



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, 18 June 2024 commencing at 6:30pm.

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 [Register to attend the Ordinary Meeting of the Council Tuesday, 18 June 2024 electronically](#)



Our Vision

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

Our Mission

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

Our Values

Excellence

Striving for the best possible outcomes

Participation

Involving, collaborating and partnering

Integrity

Acting with honesty, openness and with good intent

Caring

Demonstrating empathy, kindness and genuine concern



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 Recording/ Access to Recording

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

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

Advocacy	<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

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 G Wieland, Bicton

As per the minutes of the Ordinary Meeting of Council (OMC) held on 21 May 2024, the following question was taken on notice with the advice a response would be provided in the agenda for the OMC to be held on 18 June 2024, as below.

Preamble:

This question relates to the Ordinary Meeting of Council Item E24/29 Public Open Space The Esplanade Mt Pleasant.

Question 1:

If both The Esplanade and Moreau Mews City land investments are converted into Public Open Space, what would the approximate increase be, required on residential rates per year to recoup the combined capital losses on land, yearly lease income losses, rate losses, plus the initial capital to construct parks(s) and yearly park maintenance?

Response 1:

- Based on a late item report presented to the 18 April 2024 on the Canning Bridge Public Open Space Analysis Report (UP/4033), it was estimated that the combined lease revenue potential (excluding rates) based on 100% POS was \$500,000 per year for The Esplanade and \$780,972 for Moreau Mews.
- Rates income per annum based on commercial rates for 100% of the Esplanade and 50% of Moreau Mews would be in the order of \$333,450 per annum.
- The estimated capital cost of The Esplanade Park was \$1.7 million, with an \$80,000 annual maintenance allowance. Based on some preliminary discussions and an extrapolation of The Esplanade Park estimation, it is anticipated the Moreau Mews Town Centre would have a capital cost of approximately \$5 million, depending on the final design, with an annual maintenance allowance in the vicinity of \$300,000.
- The combined capital cost of constructing a park at The Esplanade and Moreau Mews is estimated at \$6.7 million which would represent 6.2% of annual rates for the "City". The annual opportunity cost of potential lease and estimated rates income if these sites were to be developed would equate to approximately \$1.6 million which represents 1.5% of annual rates for the "City".

6.3.2 Ms P Samson, Applecross

As per the minutes of the Ordinary Meeting of Council (OMC) held on 21 May 2024, the following question was taken on notice with the advice a response would be provided in the agenda for the OMC to be held on 18 June 2024, as below.

Question 1:

Considering the Canning Bridge Activity Plan Executive Summary states that there will be 4,000 dwellings in the Canning Bridge Precinct by 2031, what will be the annual rates revenue to the City of Melville by 2031 from the Canning Bridge Precinct?

Response 1:

Assuming the 4000 dwellings in the Canning Bridge precinct is realised by 2031, the anticipated rates income in 2031 would be in the order of ~11.6 million dollars based on an averaging of current rates with an indexation for future inflation.

6.3.3 Mr M Danswan, Bull Creek

As per the minutes of the Ordinary Meeting of Council (OMC) held on 21 May 2024, the following question was taken on notice with the advice a response would be provided in the agenda for the OMC to be held on 18 June 2024, as below.

Question 1:

What is the number of people that responded to the original traffic request versus the number that signed the petition, and what is the representation of the number of people that signed the initial request, versus the number of households that you sent it to?

Response 1:

A total of 147 letters were sent to residents along Wheatley Drive and surrounding streets in the first phase of consultation in April 2021, with a total of 9 responses.

On the second phase of the consultation a total of 147 letters were sent to residents along Wheatley Drive and surrounding streets in March 2023, based on four options being considered, and a total of 53 responses were received.

The petition included 213 signatures.

7 AWARDS AND PRESENTATIONS

Nil.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

Nil.

9 CONFIRMATION OF MINUTES

9.1 Ordinary Meeting Of The Council – 21 May 2024

That the minutes of the Ordinary Council Meeting held on 21 May 2024 be confirmed as a true and accurate record.

9.2 Agenda Briefing Forum – 11 June 2024

That the notes of the Agenda Briefing Forum held on 11 June 2024 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

Nil.

14.2 Reports of the Chief Executive Officer

Management Services

M24/37 Annual City of Melville Corporate Business Plan 2020-2024 Report and Review (Late Covering Report)

This report will be distributed to Elected Members and published on the City's website on Friday, 7 June 2024.

Corporate Services

C24/157 2024 Annual City of Melville Delegations and Authorisations Review

File Number:	
Responsible Officer:	Head of Governance
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	1. City of Melville Statutory Delegations and Authorisation Manual 2024-2025 MARKED UP ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • Delegations made under the <i>Local Government Act 1995</i> and various other legislation must by law be reviewed by the delegator at least once every financial year and listed in a register kept by the CEO. • The statutory review of Council delegations for 2024 has been undertaken and it is recommended that the outcome of this review be adopted by the Council. • Following the Council’s resolution on this matter the Register of Delegations will be updated and provided to Elected Members for information.
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OFFICER RECOMMENDATION

That the Council resolves by absolute majority decision to:

- 1. endorse the 2024 review of the Council’s statutory delegations, authorisations and appointments.**
- 2. confirm the minor changes and edits to the instruments of delegation, authorisation and appointment, as contained in Attachment 1 - City of Melville Statutory Delegation and Authorisation Manual 2024-2025 MARKED UP.**

PURPOSE

To present the annual review of the Council’s statutory delegations, authorisations and appointments for Council approval.

STRATEGIC ALIGNMENT

<p>Priority</p>	<p>3 Empower the voices of our diverse community by strengthening engagement</p> <p>P3/2 Improve the mechanisms to make information flow easier to access and share, including optimising digital communications.</p>
<p>Outcome Indicator</p>	<p>There are no applicable outcome indicators in relation to this report.</p>

BACKGROUND

The functions and powers allocated to local governments by legislation are so many and so diverse that it would be unrealistic to expect the Council to make every discretionary decision itself. The business of local government could not be carried out in a timely manner if that were the case.

Delegation of local government powers, duties and functions to the CEO and appropriate officers is an effective way to reduce red tape and expedite operational decision-making processes. Efficient use of the power of delegation assists local governments to deal effectively with a wide range of procedural matters that require the exercise of some discretion but are inherently administrative rather than strategic in nature.

Delegation is only permitted when an Act or regulations specify that the local government has this power, and the delegated powers may only be exercised in relation to the statutory powers, duties or functions conferred or imposed on the local government by that legislation unless otherwise specified. A delegator may specify limitations or conditions, such as a financial limit, on the exercise of a delegation. Sub-delegation is generally only permitted where specifically provided for in the relevant legislation.

Delegates are not obliged to exercise a delegation granted to them, even if it is primarily procedural. Where a matter is highly contentious, decisions relating to it may be referred, at the discretion of the CEO or the request of the Council, to the Council to make the decision by resolution despite the presence of a relevant delegation.

Delegations made under the *Local Government Act 1995*, *Cat Act 2011*, *Dog Act 1976* and the deemed provisions of Local Planning Schemes identified in the Planning and Development (Local Planning Scheme) Regulations 2015, must be reviewed by the delegator at least once every financial year and the CEO must maintain a register of current delegations made under this legislation.

Other legislation does not require an annual review of delegations or the keeping of a register, but most local governments, including the City of Melville, review all delegations annually and include them all in the register of delegations.

This report deals only with the Council delegations. The CEO is responsible for reviewing delegation or sub-delegation of powers and duties held by the CEO either directly under statute or under delegation from the Council.

CONSIDERATION

The statutory review of Council delegations has been completed and a number of minor administrative amendments are required to some instruments of delegation to:

- update names of external bodies/groups;
- reflect changes in titles;
- change sub delegates to reflect internal changes in functional responsibilities; and
- provide additional instruction to delegates on the purpose or constraints of a delegation.

As part of the CEO's review of her own delegations to other employees, some instruments of delegation by the Council have been amended at the sub-delegation level to reflect changes to organisational structure and functional responsibilities, as well as changes to titles. Sub-delegations by the CEO of delegated powers are provided for under section 5.44(3) of the *Local Government Act 1995* and are not the subject of this report.

A significant review of Delegation DA-020 Planning and Related Matters has been undertaken to incorporate the changes as follows:

- Conditions on Delegation/ Sub Delegation. Point 1 has been amended to include:
"(excluding Single House development as per Part 4 s.257C of Planning and Development Amendment Act 2023 and Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024);"

This inclusion is due to the *Planning and Development Amendment Act 2023* section 257C, which delegates determination of all single house development to the CEO as of 1 July 2024. This means that the DAU process or Council determination process will no longer be able to be used for Single House development (including additions and incidental works) where an objection has been received. An exemption note is proposed to be included and sub-delegation added to allow the Director Planning and Manager Statutory Planning and Building to determine single house development where an objection has been received.

- Conditions on Delegation/ Sub Delegation. Exclusions has been amended to include a new dot point as follows:
"Providing comment on a development application which is to be determined by the Statutory Planning Committee under Part 11B of the Planning and Development Act 2005."

The Significant Development pathway for major developments under Part 17 of the *Planning and Development Amendment Act 2020* has ceased and is replaced with a permanent pathway for significant development under Part 11B of the *Planning and Development Amendment Act 2023*. The Part 11B pathway means that the Department of Planning, Lands and Heritage (DPLH) officers write the responsible authority report to the Statutory Planning Committee (which is a sub-set of the Western Australian Planning Commission) on advice from referral agencies – including the relevant local government. These applications have to meet certain criteria such as \$20 million cost of development and generally are of more state and regional significance. Therefore, the delegations now include exemption to ensure that the officer recommendation to the DPLH officers and the Statutory Planning Committee (SPC) is presented to council for adoption or modification prior to being forwarded to the DPLH and SPC.

These new inclusions and other administrative amendments are shown marked-up in Attachment 1 - City of Melville Statutory Delegation and Authorisation Manual 2024-2025 MARKED UP.

ENGAGEMENT

Directorates have been consulted regarding the delegations relevant to their operations.

Public consultation was not undertaken as delegations are an internal matter related to the operational management and administration of the local government's statutory powers, duties and functions.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

The City of Melville must comply with section 5.46 of the *Local Government Act 1995* which requires the Council to review, at least once every financial year, its delegations made under that Act and deemed provisions in the *Planning and Development (Local Planning Schemes) Regulations*. The City must also comply with section 47(2) of the *Cat Act 2011* and section 10AB(2) of the *Dog Act 1976*, which impose similar annual review requirements for delegations made under those Acts.

Of the 51 current delegations made by the Council, 35 have been made under the [Local Government Act 1995](#). The following key provisions in the *Local Government Act 1995* relate to the delegation of local government powers and duties by the Council under that Act.

- Delegations (to Committees and the Chief Executive Officer) must be made by an absolute majority decision [s.5.16(1) and s.5.42(1)].
- Delegations (whether to Committees or the Chief Executive Officer) must be in writing, and may be general or as otherwise provided in the instrument of delegation [s.5.16(2), s.5.42(2)].
- All delegations will have effect for the period of time specified in the delegation, or if not specified, indefinitely [s.5.16(3)(a), s.5.45(1)(a)].
- Any decision to amend or revoke a delegation must be by absolute majority [s.5.16 (3)(b), s.5.45(1)(b)].
- Section 5.17 limits the delegation of powers and duties to certain committees.
- Section 5.45(2)(a) permits a local government to perform any of its functions by acting through a person other than the CEO (but it may not delegate its functions other than to the CEO).
- An employee to whom a power or duty has been delegated under Part 5 Division 4 is a designated employee (s.5.74) who must lodge primary and annual returns (s. 5.75, s.5.76).

Section 5.43 prohibits the local government from delegating to the CEO any of the following powers or duties:

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;

- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor; and*
- (i) *such other powers or duties as may be prescribed.*

Regulation 18G of the *Local Government (Administration) Regulations 1996* prescribe that the following powers and duties of a local government cannot be delegated to the CEO:

- (a) *Section 7.12A(2), (3)(a) or (4) (duties related to audit reports); and*
- (b) *Regulations 18C (approve process for selection and appointment of CEO) and 18D (consider a review on the performance of the CEO carried out under s.5.38).*

In addition to the above references, the following legislative provisions are also relevant to Council delegations:

- Regulation 18G of the [Local Government \(Administration\) Regulations 1996](#)
- Section 127 of the [Building Act 2011](#)
- Regulation 70 of the [Building Regulations 2012](#)
- Sections 48 and 59 of the [Bush Fires Act 1954](#)
- Sections 44, 45, 46 and 47 of the [Cat Act 2011](#)
- Sections 10AA and 10AB of the [Dog Act 1976](#)
- Section 118 of the [Food Act 2008](#)
- Section 16 and 17 of the [Graffiti Vandalism Act 2016](#)
- Section 26 and 344 of the [Health \(Miscellaneous Provisions\) Act 1911](#)
- Regulation 15D of the [Health \(Asbestos\) Regulations 1992](#)
- Sections 50, 53, 58 and 59 of the [Interpretation Act 1984](#)
- Section 21 of the [Public Health Act 2016](#)
- Schedule 2 clauses 82, 83 and 84 of the [Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

New delegations, amendment and revocation of delegations under the *Local Government Act 1995*, *Cat Act 2011*, *Dog Act 1976*, *Graffiti Vandalism Act 2016* and the *Planning and Development (Local Planning Schemes) Regulations 2015* must be made by absolute majority decision of Council.

Delegations under other legislation, and appointments and authorisations, do not require an absolute majority.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the recommendations of this report.

Ineffective use of delegation powers may result in additional financial cost to the City as a consequence of the additional administrative resources required to refer minor operational decisions to the Council, and to the City's customers as a consequence of slower decision-making.

CONSEQUENCE

Council is required to review its delegations on a yearly basis as per:

- section 5.46 of the Local Government Act 1995;
- section 46(2) of the Cat Act 2011; and
- section 10AB(2) of the Dog Act 1976.

All Council delegations, authorisations and appointments are presented to the Council as part of this report, although they may not be subject to annual review requirements, as it is good practice to do so.

C24/158 CP-099 Risk Management Policy Review

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 the matter.
Attachments:	1. CP-099 Risk Management Policy ↓

COUNCIL’S ROLE

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

SUMMARY
<ul style="list-style-type: none"> • Policy review with administrative and reference updates and a new template

OFFICER RECOMMENDATION

That the Council approve the reviewed CP-099 Risk Management Policy.

PURPOSE

The presentation of the CP-099 Risk Management Policy to the Council serves to gain approval for minor amendments, ensure compliance, establish accountability, promote transparency and engage stakeholders.

STRATEGIC ALIGNMENT

Priority	There are no applicable priorities in relation to this report.
Outcome Indicator	There are no applicable outcome indicators in relation to this report.

BACKGROUND

The Risk Management Council Policy was due for a review in April 2024. A review of the Policy has been undertaken with minor amendments proposed. The proposed changes are shown on the attached document.

CONSIDERATION

To ensure the Risk Management Policy is effective, legally compliant, adaptable to emerging risks, reflective of the Council's tolerance/risk appetite and allows for ongoing improvement. The policy is due for its three yearly review as per the City’s Document Control Procedure. There has been no changes to the intent of the policy, and it still aligns with the ISO 31000:2018 Risk Management – Guidelines.

Changes include:

- Update of template to include new City of Melville branding; and
- Added (City) after City of Melville (City) to use as a reference; and
- Added an extra C at the end of FMARC; and
- Added reference the new WHS Act and Regulations; and
- Added reference to supporting documents.

ENGAGEMENT

Internal consultation has been undertaken with the People and Culture team to align with Work Health and Safety Act and Regulations.

No external engagement has been undertaken.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

This policy is aligned with ISO 31000:2018 Risk management – Guidelines, Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022.

FINANCIAL IMPLICATIONS

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

CONSEQUENCE

The consequences include increased vulnerability to risks, lack of accountability and regulatory non-compliance, diminished stakeholder confidence, and missed opportunities for growth and improvement.

C24/159 Investment Statements for April 2024

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

COUNCIL’S ROLE

Information: For the Council / Committee to note.

SUMMARY
<ul style="list-style-type: none"> This report presents the investment statements for the period ending 30 April 2024 and recommends that it be noted by the Council.

OFFICER RECOMMENDATION

That the Council notes the Investment Report for the period ending 30 April 2024.

PURPOSE

To report on the performance of the City’s investment portfolio for the month of April 2024.

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 5.04% to 5.17% which exceeds the benchmark three-month bank bill swap (BBSW) reference rate of 4.37%.

In the City’s investment portfolio, 26% is currently allocated to authorised deposit taking institutions that are committed to sustainability (including environmental, social and governance factors).

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

STRATEGIC ALIGNMENT

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

BACKGROUND

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

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

CONSIDERATION

The following statement details the investments held by the City of Melville as at 30 April 2024.

CITY OF MELVILLE STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 30 APRIL 2024		
SUMMARY BY FUND		
Municipal		\$30,265,782
Reserve		\$155,028,668
Trust		\$-
Citizen Relief		\$228,246
TOTAL		\$185,522,697
SUMMARY BY INVESTMENT TYPE		
11AM		\$9,193,503
31Days at Call		\$-
60Days at Call		\$2,000,000
90Days at Call		\$16,600,000
Term Deposit		\$157,729,194
TOTAL		\$185,522,697
SUMMARY BY CREDIT RATING		
AAA Category	AAA	
AA Category (AA+ to AA-)	AA-	\$109,380,107
	A+	\$41,842,590
A Category (A+ to A-)	A	
	A-	
BBB+ Category	BBB+	\$34,300,000
TOTAL		\$185,522,697

Exposure to individual institutions is carefully managed in accordance with Council policy. As of April 2024, investments remained within acceptable limits, with the exception of Westpac Bank, which slightly exceeded the policy threshold at 30.21%, compared to the policy limit of 30.00%.

This deviation occurred due to unforeseen circumstances resulting in lower-than-expected cash outflows required for payments during April 2024.

Investment with financial institutions						
Institution	Credit Rating	Credit Rating Category	Funds held at period end	Actual %	Limit Per Policy	
ANZ	AA-	AA Category	\$ -	0.00%	30.00%	✓
AMP	BBB+	BBB+ Category	\$ -	0.00%	15.00%	✓
Bankwest	AA-	AA Category	\$ -	0.00%	30.00%	✓
Bank of Queensland	BBB+	BBB+ Category	\$ 25,800,000	13.91%	15.00%	✓
ING Bank	A-	A Category	\$ -	0.00%	25.00%	✓
Bendigo & Adelaide	BBB+	BBB+ Category	\$ 8,500,000	4.58%	15.00%	✓
CBA	AA-	AA Category	\$ -	0.00%	30.00%	✓
Macquarie	A+	A Category	\$ 2,142,590	1.15%	25.00%	✓
NAB	AA-	AA Category	\$ 53,338,547	28.75%	30.00%	✓
St George	AA-	AA Category	\$ -	0.00%	30.00%	✓
Suncorp	A+	A Category	\$ 39,700,000	21.40%	25.00%	✓
Westpac	AA-	AA Category	\$ 56,041,560	30.21%	30.00%	✗
TOTAL			\$ 185,522,697	100%		

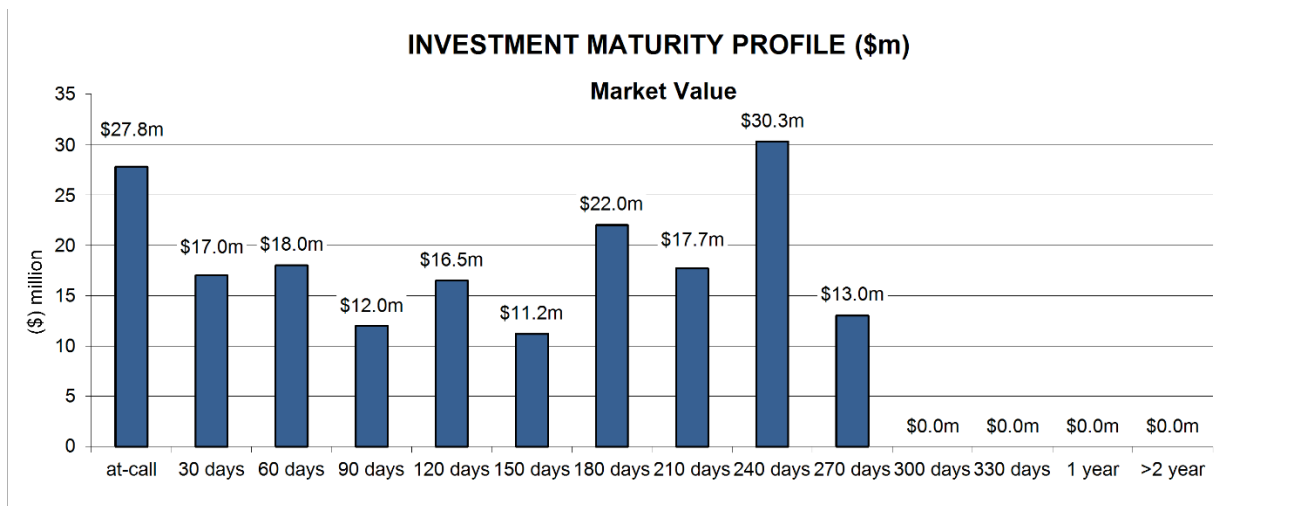
*Standard & Poor's ratings. Source: Policy No. CP-009: Investment of Funds

The City's investments were invested within the limits allowed within each category rating for April 2024.

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-)	\$ 109,380,107	59%	80%	✓
A Category (A+ to A-)	\$ 41,842,590	23%	50%	✓
BBB+ Category	\$ 34,300,000	18%	25%	✓
TOTAL	\$ 185,522,697	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 30 April 2024. The immediacy of the demand for funds depends on the particular fund or reserve Account(s) of the City. The maturity profile provided in the table above meets the liquidity requirements of the Council policy.

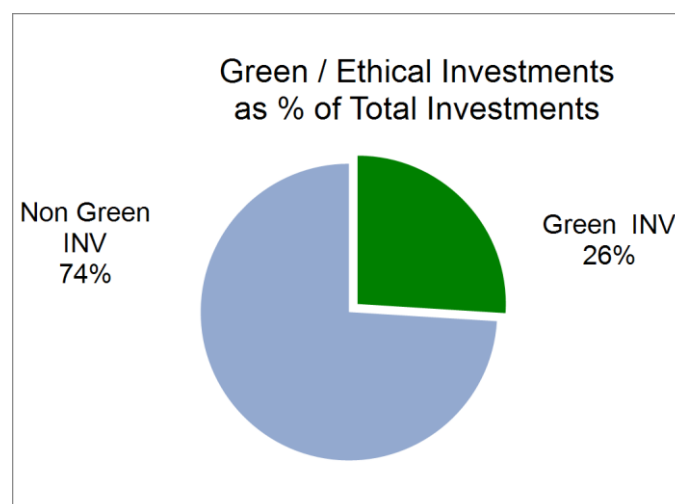


The City exercises a deliberative preference in favour of green/ethical investments. This preference will however only be exercised after the foremost investment considerations of credit rating, comparable rate and risk diversification are fully satisfied.

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

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

The total investment in authorised institutions as at 30 April 2024 was \$48,200,000 or 26% of total investment holdings being in non-fossil fuels institutions, compared to \$51,200,000 (26%) in March 2023. The total investments holding for April and March were \$185,522,697 and \$198,952,925 respectively.



Green / Ethical Investment with financial institutions			
Institution	Credit Rating	Credit Rating Category	Funds held at period end
Bendigo & Adelaide	BBB+	BBB+ Category	\$ 8,500,000
CBA	AA-	AA Category	\$0
Suncorp	A+	A Category	\$ 39,700,000
TOTAL			\$ 48,200,000

Green investments are invested in the two banks listed above, in accordance with the Council credit rating policy. Suncorp have indicated that they are unable to accept new money or process rollovers of Green /Ethical Investments. Their product will be withdrawn in October and December 2024.

The City continues active discussions with financial institutions in relation to the availability of ESGTD products. Westpac is in the process of developing a new “green” investment product however no commitment has been made regarding timing. There are currently no other ESGTD products available in the market that meet the City’s Investment Policy requirements.

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

Strategic

The interest earned on invested funds assists in addressing the following key priority area identified in The City of Melville Corporate Business Plan 2020-2024.

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

Risk

The Council’s Investment of Funds Policy CP-009 was drafted 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.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

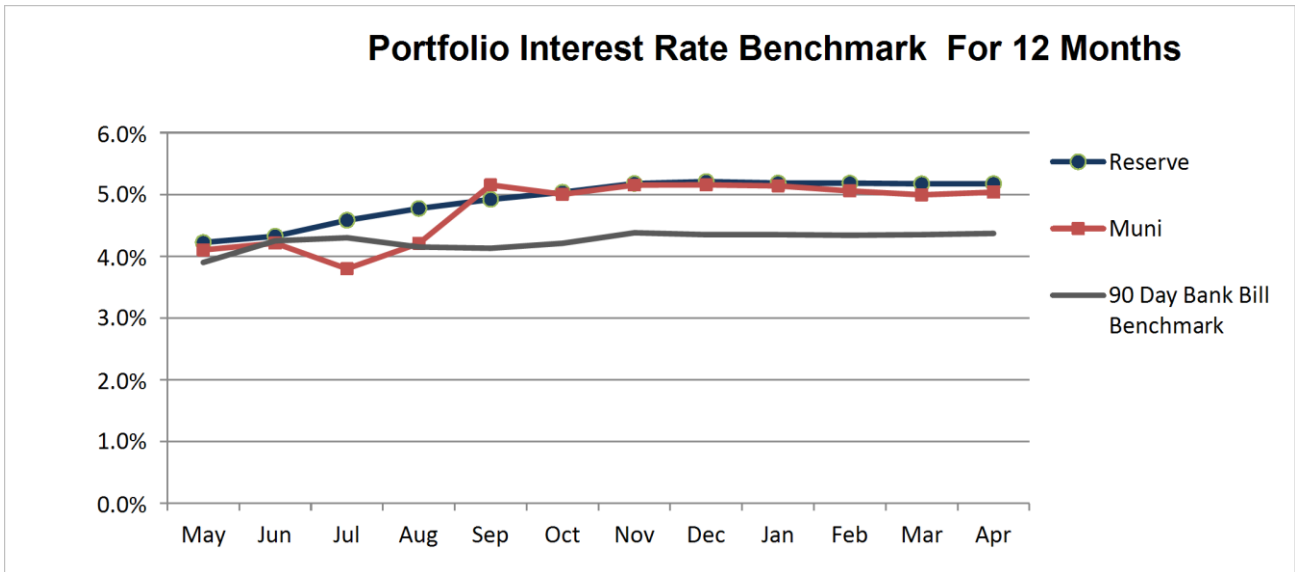
For the period ending 30 April 2024:

- Investment earnings on Municipal and Trust Funds were \$1,657,527 against a year-to-date budget of \$1,800,000 representing a negative variance of \$142,473.

The weighted average interest rate for Municipal and Trust Fund investments as at 30 April 2024 was 5.04% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 4.37%.

- Investment earnings on Reserve accounts were \$6,949,488 against a year-to-date budget of \$6,720,000 representing a positive variance of \$229,488.

The weighted average interest rate for Reserve account investments as at 30 April 2024 was 5.17% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 4.37%.



CONSEQUENCE

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

C24/160 Schedule of Accounts Paid for April 2024

File Number:	
Responsible Officer:	Manager Financial Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	<ol style="list-style-type: none"> Payment Details April 2024 ↓ Card Payment Details April 2024 ↓

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 April 2024 and recommends that the Schedule of Accounts Paid be noted.
--

OFFICER RECOMMENDATION

That the Council notes the Schedule of Accounts paid for the period April 2024 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in the attachments to this report; Payment Details April 2024 (Attachment 1) and Card Payment Details April 2024 (Attachment 2).

PURPOSE

The Schedule of Payments for the month totals \$20,129,810. The report and the attached Schedule of Accounts Paid are presented for the Council’s information.

STRATEGIC ALIGNMENT

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

BACKGROUND

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

A total of \$10,378,228 direct creditor payments were paid during the month April, of which, 14% of payments were paid to suppliers located within the City of Melville and 34% to suppliers within the South West Metropolitan Region, compared to 15% and 29% of total of \$8,743,554 direct creditor payments made over March 2023 respectively.

The biggest payment of \$1,419,085 made during the month was the was the ESL payment to the Department of Fire and Emergency Services. Approximately 95% of supplier invoices are paid within 30 days of receipt of the invoices.

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

CONSIDERATION

The Schedule of Accounts Paid for April including Payment Register numbers, Cheques: 858-858, Electronic Funds Transfers batches: 888-893, Trust Payments, Card Payments and Payroll will be distributed to the Elected Members of the Council in June 2024.

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

SCHEDULE OF PAYMENTS MADE		
April 2024		
<i>Payments made under Delegated Authority DA-035</i>		
MUNICIPAL FUNDS - DIRECT CREDITOR PAYMENTS		
<i>Cheques</i>	Chq Payment Register No. 858	\$175.27
	Chq Payment on Restricted Funds Register No.	
	Less Cancelled Chqs	-
<i>Electronic Funds Transfers</i>	EFT Payment Register No. 888, 890, 891 and 893	\$10,106,966.07
	EFT Payment on Restricted Funds Register No. 889, 892 and 143	\$151,748.43
	Less Cancelled EFTs	(\$5,518.88)
		\$10,253,370.89
<i>Direct Debits</i>	Bank Fees	\$12,366.65
	Ampol Fuel	\$109,087.34
<i>Direct Payments</i>		\$3,402.77
	Total Direct Creditor Payments	\$10,378,227.65
<i>Payroll</i>	Total Pay 21 and 22	\$4,251,149.23
	Total Payroll	\$4,251,149.23
<i>Cards</i>	Westpac Corporate Cards	\$20,822.63
	Westpac Purchase Cards	\$79,610.16
	Total Card Payments	\$100,432.79
Total Direct Creditor Payments from Municipal Account		\$14,729,809.67

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			(\$5,000,000.00)
Reserve			\$5,000,000.00
Trust			
<i>Total Interfund Transfers</i>			\$0.00
<i>New Municipal Investments</i>			
Westpac Bank	15/04/2024		\$2,600,000.00
Westpac Bank	19/04/2024		\$2,800,000.00
<i>Total New Investments</i>			\$5,400,000.00
Grand Total			\$20,129,809.67

Details of the payments are shown in Attachment 1.

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

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

The list of payments made using purchase cards during March 2024 and settled in April 2024 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.

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.

C24/161 Statements of Financial Activity for April 2024

File Number:	
Responsible Officer:	Manager Financial Services
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	<ol style="list-style-type: none"> 1. Statement Nature Type April 2024 ↓ 2. Rate Setting Program April 2024 ↓ 3. Rate Setting Nature Type April 2024 ↓ 4. Net Working Capital April 2024 ↓ 5. Reconciliation Net Working Capital April 2024 ↓ 6. Notes Rate Setting Statement April 2024 ↓ 7. Summary Rate Debtors April 2024 ↓ 8. Rates Collection Graph April 2024 ↓ 9. General Debtors Aged 90 Days April 2024 ↓ 10. Budget Amendments April 2024 ↓

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 presents the Statements of Financial Activity by Nature or Type and Rate Setting Statement by Program and Nature or Type for the period ending 31 March 2024 and recommends that they be noted by the Council; and • Presents the variances for the month of March 2024 and recommends that they be noted by the Council; and • Presents the Budget amendments required for the month of March 2024 and recommends that they be adopted by Absolute Majority decision of the Council.

OFFICER RECOMMENDATION

That the Council:

1. **Notes the Rate Setting Statement and Statements of Financial Activity for the month ending 30 April 2024 as detailed in the following attachments:**
 - **Statement Nature Type April 2024 (Attachment 1); and**
 - **Rate Setting Program April 2024 (Attachment 2); and**
 - **Rates Setting Nature Type April 2024 (Attachment 3); and**
 - **Net Working Capital April 2024 (Attachment 4); and**
 - **Reconciliation Net Working Capital April 2024 (Attachment 5); and**
 - **Notes Rate Setting Statement April 2024 (Attachment 6); and**
 - **Summary Rate Debtors April 2024 (Attachment 7); and**
 - **Rates Collections Graph April 2024 (Attachment 8); and**
 - **General Debtors Aged 90 Days April 2024 (Attachment 9); and**
2. **By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for April 2024 (Attachment 10).**

PURPOSE

The attached financial reports reflect a positive financial position of the City of Melville as at 30 April 2024.

STRATEGIC ALIGNMENT

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

BACKGROUND

The Statements of Financial Activity for the period ending 30 April 2024 have been prepared and tabled in accordance with the *Local Government (Financial Management) Regulations 1996*.

Overall Summary of the City’s Financial Position

- The City’s total investments holding for April 2024 were \$ 185.5m of which the Municipal cash balance at the end of the month was \$30.3m and \$155m was held in reserve accounts, which are restricted to the defined purpose for which the reserve account was established.
- The investment in green/ethical term deposits as at 30 April 2024 was \$48.2m or 26% of total investment holdings, compared to \$51.2m (26%) in March 2024. Green/Ethical investments are invested in the three banks, in accordance with the council credit rating policy. Suncorp is unable to accept new term deposit or process rollovers of existing Green /Ethical Investments which will be withdrawn in October and December 2024.

- Rates raised as at April were \$102,530,897, compared to a year to date budget of \$102,782,725. The negative variance of (\$251,828) is due to interim adjustments in respect to both Commercial and Residential improved properties.
- Total debtor collections for April 2024 equalled \$0.86m. The Rates collection target was 93.6% and the actual collection is tracking slightly higher at 94.5%, compared to 94.6% for the same period in 2022-2023. The total outstanding debtors (including all rates and sundry debtors) is \$8.35m as of 30 April 2024.

CONSIDERATION

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

1. Statement of Financial Activity by Nature and Type
Provides details on the various categories of income and expenditure.
2. Rate Setting Statement by Program
Provides details on the Program classifications.
3. Rate Setting Statement by Nature or Type
Provides details on the Nature or Type classifications.

Variances

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

- (Attachment 1): Rate Setting Statement by Nature or Type
- (Attachment 6): Statement of Variances in Excess of \$100,000

Revenue

Rates raised as at April were \$102,530,897, compared to a year to date budget of \$102,782,725. The negative variance of (\$251,828) is due to slightly lower than budgeted interim adjustments in respect to both Commercial and Residential improved properties.

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	4,487,816	4,487,816	0%	5,453,565	-18%
Debtors Raised	126,334,303	126,272,363	0%	120,249,749	5%
Payments Received	(123,388,732)	(122,520,182)	1%	(118,615,521)	4%
Closing Balance	7,433,388	8,239,997	-10%	7,087,793	5%

Total rate debtor collections for the month equalled \$868,550.

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	901,439	901,439	0%	642,878	40%
Invoices Raised	5,128,231	4,397,706	17%	6,247,464	-18%
Receipts	(5,095,370)	(4,734,634)	8%	(5,856,538)	-13%
Prepayments	(9,868)	(2,588)	281%	(10,147)	-3%
Closing Balance	924,433	561,924	65%	1,023,658	-10%

Sundry debtor balances increased by \$362,509 over the course of April from \$561,924 to \$924,433 of which total 90-day sundry debtors for the month, including loans, is \$278,298, representing 30% of total sundry debtors.

Corporate Climate Action Plan

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

Description	YTD Actuals	YTD Budget
Sustainability & Climate Action Salaries	389,389	418,726
Electric Vehicles	36,192	40,001
Micro Grid Project	26,795	30,000
Sustainability Initiatives	88,505	88,350
Total	\$540,880	\$577,077

Money Expended in an Emergency and Unbudgeted Expenditure

There was no money expended for the month of April 2024.

Budget Amendments

Details of Budget Amendments requested for the month of April 2024 that reflect effective changes to budgets are shown in Attachment 10 - Budget Amendments April 2024. Budget amendments that are purely administrative and detail movements between budget responsible officers are not included in the attachment. This reporting is aligned with legislative requirements.

Variances greater than \$100,000 processed in April 2024 are highlighted in the attachment.

