and Council.

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

To ensure this Plan retains its currency and relevance, it should be viewed as a 'living document' which may require revision because of changes in the identified risks facing the City. It is recommended that at least an annual review of the Plan be undertaken to ensure the proposed internal audits aligns with the risks facing the City.

This plan does not include the resource or activities of the City's officers in relation to internal audit.

1.4 Process for Formulating the Plan

The Plan was developed by Paxon in conjunction with the City's internal audit team:

- The previous strategic internal audit plan was obtained and considered
- The City's Strategic and Operational risk registers were obtained as updated in June 2025
- The highest risk rating for each auditable area was identified
- The auditable areas were then sorted high to low based upon the risk score to identify areas of highest risk.
- Regulatory reviews were scheduled as per the required frequency of performance
- Other reviews were scheduled based on risk rating, and
- The draft plan was reviewed by Management and Executive.

In addition to the risk basis for developing the Audit Plan the following steps have also been undertaken:

- Matching the quantum of work proposed to the budget;
- Consideration of previous reviews performed their timing and results; and
- Our experience of working with other local governments.



2. STRATEGIC INTERNAL AUDIT PLAN

In summary the internal audit plan provides linkage to all strategic and operational risks identified by the City, though the level of assurance that will be provided for each will vary.

The only deviation from this is that assurance for ICT will be provided by the Office of the Auditor General through their annual IT review and not by internal audit. This is in order to effectively utilise the resource of internal audit through avoiding duplication of work and audit fatigue for the business. The findings of the OAG will be followed-up by internal audit through the audit log process. This approach will be monitored and if the need arises the required amendments to the internal audit plan to accommodate ICT work for internal audit will be considered.

The Compliance Audit Return and Audit Log were originally included within the plan but were requested by management to be removed

Internal Audit Reviews		2025/26	2026/27	2027/28
Environmental Management		100		
Procurement & Contract Management		120		
Payroll		100		
Integrated Planning & Reporting Framework & Strategic Asset Management		140		
Cash Handling		120		
Budgeting/Costing of Services			100	
Project Management			100	
Planning, Land Development and Land Use			80	
People & Culture			100	
Lease/Commercial/Property Investments			100	
WHS			100	
Grants				100
Fleet strategy				100
Finance Review (Regulation 5)				140
Stakeholder Relationship Management				100
Events Management & Community Safety				100
Risk, Internal Control and Legislative Compliance (Regulation 17)				100
		580	580	640
Other Services	Frequency			
Audit & Risk Improvement Committee Reporting & Attendance	Quarterly	20	20	20
Internal Audit Plan	Annually	10	10	10
		30	30	30
Total hours		610	610	670



The following areas for review could also be considered for inclusion within the plan:

- Audit Log
- Compliance Audit Return
- Records & information management
- Community Facilities
- Place Management
- Emergency Management
- Traffic Management
- Parking
- Waste
- ICT – Assurance provided by Office of the Auditor General as part of the ICT work performed during the Financial Statement Audit



3. INDICATIVE REVIEW SCOPES FOR 2025/26

Detailed below are the reviews proposed to be delivered within the first year of the strategic internal audit plan, the related risk references or reason for performance and an indication of the high-level objectives of the reviews which will be refined based upon input from Committee and during the scoping process with management.

In addition to the following objectives Paxon will also assess policy, management practice and procedures and their alignment with relevant legislation and regulation. We will also consider segregation of duties and independent oversight to mitigate the risk of fraud and misconduct and the efficiency and effectiveness of processes within relevant reviews. Where possible we will also look to use data analysis to identify trends and target sample testing.