Granting of concession or writing off debts owed to the City

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

Sundry Debtors

There were no Sundry Debts written off for the month of April 2024.

Rate Debtors

There were no rate debts written off for the month of April 2024.

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

The City of Melville (the City) has well developed business continuity plans in place and an Incident Response Team (IRT) to coordinate and plan the City's response to the significant situations as was the case with the COVID-19 crisis.

LEGISLATIVE AND POLICY ALIGNMENT

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

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

34. Financial activity statement report — s. 6.4

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

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

- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
 - (b) *an explanation of each of the material variances referred to in 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 Rate Setting Statement April 2024 (Attachment 6): Notes on Statement of Variances in excess of \$100,000 by Nature or Type.

CONSEQUENCE

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

C24/162 Common Seal June 2024

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 the 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 Tuesday, 16 April 2024 up to and including Monday, 20 May 2024 for the Council’s noting. This is a standing report to the Council.</p>
--

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 Tuesday, 16 April 2024 up to and including Monday, 20 May 2024..

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 Tuesday, 16 April 2024 up to and including Monday, 20 May 2024.

Register Reference	Parties	Description	ECM Reference
CS2227	City of Melville and H2 Conveyancing	CEO Sign Off for Notification Section 70A, DA-2023-1033 Two Storey Grouped Dwelling - 34 Conan Road Applecross - Lot situated in vicinity of transport corridor	DA-2023-1033
CS2228	City of Melville and 37 Ardross Street Pty Ltd	No. 37 (Lot 662) Ardross Street, Applecross - Replacement Agreement between the buyer & City of Melville – Grant of Easement	7952267
CS2229	City of Melville and Department of Primary Industries & Regional Development	Agreement between the City of Melville and Department of Primary Industries and Regional Development for Bicton Swimming Closure funding	8013708

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 Tuesday, 16 April 2024 up to and including Monday, 20 May 2024 for the Council’s noting.

STRATEGIC ALIGNMENT

Priority	There are no applicable priorities in relation to this report.
Outcome Indicator	There are no applicable outcome indicators in relation to this report.

LEGISLATIVE AND POLICY ALIGNMENT

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

C24/163 RFT232420 - Construction of Goolugatup Stage 1 Yarning Circle and Surrounds

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest.
Attachments:	1. CTAU Minutes - 21 May 2024 (confidential) (under separate cover)

COUNCIL’S ROLE

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

SUMMARY
<ul style="list-style-type: none"> This report is presented to Council to recommend the acceptance of a request submitted for RFT232420 Construction of Goolugatup Stage 1 Yarning Circle and Surrounds.

CTAU RECOMMENDATION

- That the Council endorse the recommendations as contained in the confidential attachment to this report, RFT232420 Contract and Tender Advisory Unit Minutes; and
- Upon resolution of the recommendation, directs that the successful respondents’ names be inserted below this point 2, awarded;

PURPOSE

The Contract and Tender Advisory Unit (CTAU) is satisfied that the recommended supplier meets the City’s qualitative requirements and represents value for money. The City of Melville (“City”) is seeking a suitably qualified and experienced Contractor to carry out the Construction of Goolugatup Stage 1 Yarning Circle and Surrounds.

The CTAU’s recommendation is now being presented to Council for their approval.

STRATEGIC ALIGNMENT

Priority	1	Ensure the improvement of sustainability of our environment
	P1/1	Protect and improve our natural assets to enhance our environment
	P1/3	Advocate and utilize the Nation and State level policies to protect and enhance the biodiversity of our environment and natural assets.
	2	Improve the approach for diverse and sustainable urban development and infrastructure
	P2/1	Implement innovate, efficient and appropriate initiatives that support community centred infrastructure within integrated transport solutions.

	<p>P2/2 Enhance amenity and vibrancy through placemaking and creating well designed and attractive public spaces.</p> <p>P2/3 Optimise the capability and liveability of activity centres with consideration to the expectations of our community.</p> <p>P2/4 Enhance regulatory and approval frameworks to ensure sustainable building infrastructure.</p> <p>3 Empower the voices of our diverse community by strengthening engagement</p> <p>P3/1 Increase co-design approaches that engage stakeholders in upfront designs and support issue resolution activities.</p> <p>4 Support healthy lifestyles and wellbeing</p> <p>P4/1 Invest strategically in local infrastructure and built environments that support physical activity and healthy lifestyles.</p> <p>P4/2 Increase advocacy and partnerships for identified needs relating to community health, safety and security.</p> <p>P4/3 Empower inclusive participation and support for sports and community groups.</p> <p>P4/4 Support National, State and community efforts to assist people in need.</p> <p>5 Ensure long term financial sustainability</p> <p>P5/2 Advocate at National and State levels to maximise funding.</p> <p>P5/1 Undertake efficiency improvements to maximise cost effectiveness.</p> <p>6 Encourage local economic development</p> <p>P6/2 Support opportunities for not-for-profit and social enterprise.</p>
Outcome Indicator	There are no applicable outcome indicators in relation to this report.

BACKGROUND

The City is seeking a suitability qualified and experienced contractor for undertaking extensive landscape and interpretation design project to revitalise a rare site on the foreshore with the aim of creating a beautiful space and improved ecology that supports diverse recreation, cultural engagement, and community enjoyment. This is a culturally significant site for the Whadjuk and Noonger people.

The Goolugatup Lower Lands project will be developed in stages, with the Yarning Circle and surrounds associated with the first stage and made possible with grant funding provided through the Commonwealth Government’s Local Roads and Community Infrastructure (LRCI) program.

Further information on the project, vision, concept plan and supporting information is available on the City’s website via the link <https://www.melvillecity.com.au/our-city/connect-with-us/melville-talks/community-engagements/heathcote-goolugatup-lowerlands>

The CTAU Meeting Minutes included as a confidential attachment to this report is additionally available to Elected Members on the Elected Members Portal.

CONSIDERATION

Responses were received from the following organisations:

- Phase 3 Landscape Construction Pty Ltd
- Schlager Group Pty Ltd

All Respondents properly addressed the Compliance and Disclosure Requirements and were processed through to Qualitative Assessment.

The City set the following qualitative criteria and weightings:

Demonstrated Experience	30%
Capacity to Deliver	20%
Environmental Sustainability	20%
Methodology	30%
Total	100%
Percentage to be shortlisted	60%
Price	Non-weighted

The recommended Respondent achieved a qualitative score of 84.44% against the following criteria:

I. Demonstrated Experience

The Respondent provided the required information against this criterion. Examples provided were relevant to the services that will be delivered under this Contract, and they have experience with Local Government.

II. Capacity to Deliver

The Respondent provided the required information against this criterion.

The key personnel have relevant qualifications and a good level of experience in similar projects.

III. Environmental Sustainability

The Respondent provided the required information against this criterion.

They provided their certifications, environmental policy, minor environmental initiatives and minor actions to mitigate negative environmental impact.

IV. Methodology

The Respondent provided the required information against this criterion.

They satisfactorily addressed the entire methodology question.

The Evaluation Panel reviewed all Respondents' offers and prepared an Evaluation Report, identifying the recommended Respondent.

The recommendation was supported by the Contract and Tender Advisory Unit (CTAU) and is put forward as part of the recommendation to the Council.

The Evaluation Report and associated confidential attachments were distributed to Elected Members under confidential cover.

ENGAGEMENT

No community or external engagement has been required or undertaken as part of this request.

SUSTAINABILITY IMPLICATIONS

The tender specification included a 20% qualitative weighting for Social and Environmental Procurement, with the preferred tenderer achieving a higher ranking due to a range of social and environmental initiatives being undertaken. The City will also be working with the successful tenderer to incorporate the use of sustainable materials where feasible.

LEGISLATIVE AND POLICY ALIGNMENT

This request has been considered with regards to the following policies and legislative requirements:

- CP-023 Procurement of Products and Services
- *Local Government (Functions and General) Regulations 1996 Section 3.57 11 (1)*
“A Local Government is quired to invite tenders before it enters into a contract for another person to supply goods or services”.

FINANCIAL IMPLICATIONS

Any relevant financial implications are detailed in the confidential attachment to this report.

CONSEQUENCE

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

C24/164 Consideration and Adoption of the 2024-2025 Budget (Late Covering Report)

This report will be distributed to Elected Members and published on the City's website on Friday, 7 June 2024.

Community Development

CD24/21 Response - Petition Leeming Community Men's Shed

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.

SUMMARY

- A petition signed by 15 residents of the City of Melville and 2 non-residents was submitted on 30 October 2023 requesting that the Council consider a location for a Leeming Community Men’s Shed in the redevelopment of John Connell Reserve.
- The petition reads as follows:
“We, the undersigned, all being electors of the City of Melville, respectfully request that the Council, please consider a location for a Leeming Community Men’s Shed in the Redevelopment of John Connell Reserve.

OFFICER RECOMMENDATION

That the Council:

1. notes stakeholder engagement is presently underway to inform a City-wide Community Infrastructure Strategy for Council consideration in late 2024. This Strategy will make recommendations to the Council in relation to current and future requirements for all community buildings; and
2. notes that all requests for new community infrastructure/buildings should be informed by the Community Infrastructure Strategy; and
3. requests the CEO advise the lead petitioner that the proposal for a Leeming Community Men’s Shed, at John Connell Reserve, is being considered as part of the Community Infrastructure Strategy.

PURPOSE

The purpose of this report is to respond to the petition submitted to Council on 30 October 2023 requesting council consider a location for a Leeming Community Men’s Shed in the redevelopment of John Connell Reserve. The petition was signed by 15 residents of the City of Melville and 2 non-residents.

STRATEGIC ALIGNMENT

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

BACKGROUND

On 15 August 2023 at the Ordinary Council Meeting, the Council resolved:

The Council requests that:

The CEO prepare a report on the feasibility of a Community Men’s Shed at the John Connell Reserve Leeming or another suitable area to be presented at an Elected Member Engagement Session (EMES) before year end.

Subsequently, at the 27 November 2023 Elected Member Engagement Session City Officers confirmed the following key points:

- The City currently has two Community Men’s Sheds operating within its boundaries.
 - The Melville Community Men’s Shed, which commenced activities in July 2022. The group has exclusive access to a facility provided by the City of Melville in Myaree.
 - The Men’s Shed situated adjacent to the Bicton Uniting Church which has been a tenant of the Church since June 2010 and will continue occupying its current location as a long-term arrangement.
- City Officers are currently developing the City of Melville Community Infrastructure Strategy which is an analysis of existing community, sporting, and cultural buildings to better understand present and future community needs for these facilities. Through extensive community and stakeholder engagement, these investigations will provide valuable insights to the Council regarding overall community requirements and the necessary infrastructure enhancements. Community Men’s Sheds are a key inclusion within the Strategy.

COMMENT

The consideration of a Community Men’s Shed in Leeming will form part of the City of Melville Social Infrastructure Strategy engagement process which commenced in April 2024. An independent consultant had been appointed to lead the documentation of this Strategy.

The Social Infrastructure Strategy along with the Active Reserve Infrastructure and Cultural Infrastructure Strategies will inform an overarching Community Infrastructure Strategy to be presented to Council for consideration later this year.

CONSIDERATION

There are two Men’s Sheds currently located in the City of Melville – at Bicton and Melville. In addition, adjacent local governments have Men’s Sheds in near proximity.

Men’s Sheds within a 10km radius of Melville Civic Centre



It is recommended that the request to locate a Leeming Community Men’s Shed in the redevelopment of John Connell Reserve be considered as part of the broader development of the Social Infrastructure Strategy. However, should the need for a Community Men’s Shed in Leeming be identified as an outcome of the broader City of Melville Community Infrastructure Strategy, a potential location within John Connell Reserve has been identified and is indicated in the image highlighted in yellow below.



ENGAGEMENT

As part of the development of the Social Infrastructure Strategy extensive engagement will be undertaken with key internal and external stakeholders.

SUSTAINABILITY IMPLICATIONS

To be determined on outcome of engagement process and Council decision to progress the proposed Community Infrastructure Strategy

LEGISLATIVE AND POLICY ALIGNMENT

Overarching Community Infrastructure Strategy in development.

FINANCIAL IMPLICATIONS

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

CONSEQUENCE

This report recommends that the request for a Leeming Men's Shed, located at John Connell Reserve be considered as part of the Community Infrastructure Strategy, that is currently being undertaken. The outcome of this Strategy will provide the necessary considerations for the Council to fully consider the request the subject of the petition against overall community requirements and community infrastructure enhancements.

CD24/22 Christmas Lights Review

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	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"> This item presents a review of the 2023 Christmas Lights displays and consideration for future Christmas Lights. This was a result of the 19 September 2023 Ordinary Meeting of Council – Council Resolution (CD23/8) for Christmas lights displays in the City of Melville. The two locations trialled in 2023 had mixed success and so officers are recommending continuing with the same scale of Christmas Lights at the successful location and scaling back the display for the other. Funding for Christmas lights was investigated; however, no opportunities were identified for 2024, however officers will continue to investigate different funding options.

OFFICER RECOMMENDATION

That the Council:

- endorse the allocation a budget of \$30,000 for Christmas light displays, starting from 2024-25 at the below locations:**
 - Entry statement at Canning Bridge – Apex Reserve**
 - Welcome statement at the City of Melville, Civic Centre; and**
- note that the future budget for Christmas Light displays will be considered as part of the Annual Budget process from 2025-26 onwards.**

PURPOSE

Following the inaugural Christmas light displays trial in December and January 2023, this item provides information on the community response to the displays and a recommendation for future displays.

STRATEGIC ALIGNMENT

Priority	4	Support healthy lifestyles and wellbeing
	P4/1	Invest strategically in local infrastructure and built environments that support physical activity and healthy lifestyles.

Outcome Indicator	5	Sense of Community
	Goal 3	Place Activation and Liveability

BACKGROUND

At the March 2023 Ordinary Meeting of Council, it was resolved that a report be prepared into the feasibility a Christmas Display of lights (or other) at a key or key areas within the City. Subsequently three options were presented for consideration by Council at the 19 September 2023 Ordinary Meeting of Council:

The options included:

1. Capital infrastructure project: The hire, installation and maintenance of lights and decorations to be placed in one of the City’s business centre locations for the month of December.
2. Community engagement, artist led project: Six local schools work with an artist to each create a single temporary public artwork which is displayed and lit as a walking trail in one of the City’s parks for the first two weeks of December.
3. Business engagement, artist led project: Pairing ten artists with ten selected businesses located in one of the City’s business centre locations to design and install a window display for the month of December.

An alternative Motion was endorsed supporting Option One and trial a Christmas Light display adopting a budget of up to \$48,000 to be funded from the Rates Equalisation Reserve for implementation during that Christmas period. (1 December 2023 – 1 January 2024) and for the CEO to investigate grant funding to supplement Christmas Lights in 2024 and beyond.

CONSIDERATION

The Christmas light displays were arranged in two locations; Canning Bridge Apex Reserve as a key entry statement and at the front of the City of Melville Civic Centre. The lights were on display between December 2023 and January 2024. Locations were selected in terms of accessibility and logistics.

Officers hired the lights within the allocated budget of \$48,000.

Overall, the lights display worked towards creating a festive and vibrant atmosphere during the Christmas period, particularly through social media posts generated by the City and community members sharing photos taken with the displays.

The Canning Bridge display was very successful in terms of community interaction with the lights. Whilst it was not possible to conduct a head count, it was observed the light display that attracted more people to the precinct and many people were interacting with the display by taking photos and looking at the displays from various angles.

Unfortunately, the City of Melville Civic Centre had less community participation with the display. This is most likely because the location does not already feature night-time activity like the Canning Bridge precinct does.

However, the connection of the City of Melville with the festive season through a small display of lights within the Civic Centre area has strong merit and so officers suggest continuing with a light display at this venue, albeit on a smaller scale than in 2023. Furthermore, in the future, the new Civic Centre will be a perfect location for a Christmas lights display with a central high street and night activation. This could also be an excellent opportunity to partner with Westfield Booragoon in the future.

In terms of funding for Christmas Lights, City Officers undertook an analysis of funding options for Christmas Lights displays across other local governments. It was discovered that most local governments that have Christmas light displays were fully funded by the local authority. The major exception being the City of Perth and City of Mandurah that receive Lotterywest funding as part of their events and tourism funding.

The City of Melville receives Lotterywest funding for its community events and initial enquires indicate that this will not increase with the additional of the Christmas Lights displays.

One local government had sought commercial sponsorship with naming rights to the Christmas lights display. Other local governments didn't host lights display but instead encouraged their community to participate by lighting up their homes and businesses.

Officers will continue to look for funding opportunities, either through grants or partnerships/sponsorship, for future Christmas Light displays.

ENGAGEMENT

There were five responses to the Light Up Melville Engagement, three responses in support, one unsure and the fifth not in support of the displays. This is a very limited sample of our population although the engagement was widely promoted.

SUSTAINABILITY IMPLICATIONS

The Christmas Lights are predominantly plastic and currently no solar options on this commercial scale the use of electricity is also considered a negative environmental impact.

Socially and economically the Christmas Lights have a favourable impact as the displays bring people together, contributing to a strong sense of community, Businesses also benefit from the displays from increase foot traffic and dwell time.

LEGISLATIVE AND POLICY ALIGNMENT

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

FINANCIAL IMPLICATIONS

Following the trial, it is recommended that the lights display at Canning Bridge remain similar to the scale of the display in the 2023 trial and the Civic Centre display be reduced in scale. Therefore, a reduced budget is recommended for 2024.

Officers would contract the hire and installation of lights and decorations with a Christmas motif in Canning Bridge, Apex Reserve and a small welcome installation at the City of Melville Civic Centre with a budget of \$30,000.

It is also recommended that the future budget for Christmas Light displays be considered by Council as part of the Annual Budget process from 2025-26 onwards.

CONSEQUENCE

Community consultation received was very limited and the concerns raised were financial, whether this was an appropriate role of local government and religious. These are the potential risks in terms of public criticism of the Council if Christmas light displays are to become an annual occurrence or increase significantly in scale.

There are also the environmental impacts that are outlined in the sustainability section.

CD24/23 Deferred Consideration of Netball and Multi Use Indoor and Outdoor Courts Needs Assessment

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this item 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.

SUMMARY
<ul style="list-style-type: none"> At the Ordinary Meeting of Council (OMC) held on 15 August 2023, the Council resolved: <i>“That the Council directs the CEO to prioritise the Netball and Courts Needs Assessment Plan / Report that was approved in the 2023/2024 budget and bring the final report back to Council no later than the June 2024 Ordinary Meeting of Council.”</i> This report seeks to defer this matter for consideration no later than the October 2024 Ordinary Meeting of Council.

OFFICER RECOMMENDATION

That the Council notes that the Netball and Multi Use Indoor and Outdoor Courts Needs Assessment will be presented to an Ordinary Meeting of Council no later than October 2024.

PURPOSE

The purpose of this report is to advise the Council of a delay in presenting the Netball and Multi Use Indoor and Outdoor Courts Needs Assessment. A Council resolution intended this matter to be considered at the June 2024 Ordinary Meeting of Council. This report advises the Council that this matter will be presented to the Ordinary Meeting of Council no later than October 2024.

STRATEGIC ALIGNMENT

Priority	There are no applicable priorities in relation to this report.
Outcome Indicator	There are no applicable outcome indicators in relation to this report.

BACKGROUND

At the 15 August 2023 Ordinary Meeting of Council, the Council resolved that:

That the Council directs the CEO to prioritise the Netball and Courts Needs Assessment Plan / Report that was approved in the 2023/2024 budget and bring the final report back to Council no later than the June 2024 Ordinary Meeting of Council.

The plan is to include:

- 1. An indoor and outdoor multi use hard court plan that will accommodate the current and future needs of netball and other complimentary sporting activities in Melville.***

In accordance with the resolution of Council, the Netball and Multi Use Indoor and Outdoor Courts Needs Assessment was intended to be presented to Council by June 2024. However, the administration is seeking to delay consideration of this matter to no later than October 2024 Ordinary Meeting of Council.

The reason for the delay is that the procurement of consultancy services to conduct the Needs Assessment attracted a significant number of submissions, extending the time to award the contract.

This additional time will allow thorough engagement with local stakeholders whose views are critical to inform the Needs Assessment.

CONSIDERATION

Officers had planned to present the Needs Assessment report at the June 2024 Ordinary Meeting of Council. However, further work is required to be undertaken prior to presenting this item to the Council.

ENGAGEMENT

No engagement with the community is required in regard to this matter.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with the deferral of this item.

LEGISLATIVE AND POLICY ALIGNMENT

There are no legislative or policy implications associated with the deferral of this item.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the deferral of this item.

CONSEQUENCE

There are no consequences or alternative options associated with this item.

Environment and Infrastructure

E24/38 RFT232414 Supply of In-Situ Concrete

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	1. CTAU Minutes 14 May 2024 (confidential) (under separate cover)

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> This report is presented to the Council to recommend the acceptance of a request submitted for RFT232414 Supply of In-Situ Concrete.
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CTAU RECOMMENDATION

- That the Council accepts the recommendations as contained in the confidential attachment to this report, RFT232414 Contract and Tender Advisory Unit Minutes (Attachment 1); and
- Upon resolution of the recommendation, directs that the successful respondents’ names be inserted below this point 2, awarded;

PURPOSE

The Contract and Tender Advisory Unit (CTAU) is satisfied that the recommended supplier meets the City’s qualitative requirements and represents value for money. The City of Melville (“City”) is seeking a suitably qualified and experienced Contractor to carry out the Supply and Lay of In-situ Concrete Pavements

The CTAU’s recommendation is now being presented to Council for their approval.

STRATEGIC ALIGNMENT

Priority	There are no applicable priorities in relation to this report.
Outcome Indicator	There are no applicable outcome indicators in relation to this report.

BACKGROUND

The City is seeking a suitability qualified and experienced contractor for Supply of In-Situ Concrete. The CTAU Meeting Minutes included as a confidential attachment to this report is additionally available to Elected Members on the Elected Members Portal.

CONSIDERATION

Responses were received from the following organisations:

- Dowsing Group Pty Ltd
- Pennant Construction Pty Ltd T/AS The Trustee for the Pennant Unit Trust

All Respondents properly addressed the Compliance and Disclosure Requirements and were processed through to Qualitative Assessment.

The City set the following qualitative criteria and weightings:

Demonstrated Experience	25%
Capacity to Deliver	30%
Sustainable / Social Procurement	20%
Methodology	25%
Total	100%
Percentage to be shortlisted	60%
Price	Non-weighted

The recommended Respondent achieved a qualitative score of 95.56% against the following criteria:

I. Demonstrated Experience

The Respondent provided the required information against this criterion. Examples provided were relevant to the services that will be delivered under this Contract, and they have experience with Local Government.

II. Capacity to Deliver

The Respondent provided the required information against this criterion.

The key personnel have relevant qualifications and a good level of experience in similar projects.

III. Sustainable / Social Procurement

The Respondent provided the required information against this criterion.

They provided their certifications, environmental policy, minor environmental initiatives and minor actions to mitigate negative environmental impact.

IV. Methodology

The Respondent provided the required information against this criterion.

They satisfactorily addressed the entire methodology question.

The Evaluation Panel reviewed all Respondents' offers and prepared an Evaluation Report, identifying the recommended Respondent.

The recommendation was supported by the Contract and Tender Advisory Unit (CTAU) and is put forward as part of the recommendation to the Council.

The Evaluation Report and associated confidential attachments were distributed to Elected Members under confidential cover.

ENGAGEMENT

No community or external engagement has been required or undertaken as part of this request.

SUSTAINABILITY IMPLICATIONS

The tender specification included a 20% qualitative weighting for Social and Environmental Procurement, with the preferred tenderer achieving a higher ranking due to a range of social and environmental initiatives being undertaken by the organisation. The City will also be working with the successful tenderer to investigate and incorporate materials re-use and materials recycling opportunities where feasible.

LEGISLATIVE AND POLICY ALIGNMENT

This request has been considered with regards to the following policies and legislative requirements:

- CP-023 Procurement of Products and Services
- *Local Government (Functions and General) Regulations 1996 Section 3.57 11 (1)*
“A Local Government is quired to invite tenders before it enters into a contract for another person to supply goods or services”.

FINANCIAL IMPLICATIONS

Any relevant financial implications are detailed in the confidential attachment to this report.

CONSEQUENCE

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

Urban Planning

UP24/37 Neighbour Dispute Mediation Policy

File Number:	
Responsible Officer:	Manager Strategic Urban Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Application Number:	Not Applicable
Applicant:	Not Applicable
Owner:	Not Applicable
Proposal:	Neighbour Dispute Mediation Policy
Attachments:	<ol style="list-style-type: none"> 1. Draft Neighbour Dispute Mediation Policy ↓ 2. Engagement Report ↓ 3. Advertised Neighbour Dispute Mediation Policy ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • On 15 August 2023, the Council passed a Notice of Motion requesting a report be prepared and presented back to the December 2023 OMC, on the benefits and implications of establishing a Neighbour Dispute Mediation Policy. • The investigation was undertaken and a report addressing the above was presented to Council on the 12 December 2023 (UP23/28). The Council subsequently passed a resolution to prepare the Neighbour Mediation Council Policy in accordance with the recommendations outlined in the report. • A draft mediation policy was prepared and presented to Council at the 19 March 2024 OMC (UP24/34). The Council initiated public consultation of the policy and determined for the outcome of the consultation process and the recommendations to be presented back to the Council (current step). • The proposed policy was advertised for 30 days, and 40 submissions were received. Based on the terminology in the engagement approach, a total of 5 people (12.5%) love the policy, 16 people (40%) like the policy, 11 people (27.5% can live with the policy and 8 people (20%) don't like the policy. • Where considered appropriate to do so, the draft policy has been updated in response to the community’s feedback and is attached for the Council’s consideration (Attachment 1). • It is recommended that the Council adopt the updated policy with a commencement date of September 2024 to allow staff time to prepare necessary workflows, liaise with a preferred service provider, and to train key staff on the process.
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OFFICER RECOMMENDATION

That the Council adopt the Neighbour Dispute Mediation Council Policy as updated (Attachment 1), to come into effect on the 18 September 2024, in accordance with the details outlined in this report.

PURPOSE

The purpose of this report is to provide the Council with a summary of the community feedback received on the draft Neighbour Dispute Mediation Policy, and for the Council to consider suggested updates to the policy. The Council may choose to adopt, amend or refuse to adopt the updated Neighbour Dispute Mediation Policy.

STRATEGIC ALIGNMENT

Priority	3	Empower the voices of our diverse community by strengthening engagement
	P3/1	Increase co-design approaches that engage stakeholders in upfront designs and support issue resolution activities.
	5	Ensure long term financial sustainability
	P5/1	Undertake efficiency improvements to maximise cost effectiveness.
Outcome Indicator	5	Sense of Community
	Goal 2	Participation and Inclusion

BACKGROUND

In August 2023, the Council determined that a report on the benefits and implications of establishing a Neighbour Dispute Mediation Policy should be prepared. The purpose of the mediation policy would be to establish that the Council is supportive of resolving a range of neighbourhood disputes and to put in place a framework to define the City’s role in facilitating dispute resolution through independent mediation.

The investigations were to include defining the purpose of the policy, details of matters suitable for mediation, governance considerations and research on other established policies within a local government context. The investigation was undertaken and a report addressing these items was presented to the Council on the 12 December 2023 (UP/23/28).

At the 12 December 2023 meeting, the Council passed a resolution to formally prepare the Neighbour Mediation Council Policy in accordance with the recommendations outlined in the report for consideration. The recommendations in the report suggested that the policy scope is to include both regulatory and civil matters and that the City can fund up to 3 sessions on a ‘pay as you go’ rate.

The mediation policy was prepared and presented to the Council in March 2024 OMC (UP24/34). At this same time, the City improved and expanded the information available on the City’s webpage ([here](#)) to include:

- Guidance on how to approach your neighbour if you have a dispute,
- Information on the issues that can’t be resolved by the City, including who the responsible agency is and how to contact them, and
- Mediation services that are available to the public if issues are not resolved.

At the March 2024 meeting, the Council considered the policy and resolved to advertise the draft policy with an understanding that the outcome of the consultation process and the recommendations would be presented back to Council (current step).

CONSIDERATION

The draft neighbour mediation policy was advertised for a period of 30 days from 21 March to 21 April 2024. During this period 40 submissions were received, when asked what they thought of the policy, 5 submitters (12.5%) picked that they ‘loved’ the policy, 16 people (40%) ‘liked’ the policy, 11 people (27.5%) ‘can live’ with the policy and 8 people (20%) ‘didn’t like’ the policy. Most people who indicated they can live with the policy supported the policy in principle but had some suggested changes. Based on this feedback, the submissions are 80% in support of a policy (subject to changes) and 20% against having a policy or who don’t like it.

As a result of the feedback received, and on advice from the City’s governance team, the policy has been restructured to be more succinct and focus specifically on the City’s role in advancing issues to mediation. The previous content in relation to the friendly neighbour initiatives, and a guide on ‘how mediation works’ will be combined in a standalone Mediation Guide.

A more detailed summary of submissions is provided below. Where multiple submissions included the same general comment, those have been consolidated. For ease of reference, the comments have been grouped into three tables.

Table 1 - Comments supporting the draft Policy

Comment
<i>This is a great idea!</i>
<i>It seems a sensible policy.</i>
<i>Your draft mediation policy seems well-focused on addressing common issues that can arise between neighbours.</i>
<i>This would appear to be a significant shift in the council's attitude to disputes between neighbours in regard to fences. It is most welcome.</i>
<i>I think it's a good way to resolve conflict with neighbours as long as they are all willing participants.</i>
<i>I think this is a very useful tool to avoid conflict with neighbours who often do not understand the tree policy and other guidelines.</i>
<i>Overall, your draft policy shows a thoughtful approach to addressing neighbour disputes, and with some additional considerations, it can become a valuable tool for promoting harmony and resolving conflicts effectively.</i>

Response- These comments are noted with no further changes to the draft policy.

Table 2- Concerns/Questions/Suggestions to improve the draft policy

Comment	City of Melville Response
<i>Policy should consider additional situations such as neighbours parking on verge and verge maintenance.</i>	<p>Following internal stakeholder engagement, the City has determined not to specifically reference parking as an issue suitable for mediation. This decision was made acknowledging that parking issues are more appropriately resolved via enforcement than mediation (i.e. generally speaking someone is either parked illegally or they're not).</p> <p>In some circumstances however it may be appropriate to consider mediation, and these can be considered on a case by case basis.</p>
<i>Consider emphasizing the goal of the policy to facilitate amicable resolutions that benefit both parties. This can encourage a mindset of cooperation and compromise.</i>	<p>Noted.</p> <p>Based on community feedback, the City has acknowledged the benefit in providing a more comprehensive mediation guide. This feedback will be addressed in the guide.</p>
<i>Include guidelines or principles for mediation, such as confidentiality, impartiality of the mediator, and the voluntary nature of participation.</i>	<p>Noted.</p> <p>Based on community feedback, the City has acknowledged the benefit in providing a more comprehensive mediation guide. This feedback will be addressed in the guide.</p>
<i>Consider adding a section on education and awareness to help prevent disputes by informing residents about potential issues and proactive measures they can take.</i>	<p>Information on education and awareness to help prevent the most common disputes is provided on the City's website:</p> <p>https://www.melvillecity.com.au/campaigns/tips-on-being-a-friendly-neighbour</p> <p>It will also be addressed in the proposed Mediation Guide</p>
<i>Include a mechanism for collecting feedback from participants to continuously improve the mediation process and the policy itself.</i>	<p>The City intends to carefully monitor usage of the policy, and will endeavour to collect feedback from those who have used it and are willing to discuss its efficacy.</p> <p>The City will periodically provide this feedback to Council</p>
<i>Accessibility: Ensure that the mediation process is accessible to all residents, including provisions for language assistance or accommodations if needed.</i>	<p>All City residents are entitled to a free interpreting service provided by the Department of Immigration and Citizenship.</p>
<i>Will this policy replace the awful "Nuisance</i>	<p>The policy is not intended to replace any other</p>

<p><i>Barking" policy when you have a complaint about a barking dog ?</i></p>	<p>policy. Noise from dogs is controlled by the Dog Act 1976 and residents dealing with nuisance parking are encouraged to contact the City's Ranger Services. There may however be instances where a dog barking isn't technically in breach, but through mediation a resolution can nonetheless be reached.</p>
<p><i>Not sure how a professional mediator will be able to mediate between 2 neighbours whereby an issue has got to the point where they require intervention because the mediator cannot provide technical resolution.</i></p>	<p>The role of the mediator is to help the parties to focus on the issues in dispute, gain an understanding of the other party's point of view, and put forward options in an effort to reach an amicable outcome.</p>
<p><i>The policy includes "non-compliant developments", I am confused as to why there is mediation regarding this when surely a non-compliant development should be a direct council intervention?</i></p>	<p>Procedures to respond to a non-compliant development often include an ability for the offender to seek an exercise of discretion within the relevant legislative framework. An example of where a non-compliant development may benefit from mediation would be a proposed over-height shed, whereby mediation might help the parties to negotiate a suitable modification to the design/aesthetic/setback to address the neighbour's concerns but still afford the applicant the outcome they're seeking. Nonetheless if the applicant were to request the City determine the shed in accordance with the framework, or the neighbour was uninterested in mediating, the City still has a responsibility to determine the application in accordance with the relevant legislation. Where an exercise of discretion is not available, not approved or not appropriate, compliance procedures would seek removal of the non-compliance.</p>
<p><i>Prior to any mediation session, should both neighbours be provided with relevant information/links to websites pertaining to the issue to be read by both parties prior to the meeting.</i></p>	<p>The relevant City staff can and will discuss and provide information to the parties prior to mediation.</p>
<p><i>The policy does not cover the roaming and interference of cats on neighbours properties</i></p>	<p>The examples listed in the policy are not exhaustive. Its possible that issues with a neighbour's cat could be grounds for mediation.</p>
<p><i>Are the records or outcomes of the mediation kept by the City? Should this be referenced in the policy?</i></p>	<p>The outcome of the mediation would be shared with the City if the parties agree to and if a Council decision is on hold depending on mediation. If the mediation does not result in an agreement between the parties, the City will proceed with making a decision regardless. If the parties do reach an agreement, the City will consider the outcome in the pending application / decision.</p>
<p><i>Does the City offer rooms/space for mediation or is the location determined by</i></p>	<p>Mediation would occur at a venue organised by the mediation service, generally at their offices.</p>

<i>the Mediator organisation?</i>	
<i>The first step should be to gain an understanding of your (and your neighbour's) rights and responsibilities in relation to the matter under dispute. The policy could provide references/links to these. Advertising more widely about the common issues might be better cost and time that will necessarily divert funding from more essential services.</i>	For an issue to be suitable to escalate to formal mediation it will have first been the subject of one or more discussions with officers at the City. The rights and responsibilities regarding the matter will be discussed at this stage.
<i>I would add that private mediation services are available and inexpensive.</i>	An estimated cost of mediation will be provided to the parties by the City prior to formal mediation taking place.
<i>Do you expect all the disputes of every single home to go to the CEO? There must be a mediation officer/suitable role personnel before it is escalated.</i>	The CEO's role in the process is limited to determining whether or not the City will contribute financially towards the mediation process. This step is predicated on the matter having firstly been discussed with the relevant subject matter expert at the City, secondly for mediation to be determined as the most appropriate course of action, and thirdly for both parties to have agreed to engage in mediation.
<i>Section 3 - Para 7 'diving fences' should this be dividing fences?</i>	Noted.
<i>Section 4 - Add between dot points 2 & 3 that a time frame be agreed to review the issue. Then between dot points 3 and 4 add meet to review how things are progressing and if need be reassess time frame.</i>	Noted. Based on community feedback, the City has acknowledged the benefit in providing a more comprehensive mediation guide. This feedback will be addressed in the guide.
<i>Section 4 implies that the person raising the issue is always "in the right". It states that the person raising the complaint should allow the neighbour "time to make changes to the way in which they do things". One example where this may not be correct is where the person making the complaint does not understand the current rules/guidelines regarding overhanging branches/tree roots.</i>	Noted. Based on community feedback, the City has acknowledged the benefit in providing a more comprehensive mediation guide. This feedback will be addressed in the guide.
<i>Section 5 indicates the cost of mediation would (generally) need to be borne by the parties concerned. This seems unfair if one of the parties is continually raising frivolous issues (similar to a vexatious litigant).</i>	There is no obligation for an individual to engage in mediation, so the associated cost is only relevant should both parties be willing. Nevertheless as the following section of this report outlines, the City has updated the policy draft recommending that Council agree to fund all mediation services, subject to certain considerations.
<i>Rate payers should expect council to try and resolve a dispute first and if they can't pay for mediation. Step 1. Council. Step 2. Mediation. You set the rules you</i>	The City will continue its regulatory decision-making and statutory compliance functions. The option to mediate only expands the opportunities to achieve the best outcome for all parties. If any

<i>enforce them.</i>	party, be it the City, a complainant, or a respondent don't believe it to be in their best interest to mediate, the City will progress with its standard decision-making/enforcement processes.
<i>To improve readability of the policy for users, a flowchart detailing the steps of the mediation process and the pathways available would be of benefit.</i>	Noted. Based on community feedback, the City has acknowledged the benefit in providing a more comprehensive mediation guide. A flowchart can be incorporated into the guide.
<i>The Policy as written does not address conformity or consistency with its guiding legislation.</i>	Noted. The policy is intended to support the application of existing legislation and policy. The policy content has been reviewed and is not considered to represent a non-conformity or inconsistency with other legislation.