Environmental Management	
Audit Type	Operational
Strategic Risk	<ul style="list-style-type: none"> SR1 Impact of climate change SR2 Degradation of the environment and natural resources OR16 Ability to maintain and improve the existing natural flora and fauna is compromised
Objectives	<p>The objective of our review is to assess the design and operational effectiveness of processes relating to the City's environmental management in the following areas:</p> <ul style="list-style-type: none"> Establishment and maintenance of relevant policies and procedures related to environmental management. Testing of the status of implementation of Policy and Strategy, which will potentially include: <ul style="list-style-type: none"> Urban Forest Strategy Community Climate Action Plan Public Open Space Strategy Adapting to Climate Change in the City of Melville Strategy Foreshore Restoration Strategy Attadale Alfred Cove Foreshore Master Plan (AACFMP) Asset Management Plans, and Monitoring and reporting processes

Procurement & Contract Management	
Audit Type	Financial / Operational / Compliance
Strategic Risk	<ul style="list-style-type: none"> OR2 Service provision is compromised OR9 Undeclared conflict of interest
Objectives	<p>The objective of our review is to assess the design and operational effectiveness of processes relating to the City's procurement and contract management in the following areas:</p> <ul style="list-style-type: none"> Procurement processes Contract extensions Conflicts of interest Raising of purchase requests and purchase orders Maintenance of tender and contract registers Contract Management



Audit		Integrated Planning & Reporting Framework & Asset Management
Audit Type	Compliance / Operational	
Strategic Risk	<ul style="list-style-type: none"> SR4 Insufficient funding to meet current and future needs SR5 Failing to understand & meet stakeholder & community expectations & needs SR7 External demand on existing & future infrastructure & building OR6 Physical Infrastructure Asset integrity is compromised 	
Objectives	<ul style="list-style-type: none"> The objective of review is to provide a report to management and the committee on the design and operational effectiveness of IPRF and related status reporting processes in place within the City Asset Management Strategy and Asset Management Plans are in place Plans in place are aligned with each other and with systems data, and Implementation plans are operational and results are recorded e.g. condition audits and maintenance 	

Audit		Cash Handling
Audit Type	Financial / Operational	
Strategic Risk	<ul style="list-style-type: none"> SR4 Insufficient funding to meet current and future needs OR10 Misappropriation of assets, funds or other resources 	
Objectives	<p>The objective of our review is to assess the design and operational effectiveness of processes relating to the City's cash handling and inventory to assess the following:</p> <ul style="list-style-type: none"> Adequacy and consistency of internal guidance Adherence to internal guidance through operational testing of receipting and banking processes at a sample of facilities, and Level and investigation of differences. 	



Audit	Payroll
Audit Type	Financial
Strategic Risk	<ul style="list-style-type: none"> • OR10 Misappropriation of assets, funds or other resources • OR12 Disruption, over or under payment to employees
Objectives	<p>To review if processes and controls are effectively designed and operational, through the performance of sample testing, including:</p> <ul style="list-style-type: none"> • Policies, procedures and other documentation (e.g. guidelines or checklists) in place for payroll processes • Controls over the payroll employee master data including exception reporting processes for amendments (e.g. for new staff, staff exits and change of staff positions including acting arrangements) • Evaluate the segregation of duties and user access controls • Adequacy and appropriateness of delegations and approving authorities for key payroll processes • Adequacy of controls over payment runs and adjustments to the payroll EFT file • Reconciliation and monitoring processes to ensure accurate and timely payments • Controls over updates within the system arising from enterprise agreements / awards. For a sample, verification of the accuracy of payroll information relating to changes made to agreements/awards. <p>This will not constitute a full review of the accuracy and completeness of all payments.</p>

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Internal Audit Charter

DRAFT

Latest Revision Details (Earlier Revision History is listed at end of document)

DRAFT – to be presented to ARIC in November

Date amended	Description of change	Revised by (Document owner)	Approved by	Date approved
03/10/2025	Update for outsourced approach	J Lawrence		DD/MM/YYYY

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1 Mission and scope of work

The internal audit charter (Charter) is a formal document that defines the Internal Audit Function's (IAF) mandate, authority and responsibilities, endorsed by the Council of the City of Melville (the City).

The mission of the internal audit function is to provide independent, objective assurance and consulting services designed to add value and improve the Council's operations. Internal Audit assists the Council in achieving its objectives by applying a systematic, disciplined approach to evaluating and improving the effectiveness of governance, risk management, and internal control processes.

Internal Audit supports Council's obligations under the *Local Government (Audit) Regulations 1996*, including assisting the CEO with reviews required, supporting the Audit, Risk and Improvement Committee role and ensuring audit work complies with Australian Auditing Standards.

The internal audit function is established by Council, through the Audit, Risk and Improvement Committee, to assist both Council and management in the effective discharge of their responsibilities. The City of Melville Internal Audit services are provided by an external consultant engaged by Council.

The scope of Internal Audit activities covers the adequacy and effectiveness of the Council's governance, risk management, and internal control framework, including whether:

- Risks are appropriately identified and managed
- Interaction with the various governance groups occurs as needed
- Significant financial, managerial, and operating information is accurate, reliable and timely
- Employees' actions comply with policies, standards, procedures, and applicable laws and regulations
- Resources are acquired economically, used efficiently, and adequately protected
- Quality and continuous improvement are supported in control process
- Significant legislative or regulatory issues impacting the Council are identified and addressed appropriately.

Opportunities for improving governance, risk management, and control processes may be identified during audits and will be communicated to the appropriate level of management.

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1.1 Council Plan Alignment

The Internal Audit function supports the delivery of the City of Melville’s Council Plan for the Future 2024–2034 by providing independent assurance and insights into governance, risk management, and internal controls to facilitate the achievement of strategic objectives.

This ensures that Council operations and services are aligned with strategic objectives, enhances accountability, and helps manage risks to support the achievement of the City’s long-term priorities.

	Healthy, Safe and Inclusive	Clean and Green	Sustainable and Connected Development	Vibrant and Prosperous	Good Governance and Leadership
Outcomes	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.	A clean, green and sustainable City for current and future generations.	Sustainable, connected development and transport infrastructure across our City.	Economic prosperity and vibrant resilient communities and businesses.	Leadership and good governance for the benefit of the whole community.
Objectives	1.1 Facilitate a sense of community, wellbeing, social connection, and participation. 1.2 Provide a range of inclusive local community services, events and cultural activities. 1.3 Improve community safety and security. 1.4 Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing. 1.5 Support sustainable sporting and community groups and volunteering. 1.6 Provide and facilitate lifelong learning opportunities.	2.1 Protect and enhance our natural environment, ecosystems and biodiversity. 2.2 Sustainable use of resources and adoption of a circular economy approach, optimising waste reduction and resource recovery. 2.3 Increase the urban forest tree canopy on City managed land. 2.4 Provide and improve parks and green open spaces. 2.5 Mitigate and adapt to climate change impacts. 2.6 Transition the organisation to carbon neutrality by 2030 and facilitate community progress to net zero emissions by 2050.	3.1 Facilitate enhanced and sustainable urban development and amenity. 3.2 Deliver sustainable and well-planned infrastructure and public places and spaces. 3.3 Plan for urban growth and local commercial activity centres. 3.4 Protect and promote the City’s character and heritage. 3.5 Facilitate improved integrated public transport solutions. 3.6 Provide sustainable and connected road, bicycle, footpath and transport networks.	4.1 Facilitate vibrant activated local places and centres. 4.2 Increase awareness of Melville as a tourism and eco-tourism destination. 4.3 Attract investment in strategic locations. 4.4 Support local business growth and resilience. 4.5 Facilitate a business friendly experience.	5.1 Provide transparent and accountable good governance. 5.2 Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams. 5.3 Ensure efficient and effective use of assets, resources and technology. 5.4 Strengthen active citizen engagement, participation, and access to information. 5.5 Provide excellent customer experiences and ease of access. 5.6 Provide an inclusive, safe, healthy, equitable and engaging workplace.