Table 3- Comments Opposing the draft Neighbour Mediation Council Policy

Comments	City of Melville Response
<p><i>Council is shirking it's responsibility and obligations. What are we paying rates for if Council officers are not there to explain the rules regards fencing, noise, parking etcetera. This policy will result in greater angst between neighbours.</i></p> <p><i>Putting neighbours against neighbours I don't wish to do that as I get along with all my neighbours</i></p> <p><i>An absolute waste of time and money all of it.</i></p> <p><i>This is seen as a cop out by the City to avoid it properly enforcing the laws that it is responsible for. We see this policy could be used as an excuse by the City for not taking action.</i></p>	<p>Mediation will always be predicated on individuals engaging with the relevant City staff to understand their responsibilities and risks before mediation is considered. Mediation will not be considered if there is no foreseeable benefit in progressing down that path.</p> <p>The City will continue its regulatory decision-making and statutory compliance functions. The option to mediate only expands the opportunities to achieve the best outcome for all parties. If any party, be it the City, a complainant, or a respondent don't believe it to be in their best interest to mediate, the City will progress with its standard decision-making/enforcement processes.</p>

Other Concerns

In the advertised version of the draft Neighbour Dispute Mediation Policy, under Section 5 'Funding', it read:

..... in most cases, the cost involved in using a mediation service would need to be borne by the relevant parties involved. The City acknowledges however that in some cases resolving an issue through mediation may avoid the need for the City to otherwise intervene, either via enforcement or in the assessment of an application. If this is likely to be the case, the City may consider sponsoring the cost of mediation for up to three sessions.....

In response to concerns raised by the community, and in the interest of fairness and transparency, the City is recommending that Council do away with the abovementioned caveat on providing sponsorship. There is concern that deciding whether an issue is suitable for financial support (to mediate) will be inherently complex and may risk the perception that the City prioritises certain issues over others. Nonetheless the City is still of the view that for the mediation policy to be

utilised as intended, the City should still financially support suitable matters to progress through the mediation process. Therefore, the policy wording has been updated to allow any council-related issue to be eligible for sponsorship. Financial prudence comes in the form of certain procedural constraints, namely:

1. The proposed mediation budget of \$10,000 per annum be upheld, and subject to review each year.
2. Having discussed the issue with the aggrieved party, the City must agree that mediation not only has the potential to benefit one or more of the parties but could result in an outcome that is preferential to the City simply executing its decision-making or enforcement responsibilities.
3. The City must accept that there is a willingness from both parties to engage in good faith and consider the perspective of the other party, and
4. Any financial support will be at the CEO's discretion.

The City will provide Council with an update on the efficacy of the policy via the Elected Members Bulletin (EMB) every 6 months for a 24-month period, including information on whether people are using the mediation service, which would allow Council to decide whether to continue funding the service, and/or adjust the budget.

Draft Policy Changes

As discussed in this report, the version of the draft policy that was advertised has been updated significantly in response not only to the submissions received from the community but on advice from the City's governance team. The previous content in relation to the friendly neighbour initiatives, and a guide on 'how mediation works' will be combined in a standalone Mediation Guide. Prior to the policy coming into effect, the City will circulate the draft Mediation Guide to Council via the EMB.

Deferred Adoption

Should the Council decide to adopt the updated policy, it is recommended that there be a 3-month transition period before it comes into effect. This will allow the City some time to train the relevant staff across each department on the process, prepare the Mediation Guide and workflow instruction, update the website and prepare a social media campaign for community awareness.

ENGAGEMENT

The policy was advertised from 21 March 2024 to 21 April 2024. A snapshot of the engagement is included as Attachment 2. A summary of the submissions received are documented in this report.

SUSTAINABILITY IMPLICATIONS

Updating the website and implementing a policy aimed at resolving disputes in the community should have a positive impact in relation to social sustainability. Positive mediation outcomes could lead to reconciliation of relationships between neighbours and the building of social capital more broadly within the community.

Encouraging mediation may, over time, also help to build more trust with the City, by allowing dispute resolution to occur in ways that are beneficial to both parties, instead of the City being forced to respond using the limited tools at its disposal, which can sometimes be ill-suited or heavy-handed relative to the context of the situation.

Providing information on best practice dispute resolution also avoids potentially expensive legal costs and saves the City money by avoiding staff involvement on civil matters.

LEGISLATIVE AND POLICY ALIGNMENT

Policies form part of the Governance and Policy Framework. Section 2.7 (2)(b) of the *Local Government Act 1995* states that the Council is to determine the local government's policies. Policies provide the Council and staff with the ability and direction to make decisions that are considered to be consistent and unbiased. A policy can also provide detail on the manner in which the City undertakes, or requires others to undertake, certain works or activities.

FINANCIAL IMPLICATIONS

The preparation and administration of the policy can be accommodated within existing resources.

It's difficult to estimate the level of community interest in a paid mediation service, but with the pay-as-you-go service, there would be no cost to the City if the service wasn't utilised.

As a guide, the City has considered the resource cost if 5 disputes were to go through mediation in a 12-month period.

- Assuming each dispute receives up to 3 mediation sessions (paid for by the City), the financial outlay over 5 separate disputes would be approximately \$7,500.
- In addition, the staff time commitment in supporting that number of disputes to go through mediation would be estimated to be between 20-25hrs per annum.
- Therefore, it would be appropriate for Council to consider setting a mediation budget of approx. \$10,000p/a.

The governance budget would initially fund the annual mediation budget as the policy is an organisational wide policy. The City will provide the Council with an update on the efficacy of the policy via the EMB every 6 months for a 24-month period, including information on whether people are using the mediation service, which would allow Council to decide whether to continue funding the service, and/or adjust the budget. An amendment to the 2024/2025 budget, later in 2024 may be required dependent upon take up of the service.

CONSEQUENCE

If the Council decide to not adopt the Neighbour Dispute Mediation Policy, the Council could alternatively request that the City simply focus on improving community awareness about mediation via the usual engagement channels.

If the Council were inclined to support the policy but were not wanting to commit the City to financially supporting the process, an alternative recommendation could allow the policy to still be adopted subject to suitable modifications to exclude references to financial sponsorship.

UP24/38 Public Open Space Strategy Scoping Report

File Number:	
Responsible Officer:	Manager Strategic Urban Planning
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter
Application Number:	Not applicable
Applicant:	Not applicable
Owner:	Not applicable
Proposal:	Not Applicable
Attachments:	1. Public Open Space Strategy Review Preliminary Scope of Works ↓

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) in May 2023, Council resolved to pass a Notice of Motion (UP23/4030) to “investigate further provision of public open space where there is an identified deficiency”. At the subsequent June 2023 OMC, Council expanded on this with a second Notice of Motion requesting the CEO prepare a report for Council’s consideration by November 2023, regarding the scope and resourcing requirements for investigations to ensure the City’s localities are provided with Public Open Space (POS) in accordance with community expectations and contemporary State Government planning policy and guidelines. In order to prioritise other strategic matters, Council on two occasions (November 2023 OMC and Feb 2024 OMC) chose to defer the POS Strategy Scoping Report. The matter was deferred to the June OMC. Further to the substantive motion from Council, careful consideration has been given to achieving the maximum benefit from a POS review, while acknowledging current and future demands on budgets and resourcing, and this is reflected in the recommended scope of work.

OFFICER RECOMMENDATION

That the Council requests the Chief Executive Officer to proceed with the Public Open Space review in accordance with the proposed scope of work included in Attachment 1 of this report and authorises an amendment to the 2024/2025 budget to allocate the required estimated expenditure of \$175,000.

PURPOSE

The purpose of this report is to outline a proposed scope of work for a POS Strategy Review, and the rationale behind the proposed scope.

STRATEGIC ALIGNMENT

Priority	4 P4/1	Support healthy lifestyles and wellbeing Invest strategically in local infrastructure and built environments that support physical activity and healthy lifestyles.
Outcome Indicator	3 Goal 1	Healthy Lifestyles A Safe and Healthy Urban Environment

BACKGROUND

At the May 2023 Ordinary Meeting of Council (OMC) resolved to pass a Notice of Motion (UP23/4030) to “investigate further provision of public open space where there is an identified deficiency”. This was expanded upon with a second Notice of Motion at the June 2023 OMC requesting the preparation of a report for Council’s consideration regarding the scope and resourcing requirements for investigations to ensure the City is provided with POS in accordance with community expectations and State Government requirements. The Notice of Motion went on to require that the scope of the review to include but not be limited to:

- a. *Stakeholder and community engagement.*
- b. *Policy context:*
 - i. *State Government*
 - ii. *Local Government*
- c. *Demographic and future trends analysis.*
- d. *Public Open Space Evaluation:*
 - i. *Identification, audit, and assessment*
 - ii. *Proximity of Public Open Space within 400m catchments of dwellings.*
 - iii. *Percentage allocation analysis on a locality-by-locality basis.*
- e. *Community sports space current needs and future requirements.*
- f. *Community open space needs and future requirements (particular focus on areas with proposed density increases).*
- g. *Strategies, opportunities, recommendations, and actions (with a focus on short-medium term deliverables).*
- h. *Investigate the potential for converting existing inaccessible drainage basins into useable areas of accessible public open space.*

In responding to the substantive motion from Council, careful consideration has been given to achieving the maximum benefit from a POS review, while remaining mindful of current and future demands on budgets and resourcing.

CONSIDERATION

The City of Melville currently has a Public Spaces Strategy (PSS), which was approved on the 24 February 2017. The PSS examines the community’s access to different types of open space and considers how well existing POS is meeting community needs. In addition to taking a wholistic approach to ‘public spaces’ (open space included), it focusses primarily on improving the quality of Melville’s public open space rather than the quantity. Whilst Council’s focus has shifted to consider a more quantitative review, much of the PSS’s content remains relevant and can be integrated into a POS review.

The proposed scope of works for the POS review will seek to confirm the provision of POS in the City and any gaps either in responding to the needs of the current community or to its future population and will investigate various mechanisms available to support provision of additional areas of POS to address any such gaps where/if identified.

An indicative scope detailing a range of specific tasks to deliver the POS review on this basis has been prepared and is included as Attachment 1 to this report.

ENGAGEMENT

The proposed work is principally technical in nature and therefore early engagement is not proposed. Once outcomes have been assembled from the technical assessment process, they will be released for community comment as part of an engagement process to enable community input prior to final consideration of any recommendations by Council.

SUSTAINABILITY IMPLICATIONS

Public Open Space is an important contributor to both environmental and social sustainability, sufficient and accessible open space supports both a healthy community and healthier environment and regular review of POS provision supports ongoing action to deliver these benefits.

LEGISLATIVE AND POLICY ALIGNMENT

While the provision of POS is subject to some elements of the State Planning Framework, there is nothing applicable that will restrict or prevent the proposed scope of work being undertaken.

FINANCIAL IMPLICATIONS

This project is not included in any current budget allocation and therefore additional funds will be necessary. Due to commitments to existing projects and limited resources available in Strategic Urban Planning, appointment of a consultant to undertake the project is necessary.

Based on the recommended approach an anticipated timeframe of twelve months and a budget of \$175,000.00 is identified. This budget does not allow for any additional tasks beyond those identified in Attachment 1 and should further items be identified then additional budgeting and resourcing may be necessary.

CONSEQUENCE

Not adopting the recommendation will remove the need to resource and fund this work but risk facilitating possible deficiencies in provision of POS to meet current and future community requirements. Increasing the scope beyond the recommendation will necessitate increased resourcing and budget.

UP24/39 Local Planning Policy 1.6 - Parking and Access

File Number:	
Responsible Officer:	Manager Strategic Urban Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil.
Application Number:	N/A
Applicant:	N/A
Owner:	N/A
Proposal:	N/A
Attachments:	1. Local Planning Policy 1.6 - Parking and Access (with track changes) ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • The City continuously reviews and updates the local planning policy framework to ensure that best practice is enacted in relation to planning decision making. • Local Planning Policy 1.6 Car Parking and Access (LPS 1.6) currently provides the key parking and design standards for non-residential development in the City. • It has been identified that the review of LPP 1.6 represents an opportunity to: <ul style="list-style-type: none"> ○ clearly articulate the City’s expectations to applicants, the community and decision makers in relation to pedestrian sight lines and vehicle ramp gradients; ○ respond to changes to the state and local planning framework; and ○ improve the readability of the document and ensure it is consistent with the City’s corporate strategic planning framework and its transformational goals. • Under the provisions of the R-Codes, the proposed changes to LPP 1.6 in relation to vehicle ramp gradients require the approval of the Western Australian Planning Commission. • It is recommended that the draft amended LPP 1.6 is advertised for a period not less than 21 days, and a further report be presented to Council to consider the outcomes of advertising.
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OFFICER RECOMMENDATION

That the Council:

- 1. Endorse Local Planning Policy 1.6 Parking and Access as modified;**
- 2. Pursuant to Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to adopt the amended Local Planning Policy 1.6 Parking and Access for the purposes of public consultation for a period of not less than 21 calendar days; and**
- 3. Where no submissions in objection are received in response to the consultation undertaken, that the final adoption of amended Local Planning Policy 1.6 Parking and Access shall be authorised by the Chief Executive Officer.**
- 4. Permit the CEO to update Local Planning Policy 1.6 Parking and Access upon the release of the new version of AS2890.1 Parking Facilities to reflect the correct paragraph numbers without the need to come back to Council for reindorsement.**

PURPOSE

The purpose of this report is for the Council to consider modifications to the existing LPP 1.6 to respond to change to the planning framework, to articulate the City’s position in terms of sightlines and vehicle access ramps and to make it easier to read.

STRATEGIC ALIGNMENT

Priority	3	Empower the voices of our diverse community by strengthening engagement
	P3/1	Increase co-design approaches that engage stakeholders in upfront designs and support issue resolution activities.
	P3/2	Improve the mechanisms to make information flow easier to access and share, including optimising digital communications.
	P3/4	Enhance opportunities for civic engagement and building community capacity.
Outcome Indicator	5	Sense of Community
	Goal 2	Participation and Inclusion
	Goal 4	Sense of Identity through Collective Memory
	Goal 5	Social Connectedness and Belonging

BACKGROUND

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 LPP1.6.

- LPP1.6 was first adopted by the City of Melville (the City) in October 1999 and has been reviewed regularly since that time.
- LPS 1.6 currently provides the key parking and design standards for non-residential development in the City. LPS 1.6 does not apply to residential development except for clause 7 which allows for multiple dwellings to provide cash in lieu of parking in certain circumstances.

- Australian/New Zealand Standard AS/NZS 2890.1:2004 Parking Facilities (AS2890.1) provides detailed guidance in relation to Off Street Parking and includes provisions regarding the sight distance requirements and gradients of access driveways. AS2890.1 is currently under review and anticipated to be finalised in the coming 6-12 months.
- Since the last review of LPP 1.6, there have been several changes to the planning framework at the state government level relating to parking. These include modifications to the *Planning and Development (Local Planning Schemes) Regulations 2015* (the regulations), publication of [Payment in Lieu of Parking Guidelines](#) and change to State Planning Policy 7.3 Residential Design Codes (Volumes 1 and 2) (the R-Codes). Changes to the R-Codes to accommodate Part C 'Medium Density Codes' have also been published.
- The State Government has published [Interim guidance for non-residential car parking requirements](#). The parking standards in this document are generally consistent with those in LPP1.6 and therefore no changes to parking ratios are proposed at this stage.
- At the local level, there are several structure plans which provide specific guidance for parking. These need to be acknowledged in LPP1.6. The City has also embarked on projects, such as Customer First and Business Friendly which need to be considered in any policy review.
- The findings of the policy review and recommended changes to LPP 1.6 were presented to an Elected Members Engagement Session on 28 May 2024.

CONSIDERATION

1. *Customer first and business friendly.*

An introductory paragraph has been included at the beginning of the policy. This informs customers of the purpose of the policy and directs customers to the website or to contact City staff if they want more general information. This saves customers from reading through the whole policy only to find it does not contain the information they were looking for. This responds to customer feedback and is consistent with the City's customer first and business friendly approach.

The policy objectives and the overall wording of the policy have been reviewed with a customer in mind. The aim is to make the policy as simple as possible, while noting the document is technical in nature and therefore may require some prior knowledge of the planning framework and planning process to fully understand the content.

Additionally, the policy has been updated to allow for reductions in parking provision in all centres across the City, rather than limiting this to Secondary and District centres, subject to a satisfactory parking management plan being prepared for the development. This provides additional flexibility for decision makers and incentivises development in centres as promoted by the Local Planning Strategy and state government planning reforms.

2. *Addition of a policy citation.*

An additional clause has been included to confirm that this policy is made under the relevant provisions of the Regulations and City of Melville Local Planning Scheme No. 6 (LPS No. 6).

3. *Updated policy scope.*

The policy scope has been updated to note the relationship between LPS No.6 and the various structure plans across the City. This confirms that where a structure plan contains a specific parking requirement, that requirement prevails over LPP1.6.

The updated scope also confirms that the policy modifies several provisions of the R-Codes. The updated scope is based on advice from both the Department of Planning, Lands and

Heritage (DLPH) and the legal advice from Thompson Greer. It includes a table which identifies the provisions of the R-Codes which are being modified and how.

4. *New clauses relating to ramp gradients and vehicle sight lines.*

The policy has been updated to provide guidance for ramp gradients and vehicle sightlines for residential and non-residential development. These clauses reference AS2890.1. Under the provisions of the R-Codes the proposed changes to LPP 1.6 in relation to ramp gradients require the approval of the Western Australian Planning Commission. Further detail is provided below.

Under the provisions of the R-Codes, a 1.5x1.5 metre truncation, or sightline, is required to be provided for all development, where a driveway meets the street boundary, to provide for pedestrian visibility. This contrasts with the provisions of AS2890.1 which indicate a truncation of 2x2.5 metres should be provided where a driveway serves 4 or more dwellings. The review of LPP1.6 has been identified as an opportunity to align with AS2890.1 and provisions have been added accordingly. Where a proposal does not meet the sightline provisions of AS2890.1 the applicant may seek a performance-based assessment and the proposed clauses outline the matters to be considered as a part of the assessment process.

The deemed to comply and acceptable development standards, contained in the R-Codes Volumes 1 and 2, do not provide assessment criteria in relation to driveway ramp gradients. As with pedestrian sightlines, this review represents a chance to align with AS2890.1 and to provide stakeholders with an understanding of the City's expectations. New provisions have been added to LPP1.6 accordingly. Where a proposal does not meet the vehicle ramp gradient provisions of AS2890.1 the applicant may seek a performance-based assessment and the proposed clauses outline the matters to be considered as a part of the assessment process.

To ensure consistency between residential and non-residential development, sightline and vehicle ramp provisions have also been added to the non-residential section of LPP1.6.

The City is aware that modifications to AS2890.1 have been advertised for public comment. It is understood that the changes to AS2890.1 are not related to pedestrian sightlines and ramp gradients. A modified version of AS2890.1 is likely to be released this year however the exact date is not yet known. It is recommended that LPP1.6 is updated when AS2890.1 is modified to ensure that the relevant clause numbers remain relevant. It is recommended that that Council delegate the power to modify the LPP1.6 to the CEO to remove the need for this minor change to come back to Council.

ENGAGEMENT

If Council resolve to endorse the amended LPP 1.6 for public consultation, it will be advertised for a minimum of 21 days in accordance with the Regulations. A notice will be placed in a local newspaper and information provided on the City's website. It is anticipated that as a part of the public consultation period, notice of proposed policy changes will be given to peak professional bodies. In addition, it is anticipated the policy changes will be publicised on the City's social media channels and electronic newsletters. In this way, the City can maximise awareness of the proposed changes and encourage submissions.

Following the conclusion of the public consultation period, a report will be presented to Council at the next available Council meeting to consider the outcomes of consultation and finalising draft amended LPP 1.6. In the event no submissions are received in response to consultation, it is recommended that the amendments to LPP 1.6 be adopted without further referral to Council.

As part of the preparation of LPP1.6, the City has liaised with officers of the Department of Planning, Lands and Heritage (DPLH). The purpose of this communication was to determine if the proposed changes will require the approval of the Western Australian Planning Commission (WAPC). Notwithstanding the officer advice that WAPC approval is not required, a copy of the draft policy will be sent to the DPLH during the consultation period to enable it to provide further comment if required.

It is noted that the City engaged Thomson Geer lawyers to undertake a peer review of LPP1.6, the recommendations of this peer review have been incorporated into the proposed policy changes.

SUSTAINABILITY IMPLICATIONS

The objectives of LPP1.6 include promoting environmentally sustainable development, facilitating an appropriate amount of vehicle parking and promoting active modes of transport. The policy changes do not diminish from these objectives. It is noted that increases to minimum car parking requirements have potential to erode promotion of more sustainable forms of transport. Changes to minimum parking requirements are not proposed.

The proposed changes to LPP1.6 will articulate the City's expectations in relation to ramp gradients and sightlines while also providing the potential for the requirements to be modified where this will have positive environmental results.

LEGISLATIVE AND POLICY ALIGNMENT

Under the provisions of the Regulations, 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 parking and access. 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 Volumes 1 and 2, detail which clauses can be modified by a local government without the approval of the WAPC. The R-Codes also provide detail of the clauses which can only be modified by a local government with the approval of the WAPC. In this respect the R-codes indicate that any local planning policy which modifies Clause 7.3.1(b) of Volume 1 of the R-Codes and 1.2.4 of Volume 2 of the R-Codes requires the approval of the WAPC.

As part of the preparation of this policy, the City has communicated with officers of the DPLH to determine if approval of the WAPC is required. The DPLH has advised that the proposed gradient provisions in LPP1.6 can be included without the need for formal WAPC approval rather an approval can be granted under delegation available to officers. The reason given is that the proposed gradient provisions are augmenting Volume 1 and 2 of the R-Codes by introducing an additional deemed-to-comply (DTC) or acceptable outcome (AO) provisions rather than amending or replacing existing DTC or AO provision. As noted above a copy of LPP will be provided to the DPLH as a part of the consultation process.

FINANCIAL IMPLICATIONS

For the City the statutory consultation process requires a notice will be placed in a local newspaper which can be accommodated within the existing budget.

As noted previously in this report, Thomson Geer has undertaken a peer review of LPP1.6 on behalf of the City. The cost of the peer review was \$3000.00.

For applicants once the policy has been adopted, there may be a cost to engage a suitably qualified traffic consultants to provide guidance in relation to the requirements of the AS/NZ standards for ramp gradients and sightlines at the design stage of development. Most substantial development applications are prepared with input from a traffic consultant and therefore the additional cost to applicants is likely to be minimal.

Where a proposal does not meet the ramp gradients and sight lines requirements and a traffic consultant is required to provide a risk assessment and mitigation measures, the cost to applicants may be more substantial, however for the benefit of the greater safety of the community.

CONSEQUENCE

The following options are available to Council:

1. Resolve to prepare draft amended LPP 1.1 as recommended.
2. Resolve to prepare draft amended LPP 1.1 as modified by Council.
3. Resolve not to prepare draft amended LPP 1.1. This would mean that the provisions of the current LPP 1.1 will continue to have effect and apply.

15 MOTIONS WITH PREVIOUS NOTICE

15.1 Notice of Motion - CCTV Rebate Program

File Number:	
Related to Item:	Nil.
Elected Member:	Cr Nicole Robins
Attachments	Nil

MOTION

That the Council requests the CEO to prepare a report for the November Ordinary Meeting of Council outlining the feasibility of rolling out a CCTV rebate program for residents, similar to that being delivered by other local governments. This program would allow residents to obtain a rebate, or partial rebate, for the cost of installing CCTV equipment on their property. The report should include options for how such a program could be delivered, including the costings and administrative burden of each option. One option considered should be a rebate program only made available to holders of a WA Seniors Card, and perhaps made available only to those who have obtained the WA Government's Safety and Security Rebate.

REASONS FOR THE MOTION

1. Crime is a real concern for some City of Melville residents, and there may be an opportunity for the City to provide support to residents who wish to increase the security of their property
2. Through this initiative, the City can play a role of increasing the safety of our suburbs by supporting residents with the costs of installing CCTV on their properties, but not taking on the burden on installing additional CCTV of its own
3. The City may benefit from safer streets as CCTV footage can be provided to police and may assist to reduce the likelihood of crime taking place

15.2 Notice of Motion - Hall of Fame Policy

File Number:	
Related to Item:	Nil
Elected Member:	Cr Terry Lee
Attachments	Nil

MOTION

That the Council requests the CEO to prepare a report on developing a policy for a hall of fame recognition of Melville residents who have achieved great feats in a wide range of fields.

OBJECTIVE, BENEFIT AND POTENTIAL RISKS TO BE CONSIDERED

Objectives: Set in place a policy for recognition for selecting high achievers in all fields like art, music, science, philanthropic, sports, environmental, economic, academic and social achievements in our Melville City which is open and inclusive of all people.

Benefits: Not only a tourist attraction with a potential walk of fame but it also creates pride in our City recognising special achievements by residents.

Potential Risks: Beed to ensure judging is independent and includes community members following criteria set in the Council policy.

REASONS FOR THE MOTION

Opportunity for the first time to have an official recognition process for awarding our residents who have achieved great feats in a broad range of areas.

16 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

17 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

18 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

19 CLOSURE



City of Melville Statutory Delegation and Authorisation Manual

Including Registers of Delegations

2024-2025 ~~2023-2024~~

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

Updated ~~20 June 2023~~ 9 May 2024

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Part 1 - Introduction

Part 1 - Introduction

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1.1 - Structure of this Document

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

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

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

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

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

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

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

1.2 - Background

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

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

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

Part 1 - Introduction

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

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

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

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

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

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

1.3 - Legislated Register of Delegations

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

- (1) The CEO to keep a register of the delegations made to the CEO and to employees under Part 5 Division 4 of that Act;
- (2) Delegations made under Part 5 Division 4 of that Act to be reviewed by the delegator at least once every financial year; and
- (3) Every person to whom a power or duty is delegated under that Act to keep prescribed records in relation to the exercise of the delegated authority.

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

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

1.4 - Statutory Delegation by Local Governments

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

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

Part 1 - Introduction

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

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

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

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

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

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

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

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

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

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

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

Part 1 - Introduction

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

Further information on delegations in local government can be found in the [Local Government Operational Guideline on Delegations](#).

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

1.5.1 Appointments

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

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

1.5.2 Authorisation

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

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

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

1.5.3 Acting Through

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

Part 1 - Introduction

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

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

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

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

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

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

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

1.6 - Statutory Delegations and Authorisations by External Agencies

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

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

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

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

Part 2 - Register of Statutory Delegations by Council

Part 2 - Register of Statutory Delegations by Council

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

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

Part 2 - Register of Statutory Delegations by Council

Division 1 - Local Government Act 1995 and Regulations and Local Laws**2.1.1 Enabling legislative provisions**

Council may delegate to:

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

2.1.2 Matters that may not be delegated

1) To committees:

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

2) To the CEO:

Section 5.43 of the Act states that a local government cannot delegate to a CEO any of the following powers and duties

- (a) Any power or duty that requires a decision of an absolute majority of the council;
- (b) Accepting a tender which exceeds an amount determined by the local government;
- (c) Appointing an auditor;
- (d) Acquiring or disposing of any property valued at an amount exceeding that determined by the local government;
- (e) Any of the local government's powers under sections 5.98, 5.98A, 5.99A, 5.99 and 5.100 of the Act (fees, allowances and payments to Council members);
- (f) Borrowing money on behalf of the local government;
- (g) Hearing or determining an objection of a kind referred to in section 9.5 (objection to certain local government decisions);
- (ha) The power under section 9.49A(4) to authorise the CEO, another employee or an agent to sign documents on behalf of the local government;
- (h) Any power or duty that requires the approval of the Minister or Governor; or
- (i) Such other duties or powers that may be prescribed by regulation.

With respect to the last point (i) above:

1. Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
 - (a) Sections 7.12(a), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
 - (b) Regulations 18C and 18D (relating to the selection and appointment of CEO's and reviews of their performance).
2. Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Part 2 - Register of Statutory Delegations by Council

2.1.3 Sub-delegation

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

2.1.4 Making delegations

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

2.1.5 Recording and Review Obligations

1. The CEO to keep a register of the delegations made under Part 5 Division 4 to the CEO and to employees (section 5.46(1)).
2. At least once every financial year delegations made under Part 5 Division 4 are to be reviewed by the delegator (section 5.46(2)).
3. Every person to whom a power or duty is delegated under the *Local Government Act 1995* is to keep records in accordance with the *Local Government (Administration) Regulations 1996* in relation to the exercise of the power or discharge of the duty (section 5.46(3)).

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

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

2.1.6 Other obligations on delegates

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

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

Part 2 - Register of Statutory Delegations by Council

DA-006 Unvested Facilities in Two or More Districts

Delegator: Council		Delegation: DA – 006	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	Authority to agree on the control and management of an unvested facility if it lies within two or more Local Government districts.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Section 3.53: Control of certain unvested facilities		
Statutory Power to Delegate	<i>Local Government Act 1995</i> Section 5.42: Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> Section 5.44: CEO may delegate powers and duties to other employees		
Sub Delegated to:	None		
Conditions on Delegation/Sub Delegation	None		
Compliance links	None		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Property/Land Administration 5.48 6D COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended title to clarify function.		

Part 2 - Register of Statutory Delegations by Council

DA-007 Leasing/Licensing of Property

Delegator: Council		Delegation: DA – 007	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to: <ul style="list-style-type: none"> Dispose of property by way of lease/licence or hire agreement including to advertise disposal in accordance with section 3.58 of the Act; and Negotiate, execute and administer lease and other contractual documents for the purposes of a lease, licence or hire agreement, including assignment, extension and renewal. 		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.58(2)-(3)</u> : Disposing of property		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> Director Corporate Services (any lease/ licence) Director Community Development (restricted to leases and management licences with community, sporting groups, government agencies, artists and cultural organisations, and to commercial parking leases) 		
Conditions on Delegation/Sub Delegation	Delegation to CEO limited to disposal of an interest in land/property by leasehold or licence or a hire agreement to an annual property rental value of \$100,000 per annum (excl. GST) and a maximum lease term of ten years. Sub-delegation is limited to disposal of property by way of lease/licence or hire agreement to a value of \$50,000 per annum (excl. GST) and a maximum term of five years.		
Compliance links	<i>Local Government (Functions & General) Regulations 1996</i> <u>Regulation 30</u> : Dispositions of property with market value less than \$20,000 excluded from section 3.58 of Act. <i>Property Law Act 1969</i> <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i>		
Policy Reference	CP-005 – Land and Property Retention, Disposal and Acquisition Related Delegation: DA-008 Disposition of Land and Other Assets		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: PROPERTY MANAGEMENT – Leases-Licences-Agreements-Contracts 22.07 7D COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegations previously recorded in DA009,		

Part 2 - Register of Statutory Delegations by Council

	DA011 and DA-087.
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DA-008 Disposition of Land and Other Assets

Delegator: Council		Delegation: DA – 008	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to initiate and conclude the disposal (excluding disposal by way of lease) of land and property up to \$500,000.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Section 3.58: Disposing of property Section 3.59: Commercial enterprises by local government		
Statutory Power to Delegate	<i>Local Government Act 1995</i> Section 5.42: Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> Section 5.44: CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Corporate Services • Director Environment and Infrastructure • Director Community Development Director Community Development • Manager Financial Services • Manager City Buildings 		
Conditions on Delegation/Sub Delegation	Delegation thresholds per transaction: <ul style="list-style-type: none"> • Chief Executive Officer – up to \$500,000 • Director Corporate Services – \$19,999 / \$74,999 • Director Environment and Infrastructure – \$19,999 / \$74,999 • Director Community Development – \$19,999 / \$74,999 Director Community Development- \$19,999/ \$74,999 • Manager Financial Services – \$5,000 / \$19,999 • Manager City Buildings – \$5,000/\$19,999 <p>Note the \$74,999 above relates to property which is provided as consideration for the purchase of other property up to the value of \$75,000, e.g., a motor vehicle trade in. This is in accordance with Regulation 30(3)(b).</p>		
Compliance links	<i>Local Government Act 1995</i> Section 5.43(d): Limit on value of disposed property <i>Local Government (Functions and General) Regulations 1996</i> Regulation 8A: Amount prescribed for major land transactions, exempt land transactions Regulation 8: Exempt land transactions Regulation 30: Dispositions of property excluded from Act section 3.58		
Policy Reference	CP-005 Land and Property Retention, Disposal and Acquisition Related Delegation: DA-007 Leasing/Licensing of Property		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index:		

Part 2 - Register of Statutory Delegations by Council

	COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P STRATEGIC PROPERTY MANAGEMENT – Land and Property Acquisition / Disposal / Development 20.71 5A
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
Substantive Amendments	Ordinary Meeting of Council – 15 June 2021 – M21/5842 Amended sub-delegation thresholds for Manager Financial Services and Manager City Buildings.

Part 2 - Register of Statutory Delegations by Council

DA-015 Bonds for Works

Delegator: Council		Delegation: DA – 015	
Process Owner: Director Planning		Last Review Date: 20 June 2023	
Description	Authority to determine the value of and conditions associated with the lodgement of cash bonds or other performance bonds for works associated with the subdivision or development of land that may affect thoroughfares and public places; and to approve the return or payment of such bonds upon the completion of the works or event.		
Statutory Power or Duty Delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> <u>Regulation 6(4)(c)-(d)</u> : Obstruction of public thoroughfare <u>Regulation 11(6)(b)-(c)</u> : Dangerous excavation in or near public thoroughfare <u>Regulation 17(5)</u> : Private works on, over, or under public places		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers and duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Planning • Director Environment and Infrastructure • Manager Statutory Planning <u>and Building</u> • <u>Manager Engineering</u> • <u>Manager Environmental Health and Compliance</u> 		
Conditions on Delegation/Sub Delegation	None		
Compliance links	<i>Local Government Act 1995</i> , Schedule 9.1 <i>Local Government (Uniform Local Provisions) Regulations 1996</i>		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P PROPERTY MAINTENANCE – Security Deposits/Bonds/Retention Money 21.09 7D		
Period of Validity	Ongoing		
Adopted by Council	Technical Services Committee – 5 November 1996 – T96/8030		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amend to clarify circumstances when delegation exercised.		