2 Accountability

Internal Audit, through the outsourced consultant, is functionally accountable to the Audit, Risk and Improvement Committee, and administratively to the CEO or delegate to:

- Provide an annual assessment of the adequacy and effectiveness of the Council’s governance, risk management, and internal control processes
- Report significant issues related to governance, risk, and control, including recommendations for improvement
- Provide periodic updates on the status and results of the Internal Audit Plan and sufficiency of resources; and
- Coordinate with other oversight functions (risk management, compliance, legal, and external audit).

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3 Independence

To safeguard independence, Internal Audit reports functionally to the Audit, Risk and Improvement Committee and administratively to the CEO in a manner outlined in the above section on Accountability.

The positioning of the IA in the City provides the organisational authority and status to bring matters directly to management and escalate matters to the Committee, when necessary, without interference, and supports the internal auditors' ability to maintain objectivity.

IA is required to be independent and objective, with independence essential to its effectiveness. IA must have no direct authority or responsibility for the activities it reviews. IA will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair judgement

IA will document the characteristics of the governance structure limiting independence and any safeguards employed to achieve the principle of independence and disclose to the Committee any interference internal auditors encounter related to the scope, performance, or communication of internal audit work and results. The disclosure will include communicating the implications of such interference on IA's effectiveness and ability to fulfill its mandate.

4 Responsibility

Internal Audit has responsibility to:

- Develop a flexible, risk-based annual Internal Audit Plan in consultation with management, for review and approval by the Audit, Risk and Improvement Committee
- Deliver the approved plan, including ad-hoc requests from the Committee, CEO or delegate
- Maintain appropriate knowledge, skills, experience, and professional certificates to effectively achieve the objectives of this charter
- Assess new and changing environments, services, processes, and operations in terms of risk and control implications
- Report regularly to the Committee and management on audit results and significant issues
- Keep the Committee informed of emerging risks, trends and best practise
- Support investigations of suspected fraud or misconduct, as directed
- Agree findings, actions and timelines for action in collaboration with management
- Liaise with the City's Business Improvement advisor who is responsible for tracking and closing out agreed actions with management.
- Consider the scope of work of external auditors and regulators for the purpose of providing efficient audit coverage.

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5 Authority

Internal Audit, through the consultant, is authorised to:

- Have unrestricted access to all functions, records, property, and personnel necessary to fulfil the approved audit plan
- Have direct and unrestricted access to the Audit, Risk and Improvement Committee
- Deliver audit services in line with the resources, scope, and budget approved through the tender process and annual Council budget.
- Propose adjustments to scope, frequency, or resourcing to the Audit & Risk Committee for consideration and approval
- Obtain the necessary assistance of Council personnel during audits, as well as access specialised expertise from within or outside the Council, provided such services are consistent with the approved tender and budget.

The Internal Audit Consultant is not authorised to:

- Perform any operational duties for the Council to maintain objectivity
- Initiate or approve accounting transactions
- Direct the activities of any Council employee not employed in the internal auditing function
- Exceed the scope, resources, or budget approved through the tender process and Council's annual budget without prior authorisation.

6 Reporting standards

Internal Audit reports shall

- Be clear, concise and complete
- Clearly explain objectives and the scope of the audit
- Present findings and conclusions supported by sufficient evidence
- Emphasise improvement opportunities rather than fault
- Recognise challenges faced by staff in implementation
- Include agreed management actions, with timeframes for implementation that are realistic and aligned with available resources and operational capacity
- Be presented in draft form to management for discussion and agreement on findings, corrective actions, and timelines before finalisation.
- Be reported to the Audit, Risk & Improvement Committee.

The ongoing monitoring, follow-up, and closure of agreed corrective actions is the responsibility of the City's Business Improvement Advisor. This process is conducted in accordance with the City's Audit Findings and Corrective Actions Management Process, ensuring that actions are tracked, escalated where necessary, and closed out once completed.

The Internal Auditor will review the adequacy of implemented actions during subsequent audits or as requested by the Audit, Risk & Improvement Committee.

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7 Standards of audit practice

Internal Audit will conduct all work in accordance with the Global Internal Audit Standards and the IIA Code of Ethics, as well as relevant local government legislation, including the Local Government Act and Regulations, and Council policies.