Part 2 - Register of Statutory Delegations by Council

DA-016 Administration of Local Laws

Delegator: Council		Delegation: DA – 016	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	Authority to administer City of Melville Local Laws.		
Statutory Power or Duty Delegated	<p>Powers to determine applications, issue and apply conditions to approvals, consents, permits, licences and registrations, undertake enforcement functions and exercise discretion under the following local laws:</p> <ol style="list-style-type: none"> 1. <i>Activities in Thoroughfares, Public Places and Trading Local Law 2014</i> 2. <i>By-laws Relating to Fences 1996</i> 3. <i>Dog Local Law 2021</i> 4. <i>Health Local Laws 1997</i> 5. <i>Local Government Property Local Law 2010</i> 6. <i>Local Law relating to Firebreaks 1997</i> 7. <i>Local Law relating to Street Numbering 2006</i> 8. <i>Parking Local Law 2016</i> 		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers and duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	See attached sub-delegation matrix		
Conditions on Delegation/Sub Delegation	Infringements may only be issued by persons authorised for the purposes of section 9.16 of the <i>Local Government Act 1995</i> .		
Compliance links	<i>Local Government Act 1995</i> <u>Part 9, Division 1</u> : Objections and Review <u>Part 9, Division 2</u> : Enforcement and Legal Proceedings		
Policy Reference	CP-068 Street Numbering Policy Australian Standard AS/NZS 4819:2011: Geographic Information - Rural and Urban Addressing <i>Local Law relating to Street Numbering 2006</i> SPP 7.3 Residential Design Codes CP-078 - Residential Development Policy LPP 2.2 Outdoor Advertisements and Signage Policy CP-097 Parking Permit Policy CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate subject index for decision		
Period of Validity	Ongoing		
Adopted by Council	Planning & Development Services Committee – 12 November 1996 – P96/7023		

Part 2 - Register of Statutory Delegations by Council

Substantive Amendments	<p>Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to align with legislative provisions, add policy and legislative references.</p> <p>Ordinary Meeting of Council 15 June 2021 – M21/5842 Updated sub-delegate position titles, add sub-delegation for purposes of Parking Local Law to Manager Engineering, and sub-delegation for purposes of Thoroughfares Local Law to Manager Cultural Services; revoke sub-delegation to Manager Natural Areas and Parks in relation to Street Numbering Local Law.</p>
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DA – 016 SUB-DELEGATION MATRIX

Key to Local Laws:

1. *Activities in Thoroughfares, Public Places and Trading Local Law 2014*
2. *By-laws relating to Fences 1966*
3. *Dog Local Law 2021*
4. *Health Local Laws 1997*
5. *Local Government Property Local Law 2010*
6. *Local Law relating to Street Numbering 2006*
7. *Parking Local Law 2016*

Position	1	2	3	4	5	6	7
Director Community Development	√		√		√		√
Manager Community Safety	√		√		√		√
Coordinator Rangers and Emergency Management	√		√		√		√
Manager Healthy Melville	√			√	√		
Manager Cultural Services	√						
Director Environment and Infrastructure	√				√		√
Manager Engineering	√				√		√
Manager Natural Areas and Parks	√				√		
Director Planning	√	√				√	
Manager Statutory Planning and Building		√				√	
Planning Services Coordinator/Principal Statutory Planner		√				√	
Senior Planning Officer		√				√	
Manager Building and Environmental Health Services/Manager Environmental Health and Compliance	√	√					
Coordinator Environmental Health	√			√			
Building Services Coordinator	√	√					
Senior Building Surveyor		√					
Director Corporate Services	√				√		

Part 2 - Register of Statutory Delegations by Council

DA-024 Senior Employees

Delegator: Council		Delegation: DA –024	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	<ol style="list-style-type: none"> 1. Authority to designate any employees or persons belonging to a class of employee to be a senior employee; and 2. Authority to advertise the vacant position of a designated senior employee. 		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Section 5.37 (1), (3)-(4)		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	None		
Conditions on Delegation/Sub Delegation	An advertisement is to be in the manner and contain such information with respect to the position as is prescribed.		
Compliance links	<i>Local Government (Administration) Regulations 1996</i> <u>Regulation 18A</u> : Vacancy in position of CEO or senior employee to be advertised		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P ORGANISATIONAL DEVELOPMENT POSITION DESCRIPTIONS – Employee Services 60.1 2D		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 026	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Before tenders and/or applications for pre-qualified supplier panels are publicly invited, authority to determine in writing the criteria for deciding which tender should be accepted.		
Statutory Power or Duty Delegated	<i>Local Government (Functions & General) Regulations 1996 Regulation 14(2a):</i> Publicly inviting tenders, requirements for <i>Regulation 24AD(3):</i> Requirements when inviting persons to join panel of pre-qualified suppliers		
Statutory Power to Delegate	<i>Local Government Act 1995 Section 5.42:</i> Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995 Section 5.44:</i> CEO may delegate powers and duties to other employees		
Sub Delegated to:	All Directors		
Conditions on Delegation/Sub Delegation	Directors may only exercise this sub-delegation with respect to tenders and/or prequalified supplier panels emanating from their Directorate.		
Compliance links	None		
Policy Reference	CP-023 Procurement Policy		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P COUNCIL ADMINISTRATION – Procurement – Tenders 5.36 5A		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 027	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	<ol style="list-style-type: none"> 1. Authority to accept tenders and applications for pre-qualified supplier panels, up to the value of \$550,000 (excluding GST), including pre award minor variations but excluding post award variations, per tender or application, per contract year; and 2. Authority to decline to accept any tender and to accept the withdrawal of a tender once awarded. 		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.57</u> : Tenders for providing goods and services <u>Section 9.49B</u> : Contract formalities		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	Sub-delegation is not permitted		
Sub Delegated to:	Not applicable		
Conditions on Delegation/Sub Delegation	Maximum threshold \$550,000 (excl. GST) per tender, per contract year. Decision to be made following receipt and consideration of a recommendation from the Contracts and Tenders Advisory Unit.		
Compliance links	<i>Local Government (Functions and General) Regulations 1996</i> <u>Regulation 11</u> : When tenders have to be publicly invited <u>Regulation 13</u> : Requirements when a local government invites tenders though not required to do so <u>Regulation 14</u> : Publicly inviting tenders, requirements for <u>Regulation 15</u> : Minimum time to be allowed for submitting tenders <u>Regulation 18</u> : Rejecting and accepting tenders <u>Regulation 20</u> : Variation of requirements before entry into contract <u>Regulation 21</u> : Limiting who can tender, procedure for <u>Regulation 22</u> : Minimum time to be allowed for submitting EoI <u>Regulation 24AH</u> : Rejecting and accepting applications to join panel of pre-qualified suppliers DA-028 – Contract Variations and Selection of Next Successful Tenderer		
Policy Reference	CP-023 Procurement Policy		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P COUNCIL ADMINISTRATION – Procurement – Tenders 5.36 5A		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove reference to expressions of interest (covered in DA-030) and unnecessary reference to ‘capital projects’		

Part 2 - Register of Statutory Delegations by Council

DA-028 Contract Variations and Selection of Next Successful Tenderer

Delegator: Council		Delegation: DA – 028	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	<p>Pre-Award</p> <ol style="list-style-type: none"> 1. Power to make a minor variation to the goods and services specified and enter a contract with the chosen tenderer for the supply of the varied requirement; and 2. Power to select the next most advantageous tenderer if the chosen tenderer does not agree on a contract with the varied requirements. <p>Post Award</p> <p>Following acceptance of a tender and having entered into a contract for the supply of products or services, authorise variations which are unforeseen.</p>		
Statutory Power or Duty Delegated	<p><i>Local Government (Functions and General) Regulations 1996</i> <u>Regulation 20</u>: Variation of requirements before entry into the contract <u>Regulation 21A</u>: Varying a contract for the supply of goods or services</p>		
Statutory Power to Delegate	<p><i>Local Government Act 1995</i> <u>Section 5.42</u>: Delegation of some powers or duties to the CEO</p>		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<p><i>Local Government Act 1995</i> <u>Section 5.44</u>: CEO may delegate powers and duties to other employees</p>		
Sub Delegated to:	<ul style="list-style-type: none"> • All Directors • All Managers 		
Conditions on Delegation/Sub Delegation	<p>Directors/Managers may only exercise the sub-delegated power with respect to tenders and contracts originating in their directorate.</p> <p>A minor variation means a variation that has does not significantly increase the risk to the City associated with the terms and conditions, and does not fundamentally alter the scope of works and/or the goods or services that tenderers were invited to supply.</p> <p>Post-contract variations are to be made following the post award contract variation procedure.</p>		
Compliance links	<p><i>Local Government (Functions and General) Regulations 1996</i> <u>Regulation 11</u>: When tenders have to be publicly invited <u>Regulation 20</u>: Variation of requirements before entry into contract <u>Regulation 21A</u>: Varying a contract for the supply of goods or services</p> <p>Post Award Contract Variation Directorate Procedure DA-027 – Rejecting and Accepting Tenders and/or Applications for Pre-Qualified Supplier Panels</p>		
Policy Reference	CP-023 Procurement Policy		

Part 2 - Register of Statutory Delegations by Council

Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P COUNCIL ADMINISTRATION – Procurement – Tenders 5.36 5A
Period of Validity	Ongoing
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Simplified description.

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 030
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023
Description	Authority to consider expressions of interest that have been called in accordance with the <i>Local Government Act (Functions & General) Regulations 1996</i> and decide which, if any, of those expressions of interest are from persons capable of satisfactorily supplying the products or services.	
Statutory Power or Duty Delegated	<i>Local Government (Functions and General) Regulations 1996 Regulation 23(3)</i> : Rejecting and accepting expressions of interest to be acceptable tenderer	
Statutory Power to Delegate	<i>Local Government Act 1995 Section 5.42</i> : Delegation of some powers or duties to the CEO	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	<i>Local Government Act 1995 Section 5.44</i> : CEO may delegate powers and duties to other employees	
Sub Delegated to:	All Directors	
Conditions on Delegation/Sub Delegation	Directors may only exercise the sub-delegated power in respect to expressions of interest originating in their Directorate.	
Compliance links	<i>Local Government (Functions and General) Regulations 1996 Regulation 23</i> : Rejecting and accepting expressions of interest to be acceptable tenderer	
Policy Reference	CP-023 Procurement Policy	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P	
Period of Validity	Ongoing	
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007	
Substantive Amendments		

Part 2 - Register of Statutory Delegations by Council

DA-031 Reimbursement of Expenses for Employee Committee Members

Delegator: Council		Delegation: DA – 031	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to reimburse an employee on a committee for an expense that was incurred in relation to a matter affecting the City of Melville.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 5.101(2)</u> : Payments for employee committee members		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • All Directors • Managers 		
Conditions on Delegation/Sub Delegation	Delegates and sub-delegates are not authorised to approve payments to themselves.		
Compliance links	<i>Local Government Act 1995</i> <u>Section 5.102</u> : Expense may be funded before actually incurred		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate financial records		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 15 June 2021 – M21/5842		

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 032	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	<ol style="list-style-type: none"> 1. Authority to determine what conditions apply to the granting of a concession proposed to be undertaken (except for rates & service charges); 2. Authority to waive or grant concessions in relation to any amount of money except for rates & service charges; and 3. Authority to write off any amount of money that is owed to the local government (including rates & service charges). 		
Statutory Power or Duty Delegated	<p><i>Local Government Act 1995</i> <u>Section 6.12(1)(b)-(c)</u>: waive and grant concessions; write off any amount of money <u>Section 6.12(3)</u>: grant of a concession under section 6.12(1)(b) may be subject to any conditions</p>		
Statutory Power to Delegate	<p><i>Local Government Act 1995</i> <u>Section 5.42</u>: Delegation of some powers or duties to the CEO</p>		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<p><i>Local Government Act 1995</i> <u>Section 5.44</u>: CEO may delegate powers and duties to other employees</p>		
Sub Delegated to:	<ul style="list-style-type: none"> • All Directors in relation to concessions or write offs emanating from their Directorate • Manager Financial Services 		
Conditions on Delegation/Sub Delegation	<p>Delegation thresholds:</p> <ul style="list-style-type: none"> • Chief Executive Officer – Limit \$10,000 for any one item • All Directors – Limit \$5,000 for any one item • Manager Financial Services – Limit \$1,000 for any one item <p>Any write offs in accordance with function 3 above are to be notified to the Council in the next available Council meeting in the CEO report that presents the monthly Statements of Financial Activity.</p> <p>This delegation does not apply to waiving fees or granting concessions in relation to the Community Partnership Fund, which is to be done under delegation DA-115.</p>		
Compliance links	None		
Policy Reference	CP-025 Accounting Policy		
Recordkeeping	<p>Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate financial records</p>		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended conditions to differentiate from waivers and concessions granted under the Community Partnership Fund under DA-115.		

Part 2 - Register of Statutory Delegations by Council

DA-033 Power to Invest

Delegator: Council		Delegation: DA – 033	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to invest money held in the Municipal or Trust funds that is not, for the time being, required for any other purpose, in accordance with the <i>Trustees Act 1962</i> , Part III. Note: The Municipal Fund includes the Reserve Accounts which form part of what is commonly known as the City of Melville Reserve Fund.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Section 6.14(1): Power to invest		
Statutory Power to Delegate	<i>Local Government Act 1995</i> Section 5.42: Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> Section 5.44: CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Corporate Services • Manager Financial Services • Senior Accountant (Management) • Management Accountant 		
Conditions on Delegation/Sub Delegation	Investment must be in accordance with Part III of the <i>Trustees Act 1962</i> , the <i>Local Government Act 1995</i> , the <i>Local Government (Financial Management) Regulations 1996</i> and Council Policy. All investment transactions are required to be authorised by two of the delegated officers of which at least one of whom will be a Category A authorised signatory as outlined in DA-035.		
Compliance links	<i>Trustees Act 1962</i> , Part III Investments <i>Local Government (Financial Management) Regulations 1996</i> Regulation 19: Investments, control procedures for Regulation 19C: Investment of money, restrictions on		
Policy Reference	CP-009 Investment of Funds		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate financial records		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 15 June 2021 – M21/5842 Ordinary Meeting of Council – 20 June 2023 – C23/25 Manager Organisational Development removed as position no longer exists		

Part 2 - Register of Statutory Delegations by Council

DA-035 Payment of Accounts from Municipal or Trust Funds

Delegator: Council		Delegation: DA – 035	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Power to authorise payments from the Municipal and Trust Funds and all transactions on Municipal, Trust and Reserve Bank Accounts.		
Statutory Power or Duty Delegated	<p><i>Local Government Act 1995</i> <u>Section 6.7(2)</u>: Money held in the municipal fund may be applied towards the performance of functions and exercise of powers of the local government <u>Section 6.9(2)</u>: Money or property held in the trust fund is to be applied for the purposes of, and in accordance with, the trusts affecting it</p>		
Statutory Power to Delegate	<p><i>Local Government Act 1995</i> <u>Section 5.42</u>: Delegation of some powers or duties to the CEO</p>		
Delegated to	Chief Executive Officer (Category A signatory)		
Statutory Power to sub delegate:	<p><i>Local Government Act 1995</i> <u>Section 5.44</u>: CEO may delegate powers and duties to other employees</p>		
Sub Delegated to:	Position (Signatory)	Signatory category	
	Director Corporate Services	Category A	
	Manager Financial Services	Category A	
	Director Community Development	Category A	
	Director Environment and Infrastructure	Category A	
	Director Planning	Category A	
	Senior Accountant (Management)	Category B	
	Management Accountant	Category B	
Conditions on Delegation/Sub Delegation	<p>The <i>Local Government (Financial Management) Regulations 1996</i> Regulation 13 requires a list of accounts detailing payments made under delegated authority from the Municipal Fund or the Trust Fund to be prepared each month and submitted to the Council showing for each account paid since the last such list was prepared — (a) the payee’s name; (b) the amount of the payment; (c) the date of the payment; and (d) sufficient information to identify the transaction.</p> <p>Two signatures of the ‘authorised signatories’ shown above are required with at least one signatory being a category A signatory.</p>		
Compliance links	<p><i>Local Government Act 1995</i> <u>Section 6.8</u>: Expenditure from the municipal fund <i>Local Government (Financial Management) Regulations 1996</i> <u>Regulation 11</u>: Payments, procedures for making <u>Regulation 12</u>: Payments from municipal fund or trust fund, restrictions on making <u>Regulation 13</u>: Payments from municipal fund or trust fund by CEO, CEO’s duties as to</p> <p>City of Melville Procurement Authorisation Limits</p>		
Policy Reference	CP-025 Accounting Policy		

Part 2 - Register of Statutory Delegations by Council

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

Part 2 - Register of Statutory Delegations by Council

DA-038 District Boundary Adjustment

Delegator: Council		Delegation: DA – 038	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to negotiate as to any adjustment or transfer of property, rights and liabilities with an adjoining local government where an order to amend a District Boundary is made.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Schedule 2.1, Clause 11, subclauses (1)-(2)		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	Director Corporate Services		
Conditions on Delegation/Sub Delegation	Negotiated matters are subject to final ratification by the Council.		
Compliance links	<i>Local Government Act 1995</i> <u>Schedule 2.1</u> : Provisions about creating, changing the boundaries of, and abolishing districts <i>Local Government (Constitution) Regulations 1998</i>		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P COUNCIL ADMINISTRATION – District Boundaries 5.16 5A		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

DA-044 Disputes between Local Governments

Delegator: Council		Delegation: DA – 044	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	Authority to refer a matter to the Minister to resolve a dispute between two or more local governments.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Section 9.63(1)		
Statutory Power to Delegate	<i>Local Government Act 1995</i> Section 5.42: Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> Section 5.44: CEO may delegate powers and duties to other employees		
Sub Delegated to:	Not applicable		
Conditions on Delegation/Sub Delegation	Chief Executive Officer must consult with the Mayor prior to referring a dispute to the Minister. Sub-delegation is not permitted.		
Compliance links	None		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to insert a requirement to consult with Mayor before referring a dispute and to prohibit sub-delegation.		

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 046	
Process Owner: Director Community Development		Last Review Date: 20 June 2023	
Description	<ol style="list-style-type: none"> 1. Power to give a person who is the owner or occupier of land, a notice in writing requiring the person to do a thing required under Schedule 3.1 of the <i>Local Government Act 1995</i>. 2. In the event of non-compliance with a notice given under section 3.25 of the Act, do anything necessary to achieve the purpose for which the notice was given, and recover the cost of anything done under section 3.26(2) of the Act from the person who failed to comply with the notice given under section 3.25. 		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.25:</u> Notice requiring certain things be done by owner or occupier of land <u>Section 3.26:</u> Additional powers when notices given		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42:</u> Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44:</u> CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • All Directors • Managers in Environment and Infrastructure, Planning and Community Development directorates 		
Conditions on Delegation/Sub Delegation	Operational managers may exercise the powers provided under section 3.26(2) only.		
Compliance links	<i>Local Government Act 1995</i> <u>Section 3.24:</u> The powers given to a local government by this subdivision can only be exercised on behalf of the local government by a person expressly authorised to exercise those powers <u>Schedule 3.1:</u> Powers under notices to owners or occupiers of land <u>Section 9.3:</u> Rights of affected person extended to certain owners <u>Section 9.4:</u> Advice of objection and review rights		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercises 5.119 P Appropriate subject index for decision		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to consolidate delegated powers under sections 3.25 and 3.26 by incorporating powers previously recorded in DA-047 and DA-048		

Part 2 - Register of Statutory Delegations by Council

DA-049 Power to Carry Out Works on Private Land

Delegator: Council Process Owner: Director Environment and Infrastructure		Delegation: DA – 049 Last Review Date: 20 June 2023
Description	Power to carry out works on private land in the circumstances prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> , even if such works do not have the consent of the owner.	
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.27(1)</u> : Particular things local government can do on land that is not local government property <u>Schedule 3.2</u> : Works prescribed for the purposes of section 3.27	
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees	
Sub Delegated to:	<ul style="list-style-type: none"> • Director Environment and Infrastructure • Manager Natural Areas and Parks • Manager Engineering 	
Conditions on Delegation/Sub Delegation	None	
Compliance links	<i>Local Government Act 1995</i> <u>Section 3.21</u> : Duties when performing functions <u>Section 3.24</u> : Authorising persons – the powers given to a local government by this subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers <u>Part 9, Division 1</u> : Objections and Review	
Policy Reference	None	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P CONSTRUCTION AND MAINTENANCE PROGRAMS – Land Access Notices 25.21 7D	
Period of Validity	Ongoing	
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007	
Substantive Amendments		

Part 2 - Register of Statutory Delegations by Council

DA-050 Entry on to Private Land

Delegator: Council		Delegation: DA – 050	
Process Owner: Director Community Development		Last Review Date: 20 June 2023	
Description	Power to give notice and enter land, premises or thing in accordance with Part 3, Division 3, Subdivision 3 of the <i>Local Government Act 1995</i> .		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.32</u> : Notice of entry <u>Section 3.34</u> : Entry in emergency		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	All Directors		
Conditions on Delegation/Sub Delegation	None		
Compliance links	<i>Local Government Act 1995</i> <u>Part 3, Division 3, Subdivision 3</u> : Powers of entry		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P CONSTRUCTION AND MAINTENANCE PROGRAMS – Land Access Notices 25.21 7D		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Added power to enter in an emergency under section 3.34.		

Part 2 - Register of Statutory Delegations by Council

DA-051 Making an Opening in a Fence

Delegator: Council		Delegation: DA – 051 Last Review Date: 20 June 2023
Process Owner: Director Environment and Infrastructure		
Description	Authority to make an opening in a fence to do prescribed works on property subject to providing the owner or occupier with 3 days written notice.	
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.36:</u> Opening fences	
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42:</u> Delegation of some powers or duties to the CEO	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44:</u> CEO may delegate powers and duties to other employees	
Sub Delegated to:	<ul style="list-style-type: none"> • Director Environment and Infrastructure • Manager Natural Areas and Parks • Manager Engineering 	
Conditions on Delegation/Sub Delegation	None	
Compliance links	<i>Local Government Act 1995</i> <u>Schedule 3.2:</u> Particular things local government can do on land that is not local government property	
Policy Reference	None	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P CONSTRUCTION AND MAINTENANCE PROGRAMS – Land Access Notices 25.21 7D	
Period of Validity	Ongoing	
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007	
Substantive Amendments		

Part 2 - Register of Statutory Delegations by Council

DA-053 Declare Abandoned Vehicle Wreck

Delegator: Council		Delegation: DA – 053	
Process Owner: Director Community Development		Last Review Date: 20 June 2023	
Description	Authority to declare that a vehicle is an abandoned vehicle wreck.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Section 3.40A(4)		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Community Development • Manager Community Safety • Coordinator Rangers and Emergency Management 		
Conditions on Delegation/Sub Delegation	None		
Compliance links	None		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P COMMUNITY SAFETY, SECURITY AND LAW ENFORCEMENT – Abandoned and Impounded Vehicles & Lost Property 4.11 7D		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove redundant reference to authorising officers. Ordinary Meeting of Council – 15 June 2021 – M21/5842 Amended to restrict sub-delegates to coordinator / manager level and above.		

Part 2 - Register of Statutory Delegations by Council

DA-054 Sale and Disposal of Impounded and Confiscated Goods

Delegator: Council		Delegation: DA – 054	
Process Owner: Director Community Development		Last Review Date: 20 June 2023	
Description	<ol style="list-style-type: none"> 1. Authority to withhold goods impounded or removed under sections 3.39, 3.40 and 3.40A of the <i>Local Government Act 1995</i> until the costs of removing, impounding and keeping them have been paid. 2. Authority to sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43 of the Act. 3. Authority to sell or otherwise dispose of any vehicle that has not been collected within two months of a notice having been given under section 3.40(3) of the Act, or seven days of a declaration being made that a vehicle is an abandoned vehicle wreck. 4. Authority to sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) a notice given under sections 3.42(1)(b) or 3.44 of the Act. 5. Authority to arrange, if the animal is ill or injured to such an extent that treating it is not practicable, humane euthanasia and disposal of the carcass. 		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.46</u> : Goods may be withheld until costs paid <u>Section 3.47</u> : Confiscated or uncollected goods, disposal of <u>Section 3.48(1)</u> : Sick or injured animals, disposal of		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • All Directors • Manager Community Safety • Coordinator Rangers and Emergency Management 		
Conditions on Delegation/Sub Delegation	None		
Compliance links	None		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercises 5.119 P COMMUNITY SAFETY, SECURITY AND LAW ENFORCEMENT – Abandoned and Impounded Vehicles & Lost Property 4.11 7D		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to delegate power under section 3.46. Ordinary Meeting of Council – 15 June 2021 – M21/5842		

Part 2 - Register of Statutory Delegations by Council

	Amended to restrict sub-delegates to coordinator / manager level and above.
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Part 2 - Register of Statutory Delegations by Council

DA-062 Notices & Permissions

Delegator: Council		Delegation: DA – 062	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	Authority to grant, vary or renew permissions and issue notices pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .		
Statutory Power or Duty Delegated	Powers and duties of the local government under the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Planning • Director Environment and Infrastructure 		
Conditions on Delegation/Sub Delegation	<i>Local Government Act 1995</i> <u>Part 3, Division 3, Subdivision 2</u> : Certain provisions about land <u>Part 9, Division 1</u> : Objections and Review		
Compliance links	<i>Local Government Act 1995</i> <u>Part 3, Division 3, Subdivision 2</u> : Certain provisions about land <u>Part 9, Division 1</u> : Objections and Review		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate subject index for specific decision		
Period of Validity	Ongoing		
Adopted by Council	Administration & Community Services Committee – 4 November 1996 – A96/1031		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to restrict to notices and permissions under the <i>Local Government (Uniform Local Provisions) Regulations</i> . Ordinary Meeting of Council – 15 June 2021 – M21/5842 Approved sub-delegations.		

Part 2 - Register of Statutory Delegations by Council

DA-063 Management of Vested Land

Delegator: Council		Delegation: DA – 063 Last Review Date: 20 June 2023
Process Owner: Director Environment and Infrastructure		
Description	Authority to do anything a local government could do under the <i>Parks and Reserves Act 1895</i> if it were a Board appointed under that Act, to control and manage any land reserved under the <i>Land Administration Act 1997</i> and vested in or placed under the control and management of the local government.	
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.54(1)</u> : Reserves under control of local government	
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees	
Sub Delegated to:	<ul style="list-style-type: none"> • All Directors • Manager Engineering • Manager Natural Areas and Parks 	
Conditions on Delegation/Sub Delegation	None	
Compliance links	<i>Parks and Reserves Act 1895</i>	
Policy Reference	None	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P ENVIRONMENTAL MANAGEMENT – Bushland Management 9.05 30D Appropriate subject index for specific property	
Period of Validity	Ongoing	
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007	
Substantive Amendments		

Part 2 - Register of Statutory Delegations by Council

DA-074 Due Date of Rates and Service Charges

Delegator: Council		Delegation: DA – 074	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to determine the date that rates and service charges become due and payable and any instalment due dates.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 6.50</u> : Rates or service charges due and payable		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer (Category A signatory)		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	Director Corporate Services		
Conditions on Delegation/Sub Delegation	In accordance with the provisions of the <i>Local Government Act 1995</i> , the date determined is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued (section 6.50 (2)), and that the period between instalments is not permitted to be less than two months (section 6.50 (3)).		
Compliance links	<i>Local Government (Financial Management) Regulations 1996</i> <u>Regulation 64</u> : Instalments, when to be paid		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P FINANCIAL MANAGEMENT – Rates		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 075	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to seek payment of rates or service charges from lessees of land in respect to rent that would be otherwise payable to the lessor, to satisfy rates or service charges imposed on the land that are due and payable.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 6.60(2)</u> : Local government may require lessee to pay rent		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer (Category A signatory)		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	Director Corporate Services		
Conditions on Delegation/Sub Delegation	None		
Compliance links	None		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate subject index for specific decision		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 076
Process Owner: Director Corporate Services		
		Last Review Date: 20 June 2023
Description	Authority to lodge a caveat in respect of any land for which rates and service charges are outstanding or withdraw such caveats when the arrears are cleared.	
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Section 6.64(3): Local government may lodge caveats over land for which rates or service charges are in arrears and may withdraw caveats so lodged	
Statutory Power to Delegate	<i>Local Government Act 1995</i> Section 5.42: Delegation of some powers or duties to the CEO	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> Section 5.44: CEO may delegate powers and duties to other employees	
Sub Delegated to:	Director Corporate Services	
Conditions on Delegation/Sub Delegation	None	
Compliance links	None	
Policy Reference	None	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate subject index for specific decision	
Period of Validity	Ongoing	
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007	
Substantive Amendments		

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 077	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Take possession of rateable land for which rates or service charges have been unpaid for at least three years.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 6.64:</u> If rates or service charges in respect of any rateable land have been unpaid for at least 3 years the local government may take possession of the land and: (a) from time to time lease the land; (b) sell the land; (c) cause the land to be transferred to the Crown; or (d) cause the land to be transferred to [the City of Melville].		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42:</u> Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44:</u> CEO may delegate powers and duties to other employees		
Sub Delegated to:	Director Corporate Services		
Conditions on Delegation/Sub Delegation	None		
Compliance links	<i>Local Government Act 1995</i> <u>Part 6, Division 6, Subdivision 6:</u> Actions against land where rates or service charges unpaid <u>Schedule 6.2:</u> Provisions relating to lease of land where rates or service charges unpaid <u>Schedule 6.3:</u> Provisions relating to sale or transfer of land where rates or service charges unpaid		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate subject index for specific decision		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove reference to lodging caveats which is covered in DA-076.		

Part 2 - Register of Statutory Delegations by Council

DA-079 Compensation to the Owners of Property

Delegator: Council		Delegation: DA – 079	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	The power to compensate the owners or occupiers of land, if the person requests compensation, to which uninsured damage has been caused through the performance of the City of Melville's functions.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.22</u> : Compensation		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	All Directors		
Conditions on Delegation/Sub Delegation	Financial limits to delegation: <ul style="list-style-type: none"> • Chief Executive Officer – Limit \$10,000 per claim • All Directors – Limit \$5,000 per claim 		
Compliance links	<i>Local Government Act 1995</i> <u>Section 3.22(5)</u> : compensation is not payable for damage sustained as a result of certain functions <u>Section 3.23</u> : Arbitration <u>Schedule 3.1</u> : Powers under notices to owners or occupiers of land <u>Schedule 3.2</u> : Particular things local governments can do on land even though it is not local government property		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate subject index for specific decision		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

DA-081 Closure of Thoroughfares

Delegator: Council		Delegation: DA – 081	
Process Owner: Director Environment and Infrastructure		Last Review Date: 20 June 2023	
Description	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare to vehicles, wholly or partially for a period not exceeding four weeks (section 3.50(1)). 2. Authority, after providing public notice of its intention and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding four weeks (section 3.50(1a)). 3. Authority to revoke an order to close a thoroughfare. (section 3.50(6)) 4. Authority to partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare (section 3.50A). 		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 3.50</u> : Closing certain thoroughfares to vehicles <u>Section 3.50A</u> : Partial closure of thoroughfare for repairs and maintenance		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Environment and Infrastructure • Manager Engineering 		
Conditions on Delegation/Sub Delegation	None		
Compliance links	None		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P PLANNING AND DEVELOPMENT - Road Closures 20.18 7D		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council Process Owner: Director Environment and Infrastructure		Delegation: DA – 083 Last Review Date: 20 June 2023
Description	Authority to give notice of proposal, invite submissions and consider those submissions before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land.	
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> Section 3.51(3)-(4): Affected owners to be notified of certain proposals	
Statutory Power to Delegate	<i>Local Government Act 1995</i> Section 5.42: Delegation of some powers or duties to the CEO	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> Section 5.44: CEO may delegate powers and duties to other employees	
Sub Delegated to:	<ul style="list-style-type: none"> • Director Environment and Infrastructure • Manager Engineering 	
Conditions on Delegation/Sub Delegation	None	
Compliance links	None	
Policy Reference	None	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate index for specific project	
Period of Validity	Ongoing	
Confirmed by Council	Ordinary Meeting of Council – 15 May 2007– C07/5007	
Substantive Amendments		

Part 2 - Register of Statutory Delegations by Council

DA-085 Parking Control

Delegator: Council Process Owner: Director Environment and Infrastructure		Delegation: DA – 085 Last Review Date: 20 June 2023
Description	Authority to prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region, in accordance with the provisions of the Parking Local Law.	
Statutory Power or Duty Delegated	<i>City of Melville Parking Local Law 2016</i> <u>Clause 1.10:</u> Powers of the local government	
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42:</u> Delegation of some powers or duties to the CEO	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44:</u> CEO may delegate powers and duties to other employees	
Sub Delegated to:	<ul style="list-style-type: none"> • Director Environment and Infrastructure • Manager Engineering 	
Conditions on Delegation/Sub Delegation	None	
Compliance links	<i>City of Melville Parking Local Law 2016</i>	
Policy Reference	None	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P COMMUNITY SAFETY, SECURITY AND LAW ENFORCEMENT – Parking Schemes 4.14 2D	
Period of Validity	Ongoing	
Adopted by Council	Technical Services Committee – 5 September 2000 – T00/8028	
Substantive amendment by Council or CEO	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended title and description to align with the power as described in the Parking Local Law.	

Part 2 - Register of Statutory Delegations by Council

DA-088 Severance Payment to Employees

Delegator: Council		Delegation: DA – 088	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	Authority to determine and approve severance payments to employees consistent with the provisions of Council policy		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 5.50(2)</u> : Make a payment to an employee whose employment is finishing and that is more than the additional amount set out in policy		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	None		
Conditions on Delegation/Sub Delegation	Financial limits to delegation: <ul style="list-style-type: none"> • Chief Executive Officer – Limit \$10,000 per payment • Sub-delegates – Limit \$10,000 per payment 		
Compliance links	<i>Local Government Act 1995</i> <u>Section 5.50(2)</u> : local public notice to be given <i>Local Government (Administration) Regulations 1996</i> <u>Regulation 19A</u> : Payments in addition to contract or award, limits of		
Policy Reference	CP-027 Severance Policy		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate employee files		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council – 21 June 2011 – C11/5187		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 115	
Process Owner: Director Community Development		Last Review Date: 20 June 2023	
Description	Authority to waive or grant a concession in relation to hire fees for City of Melville owned equipment and facilities as a non-monetary or in-kind grant as part of the existing Community Partnership Fund program.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 6.12(1)(b)</u> : waive or grant concessions in relation to any amount of money (other than money owing in respect of rates or service charges) <u>Section 6.12(3)</u> : Determine conditions to apply to the grant of any concession		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42</u> : Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Community Development • Manager Neighbourhood Development 		
Conditions on Delegation/Sub Delegation	Financial limits: <ul style="list-style-type: none"> • Chief Executive Officer – Limit of \$500 for any one item • Director Community Development – Limit \$500 • Manager Neighbourhood Development – Limit \$500 Exercise of this delegation is to be in accordance with the Community Partnership Funding Directorate Procedure.		
Compliance links	DA-032 – Granting of a Concession or Writing Off Debts Owed to the Council		
Policy Reference	CP-025 Accounting Policy CP-095 Non-Monetary Grants Policy Community Partnership Fund		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercises 5.119 P COMMUNITY DEVELOPMENT – Community Partnership Funding – Non-Monetary 14.38 7D		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council – 16 June 2015 – CD15/8073		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to clarify statutory power being delegated.		

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council Process Owner: CEO		Delegation: DA – 129 Last Review Date: 20 June 2023
Description	Authority to appoint officers to receive and withdraw complaints in accordance with clause 11(3) of the <i>Local Government (Code of Conduct) Regulations 2021</i> .	
Statutory Power or Duty Delegated	<i>Local Government (Code of Conduct) Regulations 2021 Regulation 11: Complaint about alleged breach</i>	
Statutory Power to Delegate	<i>Local Government Act 1995 Section 5.42: Delegation of some powers or duties to the CEO</i>	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	<i>Local Government Act 1995 Section 5.44: CEO may delegate powers and duties to other employees</i>	
Sub Delegated to:	None	
Conditions on Delegation/Sub Delegation	None	
Compliance links	<i>Local Government Act 1995 Part 5, Division 9: Conduct</i>	
Policy Reference	Code of Conduct for Elected Members, Committee Members and Candidates (adopted at Special Meeting of Council 3 May 2021)	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: Delegated Authority – Exercised 5.119	
Period of Validity	Ongoing	
Confirmed by Council	Ordinary Meeting of Council – 16 March 2021 – M21/5810	
Substantive Amendments		

Part 2 - Register of Statutory Delegations by Council

Division 2 - Building Act 2011 and Regulations**2.2.1 Enabling legislative provisions**

Council may delegate any of its powers or duties as a permit authority to an employee of the local government (section 127(1) and (3)).

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

2.2.2 Matters that may not be delegated

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

2.2.3 Sub-delegation

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

2.2.4 Making delegations

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

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

2.2.5 Recording and Review Obligations

None specified.

2.2.6 Other obligations

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

Part 2 - Register of Statutory Delegations by Council

DA-098 Authorised Persons (Building Act)

Delegator: Council (as permit authority)		Delegation: DA – 098	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	Authority to: 1. Designate an employee as an authorised person for the purposes of the <i>Building Act 2011</i> in relation to buildings and incidental structures located or proposed to be located in the district, and 2. Appoint authorised and approved officers for the purposes of issuing and dealing with infringements under sections 6(a) and 6(b) of the <i>Criminal Procedure Act 2004</i> pursuant to the requirements of the <i>Building Regulations 2012</i> .		
Statutory Power or Duty Delegated	<i>Building Act 2011</i> <u>Section 96(3)</u> : A local government may designate an employee as an authorised person for the purposes of the Act <i>Building Regulations 2012</i> <u>Regulation 70</u> : Approved officers and authorised officers (for the purposes of the <i>Criminal Procedure Act 2004</i>		
Statutory Power to Delegate	<i>Building Act 2011</i> <u>Section 127(1)</u> : A local government may delegate any of its powers or duties as a permit authority <u>Section 127(3)</u> : A local government may only delegate its powers or duties to a local government employee <i>Local Government Act 1995</i>		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Building Act 2011</i> <u>Section 127(6A)</u> : CEO of a local government may delegate to any other employee a power or duty that has been delegated to the CEO		
Sub Delegated to:	Director Planning		
Conditions on Delegation/Sub Delegation	1. A person may only be appointed as an approved officer under regulation 70(1) of the <i>Building Regulations 2012</i> if they hold a delegation from the CEO under section 5.44(1) of the <i>Local Government Act 1995</i> to perform functions under sections 9.19 or 9.20 of that Act. 2. A person may only be appointed as an authorised officer under regulation 70(2) of the <i>Building Regulations 2012</i> if they have been appointed and authorised under section 9.10(1) of the <i>Local Government Act 1995</i> for the purpose of performing functions under section 9.16 of that Act. 3. All authorised officers must be issued with identification showing proof of authorisation.		
Compliance links	<i>Building Act 2011</i> <u>Section 97</u> : Identity cards <u>Section 99</u> : Limitations on powers of authorised persons <u>Part 8, Division 3</u> : Powers of authorised persons <i>Building Regulations 2012</i> <u>Regulation 5A</u> : Authorised persons <u>Schedule 6</u> : Prescribed Offences and Modified Penalties <i>Local Government Act 1995</i> <u>Section 5.36</u> : Local government employees <u>Section 9.10</u> : Appointment of authorised persons (see DA-055)		

Part 2 - Register of Statutory Delegations by Council



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

Part 2 - Register of Statutory Delegations by Council

DA-103 Inspection and Copies of Building Information

Delegator: Council as permit authority		Delegation: DA – 103	
Process Owner: Director Planning		Last Review Date: 20 June 2023	
Description	Authority to: 1. Provide a copy of a permit, building approval certificate or building order kept in the register specified in section 128; and 2. Allow an interested person (as defined) to inspect and be provided with a copy of a building record as defined in section 130 of the <i>Building Act 2011</i> .		
Statutory Power or Duty Delegated	<i>Building Act 2011</i> Section 129(2): Copies of permits, certificates in register Section 131(2): Inspection, copies of building records		
Statutory Power to Delegate	<i>Building Act 2011</i> Section 127(1): A local government may delegate any of its powers or duties as a permit authority Section 127(3): A local government may only delegate its powers or duties to a local government employee		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Building Act 2011</i> Section 127(6A): CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Planning • Manager Building and Environmental Health Services • Building Services Coordinator • Senior Building Surveyor 		
Conditions on Delegation/Sub Delegation	The City may, on application provide copies of a permit, building approval certificate, building order or building records as described in Section 129 (2) of the Building Act 2011 to include the following: (a) The owner of the building or incidental structure to which the building record relates; or (b) A person who has the written consent of the owner mentioned in paragraph (a), to inspect or receive a copy of a building record related to the owner; or (c) A person or person(s) defined by Regulation 13 of the Building Regulations 2012, or; (d) A potentially affected property owner. For the purposes of point (d), a potentially affected property owner is defined below:		

Part 2 - Register of Statutory Delegations by Council

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

Part 2 - Register of Statutory Delegations by Council

DA-105 Prosecutions and Legal Proceedings – Building Matters

Delegator: Council as permit authority		Delegation: DA – 105	
Process Owner: Director Planning		Last Review Date: 20 June 2023	
Description	Authority to commence and have the carriage and conduct of legal proceedings and other matters pursuant to the <i>Building Act 2011</i> and <i>Building Regulations 2012</i> and exercise the powers set out in section 133.		
Statutory Power or Duty Delegated	<i>Building Act 2011</i> Section 133(1)(b): Prosecutions may be commenced by a local government or a person authorised to do so by the local government		
Statutory Power to Delegate	<i>Building Act 2011</i> Section 127(1): A local government may delegate any of its powers or duties as a permit authority Section 127(3): A local government may only delegate its powers or duties to a local government employee		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Building Act 2011</i> Section 127(6A): CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Corporate Services • Director Planning • Manager Building and Environmental Health Services Manager Environmental Health and Compliance • Building Compliance Officer • Building Compliance Coordinator • Building Services Coordinator 		
Conditions on Delegation/Sub Delegation	None		
Compliance links	<i>Building Act 2011</i> Part 12 Legal Proceedings		
Policy Reference	Building Compliance Work Instruction CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P PLANNING AND DEVELOPMENT – Building Inspections – prosecutions, notices, complaints, demolition 20.69 10D		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council – 21 May 2013 – C13/5291		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove redundant matters and provide for authorising a person to commence prosecution in accordance with section 133. Ordinary Meeting of Council – 15 June 2021 – M21/5842 Approved sub-delegation to Building Compliance Officer.		

Part 2 - Register of Statutory Delegations by Council

DA-126 Building and Demolition Permits

Delegator: Council as permit authority		Delegation: DA – 126	
Process Owner: Director Planning		Last Review Date: 20 June 2023	
Description	Authority to grant or refuse to grant a building permit or demolition permit; to impose, vary, and revoke permit conditions and extend the time of during which permit has effect.		
Statutory Power or Duty Delegated	<i>Building Act 2011</i> Section 18: Seek further information Section 20: Grant of building permit Section 21: Grant of demolition permit Section 22: Refuse to grant a building permit or demolition permit Section 27: Impose, add, vary or revoke conditions on a building permit or demolition permit Section 88: Impose a condition specifying the finish of a close wall <i>Building Regulations 2012</i> Regulation 24: Extension of time during which permit has effect		
Statutory Power to Delegate	<i>Building Act 2011</i> Section 127(1): A local government may delegate any of its powers or duties as a permit authority		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Building Act 2011</i> Section 127(6A): CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO		
Sub Delegated to:	<ul style="list-style-type: none"> • Manager Building and Environmental Health ServicesManager Environmental Health and Compliance • Building Services Coordinator • Senior Building Surveyor 		
Conditions on Delegation/Sub Delegation	<i>Building Act 2011</i> Section 127(3): A local government may only delegate its powers or duties to a local government employee		
Compliance links	<i>Building Act 2011, Part 2, Division 2</i> <i>Building Regulations 2012, Part 3 and Schedule 2</i> <i>Building Services (Registration Act) 2011, Section 7</i> <i>Home Building Contracts Act 1991, Part 3A, Division 2</i> <i>Building Services (Complaint Resolution and Administration) Act 2011, Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercises 5.119 P PLANNING & DEVELOPMENT – Building Licence Applications 20.112 P		
Period of Validity	Ongoing		
Adopted by Council	Special Meeting of Council – 27 March 2012 – P12/3298		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegations formerly recorded in DA-089, DA-090, DA-091, DA-092, DA-097, DA-104, add delegation of power to seek further information under section 18.		

Part 2 - Register of Statutory Delegations by Council

DA-127 Occupancy Permits and Building Approval Certificates

Delegator: Council as permit authority		Delegation: DA – 127	
Process Owner: Director Planning		Last Review Date: 20 June 2023	
Description	Authority to grant or to refuse to grant an occupancy permit or a building approval certificate; to impose, vary and revoke conditions, and to extend duration.		
Statutory Power or Duty Delegated	<i>Building Act 2011</i> <u>Section 55</u> : Seek further information from applicant <u>Section 58</u> : Grant of occupancy permit or building approval certificate (including power to refuse under section 58(3)) <u>Section 62</u> : Impose, add, vary or revoke conditions on an occupancy permit or building approval certificate <u>Section 65</u> : Extend the duration of an occupancy permit or building approval certificate.		
Statutory Power to Delegate	<i>Building Act 2011</i> <u>Section 127(1)</u> : A local government may delegate any of its powers or duties as a permit authority. <u>Section 127(3)</u> : A local government may only delegate its powers or duties to a local government employee		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Building Act 2011</i> <u>Section 127(6A)</u> : CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO		
Sub Delegated to:	<ul style="list-style-type: none"> • Manager Building and Environmental Health ServicesManager Environmental Health and Compliance • Building Services Coordinator • Senior Building Surveyor • Manager Statutory Planning and Building 		
Conditions on Delegation/Sub Delegation	None		
Compliance links	<i>Building Act 2011, Part 2, Division 3</i> <i>Building Regulations 2012, Part 5 and Schedule 2</i> <i>Building Services (Registration Act) 2011, Sections 3 and 11</i> <i>Home Building Contracts Act 1991, Part 3A, Division 2</i> <i>Building Services (Complaint Resolution and Administration) Act 2011, Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i>		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMIN – Delegated Authority – Exercises 5.119 P Appropriate index relevant to decision		
Period of Validity	Ongoing		
Adopted by Council	Special Meeting of Council – 27 March 2012 – P12/3298		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegations formerly recorded in DA-093, DA-094, DA-095, DA-096.		

Part 2 - Register of Statutory Delegations by Council

DA-128 Building Orders

Delegator: Council as permit authority		Delegation: DA – 128	
Process Owner: Director Planning		Last Review Date: 20 June 2023	
Description	<p>1. Authority to issue building orders, give notice of a building order, revoke a building order and give notice to that effect; and</p> <p>2. In the event of non-compliance with a building order, cause an authorised person to take any action, or commence or complete any work, specified in the order or to take reasonable steps to cause specified action to cease, and recover the reasonable costs in giving effect to the building order.</p>		
Statutory Power or Duty Delegated	<p><i>Building Act 2011</i> <u>Section 110(1):</u> Building orders <u>Section 111:</u> Notice of proposed building order <u>Section 117:</u> Revocation of building order <u>Section 118:</u> Give effect to building order if non-compliance <u>Section 88(3):</u> Specify the finish of a close wall in a building order</p>		
Statutory Power to Delegate	<p><i>Building Act 2011</i> <u>Section 127(1):</u> A local government may delegate any of its powers or duties as a permit authority <u>Section 127(3):</u> A local government may only delegate its powers or duties to a local government employee</p>		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<p><i>Building Act 2011</i> <u>Section 127(6A):</u> CEO of a local government may delegate to any other local government employee a power or duty that has been delegated to the CEO</p>		
Sub Delegated to:	<ul style="list-style-type: none"> • Manager Building and Environmental Health Services • Manager Environmental Health and Compliance • Building Services Coordinator • Senior Building Surveyor • Building Compliance Coordinator • Manager Statutory Planning and Building 		
Conditions on Delegation/Sub Delegation	The Senior Building Surveyor is delegated the power to give notice of a building order only (section 111).		
Compliance links	<i>Building Act 2011</i> , Part 8, Division 5		
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P PLANNING & DEVELOPMENT – Building & Planning Compliance 20.107 5A		
Period of Validity	Ongoing		
Adopted by Council	Special Meeting of Council – 27 March 2012 – P12/3298		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to incorporate delegations recorded in instruments DA-097, DA-099, DA-100, DA-101, DA-102.		

Part 2 - Register of Statutory Delegations by Council

Division 3 - Bush Fires Act 1954 and Regulations**2.3.1 Enabling legislative provisions**

Council may delegate to:

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

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

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

2.3.2 Matters that may not be delegated

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

2.3.3 Sub-delegation

Not permitted (section 48(3)).

2.3.4 Making delegations

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

2.3.5 Recording and Review Obligations

None specified.

Part 2 - Register of Statutory Delegations by Council

DA-022 Legal Proceedings – Bush Fires

Delegator: Council		Delegation: DA –022	
Process Owner: Director Community Development		Last Review Date: 20 June 2023	
Description	Authority to commence and carry on legal proceedings against a person for alleged offences against the <i>Bush Fires Act 1954</i> .		
Statutory Power or Duty Delegated	<i>Bush Fires Act 1954</i> <u>Section 59(1)</u> : Prosecution of offences		
Statutory Power to Delegate	<i>Bush Fires Act 1954</i> <u>Section 59(3)</u> : A local government may delegate authority to its bush fire control officer or other officer to consider allegations of offences and if they see fit to institute proceedings against the person		
Delegated to	<ul style="list-style-type: none"> • Chief Bush Fire Control Officer appointed under section 38(1) of the <i>Bush Fires Act 1954</i> • Deputy Chief Bush Fire Control Officer appointed under section 38(1) of the <i>Bush Fires Act 1954</i> 		
Statutory Power to sub delegate:	None. Section 48(3) does not permit sub-delegation		
Sub Delegated to:	Not applicable		
Conditions on Delegation/Sub Delegation	None		
Compliance links	<i>Bush Fires Act 1954</i> <u>Section 59A</u> : Alternative procedure – infringement notices <u>Section 65</u> : Proof of certain matters <u>Section 66</u> : Proof of ownership or occupancy <i>Bush Fires (Infringements) Regulations 1978</i>		
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate index relevant to decision		
Period of Validity	Ongoing		
Adopted by Council	Administration & Community Services Committee – 5 November 1996 – A96/1017		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove delegation from CEO and grant it to the Chief and Deputy Chief Bush Fire Control Officers in accordance with section 59(3).		

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation No. DA – 023 Last Review Date: 20 June 2023
Process Owner: Director Community Development		
Description	Authority to perform any of the functions of a Local Government contained in the <i>Bush Fires Act 1954</i> .	
Statutory Power or Duty Delegated	All operational functions of a local government under the Act.	
Statutory Power to Delegate	<i>Bush Fires Act 1954</i> <u>Section 48(1)</u> : Delegation by local governments	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	None. Section 48(3) does not permit sub-delegation	
Sub Delegated to:	Not applicable	
Conditions on Delegation/Sub Delegation	None	
Compliance links	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringement) Regulations 1978</i>	
Policy Reference	None	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P ENVIRONMENTAL MANAGEMENT – Bushfire Management 9.04 7D	
Period of Validity	Ongoing	
Adopted by Council	Ordinary Meeting of Council – 15 May 2007 – C07/5007	
Substantive Amendments		

Part 2 - Register of Statutory Delegations by Council

Division 4 Cat Act 2011 and Regulations**2.4.1 Enabling legislative provisions**

- 1) Council may delegate to:
The CEO the exercise of any of its powers or the discharge of any of its duties under the *Cat Act 2011* (section 44(1)).
- 2) The CEO may delegate to:
Any employee of the local government – the exercise of any of the CEO's powers or discharge of any of the CEO's duties under the *Cat Act 2011* (section 45(1)).

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

2.4.2 Matters that may not be delegated

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

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

2.4.3 Sub-delegation

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

2.4.4 Making delegations

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

2.4.5 Recording and Review Obligations

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

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

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 125	
Process Owner: Director Community Development		Last Review Date: 20 June 2023	
Description	Perform any function or duty and exercise any power of the local government under the <i>Cat Act 2011</i> , <i>Cat Regulations 2012</i> and <i>Cat (Uniform Local Provisions) Regulations 2013</i> .		
Statutory Power or Duty Delegated	All operational powers and duties of the local government under the <i>Cat Act 2011</i> other than those excluded below.		
Statutory Power to Delegate	<i>Cat Act 2011</i> <u>Section 44</u> : Delegation by local government		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Cat Act 2011</i> <u>Section 45</u> : Delegation by CEO of local government		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Community Development • Manager Community Safety • Coordinator Rangers and Emergency Services • Senior Ranger (limited to sections 9(5) & (6), 26(1)) • Rangers (limited to sections 9(5) & (6), 26(1)) 		
Conditions on Delegation/Sub Delegation	<p>This delegation excludes functions in the Act reserved to Council, specifically:</p> <ul style="list-style-type: none"> • <u>Section 44(1)</u>: Delegation of powers and duties to the CEO; • <u>Section 46(1)(b)</u>: Decision to amend or revoke a delegation; • <u>Section 70</u>: Dealing with objections to decisions made under sections 9, 10, 37 or 38; and • <u>Section 79</u>: Making local laws. <p>This delegation must be exercised in accordance with any relevant Council policies or local laws as approved from time to time. Sub-delegations to certain officers are limited as listed above.</p>		
Compliance links	<i>Cat Regulations 2012</i> <i>Cat (Uniform Local Provisions) Regulations 2013</i>		
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate subject index relevant to decision		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council –16 June 2020 – M20/5749 Replaces former DA-106, DA-107, DA-108, DA-109, DA-110, DA-111, DA-112, DA-113, DA-114.		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

Division 5 - Dog Act 1976 and Regulations**2.5.1 Enabling legislative provisions**

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

Nothing in section 10AA limits the ability of the CEO to perform a function through an officer or agent.

2.5.2 Matters that may not be delegated

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

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

2.5.3 Sub-delegation

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

2.5.4 Making delegations

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

2.5.5 Recording and Review Obligations

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

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 122	
Process Owner: Director Community Development		Last Review Date: 20 June 2023	
Description	Perform any function or duty and exercise any power of the local government under the <i>Dog Act 1976</i> and the <i>Dog Regulations 2013</i> .		
Statutory Power or Duty Delegated	All operational powers and duties of the local government under the <i>Dog Act 1976</i> other than those excluded below.		
Statutory Power to Delegate	<i>Dog Act 1976</i> <u>Section 10AA</u> : Delegation of local government powers and duties		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Dog Act 1976</i> <u>Section 10AA(3)</u> : The delegation may expressly authorise the delegate to further delegate Council permits sub-delegation of delegated powers and duties under the <i>Dog Act 1976</i>		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Community Development • Manager Community Safety • Coordinator Rangers and Emergency Services • Senior Ranger 		
Conditions on Delegation/Sub Delegation	<p>This delegation excludes functions in the Act reserved to Council, specifically:</p> <ul style="list-style-type: none"> • Delegation of powers and duties to the CEO (section 10AA(1)); • Specifying a public place where dogs are prohibited (section 31(2B)); • Specifying a public place to be a dog exercise area (section 31(3A)); and • Making local laws (section 49A). <p>This delegation must be exercised in accordance with the <i>City of Melville Dog Local Law 2021</i> and any relevant Council Policies as approved from time to time.</p>		
Compliance links	<i>Dog Regulations 2013</i> <i>City of Melville Dog Local Law 2021</i>		
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate subject index relevant to decision		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council – 10 December 2019 – M19/5722		
Substantive Amendments			

Part 2 - Register of Statutory Delegations by Council

Division 6 - Food Act 2008 and Regulations**2.6.1 Enabling legislative provisions**

- 1) The CEO of the administering State agency may:
 - a) delegate any power or duty of the CEO under another provision of the *Food Act 2008* to a local government (section 117(1)(c)) with the written consent of the enforcement agency (section 117(6)); and
 - b) expressly authorise the delegate to further delegate the power or duty to another person specified in section 117(1) (section 117(4)).
- 2) The local government as an enforcement agency may delegate a function conferred or imposed on it subject to section 117(3)-(4) and in accordance with the *Food Act Regulations 2009* (section 118(2)(b)).

2.6.2 Matters that may not be delegated

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

2.6.3 Sub-delegation

Permitted only if prescribed in regulations (section 118(4)). No sub-delegation has currently been prescribed.

2.6.4 Making delegations

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

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

2.6.54 Recording and Review Obligations

None specified.

Part 2 - Register of Statutory Delegations by Council

DA-073 Delegations Under the Food Act 2008

Delegator: Council as enforcement agency		Delegation: DA – 073	
Process Owner: Director Planning		Last Review Date: 20 June 2023	
Description	Any function conferred or imposed on the local government as an enforcement agency under the <i>Food Act 2008</i> .		
Statutory Power or Duty Delegated	All functions conferred or imposed on the local government as an enforcement agency under the <i>Food Act 2008</i> , subject to limitations or conditions below.		
Statutory Power to Delegate	<i>Food Act 2008</i> <u>Section 118(2)(b)</u> : A function conferred or imposed on an enforcement agency may be delegated		
Delegated to	<ul style="list-style-type: none"> • Chief Executive Officer • Manager Building and Environmental Health Services Manager Environmental Health and Compliance (sections 65, 66; 110 and 112 only) • Coordinator Environmental Health • Senior Environmental Health Officer 		
Statutory Power to sub delegate:	Not permitted. The <i>Food Regulations 2009</i> do not allow for sub-delegation		
Sub Delegated to:	Not applicable		
Conditions on Delegation/Sub Delegation	Any conditions or limitations imposed on the performance of functions by the enforcement agency by the Chief Executive Officer of the department principally assisting in the administration of the Act		
Compliance links	<p>Any guidelines required to be adopted by enforcement agencies under section 120(1) (food standards) or section 122(2) (qualifications of authorised officers) of the Act.</p> <p><u>Section 53(2)</u>: Destroy, sell or dispose of forfeited item</p> <p><u>Section 56</u>: Compensation for seized item</p> <p><u>Section 65(1)</u>: Prohibition order</p> <p><u>Section 66</u>: Certificate of clearance to be given</p> <p><u>Section 70</u>: Determine application for compensation</p> <p><u>Section 100</u>: Priority classification system and frequency of auditing</p> <p><u>Section 110(1)</u>: Registration of food businesses</p> <p><u>Section 112</u>: Variation of conditions or cancellation of registration of food businesses</p> <p><u>Part 10, Division 2</u>: Functions of enforcement agencies</p> <p><u>Section 122(1)</u>: Appointment of authorised officers</p> <p><u>Section 126(13)</u>: Appointment of designated officers</p>		
Policy Reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P PUBLIC HEALTH – Food (subject index relevant to the decision)		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council – 15 June 2010 – C10/5116		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to extend delegation to Manager Building and Environmental Health Services Manager Environmental Health and		

Part 2 - Register of Statutory Delegations by Council

		Compliance , Coordinator Environmental Health and Senior Environmental Health Officer.
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Part 2 - Register of Statutory Delegations by Council

Division 7 - Graffiti Vandalism Act 2016 and Regulations**2.7.1 Enabling legislative provisions**

- 1) Council may delegate to:
The CEO the exercise of any of its powers or the discharge of any of its duties under another provision of Part 3 of the *Graffiti Vandalism Act 2016* (section 16(1)).
- 2) *The CEO may delegate to:*
Any employee of the local government – the exercise of any of the CEO's powers or discharge of any of the CEO's duties under the *Graffiti Vandalism Act 2016* (section 17(1)).

2.7.2 Matters that may not be delegated

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

2.7.3 Sub-delegation

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

2.7.4 Making delegations

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

2.7.5 Recording and Review Obligations

None specified.

Part 2 - Register of Statutory Delegations by Council

DA-121 Graffiti Vandalism

Delegator: Council Process Owner: Director Environment and Infrastructure		Delegation: DA – 121 Last Review Date: 20 June 2023
Description	The exercise of local government powers and the discharge of local government duties under Part 3 of the <i>Graffiti Vandalism Act 2016</i> .	
Statutory Power or Duty Delegated	<i>Graffiti Vandalism Act 2016</i> <u>Section 18</u> : Notice requiring removal of graffiti <u>Section 19</u> : Additional powers when notice is given <u>Section 25</u> : Local government graffiti powers on land not local government property <u>Section 28</u> : Notice of entry	
Statutory Power to Delegate	<i>Graffiti Vandalism Act 2016</i> <u>Section 16</u> : Delegation by local government	
Delegated to	Chief Executive Officer	
Statutory Power to sub delegate:	<i>Graffiti Vandalism Act 2016</i> <u>Section 17</u> : Delegation by CEO of local government	
Sub Delegated to:	<ul style="list-style-type: none"> • Director Environment and Infrastructure • Manager City Buildings 	
Conditions on Delegation/Sub Delegation	This delegation excludes section 22(3), which is a matter reserved to Council	
Compliance links	<i>Graffiti Vandalism Act 2016</i> <i>Local Government Act 1995, Part 9, Division 1</i> : Objections and review	
Policy Reference	None	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P PROPERTY MAINTENANCE – Graffiti 21.02 7D	
Period of Validity	Ongoing	
Adopted by Council	Ordinary Meeting of Council 20 June 2017 M17/5552	
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to cover all Part 3 powers and duties of local government.	

Part 2 - Register of Statutory Delegations by Council

Division 8 - Health (Miscellaneous Provisions) Act 1911 and (Health (Asbestos) Regulations 1992**2.8.1 Enabling legislative provisions**

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

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

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

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

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

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

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

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

2.8.3 Recording and Review Obligations

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

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 123	
Process Owner: Director Planning		Last Review Date: 20 June 2023	
Description	Authority to appoint authorised and approved officers for the purposes of issuing and dealing with infringements under section 6 of the <i>Criminal Procedure Act 2004</i> , in accordance with the requirements of the <i>Health (Asbestos) Regulations 1992</i> .		
Statutory Power or Duty Delegated	<i>Health (Asbestos) Regulations 1992</i> <u>Regulation 15D(5)</u> : A local government may appoint persons or classes of persons to be authorised or approved officers for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2.		
Statutory Power to Delegate	<i>Health (Miscellaneous Provisions) Act 1911</i> Section 26: A local government may appoint and authorise any person to exercise and discharge its powers and functions <i>Health (Asbestos) Regulations 1992</i> <u>Regulation 15D(7)</u> : A local government may delegate a power or duty under this regulation to the chief executive officer of the local government		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	No sub-delegation power		
Sub Delegated to:	Not applicable		
Conditions on Delegation/Sub Delegation	None		
Compliance links	<i>Criminal Procedure Act 2004</i> , Part 2 <i>Health (Asbestos) Regulations 1992</i> , Schedule 1		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council – 17 March 2020 – M20/5724		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove delegation under regulation 70 of the <i>Building Regulations 2012</i> (transferred to DA-098).		

Part 2 - Register of Statutory Delegations by Council

Division 9 - Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015**2.9.1 Enabling legislative provisions**

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

- 1) Council may delegate to:
 - a) The CEO:
 - (i) the exercise of any of its powers or the discharge of any of its duties under the *Planning and Development Act 2005*, section 214(2), (3) or (5) (*Local Government Act 1995* section 5.42(1)(b));
 - (ii) the exercise of any of the local government's powers or discharge of any of the local government's duties under its Local Planning Scheme (*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 82(1)).
 - (b) A committee – the exercise of any of the local government's powers or discharge of any of the local government's duties under its Local Planning Scheme (*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 82(1)).
 - (c) A Development Assessment Panel – the power of the local government to determine a development application of a class prescribed under regulation 19(1) and to amend or cancel determinations of applications of that kind (*Planning and Development (Development Assessment Panels) Regulations 2011*, regulation 19(2)).
- 2) The CEO may delegate to any employee of the local government – the exercise of any of the CEO's powers or discharge of any of the CEO's duties under its Local Planning Scheme other than the power of delegation (*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, clause 83(1)).

2.9.2 Matters that may not be delegated

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

2.9.3 Sub-delegation

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

Part 2 - Register of Statutory Delegations by Council

2.9.4 Making delegations

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

2.9.5 Recording and Review Obligations

1. The CEO is to keep a register of the delegations made under Part 5 Division 4 to the CEO and to employees (*Local Government Act 1995*, section 5.46(1)).
2. At least once every financial year delegations made under Part 5 Division 4 are to be reviewed by the delegator (*Local Government Act 1995*, section 5.46(2)).
3. Every person to whom a power or duty is delegated under the *Local Government Act 1995* is to keep records in accordance with the *Local Government (Administration) Regulations 1996* in relation to the exercise of the power or discharge of the duty (*Local Government Act 1995*, section 5.46(3)).

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

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

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

2.9.6 Other obligations on delegates

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

Part 2 - Register of Statutory Delegations by Council

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

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

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

Part 2 - Register of Statutory Delegations by Council

DA-020 Planning and Related Matters

Delegator: Council		Delegation: DA – 020	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	Authority to: <ul style="list-style-type: none"> consider and determine all planning applications for approval to commence and carry out development within the district under the City of Melville’s local planning scheme; <u>Consider and provide recommendations on all applications relating to liquor licence and gambling compliance, in accordance with local planning requirements;</u> amend or cancel development approval on application by the landowner; make recommendations to the Western Australian Planning Commission, Department of Planning, Lands and Heritage <u>Department of Parks and Wildlife Biodiversity, Conservation and Attractions</u> (for Swan River Trust), Heritage Council, State Heritage Office, Joint Metro Central Inner <u>Development Assessment Panel</u> and other government departments and instrumentalities on matters associated with the subdivision and/or development of land; and determine the extent and nature of public consultation required for all planning matters having regard for the statutory requirements of Local Planning Scheme No. 6, the Residential Design Codes of Western Australia and <u>relevant</u> Local Planning Policy. 		
Statutory Power or Duty Delegated	Powers and duties of local government provided for in Schedule 2 Part 8 and Schedule 2 Part 9 of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>		
Statutory Power to Delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, clause 82: Delegations by local government		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, clause 83: Local government CEO may delegate powers		
Sub Delegated to:	See attached sub-delegation matrix		
Conditions on Delegation/Sub Delegation	The exercise of delegation is subject to the following restrictions and conditions: <ol style="list-style-type: none"> The provisions of Local Planning Policy 1.1 Planning Process and Decision Making apply <u>(excluding Single House development as per Part 4 s.257C of Planning and Development Amendment Act 2023 and Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024)</u>; The delegation to determine an application under clause 68 of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> is not to be exercised where the delegated officer has undertaken the assessment of the application unless the assessment and recommendation is first checked by another appropriate delegated officer listed in this delegation; 		

Part 2 - Register of Statutory Delegations by Council

	<p>3. The delegation is limited in accordance with the following Delegated Authority (Sub-Delegation) Matrix for Planning Matters; and</p> <p>4. Should a development application be called up by Council, the Chief Executive Officer may not make recommendations to the Joint Metro Central-Inner Development Assessment Panel without first seeking Council’s comment on the application and the planning officer’s recommendations in the Responsible Authority Report, and attaching to the RAR the Council’s comments as approved by Council.</p> <p>This delegation excludes the following powers:</p> <ul style="list-style-type: none"> • Adopting or amending a Local Planning Policy other than minor administrative changes to reflect grammatical or numbering changes; • Amendments to the Local Planning Scheme; • Determination of an application for the modification or closure of a Public Access Way; and • Adopting or amending a Local Development Plan. • <u>Providing comment on a development application which is to be determined by the Statutory Planning Committee under Part 11B of the Planning and Development Act 2005.</u>
Compliance links	<p>Local Planning Scheme #6 <i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2</i> <i>Planning and Development Act 2005</i> <i>Planning and Development Regulations 2009</i> State Planning Policies WAPC Delegation 2017/02, as amended (development on land zoned under the MRS) WAPC Delegation 2009/03 (section 25 of the <i>Strata Titles Act 1985</i>) <i>City of Melville Local Law Relating to Street Numbering 2006</i> <i>City of Melville By-Laws Relating to Fences 1996</i></p>
Policy Reference	<p>All Local Planning Policies State Planning Policies</p>
Recordkeeping	<p>Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Relevant subject index according to decision</p>
Period of Validity	<p>Ongoing</p>
Adopted by Council	<p>Planning & Development Services Committee – 12 November 2007 – P96/7023</p>
Substantive Amendments	<p>Ordinary Meeting of Council – 10 December 2019 – M19/5723 Amended with respect to RAR submitted to JDAP. Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to align description to WAPC delegation and to relevant legislative provisions. Ordinary Meeting of Council – 15 June 2021 – M21/5842 Amended sub-delegation matrix to remove redundant entries</p>

Part 2 - Register of Statutory Delegations by Council

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

	Director Planning	Manager Statutory Planning and Building	Principal Statutory Planner	Senior Planning Officers
Applications which satisfy all of the requirements of LPS6, the Deemed-to Comply provisions of the State Planning Policy 7.3 Residential Design Codes Volume 1 (R-Codes Volume 1) and Local Planning Policies.	✓	✓	✓	✓
Provide recommendations and information on applications pertaining to liquor licence and gaming compliance.	✓	✓		
Development which involves departures from the requirements of LPS6, the Deemed-to-Comply provisions of the R-Codes Volume 1 and Local Planning Policies and where no objection(s) which raise relevant planning matters have been received.	✓	✓	✓	✓
Development which involves departures from the requirements of LPS6 the Deemed-to-Comply provisions of the R-Codes Volume 1 and Local Planning Policies and where objection(s) which raise relevant planning matters have been received.	(DAU**)	(DAU)		
Development which satisfies the Element Objectives and Acceptable Outcomes contained in State Planning Policy 7.3 Residential Design Codes Volume 2 Apartments (R-Codes Volume 2)	✓	✓	✓	✓
Development which satisfies the Element Objectives and Acceptable Outcomes contained in R-Codes Volume 2 and where objection(s) which raise relevant planning matters have been received.	(DAU)	(DAU)		
Refusal of applications which do not satisfy all of the requirements of LPS6, the Deemed-to-Comply provisions of the R-Codes, the element objectives and acceptable outcomes of R-Codes Volume 2 and Local Planning Policies.	✓	✓	✓	
SAT matters relating to attendance at Directions Hearings, Mediations, Hearings, and the preparation of Witness Statements and other documents ordered by the SAT.	✓	✓	✓	
Reconsideration requests made by the SAT.	✓*	✓*	✓*	
Recommendations to the WAPC relating to subdivisions resulting in less than 10 lots (approvals and refusals).	✓	✓	✓	✓
Subdivision clearances.	✓	✓	✓	✓
Recommendations to government agencies (whether to approve or refuse) where no objection(s) which raise relevant planning matters have been received.	✓	✓	✓	✓

Part 2 - Register of Statutory Delegations by Council

	Director Planning	Manager Statutory Planning and Building	Principal Statutory Planner	Senior Planning Officers
<u>Single House Development which meets the design principles and objectives of relevant Local Planning Policies where objections have been received (noting Single House development as per Part 4 s.257C of Planning and Development Amendment Act 2023 and Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024 is automatically delegated to the CEO)</u>	✓	✓		
Recommendations to other government agencies (whether to approve or refuse) where objection(s) which raise relevant planning matters have been received.	✓	✓		
Allocation of new or amending existing street numbers.	✓	✓	✓	✓
Modification or removal of existing restrictive covenants.	✓	✓	✓	✓
To make minor administrative changes to local planning policies to reflect grammatical or numbering changes to the State Planning framework.	✓	✓		

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

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

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

Part 2 - Register of Statutory Delegations by Council

DA-061 Enforcement and Legal Proceedings – Planning Matters

Delegator: Council (as responsible authority)		Delegation: DA – 061	
Process Owner: Director Planning		Last Review Date: 20 June 2023	
Description	Authority to give written directions under section 214(2), (3) and (5) of the the <i>Planning and Development Act 2005</i> and issue notices under Part 10 of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> .		
Statutory Power or Duty Delegated	<i>Planning and Development Act 2005</i> – Part 13 <u>Section 214(2), (3) and (5)</u> : Illegal development, responsible authority’s powers <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <u>Schedule 2, Part 10, Division 1: Powers of local government</u>		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.42(1)(b)</u> : Delegation to CEO of powers and duties under the <i>Planning and Development Act 2005</i> section 214(2), (3) or (5) <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <u>Schedule 2, clause 82</u> : Delegations by local government		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees. <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <u>Schedule 2, clause 83</u> : Local government CEO may delegate powers		
Sub Delegated to:	<ul style="list-style-type: none"> • Director Planning • Manager Statutory Planning and Building • Manager Health and Compliance 		
Conditions on Delegation/Sub Delegation			
Compliance links	<i>Planning and Development Act 2005</i> , Part 13 <i>Criminal Procedure Act 2004</i> , Part 3		
Policy Reference	Planning Compliance – Directorate Procedure Planning Compliance – Work Instruction CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Relevant subject index according to decision		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council – 12 May 2015 – M15/5418		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Amended to remove non-delegable powers		

Part 2 - Register of Statutory Delegations by Council

Division 10 - Public Health Act 2016 and Regulations**2.10.1 Enabling legislative provisions**

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

2.10.2 Matters that may not be delegated

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

2.10.3 Sub-delegation

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

2.10.4 Making delegations

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

2.10.5 Recording and Review Obligations

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

Part 2 - Register of Statutory Delegations by Council

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

Delegator: Council		Delegation: DA – 124	
Process Owner: CEO		Last Review Date: 20 June 2023	
Description	Authority to designate persons or classes of persons under the <i>Public Health Act 2016</i> as authorised officers for the purposes of certain Acts.		
Statutory Power or Duty Delegated	<i>Public Health Act 2016</i> <u>Section 24</u> : Designation of authorised officers for the purposes of specified Acts		
Statutory Power to Delegate	<i>Public Health Act 2016</i> <u>Section 21(1)(b)</u> : Local government as enforcement agency may delegate to the CEO or a designated authorised officer		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	No sub-delegation permitted under <i>Public Health Act 2016</i> .		
Sub Delegated to:	Not applicable		
Conditions on Delegation/Sub Delegation	Persons designated as authorised officers must be issued with a certificate or card stating they are authorised in accordance with section 30 of the <i>Public Health Act 2016</i> .		
Compliance links	<i>Public Health Act 2016</i> Sections 18, 24(4), 25-32		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P		
Period of Validity	Ongoing		
Adopted by Council	Ordinary Meeting of Council – 13 May 2016 – P16/3733		
Substantive Amendments	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Record of delegation transferred from instrument DA-055 to DA-124.		