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Appendix A: References & Review History

References that may be applicable to this Plan

- Legislative Requirements: Local Government Act 1995 (WA)
Local Government (Audit) Regulations 1996
Local Government (Financial Management) Regulations 1996 (WA)
- Plan / Policy / Framework: CP-062 Fraud and Corruption Policy
CP-099 Risk Management Policy
- Procedures: Terms of Reference – ARIC
- Work Instructions: Audit Findings and Corrective Actions Management Process
- Forms / Supporting Documents (internal):
- Supporting Documents (external): Global Internal Audit Standards

ORIGIN/AUTHORITY	ITEM NO.
Audit, Risk & Compliance Committee	C07/001 March 2007

REVIEWS

Financial Management Audit Risk & Compl. Comm. (FMARCC)	C09/5075 Aug. 2009
FMARCC	M12/5220 Mar. 2012
FMARCC	M14/5353 Mar. 2014
FMARCC	M16/5482 May 2016
Ordinary Meeting of Council	M18/5615 May 2018
FMARCC	M20/5774 Nov. 2020

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City of
Melville

Process Owner: Process Improvement Auditor
 Council Approval: November 2020
 Next Review Date: November 2022
 Distribution list: Intranet & Extranet

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1 Mission and scope of work

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The internal audit function is therefore established by Council, through the Audit, Risk and Improvement Committee, to assist ~~the both~~ Council and management in the effective discharge of their responsibilities. The City of Melville Internal Audit services are provided by an external consultant engaged by the ~~Council~~City.

The scope of work~~Internal Audit activities~~ covers the adequacy and effectiveness of the internal audit function ~~is to determine whether the Council’s~~City’s network of ~~governance, risk management, and internal control, and governance~~ processes, as designed and represented by management, is adequate and functioning in a manner to ensure ~~framework, including whether:~~

- Risks are appropriately identified and managed;
- Interaction with the various governance groups occurs as needed;
- Significant financial, managerial, and operating information is accurate, reliable and timely;
- Employees’ actions ~~are in compliance~~comply with policies, standards, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;
- Quality and continuous improvement are ~~fostered~~supported in the Council’s control process; and
- Significant legislative or regulatory issues impacting the ~~City Council~~are ~~recognised~~identified and addressed appropriately.

Opportunities for improving ~~governance, risk management, and control~~ processes may be identified during audits. ~~They and~~ will be communicated to the appropriate level of management.

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ALTERNATIVE MOTION TO MEETING OF THE COUNCIL
 Submitted in accordance with clause 7.3 of the
 City of Melville Local Government (Meeting Procedures) Local Law 2022

Presented to	Ordinary Meeting of Council to be held Tuesday, 9 December 2025
Related to Item	UP25/93 Trees on Private Land
Submitted by	Cr K Wheatland
Attachments	Nil.

MOTION

That the Council:

1. **Notes community feedback and recent legal and regional policy developments, including strong community support to raise the City’s canopy target from 15% to 20%.**
2. **Requests the CEO to prepare a draft Local Planning Policy for Trees on Private Land based on the WALGA Model Local Planning Policy – Tree Retention.**
3. **Confirms that the policy’s primary objective is to retain mature trees while supporting reasonable development through a clear and consistent approval pathway.**
4. **Requests the draft policy be workshopped with Elected Members before being presented for consent to advertise.**