Part 3 - Register of Statutory Delegations by Chief Executive Officer

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

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

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

Part 3 - Register of Statutory Delegations by Chief Executive Officer

Division 1 - Local Government Act 1995 and Regulations and Local Laws**3.1.1 Enabling legislative provisions**

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

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

3.1.2 Matters that may not be delegated

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

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

3.1.3 Making delegations

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

3.1.4 Recording and Review Obligations

1. The CEO to keep a register of the delegations made under Part 5 Division 4 to the CEO and to employees (section 5.46(1)).
2. At least once every financial year delegations made under Part 5 Division 4 are to be reviewed by the delegator (section 5.46(2)).
3. Every person to whom a power or duty is delegated under the *Local Government Act 1995* is to keep records in accordance with the *Local Government (Administration) Regulations 1996* in relation to the exercise of the power or discharge of the duty (section 5.46(3)).

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

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

Part 3 - Register of Statutory Delegations by Chief Executive Officer

3.1.5 Other obligations

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

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

Part 3 - Register of Statutory Delegations by Chief Executive Officer

DA-003C Destruction of Records

Delegator: CEO Process Owner: Director Corporate Services		Delegation: DA – 003C Last Review Date: 20 June 2023
Description	Authority to approve the destruction of records in accordance with the 2010 General Disposal Authority for Local Government Records (RD 2010046), published by the State Records Office of Western Australia.	
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 5.41</u> : Functions of CEO – ... (h) ensure that records and documents of the local government are properly kept; and (i) any other function imposed under any other written law	
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees	
Delegated to	<ul style="list-style-type: none"> • Director Corporate Services • Manager Information and Communications Technology Chief Information Officer 	
Conditions on Delegation	None	
Compliance links	<i>State Records Act 2000</i>	
Policy Reference	City of Melville Recordkeeping Plan 2019 as approved by the State Records Commission under section 23 of the <i>State Records Act 2000</i>	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P COUNCIL ADMINISTRATION – Records Management	
Period of Validity	Ongoing	
Granted by CEO	16 June 2009	
Substantive Amendments		

Part 3 - Register of Statutory Delegations by Chief Executive Officer

DA-004C Rates or Service Charge Payment Agreements

Delegator: CEO		Delegation: DA – 004C	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 6.49</u> : Agreement as to payment of rates and service charges <i>Local Government (Financial Management) Regulations 1996</i> <u>Regulation 5(1)(a)</u> : Proper collection of all money owing to the local government		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Delegated to	<ul style="list-style-type: none"> • Director Corporate Services – up to \$100,000 outstanding for each ratepayer • Manager Financial Services – up to \$50,000 outstanding for each ratepayer 		
Conditions on Delegation	The agreed re-payment amount and period must ensure that the amount paid over a 12-month period substantially exceeds the estimated value of rates and service charges that will become due over the ensuing 12-month period.		
Compliance links	<i>Local Government Act 1995</i> <u>Section 5.41(d)</u> : Functions of the CEO – ... (d) day to day operations <i>Local Government (Financial Management) Regulations 1996</i> <u>Regulation 5(1)(a)</u> : CEO's duties - proper collection of all money owing to the local government		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P FINANCIAL MANAGEMENT – Rates Payment Arrangements 11.53 7D		
Period of Validity	Ongoing		
Granted by CEO	16 June 2009		
Substantive Amendments	19 June 2020 – Delegates restricted to Director Corporate Services and Manager Financial Services. Function performed by acting through other staff.		

Part 3 - Register of Statutory Delegations by Chief Executive Officer

DA-006C Authority to Approve Deputations

Delegator: CEO		Delegation: DA – 006C	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to approve applications for deputations.		
Statutory Power or Duty Delegated	<i>City of Melville Local Government (Meeting Procedures) Local Law 2022</i> Clause 6.12(5): The CEO may approve the request to make a deputation or refer the request to the Mayor or Presiding Member for decision.		
Statutory Power to Delegate	<i>Local Government Act 1995</i> Section 5.44: CEO may delegate powers and duties to other employees		
Delegated to	<ul style="list-style-type: none"> • Director Corporate Services • Head of Governance 		
Conditions on Delegation	A deputation must be relevant to a report on the agenda.		
Compliance links	<i>City of Melville Local Government (Meeting Procedures) Local Law 2022</i> Clause 1.5: deputation means an oral submission by one or more members of the public at an agenda briefing forum or at a Council or committee meeting on an item listed on the agenda of that meeting		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P		
Period of Validity	Ongoing		
Granted by CEO	1 November 2010		
Substantive Amendments	19 June 2020 – Amended to apply to all meetings to which deputations may be made.		

Part 3 - Register of Statutory Delegations by Chief Executive Officer

DA-007C Access to Electoral or Ratepayer Details

Delegator: Chief Executive Officer Process Owner: Director Corporate Services		Delegation: DA – 007C Last Review Date: 20 June 2023
Description	Authority to determine that information requested relating to the provision of rate record, electoral or ratepayer details will not be used for a commercial purpose.	
Statutory Power or Duty Delegated	<i>Local Government (Administration) Regulations 1996 Regulation 29B(b):</i> Copies of certain information not to be provided unless the CEO of the local government is satisfied that information requested under section 5.94(m) or (s) of the <i>Local Government Act 1995</i> will not be used for commercial purposes	
Statutory Power to Delegate	<i>Local Government Act 1995</i> Section 5.44: CEO may delegate powers and duties to other employees	
Delegated to	<ul style="list-style-type: none"> • Director Corporate Services • Manager Financial Services 	
Conditions on Delegation	None	
Compliance links	<i>Local Government Act 1995</i> <u>Section 5.94:</u> Public can inspect certain information – ... (m) any rate record (s) any register of owners and occupiers under section 4.32(6) <u>Section 5.95(2),(6):</u> Limits on right to inspect	
Policy Reference	None	
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P	
Period of Validity	Ongoing	
Granted by CEO		
Substantive Amendments	19 June 2020 – Amended to limit delegates to Manager level and above.	

Part 3 - Register of Statutory Delegations by Chief Executive Officer

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

Delegator: CEO		Delegation: DA – 008C	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	<ol style="list-style-type: none"> 1. Authority to extend the period of 28 days within which a modified penalty may be paid; and 2. Authority to withdraw an infringement notice within one year of the notice being given, whether or not the modified penalty has been paid. 		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 9.19:</u> Extension of time <u>Section 9.20:</u> Withdrawal of notice <i>Cat Act 2011</i> <u>Section 64:</u> Extension of time <u>Section 65:</u> Withdrawal of notice		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.44:</u> CEO may delegate powers and duties to other employees		
Delegated to	<ul style="list-style-type: none"> • Director Community Development • Manager Community Safety • Coordinator Rangers and Emergency Management • Director Planning • Manager Building and Environmental Health Services • Manager Environmental Health and Compliance • Coordinator Environmental Health • Director Environment and Infrastructure • Manager Statutory Planning and Building • Building Compliance Coordinator 		
Conditions on Delegation	Each delegate may exercise these powers only with respect to infringements issued by officers who report directly or indirectly to them. Delegates may not issue infringement notices.		
Compliance links	None		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P COMMUNITY SAFETY, SECURITY AND LAW ENFORCEMENT – Infringement Notices 4.13 7D		
Period of Validity	Ongoing		
Granted by CEO	13 November 2019		
Substantive Amendments	24 March 2020 – Added Director Technical Services.		

Part 3 - Register of Statutory Delegations by Chief Executive Officer

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

Delegator: CEO		Delegation: DA – 009C	
Process Owner: Director Corporate Services		Last Review Date: 20 June 2023	
Description	Authority to appoint authorised persons under: <ol style="list-style-type: none"> 1. the <i>Local Government Act 1995</i>; 2. the <i>Caravan Parks and Camping Grounds Act 1995</i> 3. the <i>Cat Act 2011</i>; 4. the <i>Cemeteries Act 1986</i>; 5. the <i>Control of Vehicles (Off-road Areas) Act 1978</i>; 6. the <i>Dog Act 1976</i>; 7. Any subsidiary legislation made under the above Acts; and 8. Any written law prescribed for the purposes of section 9.10 of the <i>Local Government Act 1995</i>. 		
Statutory Power or Duty Delegated	<i>Local Government Act 1995</i> <u>Section 9.10(2)</u> : The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws		
Statutory Power to Delegate	<i>Local Government Act 1995</i> <u>Section 5.44</u> : CEO may delegate powers and duties to other employees		
Delegated to	<ul style="list-style-type: none"> • All Directors for functions for which they are responsible. • Manager Community Safety and Coordinator Rangers and Emergency Management for authorisation for the purposes of appointing authorised persons for sections 3.39 and 3.40A(1) of the <i>Local Government Act 1995</i>. 		
Conditions on Delegation	Persons appointed as authorised persons must be issued with an identity card in accordance with the requirements of section 9.10(4) of the <i>Local Government Act 1995</i> .		
Compliance links	<i>Local Government Act 1995</i> , section 9.10 <i>Caravan Parks and Camping Grounds Act 1995</i> , section 17 <i>Cat Act 2011</i> , section 3(1) <i>Cemeteries Act 1986</i> , section 64 <i>Control of Vehicles (Off-road Areas) Act 1978</i> , section 38 <i>Dog Act 1976</i> , section 11A		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P		
Period of Validity	Ongoing		
Granted by CEO	22 June 2022 – Note this delegation replaced Council delegation DA-055 revoked on 15 June 2021 as a result of amendments to section 9.10 of the <i>Local Government Act 1995</i> .		
Substantive Amendments			

Part 4 - Statutory Authorisations and Appointments

**Part 4 - Statutory Authorisations and
Appointments by Council**

Part 4 - Statutory Authorisations and Appointments

Division 1 - Local Government Act 1995 and Regulations and Local Laws**4.1.1 Legislative provisions**

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

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

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

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

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

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

- (a) the *Local Government Act 1995*;
- (b) the *Caravan Parks and Camping Grounds Act 1995*;
- (c) the *Cat Act 2011*;
- (d) the *Cemeteries Act 1986*;
- (e) the *Control of Vehicles (Off-road Areas) Act 1978*;
- (f) the *Dog Act 1976*;
- (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f); and
- (h) a written law prescribed for the purposes of this section.

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

Part 4 - Statutory Authorisations and Appointments

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

Authorising Body: Council Process Owner: CEO		Statutory Authorisation: CSA-Local-01 Last Reviewed: 20 June 2023
Function Authorised	Sign documents of behalf of the local government.	
Statutory power to authorise	<i>Local Government Act 1995</i> Section 9.49A(4): A local government may, by resolution, authorise the Chief Executive Officer, another employee or an agent of the local government to sign documents on behalf of the local government.	
Authorised officer(s)	<ul style="list-style-type: none"> • <u>Chief Executive Officer – any document that is necessary or appropriate to sign in carrying out the CEO’s functions under any written law.</u> • <u>Director Corporate Services- any document where the matter is specifically resolved by Council, inclusive of a resolution to executive the document under the Common Seal, or any document necessary for the betterment of the daily operations of the City, under the guidance of the CEO</u> • <u>Director Community Development- any document where the matter is specifically resolved by Council, inclusive of a resolution to executive the document under the Common Seal, or any document necessary for the betterment of the daily operations of the City, under the guidance of the CEO</u> • <u>Director Planning- any document where the matter is specifically resolved by Council, inclusive of a resolution to executive the document under the Common Seal, or any document necessary for the betterment of the daily operations of the City, under the guidance of the CEO</u> • <u>Director Environment and Infrastructure – signing/initialling construction plans and pages of accepted tenders and related contract documents any document where the matter is specifically resolved by Council, inclusive of a resolution to executive the document under the Common Seal, or any document necessary for the betterment of the daily operations of the City, under the guidance of the CEO</u> • <u>Manager Natural Areas and Parks – signing/initialling construction plans and pages of accepted tenders and related contract documents</u> • <u>Manager Engineering – signing/initialling construction plans and pages of accepted tenders and related contract documents</u> • <u>Manager City Buildings- signing/initialling construction plans and pages of accepted tenders and related contract documents</u> 	
Conditions on authorisation	1. A person authorised by this instrument to sign a document that may be classified as a deed is authorised to execute that document as a deed (section 9.49A(5)).	

Part 4 - Statutory Authorisations and Appointments

	<p>2. For the purposes of this authorisation, document means any paper or electronic document, including communications such as letters and emails, which:</p> <ul style="list-style-type: none"> (a) conveys a decision; (b) establishes an obligation on the City; or (c) is ceremonial. <p>3. Where a City employee holds a delegated authority, a statutory authority or an operational authorisation, to make a decision, that person also has the authority to sign documents which give effect to that decision.</p>
Compliance references	<p><i>Local Government Act 1995</i> <u>Section 5.41(d)</u>: CEO's duty to manage day to day operations <u>Section 9.38</u>: Evidence of documents coming from local government <u>Section 9.49A(1)(b)</u>: Execution of documents <u>Section 9.49A(5)</u>: Document not regarded as deed unless executed as a deed <u>Section 9.49B</u>: Contract formalities <u>Section 9.49</u>: Documents, how authenticated <u>Section 9.54</u>: Defects in documents</p>
Policy reference	
Recordkeeping	All records to be retained in ECM under appropriate subject index
Resolved by Council	Ordinary Meeting of Council – 16 June 2020 – M20/5749 Delegations DA-012 and DA-117 were revoked and replaced by this authorisation.
Term of Authorisation	Ongoing

Part 4 - Statutory Authorisations and Appointments

Division 2 - Health (Miscellaneous Provisions) Act 1911 and Regulations and Local Laws made thereunder**4.2.1 Enabling legislative provisions**

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

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

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

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

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

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

4.2.2 Matters that may not be undertaken by deputy

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

4.2.3 Recording and Review Obligations

None specified with respect to appointment of deputies.

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

Part 4 - Statutory Authorisations and Appointments

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

Appointing Body: Council		Statutory Appointment: CSA-Health-01	
Process Owner: Chief Executive Officer		Last Reviewed: 20 June 2023	
Statutory power to appoint and authorise	<i>Health (Miscellaneous Provisions) Act 1911</i> Section 26: A local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government granted or imposed under <i>Health (Miscellaneous Provisions) Act 1911</i> and the regulations, local laws and orders made thereunder.		
Persons appointed and authorised as deputies	<ul style="list-style-type: none"> • Chief Executive Officer • Coordinator Environmental Health • Senior Environmental Health Officer • Director Corporate Services (section 353 – take possession of land) • Director Environment and Infrastructure (Part IV – Sanitary provisions) 		
Statutory powers and functions authorised to be exercised and discharged by deputies	<i>Health (Miscellaneous Provisions) Act 1911</i> <u>Section 38:</u> Report annually to the Chief Health Officer <u>Part IV:</u> Sanitary provisions <u>Part V:</u> Dwellings <u>Part VI:</u> Public buildings <u>Part VII:</u> Nuisances and offensive trades <u>Section 353:</u> Take possession of land where expenses are due and unpaid for 3 years <u>Section 357:</u> Suspend or cancel any licence or registration of persons convicted for any offence under the Act <u>Section 358(1):</u> Prosecution of offences <u>Section 374:</u> Appearance of local government in legal proceedings		
Conditions and limitations on appointment	The authority held by the deputies appointed above excludes the following powers reserved to Council: <ul style="list-style-type: none"> • <u>Part III:</u> Financial • <u>Section 342:</u> Make, repeal, amend or suspend local laws with the consent or at the direction of the Chief Health Officer • <u>Section 344C:</u> Fix fees and charges 		
Compliance references	<i>Health (Miscellaneous Provisions) Act 1911</i> Section 36: Review of orders and decisions by local governments by SAT Section 354: Service of notice <i>Health (Asbestos) Regulations 1992</i> <i>Health (Offensive Trades Fees) Regulations 1976</i> <i>Health (Public Buildings) Regulations 1992</i> <i>City of Melville Health Local Laws 1997</i>		
Policy reference			
Recordkeeping	All records to be retained in ECM under appropriate subject index		
Appointment Approved by Council	Ordinary Meeting of Council – 16 June 2020 – M20/5749		

Part 4 - Statutory Authorisations and Appointments

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

Part 4 - Statutory Authorisations and Appointments

Division 3 - Litter Act 1979

4.3.1 Enabling legislative provisions

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

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

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

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

Part 4 - Statutory Authorisations and Appointments

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

Authorising Body: Council Process Owner: Director Community Development		Statutory Appointment: CSA-Litter-01 Last Reviewed: 20 June 2023
Function or Power Authorised	<i>Litter Act 1979</i> Section 30(4): Withdraw infringement notices issued under section 30(1) of the <i>Litter Act 1979</i> .	
Statutory power to authorise	<i>Litter Act 1979</i> Section 30(4)(a): A withdrawal notice sent under subsection (4) shall be signed by a person appointed in writing to withdraw infringement notices by the public authority on behalf of which the infringement notice was served	
Person(s) appointed	<ul style="list-style-type: none"> • Chief Executive Officer • Director Community Development • Manager Community Safety • Coordinator Rangers and Emergency Management 	
Conditions on appointment		
Compliance references	<i>Litter Act 1979</i>	
Policy reference	CP-114 Compliance and Enforcement Policy Compliance and Enforcement Guideline	
Recordkeeping	All records to be retained in ECM under appropriate subject index	
Appointment approved by Council	Ordinary Meeting of Council – 20 September 2022 – C22/5931	
Term of Appointment	Ongoing	

Part 5 Statutory Delegations and Authorisations from External Agencies

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

Part 5 Statutory Delegations and Authorisations from External Agencies

Division 1 - Environmental Protection Act 1986

5.1.1 Noise Control – Environmental Protection Notices

19 March 2004 GOVERNMENT GAZETTE, WA 919

ENVIRONMENT

EV401

ENVIRONMENTAL PROTECTION ACT 1986

SECTION 20

Delegation No. 52

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

Powers and duties delegated—

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

Persons to whom delegation made—

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

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

Dated this 9th day of January 2004.

Approved—

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

EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE

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

- Coordinator Environmental Health
- Senior Environmental Health Officer

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

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

Part 5 Statutory Delegations and Authorisations from External Agencies

5.1.2 Noise Management Plans in relation to Specific Works or Venues, Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

6282

GOVERNMENT GAZETTE, WA

20 December 2013

EV402*

ENVIRONMENTAL PROTECTION ACT 1986
DELEGATION NO. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to—

- (a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities—noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation—
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by—

JOHN DAY, Acting Minister for Environment; Heritage.

EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE

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

- Coordinator Environmental Health
- Senior Environmental Health Officer

Part 5 Statutory Delegations and Authorisations from External Agencies

5.1.3 Noise Management Plans

1548

GOVERNMENT GAZETTE, WA

16 May 2014

EV405*

**ENVIRONMENTAL PROTECTION ACT 1986
DELEGATION NO. 119**

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by—

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.

EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE

The powers and duties delegated Delegation 119 may only be exercised and discharged by the Chief Executive Officer and City employees holding the following positions provided they have been appointed as Authorised Persons under section 87 of the *Environmental Protection Act 1986*:

- Coordinator Environmental Health
- Senior Environmental Health Officer
- Environmental Health Officers

Part 5 Statutory Delegations and Authorisations from External Agencies

Division 2 - Planning and Development Act 2005

5.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the *2nd* day of *June* 2016



**HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS**

Part 5 Statutory Delegations and Authorisations from External Agencies

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose, or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 182 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brockton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Downin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Esmond City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Koornup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moxea Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Murchison Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Part 5 Statutory Delegations and Authorisations from External Agencies

Shire of Nannup
 Shire of Narembean
 Shire of Narrogin
 Town of Narrogin
 City of Nedlands
 Shire of Ngaanyatjaraku
 Shire of Northam
 Shire of Northampton
 Shire of Nungarin
 Shire of Peppermint Grove
 Shire of Perenjori
 City of Perth
 Shire of Pingelly
 Shire of Plantagenet
 Town of Port Hedland
 Shire of Quairading
 Shire of Ravenshorpe
 City of Rockingham
 Shire of Roebourne
 Shire of Sandstone
 Shire of Serpentine Jarrahdale
 Shire of Shark Bay
 City of South Perth
 City of Stirling
 City of Subiaco
 City of Swan

Shire of Tammin
 Shire of Three Springs
 Shire of Toodyay
 Shire of Trayning
 Shire of Upper Gascoyne
 Town of Victoria Park
 Shire of Victoria Plains
 Town of Vincent
 Shire of Wagin
 Shire of Wandering
 City of Warneeroo
 Shire of Warroona
 Shire of West Arthur
 Shire of Westonia
 Shire of Wilkepin
 Shire of Williams
 Shire of Wiluna
 Shire of Wongan-Ballidu
 Shire of Woodanilling
 Shire of Wyalkatchem
 Shire of Wyndham-East Kimberley
 Shire of Yalgoo
 Shire of Yilgarn
 Shire of York



HON DONALD TERRENCE REDMAN MLA
 MINISTER FOR LANDS

2nd June
 day of 2016

EXERCISE OF THIS AUTHORISATION WITHIN THE CITY OF MELVILLE

Consistent with the Minister's Instrument of Authorisation, only the Chief Executive Officer or an officer given explicit written authority to sign on the CEO's behalf in these matters may exercise the powers in Column 1 of this Instrument.

Part 5 Statutory Delegations and Authorisations from External Agencies

5.2.2 Development Control Powers – Metropolitan Region Scheme

NOTE: WAPC Delegation 2022/03 must be read in conjunction with the conditions set out in WAPC Resolution 2021/01 (reproduced in section 5.2.2A of this document).

18 January 2022

GOVERNMENT GAZETTE, WA

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PL405

PLANNING AND DEVELOPMENT ACT 2005**INSTRUMENT OF DELEGATION****Del 2022/03 Powers of Local Governments Metropolitan Region Scheme**

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme.

Preamble

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the Local Government Act 1995 or an employee of a local government

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 8 December 2021, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- B. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled “DEL 2017/02 Powers of local governments (MRS)” published in the *Government Gazette* on 30 May 2017, to give effect to this delegation.

SAM FAGAN, Secretary, Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005**INSTRUMENT OF DELEGATION****SECTION A—Types of Development****1. Development on zoned land**

Applications for development on land zoned under the MRS except—

- (a) where the land is subject to a resolution under Clause 32 of the MRS; or
- (b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or

Part 5 Statutory Delegations and Authorisations from External Agencies

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GOVERNMENT GAZETTE, WA

18 January 2022

- (c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area and the Swan River Trust objects to the proposal, or a referral body recommends refusal; or
- (d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- (e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road.

SECTION B—Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning, Lands and Heritage, as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning, Lands and Heritage

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

- (a) the permissible vehicular access arrangements to the subject land via the regional road frontage
 - **Category 1 road** means that frontage access is not allowed (control of access);
 - **Category 2 road** means that frontage access may be allowed subject to approval; and
- (b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

“**Category 1 road**” applies where regional roads—

- (a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- (b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“**Category 2 road**” applies where regional roads—

- (a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- (b) have direct frontage access to abutting properties due to the historic development of the road and properties.

“**Category 3 road**” applies where regional road reservation is not accurately defined or is under review.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

Part 5 Statutory Delegations and Authorisations from External Agencies

18 January 2022

GOVERNMENT GAZETTE, WA

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Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves direct vehicle access to and/or from the regional road reservation. 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or (d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or (e) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than \$50 000; or (f) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • none of the proposed development is within the regional road reservation; and • has a construction value greater than \$250 000 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Part 5 Statutory Delegations and Authorisations from External Agencies

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Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

Notes—

(1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC’s website: “Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)”. (<http://www.DPLH.wa.gov.au/1212.asp>).

(2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission’s D C Policy—5.1 *Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.

(<http://www.DPLH.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)

(3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC’s *Transport Impact Assessment Guidelines*. (<http://www.DPLH.wa.gov.au/publications/1197.asp>)

(4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission’s *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.DPLH.wa.gov.au/publications/1182.asp>)

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning, Lands and Heritage before being determined by the local government.

4. For the purpose of this Instrument of Delegation

- (a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- (b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- (c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government’s local planning scheme.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a ‘position’ or ‘classification’ contemplates and includes a reference to its successor in title.
- “access” means both entry and exit from either a road or abutting development by a vehicle.
- “Commission” or “WAPC” means the “Western Australian Planning Commission”.

Part 5 Statutory Delegations and Authorisations from External Agencies

18 January 2022

GOVERNMENT GAZETTE, WA

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- “development” has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or “development means the development or use of any land, including—
 - (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
 - (b) the carrying out on the land of any excavation or other works;
 - (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that—
 - (i) is likely to change the character of that place or the external appearance of any building; or
 - (ii) would constitute an irreversible alteration of the fabric of any building”.
- “local road” means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- “not acceptable” means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- “regional road” means any road designated under the region Scheme as follows—
 - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
 - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- “reserved land” means land reserved under Part II of the MRS.
- “road reservation” means land reserved for the purposes of a regional road in the MRS.
- “significant increase in traffic” means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission’s *Transport Impact Assessment Guidelines*

EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE

Consistent with Clause 4(c) of WAPC Instrument of Delegation 2022/03, the powers delegated in this instrument, as gazetted on 18 January 2022, may only be exercised by the Chief Executive Officer, Director Planning, Manager Statutory Planning and Building, Planning Services Coordinate~~Principal Statutory Planner~~ and Senior Planning Officers, in accordance with the delegated authority matrix listed in Council Instrument of Delegation DA-020.

Part 5 Statutory Delegations and Authorisations from External Agencies

5.2.2A WA Planning Commission – Resolution under Clause 32 of the Metropolitan Region Scheme

The following resolution by the WA Planning Commission is not a delegation to the local government but places conditions on the preceding WAPC Delegation 2022/03 in accordance with clause 1(a) of that delegation:

INSTRUMENT OF DELEGATION
SECTION A Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except

(a) where the land is subject to a resolution under Clause 32 of the MRS;

18 January 2022

GOVERNMENT GAZETTE, WA

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PL406

PLANNING AND DEVELOPMENT ACT 2005

NOTICE OF RESOLUTION

Resolution under Clause 32 of the MRS

RES 2021/01

Notice of resolution made under clause 32 of the Metropolitan Region Scheme (MRS) regarding development control powers of the Western Australian Planning Commission

Under clause 32 of the MRS, the WAPC may, by resolution, identify land and require that applications for all or certain classes of development on that land, be referred to the WAPC for determination.

Resolution under clause 32 of the MRS

On 8 December 2021, pursuant to clause 32 of the MRS, the WAPC RESOLVED—

- A TO REVOKE its resolutions made under clause 32 of the MRS as detailed in a notice published in the *Government Gazette* of 12 June 2015 at pages 2062 and 2063 and as published in the *Government Gazette* of 11 December 2011 concerning Lots 202 and 203, Corner Kwinana Freeway, Beeliar Drive and Wentworth Parade, Success.
- B TO REQUIRE all local governments within the MRS area to refer applications for development of the classes and in the locations specified in clauses 1 to 4 of Schedule 1 to the WAPC for determination.
- C TO REQUIRE that local governments specified in clauses 5 to 8 of Schedule 1 to refer applications for development of the classes and in the locations specified in clauses 5 to 8 of Schedule 1 to the WAPC for determination.
- D TO CONFIRM that words used in the schedules to this resolution have the meanings given to them in the *Planning and Development Act 2005* (the Act) and the MRS and, unless the context otherwise requires, the meanings defined in schedule 3. In the case of any inconsistency, the Act prevails;
- E TO DECLARE that this resolution takes effect when notice of it is published in the *Government Gazette*.

SAM FAGAN, Secretary, Western Australian Planning Commission.

Part 5 Statutory Delegations and Authorisations from External Agencies

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GOVERNMENT GAZETTE, WA

18 January 2022

Schedule 1

All Local governments in the area covered by the MRS**1. Development of State or Regional Significance**

Development in respect of which the WAPC, by notice in writing in each case, advises the local government that the development is of state or regional significance or that, in the public interest, the development should be the subject of an application determined by the WAPC.

2. Development in the rural zone

Extractive Industry applications and any other uses which in the opinion of the WAPC or the local government may not be consistent with the rural zone.

3. Poultry Farms

Applications made under clause 28 of the MRS for approval to commence and carry out development of new poultry farms or any extension or addition in excess of 100 square metres to the improvements of an existing poultry farm in the Rural, Urban or Urban Deferred zones in the MRS

4. Development in Activity Centres

Applications made under clause 28 of the MRS for approval to commence and carry out development relating to a building or extension/s to an existing building for shop-retail purposes—

- (a) where the local government or the WAPC considers that the development proposed may be of State or regional significance;
- (b) where the development proposed is major development which the local government considers is appropriately located in an activity centre of a higher level of the Activity Centre Hierarchy that the activity centre in which it is proposed to be located;
- (c) where the development proposed is major development which the WAPC (after consulting the relevant local government) considers is appropriately located in an activity centre of a higher level of the Activity Centre Hierarchy that the activity centre in which it is proposed to be located;
- (d) for Strategic metropolitan centre or Secondary centre developments where the development proposed is major development;
- (e) for District centre developments, where the development is major development and where approval of the proposal would result in the shop/retail floorspace exceeding 20 000m² of shop/retail floorspace (net lettable area); or
- (f) where the development proposed is wholly or partly located in zoned land in specialised centres;

except where the application complies with an activity centre structure plan or equivalent plan or strategy for the activity centre endorsed by the WAPC.

Referral arrangements for specific local governments**5. Stirling and Glendalough Station Precinct**

Unless a structure plan is in place for the areas defined in WAPC plan No. 4.1495/1, the City of Stirling is to refer for determination by the WAPC the following classes of applications under clause 28 of the MRS for approval to commence and carry out development on land—

- (a) Applications that include non-residential uses and/or development;
- (b) Applications for 5 or more residential dwellings.

6. Kwinana Industrial Area

The City of Kwinana is to refer for determination by the WAPC all applications made under clause 28 of the MRS for all classes of development for the area shown on WAPC plan No. 4.1489/1, except where development is estimated by the applicant to be less than \$250,000 in respect of which the council may decide at its discretion to submit or not to the WAPC.

7. North Coogee Industrial Area

The City of Cockburn is to refer for determination by the WAPC all applications made under clause 28 of the MRS for all classes of development for the area shown on WAPC plan 4.1622.

8. Parliament House Precinct 6

The City of Perth is to refer for determination by the WAPC all applications for approval to commence and carry out development within—

- (a) The area depicted as the Inner Precinct on WAPC plan 3.2096; and
- (b) The area depicted as the Outer Precinct on WAPC plan 3.2096, where the development proposed will exceed the specified height limits, previously determined by the WAPC.

Part 5 Statutory Delegations and Authorisations from External Agencies

18 January 2022

GOVERNMENT GAZETTE, WA

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Interpretation

In this notice of resolution, words have the meanings given to them in the Act and the MRS. Unless the context otherwise requires—

“activity centre” is defined in section 9 of State Planning Policy 4.2;

“activity centre hierarchy” means the categories of activity centres set out in Appendix 1 of State Planning Policy 4.2, namely—

- Capital City;
- Strategic centres;
- Specialised centres;
- Secondary centres;
- District centres;
- Neighbourhood centres; and
- Local centres.

‘Advice agency’ means a department, public authority or body which is requested to provide advice and recommendations on applications for planning approval under the GBRs as an agency responsible for reserved land or to which local governments refer applications under the terms of schedule 3.

“Category A activity centre uses” means land uses as defined in section 9 of State Planning Policy 4.2;

‘Forward to the WAPC’ and similar expressions mean convey by mail, by hand or electronically to the office of the Department of Planning Lands and Heritage.

“major development” means development as defined in section 9 of State Planning Policy 4.2;

“net lettable area” is defined in section 9 of State Planning Policy 4.2;

“precinct structure plan or equivalent” means a precinct structure plan prepared for an activity centre as required under 7.2 of State Planning Policy 4.2, and includes what were previously referred to as an activity centre plan;

‘Planning approval’ means the planning approval of the WAPC as required under the MRS and this resolution, whether granted by the WAPC or by delegates of the WAPC including committees, or officers.

Part 5 Statutory Delegations and Authorisations from External Agencies

5.2.3 WA Planning Commission – Section 25 of the Strata Titles Act 1985

29 January 2021

GOVERNMENT GAZETTE, WA

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PL402

PLANNING AND DEVELOPMENT ACT 2005**INSTRUMENT OF DELEGATION****Del 2020/01 Powers of Local Governments**

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1**1. Applications made under section 15 of the *Strata Titles Act 1985***

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

Part 5 Statutory Delegations and Authorisations from External Agencies

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GOVERNMENT GAZETTE, WA

29 January 2021

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

EXERCISE OF THIS DELEGATION WITHIN THE CITY OF MELVILLE

The powers delegated in WAPC Instrument of Delegation 2020/01, gazetted on 29 January 2021, may only be exercised by the Chief Executive Officer, Director Planning, Manager Statutory Planning and Building, Planning Services Coordinator~~Principal Statutory Planner~~ and Senior Planning Officers.

The Director Planning is responsible for meeting the reporting requirements.

Part 5 Statutory Delegations and Authorisations from External Agencies

Division 3 - Main Roads Act 1930**1. Parking**

Section 15(2) of the *Main Roads Act 1930* provides that the Commissioner (of Main Roads) has the care, control and management of the land over which a highway or main road is declared.

Section 16(2) of the *Main Roads Act 1930* states that the exercise of any local government over any highway or main road shall be subject to the control and direction of the Commissioner.

2. Signs and Signals

Under clause 297(1) of the *Road Traffic Code 2000*, the Commissioner of Main Roads may erect, establish, or display, alter or take down any road sign or traffic signal signals on the State's road network.

Under clause 297(2) of the Code, the Commissioner can delegate this authority to 'Authorised Bodies' such as local governments, subject to the conditions set out in an Instrument of Authorisation.

3. Unattended Animals and Vehicles

Clause 275(3) of the Code provides for local government officers to seize and impound any stock that are unattended on or obstructing any portion of a road.

4. Advertisements

Section 33B of the *Main Roads Act 1930* provides for regulations to control or prohibit the erection of hoardings or other advertising structures on or in the vicinity (including on private land) of highways, main roads and controlled-access roads; and to enforce the removal of those deemed hazardous or exceptionable.

Section 33C of the *Main Roads Act 1930* permits the Commissioner of Main Roads to delegate powers under section 33B to a local government.

Main Roads WA has published a [Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves](#) which provides a framework for the Commissioner's powers under s.33B to be delegated to local governments. At the time of preparing this manual, the Commissioner had not delegated these powers to the City of Melville.

Part 5 Statutory Delegations and Authorisations from External Agencies

5.3.1 Parking Regulation on Verges of Main Roads and Highways

Enquiries: Theo Hazebroek on 9323 4545
Our Ref: 04/9019 (D04#23029)
Your Ref:

29 October 2004

Mr J. J. McNally
Chief Executive Officer
City Of Melville
Locked Bag 1
BOORAGOON WA 6954

Dear Mr McNally

VEHICLES PARKED ON VERGES OF MAIN ROADS AND HIGHWAYS.

Recently I have been approached by more than one metropolitan Local Government for a delegation to enable those local governments to issue parking infringements for vehicles offered for sale on Main Roads and Highways verges (where these form part of the Main Road or Highway).

I understand that the Local Laws of most Metropolitan Local Governments for regulating parking exclude from the Parking Region to which those Local Laws apply:

"...any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road has been delegated by the Commissioner of Main Roads to the local government."

I understand that this exclusion is based on Schedule 1 of the Model Local Laws for Parking developed in conjunction with WALGA. Those Model Local Laws have been enacted by most, if not all of the metropolitan Local Governments.

Subsection 16(2) of the Main Roads Act provides:

"Subject to the provisions of section 15[], the powers of any local government over any highway or main road shall not be deemed to be taken away by this Act, but the exercise of such powers shall be subject to the control and direction of the Commissioner."*

* Section 15 doesn't appear to have any impact in the current scenario.

The effect of section 16(2) of the Main Roads Act is that the Commissioner may control and direct the powers of Local Governments in respect of highways and main roads but the provision does not otherwise prohibit the exercise of such powers. The power of local governments to regulate parking on Main Roads or Highways is one of those powers.

There has been some confusion between some Metropolitan Local Governments and Main Roads about whether a delegation is actually required under 16(2) of the Main Roads Act. Main Roads officers have discussed this issue with WALGA with a view to resolving the confusion in so far as section 16(2) relates to parking.

Don Aitken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892
Telephone: (08) 9323 4111 Facsimile: (08) 9323 4136 TTY: (08) 9428 2230
Email: dao@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au

Part 5 Statutory Delegations and Authorisations from External Agencies

In order to clarify the powers of your Local Government in relation to regulating parking on Main Roads or Highways and to avoid the need for amendment of each metropolitan local government's local laws on parking, a direction under section 16(2) of the Main Roads Act is warranted.

Please accept this as a direction under section 16(2) of the Main Roads Act that:

- a) Council may control parking on the verges of any Main Roads and Highways in your district (where these verges form part of the Main Road or Highway) other than those mentioned in paragraph "b" below but only for the purposes of:
 - i) prohibiting parking on those verges including any parked vehicles offered for sale on those verges; and
 - ii) enforcing any such prohibition.
- b) Council may not control parking on any part of any freeways in your district.

This direction is not intended to affect any existing arrangements Council has for the regulation of parking on the carriageway of any Main Roads or Highways in your district.

Please note that I do not mean to suggest that any Local Government is required to exercise any relevant powers.


If you require any further information please contact Theo Hazebroek on 9323 4545. In reply please quote file reference 04/9019 (D04#23029).

Yours faithfully

M Henneveld
COMMISSIONER OF MAIN ROADS

Part 5 Statutory Delegations and Authorisations from External Agencies


5.3.2 Traffic Management Signs – Road Works



Government of
Western
Australia

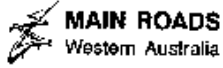
Enquiries: Kamal Weeratunga on (08) 9323 4604
Our Ref: 04/1706-02
Your Ref:

Chief Executive Officer
City of Melville
Locked Bag 1
BOORAGOON WA 6954



CITY OF MELVILLE
Locked Bag 1
Booragoon WA 6954

916454



MAIN ROADS
Western Australia

ARN: 10 660 676 021

13 October 2004

Dear Sir/Madam

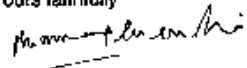
**AUTHORITY TO USE TRAFFIC SIGNS AND DEVICES AT ROADWORKS
NEW INSTRUMENT OF AUTHORISATION**

Please find herewith enclosed an Instrument of Authorisation executed by the Commissioner of Main Roads, for your retention. This Instrument of Authorisation enables the City of Melville and its Representatives to use traffic signs and devices for works on roads within its jurisdiction, subject to the conditions attached to the Instrument of Authorisation, without further approval from Main Roads. The City of Melville will be added to the list of Authorised Bodies on Main Roads' website at www.mainroads.wa.gov.au (Traffic < Roadworks < Administration).

I thank you for taking the opportunity to become an Authorised Body by signing the Instrument of Authorisation and trust that the City of Melville will use traffic signs and devices for works on roads in a safe and appropriate manner as per the Main Roads' Traffic Management for Works on Roads Code of Practice.

If you require any further information please contact Kamal Weeratunga on (08) 9323 4604. In reply please quote file reference 04/1706-02.

Yours faithfully



Kamal Weeratunga
ROAD SAFETY ENGINEER

Enc - Instrument of Authorisation executed by the Commissioner of Main Roads

Don Attkin Centre, Waterloo Crescent, East Perth or PO Box 6232 EAST PERTH Western Australia 6152
Telephone: (08) 9323 4111 Facsimile: (08) 9323 4182 TTY: (08) 9426 2230
Email: dec@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au
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Part 5 Statutory Delegations and Authorisations from External Agencies

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises City of Melville ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.


By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

File No. 04/1706
 Document No. DOH# 23142
 Date Recd. NA
 Action Officer. NA

Part 5 Statutory Delegations and Authorisations from External Agencies

Dated: 24/9/04

THE COMMON SEAL OF THE
 COMMISSIONER OF MAIN ROADS
 WAS AFFIXED BY

 COMMISSIONER OF MAIN ROADS
 FOR THE TIME BEING IN THE PRESENCE OF:



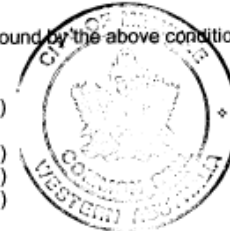

 Signature of Witness


Neville Binning A/EDFS
 Name of Witness

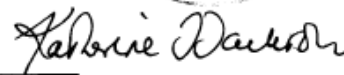
ACKNOWLEDGMENT BY AUTHORISED BODY

City of Melville agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE
 CITY OF MELVILLE
 WAS AFFIXED PURSUANT TO A RESOLUTION
 OF THE COUNCIL IN THE PRESENCE OF




 JOHN McNALLY
 Chief Executive Officer


 KATHERINE JACKSON JP
 MAYOR


 Witness

EXERCISE OF THIS AUTHORISATION WITHIN THE CITY OF MELVILLE

The powers delegated in this Instrument of Authorisation dated 24 September 2004 may only be exercised by the Chief Executive Officer and the officers from time to time holding the following positions:

- Director Environment and Infrastructure
- Manager Engineering

Part 5 Statutory Delegations and Authorisations from External Agencies

5.3.3 Traffic Management Signs – Events on Roads



Enquiries: John Moore on 9323 4604
Our Ref: 06/7845 (D07#11342)
Your Ref: 1596009

ABN: 50 860 675 021

10 April 2007

Mr R Willis
Director Technical and Development Services
City of Melville
Locked Bag 1
BOORAGOON WA 6954

Dear Sir

**AUTHORITY TO USE TRAFFIC SIGNS AND DEVICES AT EVENTS
INSTRUMENT OF AUTHORISATION**

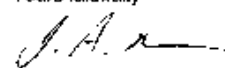
I refer to your letter of 19 January 2007 regarding the above.

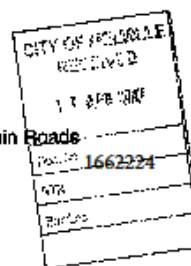
Please find enclosed an Instrument of Authorisation executed by the Commissioner of Main Roads, for your retention. This Instrument of Authorisation enables the City of Melville and its Representatives to use traffic signs and devices on roads within its jurisdiction for the purposes of managing traffic for events, subject to the conditions attached to the Instrument of Authorisation, without further approval from Main Roads. The City of Melville will be added to the list of Authorised Bodies on Main Roads' website at www.mainroads.wa.gov.au (go to 'Traffic' -> 'Events').

I thank you for taking the opportunity to become an Authorised Body relating to traffic management for events by signing the Instrument of Authorisation and trust that the City of Melville will use traffic signs and devices in a safe and appropriate manner as per Main Roads' Traffic Management for Events Code of Practice.

If you require any further information please contact me on 9323 4604. In reply please quote file reference 06/7845.

Yours faithfully


J A Moore
ROAD SAFETY OFFICER



Enc – Instrument of Authorisation executed by the Commissioner of Main Roads

Don Aiken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6862
Telephone: (08) 9323 4111 Facsimile: (08) 9323 4174 TTY: (08) 9428 2250
Email: roadtraff@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au
C:\Documents and Settings\1373\Local Settings\Application Data\POWER SYSTEMS\TRM\TEMP\CONTEXT 48610\JVYLB3.DOC

Part 5 Statutory Delegations and Authorisations from External Agencies

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

**RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS**

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises*City of Melville*..... (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Part 5 Statutory Delegations and Authorisations from External Agencies

Dated: 27 MAR 2007

THE COMMON SEAL OF THE COMMISSIONER OF MAIN ROADS

WAS AFFIXED BY

[Signature]
COMMISSIONER OF MAIN ROADS



FOR THE TIME BEING IN THE PRESENCE OF:

[Signature]
Signature of Witness

[Printed Name]
Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

City of Melville agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL of

City of Melville
[Insert name of Local Government]

Was hereunto affixed pursuant to a resolution of the Council in the presence of:

[Signature]
Signature of Chief Executive Officer

[Signature]
Signature of Witness



KATHERINE J JACKSON
Name of Witness (please print)

EXERCISE OF THIS AUTHORISATION WITHIN THE CITY OF MELVILLE

The powers delegated in this Instrument of Authorisation dated 27 March 2007 may only be exercised by the Chief Executive Officer and the officers from time to time holding the following positions:

- Director Environment and Infrastructure
- Manager Engineering

Part 5 Statutory Delegations and Authorisations from External Agencies

5.3.4 Removal of Unattended Animals and Unattended Vehicles from the Main Roads Network

WESTERN AUSTRALIA
Main Roads Act 1930
INSTRUMENT OF AUTHORISATION

As the Commissioner of Main Roads ("Main Roads") I hereby authorise the City of Melville (the "City of Melville") by itself, its employees, consultants, agents and contractors to, from the date indicated below, remove any Unattended Vehicles or Unattended Animals from the State Road Network, and store and dispose of those vehicles and animals (when unclaimed), SUBJECT ALWAYS to the following terms and conditions:

- (a) In this Instrument of Authorisation:
- (i) "Control of Access Highway" means any main road or highway within the district of the City of Melville which has been proclaimed as being subject to control of access under section 28A of the *Main Roads Act 1930*;
 - (ii) "State Road Network" means any road or portion of road proclaimed as either a main road or highway under the *Main Roads Act 1930* within the district of the City of Melville and including any Control of Access Highway and all adjoining road reserves which are under the care, control and management of Main Roads;
 - (iii) "Unattended Animal" means any live animal which is unattended on the State Road Network;
 - (iv) "TNC7" means Main Roads's Term Network contractor [Currently CSR Emoleum: Contact through our Customer Contact Centre on 138 138]
 - (v) "Unattended Vehicle" means a vehicle which is left unattended on the State Road Network and:
 - I) the presence of which has been reported to the Police; or
 - II) which any officer of Main Roads, the City of Melville or TNC7 reasonably considers to have been abandoned;
- (b) Subject to the terms of this Instrument (including the attached documents entitled "Annexure 'A'"), the City of Melville shall respond within a reasonable time to remove and store any Unattended Vehicles or Unattended Animals from the State Road Network whenever notified by either Main Roads, TNC7 or the Police as if the State Road Network was part of the road networks for which the City of Melville is responsible.
- (c) Main Roads shall provide assistance to the City of Melville for the management of traffic associated with the removal of any Unattended Vehicle or Unattended Animal from the State Road Network wherever requested by the City of Melville
- (d) In cases where the Police are not present, or alternatively the Police present are not in a position to manage traffic, the City of Melville shall contact TNC7 prior to attempting to remove any Unattended Vehicles or Unattended Animals from the land within the boundaries of any Control of Access Highway;
- (e) Nothing in this instrument shall be construed as requiring the City of Melville to monitor the State Road Network for the presence of Unattended Vehicles or Unattended Animals.
- (f) In the course of exercising its authority under this Instrument, the City of Melville shall comply with its own policies, procedures and practices for the removal, storage and disposal of any Unattended Vehicle or Unattended Animal and ensure that those policies, procedures and practices:
- (i) comply with all applicable laws;
 - (ii) require the recording of the identifying features, serial numbers, name tags, animal implanted microchips and number plates (as applicable) of any relevant vehicle or animal prior to disposal including taking photographs of each animal or vehicle; and
 - (iii) require for the City of Melville to liaise with the Western Australia Police Service prior to removing or disposing of any relevant vehicle;
- (g) The City of Melville may claim reimbursement from Main Roads on an annual basis for the difference between:
- (i) the reasonable collection storage and disposal costs incurred by the City of Melville in respect of;
 - and

MAIN ROADS Western Australia

Part 5 Statutory Delegations and Authorisations from External Agencies

- (ii) any proceeds from the sale by the City of Melville of; any Unattended Vehicles and Unattended Animals removed from the State Road Network by the City of Melville in accordance with this Instrument.
- (h) Main Roads shall reimburse the City of Melville for a claim under paragraph "g" of this instrument within 30 days of the receipt of an invoice from the City of Melville for that claim together with suitable substantiating documentation showing the basis of the amount claimed. When the City of Melville is claiming reimbursement for the first time under paragraph "g" of this Instrument, Main Roads is required to reimburse within 45 days of the notice. The City of Melville shall comply with Main Roads's reasonable request for information regarding the subject matter of a claim under paragraph "g".
- (i) There is no requirement for the City of Melville to reimburse Main Roads for any surplus amount after offsetting their annual costs.
- (j) The right of reimbursement in paragraphs "g" and "h" of this Instrument only applies for claims for reimbursement made by the City of Melville within 3 months of the end of the calendar year to which the subject matter of the claims relate.
- (k) Either party may terminate the arrangements under this Instrument by 14 days notice in writing to the other party. Any obligations accrued under paragraphs "g", "h" and "j" survives the termination of this Instrument.
- (l) Any variation to the instrument must be agreed in writing by both parties.

By executing this Instrument both the Commissioner of Main Roads and the City of Melville respectively agree to observe, perform and comply with their respective obligations as set out in this Instrument.

Dated:

THE COMMON SEAL OF THE)
 COMMISSIONER OF MAIN ROADS)
 WAS AFFIXED BY)
)
 COMMISSIONER OF MAIN ROADS)
 FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness (please print)

THE COMMON SEAL of the)
 City of Melville was affixed pursuant)
 to a resolution of the Council)
 in the presence of:)

Chief Executive Officer

Witness

Part 5 Statutory Delegations and Authorisations from External Agencies

Annexure "A"**Arrangements for the City of Melville
Unattended Animals & Unattended Vehicles on State Road Network****Authority for Removal**

Authority for the removal of unattended animals and unattended vehicles is contained within the Instrument of Authorisation.

Removal of Unattended Animals from Main Roads network:Ordinary Main Roads & Highways

During ranger /pound hours – City to remove from network and admit animal/s to City pound and follow procedures that would be applied for animals on a local road.

Outside of ranger/pound hours – Main Roads may arrange for removal of animal/s where circumstances warrant the urgent removal of an animal from Main Roads network, and liaise to have the animal admitted to the pound during operating hours.

Main Roads Term Network Contractor (who is currently CSR Emoleum Roads Services can be contacted through our Customer Contact Centre on 138 138) may be contacted in any circumstances in which the City requires assistance for traffic management.

Control of Access Highways (including Freeways)

During ranger /pound hours – City to remove from network and admit animal/s to City pound, and follow procedures that would be applied for animals on a local road.

Outside of ranger/pound hours – Main Roads may arrange for removal of animal/s where circumstances warrant the urgent removal of an animal from Main Roads network, and liaise to have the animal admitted to the pound during operating hours.

Main Roads Term Network Contractor (who is currently CSR Emoleum Road Services can be contacted through our Customer Contact Centre on 138 138) may be contacted in any circumstances in which the City requires assistance for traffic management.

It is essential that Main Roads Term Network Contractor be contacted prior to access onto a control of access road where the Police are not in attendance or where the activities of any police in attendance prevents them from satisfactorily undertaking traffic management.

Removal of unattended vehicles from Main Roads network:

Timing of removal of unattended vehicles to be governed by requirements of local laws unless the unattended vehicle in question pose an urgent hazard to safety or the free movement of traffic. Queries on Day to Day operational issues with regard to this, can be made to the Traffic Operational Centre on 9 428 2222.

It is essential that Main Roads Term Network Contractor be contacted prior to access onto a control of access road where the Police are not in attendance or where the activities of any police in attendance prevents them from satisfactorily undertaking traffic management.

MAIN ROADS Western Australia
Summary of conditions (~ animals abandoned vehicles for the City of Melville 04 08 2006.DOC

Part 5 Statutory Delegations and Authorisations from External Agencies



ORDINARY MEETING OF COUNCIL
20 FEBRUARY 2007

C07/5000 – COMMON SEAL REGISTER (REC)

Section 70A Notification	Chui Heng Yip	21 Tweeddale Road, Applecross	1594548
Deed of Licence	Minister for Education	Shared Use of Facilities for Melville Primary School	1479409
Instrument of Authorisation	Main Roads WA	West Australian Road Traffic Code Regulation 297(2) Instrument of Authorisation relation to Traffic Management for events.	1596009
Section 70A Notification		Lots 137-139 Brentwood	
Withdrawal of Caveat	Starworld Holdings Pty Ltd	26 Kintail Road and 13 Tweeddale Road, Applecross	1604106
Instrument of Authorisation	Main Roads WA	Removal of unattended animals and unattended vehicles from the Main Roads Network	1593887

EXERCISE OF THIS AUTHORISATION WITHIN THE CITY OF MELVILLE

The powers delegated in this Instrument of Authorisation may only be exercised by the Chief Executive Officer and the officers from time to time holding the following positions:

- Coordinator Rangers and Emergency Management
- Senior Ranger
- Rangers

Part 6 Guidance Notes

Part 6 - Guidance Notes for the Granting and Exercise of Delegations of Authority

In managing delegations and sub-delegations the following principles apply:

- (a) A statutory power, duty or function may only be delegated if the relevant legislation provides for its delegation and may only be delegated by the person or body on whom it is conferred or imposed by the legislation. Delegated powers may only be sub-delegated if the legislation provides for sub-delegation.
- (b) Where an Act provides for a power of delegation, that power may only be exercised in relation to powers and duties provided for in that Act, unless otherwise specified in the provision.
- (c) Delegations cannot authorise anything to be done that could not be done by the person or body delegating the function.
- (d) Prior to making a delegation, consideration should be given to whether the power, duty or function is already included in the statutory functions or duties of the CEO, or whether it could be effectively undertaken by authorisation or by acting through, particularly where decision-making discretion is limited by rules or statutory requirements.
- (e) All delegations and sub-delegations must be made in writing and in accordance with the relevant legislation (including Acts, Regulations, Local Laws).
- (f) Delegations are to be worded so that they are exercisable by the holder of a position (or by a class of persons or positions), including anyone acting in that role, not by a specified individual. Delegations may be made to certain committees.
- (g) A delegator may at any time, regardless of their delegation:
 - (i) Exercise the delegated function; or
 - (ii) Revoke or vary the delegation, in writing, in accordance with the relevant legislation
- (h) A delegate exercises a delegated function in their own right, in accordance with section 58 of the *Interpretation Act 1984* and is not expected to seek prior or retrospective approval for their decisions from the delegator or any other person or body.
- (i) The exercise of delegations and sub-delegations must be consistent with any conditions or limitations set by the delegator, including qualifications and exceptions, and with relevant City policies, procedures and work instructions.
- (j) A delegation authorising the expenditure of City funds is to be limited to authorising expenditure within the budget approved by the Council. A delegate who incurs expenditure beyond that listed in the budget or without an approved source of funds may be liable for that expenditure.
- (k) Sub-delegations should reflect the City's organisational structure, responsibility and accountability.

Part 6 Guidance Notes

- (l) Sub-delegation should only be made to roles that will regularly be expected to make that decision and that are occupied by personnel who are qualified to make that decision. Unless the function requires the significant exercise of discretion in non-standard circumstances, acting through is preferred to sub-delegation.
- (m) All conflicts of interest must be declared by delegates and sub-delegates in accordance with the Local Government Act and the “Local Government Operational Guidelines – Disclosure of Interests Affecting Impartiality” published by the Department of Local Government, Sport and Cultural Industries and managed in accordance with the document “Conflicts of Interest – Guidelines for the WA Public Sector” published by the WA Integrity Coordinating Group.

Revoked Delegations (from June 2020)

Number	Title	Date of Revocation	Notes
DA-009	Negotiation of community/sporting leases and licences	16/06/2020	Incorporated into DA-007
DA-011	Assignment of commercial leases	16/06/2020	Incorporated into DA-007
DA-012	Authority to sign documents	16/06/2020	Replaced with authorisation under s.9.49A of Local Government Act
DA-036	Release of confidential information	19/07/2022	Not required – part of CEO function
DA-039	Boundary review consultation	16/06/2020	Not required – part of CEO function
DA-047	Additional powers when notice is given	16/06/2020	Incorporated into DA-046
DA-048	Recovery of costs in performing unactioned notice requirements	16/06/2020	Incorporated into DA-046
DA-052	Authorise persons for removal and impoundment of goods	16/06/2020	Covered under DA-055
DA-055	Appointment of authorised persons under Local Government Act	14/06/2021	Superseded by amendments to s.9.10 of Local Government Act
DA-065	Establishment of offensive trades premises	16/06/2020	The Act does not contain delegation powers. Replaced with the appointment of deputies under s.26 of the Health (Miscellaneous Provisions) Act
DA-067	Connection to sewer mains	16/06/2020	
DA-068	Prosecutions under the Health Act	16/06/2020	
DA-069	Health orders	16/06/2020	
DA-070	Health Act licences and registrations	16/06/2020	
DA-071	Public building occupancy	16/06/2020	
DA-082	Revoke an order to close a thoroughfare	16/06/2020	Regulatory head of power ceased to have effect
DA-084	Residential parking permits under local law	16/06/2020	Duplicates part of DA-016
DA-087	Commercial parking leases	16/06/2020	Incorporated into DA-007
DA-089	Grant of building permit	16/06/2020	Consolidated into DA-126
DA-090	Grant of demolition permit	16/06/2020	
DA-091	Refuse an application for a building or demolition permit	16/06/2020	
DA-092	Impose conditions on a building or demolition permit	16/06/2020	Consolidated into DA-127
DA-093	Seek further information	16/06/2020	
DA-094	Grant occupancy permit or building approval	16/06/2020	
DA-095	Impose conditions on occupancy permits and building approval	16/06/2020	
DA-096	Extend period of duration	16/06/2020	Incorporated into DA-126 and DA-128
DA-097	Finishes of walls close to boundaries	16/06/2020	
DA-099	Building orders	16/06/2020	
DA-100	Notice of proposed building orders	16/06/2020	Consolidated into DA-128
DA-101	Revocation of building orders	16/06/2020	
DA-102	Give effect to building orders	16/06/2020	

Number	Title	Date of Revocation	Notes
DA-104	Extend period of duration for building or demolition permit	16/06/2020	Incorporated into DA-126
DA-106	Authority to appoint authorised persons under the Cat Act	16/06/2020	Consolidated into DA-125, but delegation rendered invalid in 2021 by amendments to s.9.10 of the Local Government Act
DA-107	Authority to notify person of a decision in relation to breeding cats	16/06/2020	Consolidated into DA-125
DA-108	Authority to recover costs of having a cat destroyed	16/06/2020	
DA-109	Authority to require an applicant to submit information re cat registration	16/06/2020	
DA-110	Authority to cancel registration of a cat	16/06/2020	
DA-111	Authority to refuse application to breed cats if applicant has had an infringement	16/06/2020	
DA-112	Authority to grant, renew or refuse application to breed cats	16/06/2020	
DA-113	Authority to issue a cat control notice	16/06/2020	
DA-114	Authority to approve an operator of a cat management facility	16/06/2020	
DA-117	Authority to sign documents	16/06/2020	Not a delegable power: replaced by authorisation in accordance with s.9.49A of Local Government Act
DA-123	Appointment of authorised and approved officers for the purpose of the Criminal Procedure Act	16/06/2020	Incorporated into DA-098



Risk Management Policy

Policy Type: Council Policy Policy Owner: Risk & Insurance Officer	Policy No. CP-099 Last Review Date: 20 April 2021 15 May 2024
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Policy Objectives

The objective of this policy is to implement and embed a consistent risk management culture within the City of Melville (City). This will be achieved through the key elements of:

- good governance;
- confident decision making and planning;
- enhancing outcomes and accountability;
- continuously reviewing the City’s exposure to risks and opportunities; and
- promoting a risk aware culture.

Policy Scope

This policy applies to all employees of the City and unless otherwise specified, any other worker engaged under the direct management of the City (for example, contractors, consultants, agency resources, labour hire and volunteers).

Definitions

Risk means the effect of uncertainty on objectives. An effect is a deviation from the expected and can therefore be positive or negative.

Risk Management means coordinated activities to direct and control an organisation with regard to risk.

Treatment is the process of selection and implementation of measures to modify risk.

Risk appetite means the amount and type of risk that an organisation is willing to pursue or retain.

Policy Statement

The City of Melville is committed to embedding a strategic, consistent and structured enterprise-wide approach to risk management that reflects the *Australian Standard on Risk Management ISO 31000:2018 – Risk management – Guidelines*. The organisational context and tools supporting this Standard are the Risk Management Framework and the Risk Management System Procedure.

The context and tools are the foundations for risk management within the City. The City is committed to making the necessary resources available to assist those accountable and responsible for managing risk. The consistent application of these tools will make a positive contribution towards the achievement of the City’s corporate aims and objectives and maximise the opportunities to achieve its vision.



The Risk Management System Procedure and Risk Management Framework will apply best practice to the identification, evaluation, control and treatment of risks to acceptable risk tolerance levels and thus maximise risk opportunities in an effective manner. Reviews will be conducted biennially or in response to an event or change in circumstance.

Tolerance/Risk Appetite

Tolerance/Risk appetite is the amount and type of risk that an organisation is willing to pursue or retain. Once the risk appetite threshold has been breached, risk management controls and actions are required to bring the exposure level back within the accepted range.

The City will maintain a conservative approach to risk however, acknowledging that all risks cannot be avoided; the level of risk appetite that it tolerates is detailed in the table below:

Risk Rating	Risk Acceptance	Risk Acceptance Criteria
Extreme Risk	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented, managed by ELT and subject to monthly monitoring.
High Risk	Accept and Treat	Risk acceptable with excellent controls, managed by MLT and subject to quarterly monitoring.
Medium Risk	Accept and Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to annual monitoring.
Low Risk	Acceptable	Risk acceptable with adequate controls, managed by routine procedures.

In line with its conservative attitude to risk, the City will not accept risks that carry a high or extreme residual risk of any of the following events or circumstances occurring:

- a significant negative effect on the City’s financial sustainability;
- an interruption to essential services that extends for more than one week;
- substantial public embarrassment;
- compromised safety or welfare of elected members, staff, contractors or members of the community;
- damage to relationships with a majority of, or significant, stakeholders; and
- a significant breach of legislative requirements and/or successful litigation against the City.

Risk management involves coordinated activities integrated into the culture and values of an organisation to direct and control the organisation to maximise opportunities and minimise adverse effects. The City’s focus is on the identification and analysis of risk with appropriate application of treatment strategies with insurance then being used to protect against financial loss when the realisation of a risk results in costs being incurred.



Roles and Responsibilities

Specific responsibilities for risk management are:

- **Financial Management, Audit, Risk and Compliance Committee (FMARCC)**
Is responsible for:
 - oversee the performance of the City's management of risk and assess the adequacy of the City's systems and processes for managing risk; and
 - determine the appropriateness of the allocation of resources to treat known exposures.
- **Chief Executive Officer (CEO)**
Is responsible for:
 - determining the strategic direction and creating an environment for risk management to operate effectively;
 - determining the City's risk appetite/tolerance levels;
 - ensuring the risk management objectives are achieved;
 - ensuring the availability of resources and information necessary to support the operation and monitoring of the risk processes including risk capability development; and
 - reviewing and measuring the appropriateness and effectiveness of the City's systems and procedures in relation to risk management and support the implementation and resourcing of risk management process improvements;
 - reviewing any risks that are contrary to known policy, procedure, legislation and standards;
 - providing the transfer of untreated risks to insurance policies.
- **Executive Leadership Team (ELT)**
Is responsible for:
 - implementing the City's risk management processes including risk identification, assessment and treatment of risk in their respective directorates;
 - maintaining the directorate and other relevant risk profiles; and
 - ensuring all staff are aware of this policy and that relevant staff receive risk specific skills training to effectively implement risk management principles and processes.
- **Management Leadership Team (MLT)**
Is responsible for:
 - reporting regularly on risks, which includes the level of risk, control measures and treatment progress;
 - determine risk treatment strategies to address risks within their Service Areas;
 - create an environment for the promotion of effective risk management practices and to ensure staff manage risk within their own area of responsibility;
 - manage the implementation and integration of good risk management processes and structures within their own area of responsibility; and
 - follow corporate processes and guidelines for the management of risk.
- **Risk & Insurance Officer**
Is responsible for:
 - providing specific advice and support for those employees responsible for managing risk and for specifying all risk management training with the City;
 - supporting the development and implementation of risk management processes, ensuring a consistent approach is taken in the management of risk across the City;
 - report quarterly to the FMARCC; and



- **Internal Audit**
Is responsible for:
 - conducting periodic compliance reviews of the Risk Management Framework and this Policy; and
 - conducting periodic compliance reviews against specific risks in accordance with the approved annual Internal Audit Plan.

- **Employees, contractors, consultants, labour hire, volunteers and any other worker engaged under the direct management of the City**
Are responsible for:
 - identifying and managing risk within their workplace;
 - Informing their leadership team of any risks that are contrary to known policy, procedure, legislation and standards.

The roles and responsibilities are further defined in the Risk Management System Procedure SP-021.

Other References that may be applicable to this Policy

Legislative Requirements:	N/A Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022
Delegated Authority:	N/A
Plan / Policy / Framework:	Risk Management Framework
Procedure:	SP-021 Risk Management Procedure Health, Safety and Environment Risk Management Directorate Procedure
Work Instructions / Process Maps:	N/A
Forms / Supporting Documents (internal):	N/A Risk Matrix Strategic Risk Register Operational Risk Register
Supporting Documents (external):	ISO 31000:2018 Risk management – Guidelines

Origin / Authority	Date	Item
Community and Technical Services	01/11/2005	
Reviews		
Ordinary Meeting of the Council	21/08/2007	
Ordinary Meeting of the Council (changed from Council to Operational Policy)	15/12/2009	
Executive Management Team	27/06/2013	
Executive Management Team	16/09/2015	
Ordinary Meeting of Council	17/05/2016	C16/5484
Ordinary Meeting of Council	19/06/2018	C18/5617
Executive Leadership Team	07/10/2020	
Financial Management Audit Risk Compliance	08/03/2021	C20/5791
Ordinary Meeting of Council	20/04/2021	C20/5825
Ordinary Meeting of Council	18/06/2024	

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 Please refer to the City of Melville website (Public) or BMS (Internal) for the latest version.