REASONS FOR THE MOTION

1. The community has clearly expressed support for stronger action to protect mature trees. Recent engagement on tree management showed strong backing for a policy framework focused on retention of larger, established trees on private land, alongside support for raising the City’s tree canopy target from 15% to 20%.
2. The SAT has now confirmed that removing a large tree is “development” and requires a formal decision-making pathway. The 2025 Zorzi v Town of Cambridge ruling provides legal clarity: local governments must set a clear policy position on when approval is required and under what circumstances removal may be supported. A Local Planning Policy is the correct and transparent mechanism to achieve this.
3. The WALGA Model Local Planning Policy – Tree Retention is now an established metropolitan standard. It has been formally adopted by the Towns of Bassendean, Cambridge, Victoria Park, Peppermint Grove; and the Cities of Fremantle, Nedlands, and South Perth, with several other councils currently consulting. Aligning with this model creates regional consistency and reduces confusion for residents, developers and arborists.
4. Melville’s current tree canopy levels are declining and cannot be recovered through public land planting alone. Nearly half of Melville’s remaining canopy sits on private land. Without a clear policy, mature trees will continue to be lost faster than they can be replaced, making the City’s raised canopy target of 20% unachievable.
5. A policy based on the WALGA model strikes the right balance between retention and reasonable development. It does not prevent development. It simply provides a consistent, fair, transparent approval pathway and gives residents clarity about when removal is appropriate and when alternatives should be considered.



ALTERNATIVE MOTION TO MEETING OF THE COUNCIL

Submitted in accordance with clause 7.3 of the City of Melville Local Government (Meeting Procedures) Local Law 2022

- 6. This motion provides clear direction while still allowing the community and Elected Members to shape the draft policy. Requesting a workshop before advertising ensures a collaborative approach and avoids confusion, while still moving the city toward a consistent, evidence-based framework.
- 7. The alternate motion strengthens Melville's Urban Forest Strategy and responds directly to what residents have asked for. Residents have repeatedly told us they want cooler streets, greener suburbs and better protection for the mature trees that define neighbourhood character. This motion delivers that in a structured, fair and practical way.

<input type="checkbox"/>	I have discussed this matter with Officers
<input type="checkbox"/>	I would like to discuss this matter with Officers

Office Use Only

ECM Number	Date Received
Distributed	
Officer Comment / Notes	





OFFICER ADVICE NOTE
Submitted in accordance with the
Local Government (Administration) Regulations 1996

Presented to	Ordinary Meeting of Council to be held on Tuesday, 9 December 2025
Related to Item	Alternative Motion for Item UP25/93 Trees on Private Land
Submitted by	Director Planning
Attachments	Nil.

Officer Advice

The Alternate Motion differs from the Officer Recommendation in the report.

The Officer Recommendation seeks Council endorsement to commence preparation of a draft Local Planning Policy (LPP) for trees on private land, with a broad objective to encourage retention of mature trees while allowing reasonable development. This approach enables the CEO to prepare a draft LPP to be workshopped at the Elected Member Engagement Session (EMES) prior to Council consideration for advertising.

The Alternate Motion proposes that the draft LPP be based specifically on the WALGA Model Local Planning Policy – Tree Retention and sets a retention-first objective as the primary outcome. This pre-determines the policy model and purpose before workshops or analysis of implications for implementation, resourcing, assessment processes, or enforcement.

The Officer Recommendation avoids prescribing a model at this stage to ensure:

1. Collaborative development through workshops.
2. Detailed consideration of provisions, thresholds, exemptions, approval pathways, and compliance.
3. Council retains flexibility to determine the most appropriate approach once impacts are understood.

While the WALGA model may be considered later, mandating it now represents a more prescriptive and higher-intervention direction. If adopted, officers will prepare the draft accordingly and present it to an EMES workshop before advertising.

Engagement Implications

Adopting the Alternate Motion reduces flexibility and scope for Elected Members during workshops to influence the draft policy approach. It may also create perceptions that the outcome is predetermined.

Financial Implications

A retention first model may require additional resourcing for compliance, enforcement, and arborist assessments. These costs cannot be fully quantified until detailed provisions are developed.

Legislative and Policy Implications

The WALGA model introduces higher regulatory intervention. It will require clear statutory definitions, approval pathways, and enforcement mechanisms consistent with the *Planning and Development Act 2005* and SAT rulings.

Consequences

Early commitment to a prescriptive model may increase complexity for implementation and may limit Council's ability to adjust the approach after considering operational and legal implications.