City of
Melville

**LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY**

**FOR THE PERIOD OF
APRIL 2024
PRESENTED TO THE
ORDINARY MEETING OF COUNCIL
TO BE HELD ON 18 JUNE 2024**

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.3359	A PLUS TRAINING SOLUTIONS PTY LTD			\$ 2,100.00
.3359	External training courses	45412	E119666	\$ 2,100.00
.9056	A_SPACE AUSTRALIA PTY LTD			\$ 6,600.00
.9056	Playground equipment and maintenance	45394	E119470	\$ 6,600.00
.7359	AARO GROUP PTY LTD			\$ 266,807.40
.7359	Drainage services	45394	E119415	\$ 112,393.62
.7359	Drainage services	45412	E119747	\$ 154,413.78
.4888	ACTION GLASS & ALUMINIUM			\$ 8,029.25
.4888	Glazing supplies and services	45412	E119689	\$ 8,029.25
.2528	ADVAM PTY LTD			\$ 3,258.32
.2528	Cash collection services	45394	E119322	\$ 3,258.32
.5719	ADVANTEERING CIVIL ENGINEERS DB CUNNINGHAM PTY LTD T/AS			\$ 1,021,862.41
.5719	Engineering consulting services - Mt Henry Jetty Reconstruction	45394	E119373	\$ 519,987.85
.5719	Engineering consulting services - Mt Henry Jetty Reconstruction	45412	E119699	\$ 501,874.56
.9048	ADVERTISING - MARKETFORCE SUBSIDIARY OF OMNICOM			\$ 7,300.36
.9048	Marketing and communication services	45394	E119468	\$ 178.50
.9048	Marketing and communication services	45412	E119778	\$ 7,121.86
.6138	AE HOSKINS BUILDING SERVICES THE TRUSTEE FOR M R HOSKINS FAMILY TRUST T/AS			\$ 171,313.35
.6138	Building construction materials and services - Heathcote Roof	45394	E119381	\$ 171,313.35
.6855	AIR LIQUIDE AUSTRALIA Limited			\$ 1,569.79
.6855	Gas charges	45394	E119402	\$ 1,569.79
.7444	AIR LIQUIDE HEALTHCARE PTY LTD			\$ 102.10
.7444	Workplace health and safety services	45412	E119749	\$ 102.10
.4538	AIREY TAYLOR CONSULTING AIREY TAYLOR PTY LTD T/AS			\$ 11,816.77
.4538	Consulting services	45394	E119356	\$ 9,570.00
.4538	Consulting services	45412	E119684	\$ 2,246.77

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.2330	ALINTA ENERGY ALINTA SALES PTY LTD T/AS			\$ 1,099.70
.2330	Gas charges	45394	E119319	\$ 1,099.70
.3350	ALL GARDENING SERVICES SCHNITZER, JOCHANAN SHANOAH T/AS			\$ 210.00
.3350	Landscaping services and supplies	45394	E119337	\$ 210.00
.8301	ALLCOM COMMUNICATIONS ALLCOM HOLDINGS (WA) PTY LIMITED T/AS			\$ 7,032.63
.8301	Marketing and communication services	45394	E119449	\$ 7,032.63
.3806	ALS LIBRARY SERVICES PTY LTD			\$ 1,961.48
.3806	Library Expenses	45394	E119346	\$ 1,961.48
.2755	AMBIUS RENTOKIL INITIAL RENTOKIL INITIAL PTY LTD T/AS			\$ 2,474.64
.2755	Facilities management services	45394	E119327	\$ 766.57
.2755	Facilities management services	45412	E119657	\$ 1,708.07
.7052	AMPED DIGITAL AMPED IT PTY LTD T/AS			\$ 308.00
.7052	Marketing materials and promotional items	45412	E119738	\$ 308.00
.9130	ANDREW SCOTT GREEN COUNCILLOR			\$ 3,038.33
.9130	Councillor expenses	45394	E119479	\$ 3,038.33
.5333	AQUAMONIX PTY LTD			\$ 2,616.90
.5333	Irrigation and watering systems	45394	E119366	\$ 2,616.90
.6015	AQUATIC SERVICES WA PTY LTD			\$ 1,288.76
.6015	Swimming pool costs	45394	E119378	\$ 1,288.76
.9081	ARBOR CENTRE GROUP PTY LTD			\$ 9,240.00
.9081	Environmental consultancy services	45412	E119780	\$ 9,240.00
.7422	ARCHAE-AUS PTY LTD			\$ 12,902.45
.7422	Consulting services	45394	E119417	\$ 12,902.45
.3739	ART INSTALL LUMINARE PTY LTD T/AS			\$ 1,624.70

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.3739	Artists and artworks	45394	E119345	\$ 620.40
.3739	Artists and artworks	45412	E119671	\$ 1,004.30
.6360	ARTISTRALIA THE TRSUTEE FOR THE NORTHSTAR ASSET TRUST T/AS			\$ 440.00
.6360	Promotional videos	45412	E119709	\$ 440.00
.1150	ASB MARKETING PTY LTD			\$ 1,189.10
.1150	Marketing materials and promotional items	45394	E119301	\$ 1,189.10
.4313	ASPHALTECH PTY LTD			\$ 169,451.80
.4313	Roads and paving supplies - asphalt and bitumen	45412	E119681	\$ 169,451.80
.8833	ASPIRE PERFORMANCE TRAINING PTY LTD			\$ 28,985.00
.8833	Training services	45394	E119463	\$ 8,965.00
.8833	Training services	45412	E119773	\$ 20,020.00
.3899	ATCO GAS AUSTRALIA ATCO GAS AUSTRALIA PTY LTD T/AS			\$ 6,912.69
.3899	Gas Charges	45412	E119674	\$ 6,912.69
.6797	ATTURRA BUSINESS APPLICATIONS GALAXY 42 PTY LTD T/AS			\$ 5,775.00
.6797	Training and consulting services	45412	E119728	\$ 5,775.00
.6724	AUSQ TRAINING THE TRUSTEE FOR AUSQ UNIT TRUST T/AS			\$ 1,260.00
.6724	Training services	45394	E119397	\$ 840.00
.6724	Training services	45412	E119725	\$ 420.00
.9034	AUSSIE NATURAL SPRING WATER WEST COAST SPRING WATER PTY LTD T/AS			\$ 12.95
.9034	Water bottle purchases	45394	E119467	\$ 12.95
.5138	AUST WEST AUTO ELECTRICAL PTY LTD			\$ 5,450.39
.5138	Vehicle Repairs and Maintenance	45394	E119364	\$ 4,981.73
.5138	Vehicle Repairs and Maintenance	45412	E119691	\$ 468.66
.3155	AUSTRAFFIC WA WATS MANAGEMENT PTY LTD T/AS			\$ 12,463.00
.3155	Traffic Devices	45394	E119334	\$ 5,891.60
.3155	Traffic Devices	45412	E119662	\$ 6,571.40

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.1523	AUSTRALIA POST PERTH			\$ 5,354.86
.1523	Postage	45412	E119649	\$ 5,354.86
.4967	AUSTRALIAN GROWN THE TRUSTEE FOR THE MCKENNA FAMILY TRUST T/AS			\$ 141.90
.4967	Uniforms and corporate wardrobe	45412	E119690	\$ 141.90
.1804	AUSTRALIAN HVAC SERVICES AUSTRALIAN HVAC SERVICES PTY LTD T/AS			\$ 261,113.24
.1804	Air conditioning maintenance and services	45394	E119314	\$ 4,013.85
.1804	Air conditioning maintenance and services - MCC Upgrade	45412	E119650	\$ 257,099.39
.0022	BAILEYS FERTILISERS AKC PTY LTD T/AS			\$ 7,161.00
.0022	Landscaping services and supplies	45412	E119621	\$ 7,161.00
.7313	BARRA CIVIL AND FENCING PTY LTD THE TRUSTEE FOR BARRA CIVIL AND FENCING TRUST T/AS			\$ 1,364.88
.7313	Fencing supplies and services	45394	E119414	\$ 1,364.88
.6510	BAY CONCRETE GRINDING KELEKE PTY LTD T/AS			\$ 11,935.00
.6510	Paving supplies and services	45394	E119391	\$ 11,935.00
.5661	BEACON EQUIPMENT BEPASSEY NOMINEES PTY LTD T/AS			\$ 6,020.05
.5661	General hardware and tools	45394	E119372	\$ 5,467.40
.5661	General hardware and tools	45412	E119697	\$ 552.65
.2452	BEAUREPAIRES (MYAREE) GOODYEAR & DUNLOP TYRES (AUST) PTY LTD T/AS			\$ 11,939.46
.2452	Supply of tyres	45394	E119321	\$ 11,939.46
.3098	BEE ADVICE NEWCOMBE, MICHAEL ROY T/AS			\$ 200.00
.3098	Bee Hive Management	45412	E119661	\$ 200.00
.8027	BETTY JOY RICHARDS			\$ 300.00
.8027	Creative services and graphic design	45394	E119441	\$ 300.00
.4466	BIBLIOTHECA AUSTRALIA PTY LTD			\$ 3,506.64
.4466	Comics Plus annual Renewal	45394	E119354	\$ 3,506.64

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.0027	BLACKWOODS J BLACKWOOD & SON PTY LTD T/AS			\$ 1,895.82
.0027	General hardware and tools	45394	E119267	\$ 1,895.82
.0187	BORAL CONSTRUCTION MATERIALS GROUP LTD			\$ 534.04
.0187	Pavement construction and streetscape services	45394	E119275	\$ 534.04
.9229	BOTANIC GARDENS & PARKS AUTHORITY			\$ 9,632.50
.9229	Community events	45394	E119489	\$ 9,632.50
.2988	BOWDEN TREE CONSULTANCY THE TRUSTEE FOR BOWDEN FAMILY TRUST T/AS			\$ 495.00
.2988	Consulting services	45394	E119331	\$ 495.00
.0399	BRITESHINE CLEANING SERVICES BRITESHINE CLEANING & MAINTENANCE SERVICES PTY LTD T/AS			\$ 25,368.58
.0399	Commercial cleaning	45394	E119282	\$ 23,388.58
.0399	Commercial cleaning	45412	E119629	\$ 1,980.00
.9210	BRODIE ABRAHAMS			\$ 50.00
.9210	Entertainers	45412	E119792	\$ 50.00
.6998	BROWNES DAIRY BROWNES FOODS OPERATIONS PTY LIMITED T/AS			\$ 673.80
.6998	Staff supplies	45394	E119407	\$ 673.80
.0137	BUCHER MUNICIPAL PTY LTD			\$ 1,076.09
.0137	Engineering consulting services	45394	E119272	\$ 1,076.09
.0004	BUILDING AND CONSTRUCTION INDUSTRIAL TRAINING BOARD			\$ 16,100.76
.0004	Regulatory fees and government charges	45406	E119619	\$ 16,100.76
.9995	BUILDING COMMISSION DEPARTMENT OF COMMERCE T/AS			\$ 44,547.67
.9995	Regulatory fees and government charges	45406	E119620	\$ 44,547.67
.0036	BUNNINGS GROUP LIMITED			\$ 6,344.76
.0036	Building construction materials and services	45394	E119268	\$ 867.91
.0036	Building construction materials and services	45412	E119622	\$ 5,476.85
.8131	CABCHARGE PAYMENTS PTY LTD			\$ 0.65

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.8131	Taxis	45394	E119445	\$ 0.65
.0965	CALIBRE PAINTING THE TRUSTEE FOR THE KIS TRUST T/AS			\$ 845.90
.0965	Painting supplies and services	45394	E119292	\$ 845.90
.8124	CARLA ADAMS ADAMS, CARLA MELITA			\$ 28.50
.8124	Artists and artworks	45394	E119444	\$ 28.50
.5663	CASTLEDEX PTY LTD			\$ 5,417.50
.5663	Records management services	45412	E119698	\$ 5,417.50
.8432	CATALYSE			\$ 46,912.80
.8432	Surveyors - Well being survey	45394	E119454	\$ 46,912.80
.5529	CHOICEONE PTY LTD			\$ 54,988.76
.5529	Temporary labour	45394	E119369	\$ 25,395.24
.5529	Temporary labour	45412	E119695	\$ 29,593.52
.6215	CHS HEALTHCARE PTY LTD			\$ 874.50
.6215	Community services and respite	45412	E119704	\$ 874.50
.0287	CITY OF CANNING			\$ 1,995.60
.0287	Use of Aquatic Facilities	45394	E119280	\$ 1,995.60
.1277	CITY OF SOUTH PERTH			\$ 396.00
.1277	Use of Animal Management Facilities	45394	E119306	\$ 396.00
.1604	CIVIL SURVEY SOLUTIONS PTY LTD			\$ 44,352.00
.1604	External training courses	45394	E119312	\$ 44,352.00
.8599	CLASSIC HIRE MILTOM PTY LTD T/AS			\$ 6,085.57
.8599	Event equipment hire	45394	E119457	\$ 5,124.90
.8599	Event equipment hire	45405	E119595	\$ 960.67
.7962	CLIVE ROSS COUNCILLOR			\$ 3,038.33
.7962	Councillor expenses	45394	E119437	\$ 3,038.33

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.6922	CLPM PTY LTD			\$ 13,534.95
.6922	Building construction materials and services	45412	E119735	\$ 13,534.95
.0754	COCKBURN CEMENT LIMITED			\$ 803.22
.0754	Building construction materials and services	45394	E119289	\$ 803.22
.1083	COCKBURN PARTY HIRE THE TRUSTEE FOR L JEFFERY FAMILY TRUST T/AS			\$ 202.00
.1083	Event equipment hire	45394	E119299	\$ 202.00
.8107	COLE BAXTER PHOTOGRAPHY COLE BAXTER T/AS			\$ 605.00
.8107	Photography	45394	E119443	\$ 605.00
.9192	COMMERCIAL PEST MANAGEMENT SERVICES PTY LTD			\$ 780.00
.9192	Pest & Weed Control	45394	E119483	\$ 780.00
.7567	COMMON GROUND TRAILS PTY LTD			\$ 238,537.15
.7567	Landscape design and architecture services - Pt Walter	45394	E119422	\$ 238,537.15
.4528	COMMUNITY ARTS NETWORK OF WA (CANWA)			\$ 332,728.00
.4528	Place Names Project Partnership	45394	E119355	\$ 332,728.00
.7074	COMPLETE OFFICE SUPPLIES			\$ 23,085.40
.7074	Stationery	45385	E119237	\$ 12,167.32
.7074	Stationery	45412	E119740	\$ 10,918.08
.1187	COMPLETE PEST MANAGEMENT SERVICES THE TRUSTEE FOR LAWRENCE FAMILY TRUST T/AS			\$ 567.00
.1187	Pest & Weed Control	45394	E119303	\$ 567.00
.3935	CONTRA-FLOW PTY LTD			\$ 87,814.76
.3935	Traffic control services	45394	E119349	\$ 44,744.89
.3935	Traffic control services	45412	E119676	\$ 43,069.87
.9110	COOPER & OXLEY GROUP PTY LTD			\$ 803,467.04
.9110	LeisureFit Booragoon Pool Refurbishment	45405	E119596	\$ 803,467.04

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7250	COUNTRY CLUB INTERNATIONAL PTY LTD			\$ 427.38
.7250	Sport and recreation equipment	45394	E119412	\$ 427.38
.6831	COVS GPC ASIA PACIFIC T/AS			\$ 6,783.66
.6831	Plant purchase/Parts	45394	E119401	\$ 6,783.66
.7859	CS LEGAL THE PIER GROUP PTY LTD T/AS			\$ 1,359.20
.7859	Debt collection services	45394	E119435	\$ 1,359.20
.4386	DA CHRISTIE PTY LTD			\$ 263.56
.4386	Outdoor furniture and shades and exercise equipment	45394	E119352	\$ 263.56
.7389	DAN MCCABE MCCABE, DANIEL T/AS			\$ 385.00
.7389	Photography	45412	E119748	\$ 385.00
.2131	DATA#3 LIMITED			\$ 3,027.78
.2131	IT software/licensing and maintenance	45394	E119315	\$ 3,027.78
.4051	DEPARTMENT OF FIRE AND EMERGENCY SERVICES			\$ 1,419,085.75
.4051	Regulatory fees and government charges - ESL Remittance	45412	E119678	\$ 1,419,085.75
.5874	DEPARTMENT OF LOCAL GOVERNMENT, SPORT & CULTURAL INDUSTRIES			\$ 182.50
.5874	Sport and recreation subsidies	45394	E119375	\$ 182.50
.1918	DEPARTMENT OF TRANSPORT WA			\$ 2,837.30
.1918	Vehicle Searches	45412	E119651	\$ 2,837.30
.8141	DETAIL MARKETING COMMUNICATIONS PTY LTD DETAIL MARKETING & COMMUNICATIONS PTY LTD T/AS			\$ 6,600.00
.8141	Marketing and communication services	45412	E119761	\$ 6,600.00
.8696	DIGITAL TRANSFORMATION AGENCY			\$ 26,700.00
.8696	Telecommunication services - AWS-CoM-CY3 Commitment	45412	E119771	\$ 26,700.00
.3653	DINT GOLF SOLUTIONS DINT AUSTRALIA PTY. LTD. T/AS			\$ 6,682.50
.3653	Turf and Equipment	45394	E119342	\$ 6,682.50

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.6541	DONOVAN PAYNE ARCHITECTS (A)POD PTY LTD T/AS			\$ 12,176.64
.6541	Architectural and design services	45405	E119593	\$ 12,176.64
.6693	DOWSING GROUP PTY LTD			\$ 232,630.73
.6693	Roads and paving supplies - quarry products and rubble	45394	E119395	\$ 20,983.09
.6693	Roads and paving supplies - quarry products and rubble	45412	E119723	\$ 211,647.64
.8474	DP STAMPALIA STAMPALIA, DARREN PHILLIP & DP EARTHMOVING WA T/AS			\$ 11,487.30
.8474	Plant hire	45394	E119455	\$ 11,487.30
.3309	DRAINFLOW SERVICES PTY LTD			\$ 86,589.25
.3309	Drainage services	45394	E119335	\$ 74,984.25
.3309	Drainage services	45412	E119665	\$ 11,605.00
.4756	ECO RESOURCES PTY LTD THE TRUSTEE FOR THE M & S UNIT TRUST T/AS			\$ 22,356.39
.4756	Landfill management services	45394	E119357	\$ 22,356.39
.4891	ECOSPILL SOLUTIONS ECOSPILL PTY LTD T/AS			\$ 1,058.33
.4891	Hazardous materials and sharps and chemical waste	45394	E119360	\$ 1,058.33
.9101	ECOWHITE PTY LTD ECO-WHITE PTY LTD T/AS			\$ 8,021.20
.9101	Electricity Infrastructure Maintenance or Installation	45394	E119473	\$ 783.20
.9101	Electricity Infrastructure Maintenance or Installation	45412	E119784	\$ 7,238.00
.6445	ELEMENT ADVISORY PTY LTD			\$ 242.00
.6445	Architectural and design services	45412	E119711	\$ 242.00
.6230	ELITE LOCK SERVICE PERTH SECURITY SOLUTIONS ATF SIMS FAMILY TRUST T/AS			\$ 3,133.22
.6230	Locksmith supplies and services	45394	E119382	\$ 1,061.29
.6230	Locksmith supplies and services	45412	E119705	\$ 2,071.93
.9216	EMMA DAISY PHOTOGRAPHY STOKES, EMMA LOUISE T/AS			\$ 795.00
.9216	Photography	45394	E119487	\$ 15.00
.9216	Photography	45412	E119793	\$ 780.00
.1380	EMSO MAINTENANCE CRAB CLAW HOLDINGS P/L ATF EMSO INVESTMENT TRUST T/AS			\$ 77,908.06

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.1380	Building construction materials and services	45394	E119308	\$ 36,408.44
.1380	Building construction materials and services	45412	E119646	\$ 41,499.62
.0091	ENGINE PROTECTION EQUIPMENT			\$ 1,311.06
.0091	Repairs and Maintenance as required	45394	E119270	\$ 1,311.06
.4541	ENVIRO SWEEP EWCS UNIT TRUST T/AS			\$ 1,089.00
.4541	Street sweeping services	45412	E119685	\$ 1,089.00
.9126	ENVIROLINE GROUP SEWERQUIP GROUP PTY LTD T/AS			\$ 124,426.69
.9126	Pipes and fittings services - Sewerjet Ranger machinery	45394	E119476	\$ 124,426.69
.7842	EPIC SIGNS EPIC SIGNS PTY LTD T/AS			\$ 29,005.90
.7842	Signage and sign writing	45394	E119434	\$ 825.00
.7842	Signage and sign writing	45412	E119757	\$ 28,180.90
.6989	ESSENTIAL COFFEE PTY LTD			\$ 342.26
.6989	Facilities management services	45394	E119406	\$ 342.26
.7327	EV CHARGING SYSTEMS FOSTER'S SERVICES PTY LTD T/AS			\$ 1,384.96
.7327	Electrical and lighting maintenance supplies and services	45412	E119745	\$ 1,384.96
.6489	EXCEL KERBING PTY LTD TRUSTEE FOR EXCEL KERBING TRUST T/AS			\$ 902.00
.6489	Roads and paving supplies - other	45394	E119390	\$ 902.00
.0531	FEDEX EXPRESS AUSTRALIA PTY LTD			\$ 2,252.05
.0531	Courier Services	45394	E119285	\$ 1,466.28
.0531	Courier Services	45412	E119633	\$ 785.77
.4774	FLEX FITNESS EQUIPMENT RUBY DISTRIBUTORS PTY LTD T/AS			\$ 2,056.00
.4774	Sport and recreation equipment	45394	E119358	\$ 2,056.00
.8338	FLEXI STAFF FLEXI STAFF GROUP PTY LTD			\$ 10,886.90
.8338	Temporary labour	45394	E119451	\$ 8,583.44
.8338	Temporary labour	45412	E119765	\$ 2,303.46

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7256	FOCUS CONSULTING WA PTY LTD			\$ 10,450.00
.7256	Consulting services	45412	E119743	\$ 10,450.00
.5369	FOXTEL			\$ 350.00
.5369	Cloud services	45412	E119692	\$ 350.00
.9204	FREMANTLE PA HIRE TARRANT, SIMON T/AS			\$ 6,053.08
.9204	Entertainers	45394	E119485	\$ 5,772.58
.9204	Entertainers	45412	E119791	\$ 280.50
.3227	FULTON HOGAN INDUSTRIES PTY LTD			\$ 3,095.40
.3227	Building construction materials and services	45412	E119663	\$ 3,095.40
.3930	GAVIN PONTON COM EMPLOYEE			\$ 87.55
.3930	Staff reimbursements	45412	E119675	\$ 87.55
.8817	GENIVO PTY LTD T/AS SIGNWAVE BELMONT			\$ 904.06
.8817	Landscape design and architecture services	45394	E119461	\$ 904.06
.8243	GFG CONSULTING GLEN FLOOD GROUP PTY LTD T/AS			\$ 3,037.65
.8243	Consulting services	45412	E119764	\$ 3,037.65
.6824	GFG TEMP ASSIST GLENN FLOOD GROUP PTY LTD T/AS			\$ 69,412.20
.6824	Temporary Labour Hire	45394	E119400	\$ 42,556.25
.6824	Temporary Labour Hire	45412	E119730	\$ 26,855.95
.3360	GHD WOODHEAD GHD PTY LET T/AS			\$ 18,024.36
.3360	Engineering consulting services	45394	E119338	\$ 18,024.36
.7017	GLYNIS BARBER COUNCILLOR			\$ 4,983.74
.7017	Councillor expenses	45394	E119409	\$ 4,983.74
.6874	GREENHOUSE DESIGN STUDIOS ASHLEY JANE GREENHOUGH T/AS			\$ 236.50
.6874	Marketing and communication services	45394	E119403	\$ 99.00
.6874	Marketing and communication services	45412	E119732	\$ 137.50

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.0102	GREENS HIAB SERVICES			\$ 594.00
.0102	Vehicle/Trailer hire	45412	E119623	\$ 594.00
.8896	GRILLEX PTY LTD			\$ 83,492.20
.8896	Outdoor furniture and shades and exercise equipment	45412	E119775	\$ 83,492.20
.9196	HARRY PIKE PIKE, HARRISON GEORGE T/AS			\$ 80.00
.9196	Entertainers	45394	E119484	\$ 80.00
.4312	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD			\$ 68,405.30
.4312	Temporary labour	45394	E119351	\$ 26,067.33
.4312	Temporary labour	45412	E119680	\$ 42,337.97
.1642	HINDS SAND SUPPLIES			\$ 1,795.20
.1642	Building construction materials and services	45394	E119313	\$ 1,795.20
.8472	HOCKING HERITAGE AND ARCHITECTURE HOCKING PLANNING AND ARCHITECTURE T/AS			\$ 12,078.00
.8472	Clock Tower Heritage Condition Report	45412	E119769	\$ 12,078.00
.6705	HODGE COLLARD PRESTON ARCHITECTS HODGE COLLARD PRESTON UNIT TRUST T/AS			\$ 27,980.92
.6705	Architectural and design services	45412	E119724	\$ 27,980.92
.9015	HOLTY'S HIAB THE TRUSTEE FOR HOLT INVESTMENTS TRUST T/AS			\$ 1,320.00
.9015	Truck hire	45394	E119466	\$ 1,320.00
.5489	HORIZON WEST LANDSCAPE & IRRIGATION PTY LTD			\$ 56,492.81
.5489	Irrigation and watering systems	45394	E119368	\$ 43,109.66
.5489	Irrigation and watering systems	45412	E119694	\$ 13,383.15
.6183	HUMAN SYNERGISTICS AUSTRALIA PTY LIMITED			\$ 1,287.00
.6183	Consulting services	45412	E119703	\$ 1,287.00
.8210	IESHA WYATT			\$ 1,860.00
.8210	Artists and artworks	45394	E119447	\$ 1,860.00
.7758	IMOGEN PALMER ART			\$ 500.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7758	Artists and artworks	45412	E119755	\$ 500.00
.9212	INDIAN OCEAN CRAFT TRIENNIAL INC.			\$ 110.00
.9212	Community events	45394	E119486	\$ 110.00
.0114	INDUSTRIAL PROTECTIVE PRODUCTS (WA) JELLOR PTY LTD T/AS			\$ 2,173.28
.0114	General hardware and tools	45394	E119271	\$ 653.85
.0114	General hardware and tools	45412	E119624	\$ 1,519.43
.6016	INDUSTRIAL RECRUITMENT PARTNERS IRP PTY LTD T/AS			\$ 6,314.22
.6016	Temporary labour	45394	E119379	\$ 4,510.22
.6016	Temporary labour	45412	E119702	\$ 1,804.00
.6619	INFOR GLOBAL SOLUTIONS (ANZ) PTY LIMITED SUNSYSTEMS SOFTWARE T/AS			\$ 339,894.50
.6619	IT technical services - Annual Licence renewal	45385	E119236	\$ 323,675.00
.6619	IT technical services - Pathway Migration to Cloud	45412	E119719	\$ 16,219.50
.0009	INITIAL HYGIENE SOLUTIONS RENTOKIL INITIAL PTY LTD T/AS			\$ 189.35
.0009	Hygiene services	45394	E119266	\$ 189.35
.6615	INSTANT TOILETS & SHOWERS INSTANT PRODUCTS HIRE T/AS			\$ 8,189.31
.6615	Event equipment hire	45412	E119718	\$ 8,189.31
.0236	INSTANT WINDSCREENS			\$ 330.00
.0236	Vehicle Repairs and Maintenance	45412	E119627	\$ 330.00
.4326	INTELIFE GROUP LIMITED			\$ 4,946.69
.4326	Commercial cleaning	45412	E119682	\$ 4,946.69
.0469	INTERSPORT ARMANDO SPORTS ARMANDO'S SPORTS UNIT TRUST T/AS			\$ 399.00
.0469	Sport and recreation equipment	45394	E119284	\$ 399.00
.2140	IRRIGATION AUSTRALIA LIMITED			\$ 2,087.50
.2140	Certificate courses	45412	E119652	\$ 2,087.50
.7417	IZZI VISUAL COMMUNICATION KRUGER, ISABEL T/AS			\$ 2,970.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7417	Creative services and graphic design	45394	E119416	\$ 2,970.00
.3846	JACKSONS DRAWING SUPPLIES PTY LTD			\$ 1,299.50
.3846	Office and workplace supplies	45394	E119347	\$ 1,299.50
.5119	JANA BRADDOCK COM EMPLOYEE			\$ 78.75
.5119	Staff reimbursements	45394	E119362	\$ 78.75
.7967	JANE EDINGER COUNCILLOR			\$ 3,038.33
.7967	Councillor expenses	45394	E119438	\$ 3,038.33
.1406	JB HI FI COMMERCIAL JB HI-FI GROUP PTY LTD T/AS			\$ 4,062.00
.1406	IT hardware	45394	E119309	\$ 960.00
.1406	IT hardware	45412	E119647	\$ 3,102.00
.8045	JENNIFER GAYE AGENCIES JERVIS, JENNIFER GAYE T/AS			\$ 3,500.00
.8045	Artists and artworks	45412	E119760	\$ 3,500.00
.7971	JENNIFER SPANBROEK COUNCILLOR			\$ 3,038.33
.7971	Councillor expenses	45394	E119439	\$ 3,038.33
.8546	JULUWARLU GROUP ABORIGINAL CORPORATION			\$ 297.00
.8546	Artists and artworks	45394	E119456	\$ 297.00
.6279	KAREN WHEATLAND COUNCILLOR			\$ 3,038.33
.6279	Councillor expenses	45394	E119383	\$ 3,038.33
.2898	KATHERINE MAIR COUNCILLOR			\$ 9,621.75
.2898	Councillor expenses	45394	E119329	\$ 9,621.75
.4781	KELYN TRAINING SERVICES LNLC PTY LTD T/AS			\$ 730.00
.4781	External training courses	45412	E119688	\$ 730.00
.6394	KENNARDS HIRE PTY LTD			\$ 3,105.60
.6394	Event equipment hire	45394	E119388	\$ 600.00
.6394	Event equipment hire	45412	E119710	\$ 2,505.60

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7555	KERBING WEST FREIGHT TRAIN (WA) PTY LTD T/AS			\$ 18,867.75
.7555	Roads and paving supplies - concrete	45394	E119421	\$ 18,867.75
.8818	KING UPHOLSTERY SERVICES KING, KEITH BRIAN T/AS			\$ 410.00
.8818	Upholstery Furniture	45394	E119462	\$ 410.00
.9146	KINTA THE TRUSTEE FOR KINTA TRUST T/AS			\$ 259.25
.9146	Sport and recreation equipment	45394	E119481	\$ 259.25
.6770	KLEENIT PTY LTD			\$ 8,071.31
.6770	Graffiti removal services	45394	E119399	\$ 2,018.50
.6770	Graffiti removal services	45412	E119727	\$ 6,052.81
.7064	KYOCERA DOCUMENT SOLUTIONS AUSTRALIA PTY LTD			\$ 2,726.55
.7064	Printers and multifunction devices	45412	E119739	\$ 2,726.55
.8660	LA PALETA			\$ 347.60
.8660	Food and beverages for resale	45394	E119458	\$ 347.60
.7292	LAMINAR CAPITAL PTY. LTD			\$ 1,100.00
.7292	Accounting and financial services	45394	E119413	\$ 550.00
.7292	Accounting and financial services	45412	E119744	\$ 550.00
.1115	LANDGATE WESTERN AUSTRALIA LAND INFORMATION AUTHORITY T/AS			\$ 2,744.19
.1115	Regulatory fees and government charges	45394	E119300	\$ 1,171.83
.1115	Regulatory fees and government charges	45412	E119642	\$ 1,572.36
.3646	LANDSCAPE YARD O'CONNOR FROALO PTY LIMITED			\$ 70.00
.3646	Landscape design and architecture services	45412	E119669	\$ 70.00
.3809	LD TOTAL SANPOINT PTY LTD T/AS			\$ 47,557.44
.3809	Bicton Substation Landscaping	45412	E119673	\$ 47,557.44
.3716	LEARNING HORIZONS THE HELEN HARDCASTLE TRUST T/AS			\$ 19,250.00
.3716	Training services	45394	E119344	\$ 19,250.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.6822	LED SIGNS PTY LTD			\$ 451.00
.6822	Sport and recreation equipment	45412	E119729	\$ 451.00
.0490	LGISWA			\$ 1,250.00
.0490	Insurance premiums	45412	E119632	\$ 1,250.00
.9137	LIGNA CONSTRUCTION EIGHTH ST PTY LTD T/AS			\$ 27,995.00
.9137	Landscaping services and supplies	45412	E119786	\$ 27,995.00
.1183	LIONS CLUB OF BULL CREEK INC			\$ 3,089.78
.1183	Donations, Sponsorship & Contributions	45394	E119302	\$ 3,089.78
.5475	LOCHNESS LANDSCAPE SERVICES LLS AUST. PTY LTD ATF THE LOCHNESS UNIT TRUST T/AS			\$ 3,481.74
.5475	Landscaping services and supplies	45412	E119693	\$ 3,481.74
.1343	M P ROGERS & ASSOCIATES PTY LTD			\$ 6,515.42
.1343	Engineering consulting services	45394	E119307	\$ 6,515.42
.0141	MAJOR MOTORS PTY LTD THE TRUSTEE FOR MAJOR MOTORS UNIT TRUST T/AS			\$ 143,342.23
.0141	Light truck - Vehicle purchase - Isuzu	45394	E119273	\$ 140,855.83
.0141	Repairs and parts as required	45412	E119625	\$ 2,486.40
.6037	MARQUEE MAGIC TUTAKI UNIT TRUST T/AS			\$ 6,830.00
.6037	Event equipment hire	45394	E119380	\$ 6,830.00
.6886	MARSHALL BEATTIE AUTOMATION MARSHALL BEATTIE PTY LTD T/AS			\$ 918.78
.6886	Vehicle Repairs and Maintenance	45394	E119405	\$ 918.78
.5232	MATTHEW WOODALL COUNCILLOR			\$ 3,038.33
.5232	Councillor expenses	45394	E119365	\$ 3,038.33
.2678	MAXWELL AND ROBINSON AND PHELPS THE TRUSTEE FOR TEEKMAR FAMILY TRUST T/AS			\$ 234.47
.2678	Pest & Weed Control	45394	E119326	\$ 234.47
.1270	MCLEODS BARRISTERS & SOLICITORS BECKETT, DOUGLAS, GILLETT, GRGICH, MCLEOD & OTHERS T/AS			\$ 10,437.45

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.1270	Legal and conveyancing services	45394	E119305	\$ 2,237.40
.1270	Legal and conveyancing services	45412	E119645	\$ 8,200.05
.6751	MEGA MUSIC AUSTRALIA PTY LTD THE TRUSTEE FOR THE K V FAMILY TRUST T/AS			\$ 3,916.00
.6751	AV equipment and cameras	45394	E119398	\$ 3,916.00
.1060	MELVILLE CARES			\$ 4,829.00
.1060	Donations, Sponsorship & Contributions	45412	E119641	\$ 4,829.00
.2548	MELVILLE GLADES GOLF CLUB			\$ 910.00
.2548	Turf and Equipment	45394	E119323	\$ 910.00
.6638	MELVILLE TOYOTA SERVCO AUSTRALIA MELVILLE PTY LTD T/AS			\$ 916.65
.6638	Repairs and parts as required	45394	E119394	\$ 556.78
.6638	Repairs and parts as required	45412	E119720	\$ 359.87
.9166	MESSAGENET BY SINCH MESSAGEMEDIA MESSAGE4U PTY LTD			\$ 110.55
.9166	IT and telecommunications expenses	45412	E119789	\$ 110.55
.8399	MICHAEL O'ROURKE			\$ 150.00
.8399	Entertainers	45412	E119768	\$ 150.00
.7686	MIDLAND BRICK PTY LTD			\$ 42,756.61
.7686	Building construction materials and services	45405	E119594	\$ 42,756.61
.9054	MIDLAND MINI CRETE HIGGO NOMINEES PTY LTD T/AS			\$ 8,119.20
.9054	Roads and paving supplies - concrete	45394	E119469	\$ 3,384.20
.9054	Roads and paving supplies - concrete	45412	E119779	\$ 4,735.00
.1480	MILES NOEL NOEL, MILES FELIX T/AS			\$ 968.00
.1480	Photography	45394	E119310	\$ 968.00
.8969	MILLIYAAN ABORIGINAL SERVICES YARRAN, CYRIL T/AS			\$ 1,097.25
.8969	Artists and artworks	45412	E119776	\$ 1,097.25
.2865	MMM WA PTY LTD			\$ 45,765.72

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.2865	Building construction materials and services	45394	E119328	\$ 38,404.63
.2865	Building construction materials and services	45412	E119658	\$ 7,361.09
.9018	MODUS AUSTRALIA LANDMARK ENGINEERING & DESIGN PTY LTD T/AS			\$ 34,456.40
.9018	Building construction materials and services	45412	E119777	\$ 34,456.40
.7462	MONAGHAN SURVEYING JOHN TIMOTHY MONAGHAN T/AS			\$ 1,580.00
.7462	Surveyors	45412	E119750	\$ 1,580.00
.5363	MOWMASTER TURF EQUIPMENT THE TRUSTEE FOR THE D & S HARRISON FAMILY TRUST T/AS			\$ 3,569.50
.5363	Turf and Equipment	45394	E119367	\$ 3,569.50
.0259	MYAREE CAR HIRE DAVIOT SC & SL PTY LTD T/AS			\$ 145.20
.0259	Car Hire	45412	E119628	\$ 145.20
.0866	MYRIAD IMAGES THE TRUSTEE FOR MYRIAD IMAGES TRUST T/AS			\$ 2,618.00
.0866	Creative services and graphic design	45394	E119290	\$ 2,464.00
.0866	Creative services and graphic design	45412	E119637	\$ 154.00
.7940	NATURAL AREA CONSULTING MANAGEMENT SERVICES NATUURAL AREA HOLDINGS PTY LTD			\$ 156,909.59
.7940	Bush regeneration	45394	E119436	\$ 18,801.40
.7940	Bush regeneration	45412	E119759	\$ 138,108.19
.8671	NEIGHBOURHOOD PRESS SJ ALEXANDER & N MIRONOV T/AS			\$ 1,500.00
.8671	Outsourced printing	45394	E119459	\$ 1,500.00
.6698	NEVILLE JOSEPH COLLARD			\$ 500.00
.6698	Community events	45394	E119396	\$ 500.00
.2969	NICOLE ROBINS COUNCILLOR			\$ 3,038.33
.2969	Councillor expenses	45394	E119330	\$ 3,038.33
.6515	NON-ADVERTISING MARKETFORCE PTY LTD			\$ 4,112.52
.6515	Advertising and media buy	45412	E119713	\$ 4,112.52
.7658	NORDA ARCHITECTS PTY LTD NORDA ARCHITECTS PTY LTD T/AS			\$ 7,320.50

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7658	Architectural and design services	45394	E119428	\$ 2,585.00
.7658	Architectural and design services	45412	E119754	\$ 4,735.50
.8649	NORMAN DISNEY & YOUNG NDY MANAGEMENT PTY LTD T/AS			\$ 1,430.00
.8649	Engineering consulting services	45412	E119770	\$ 1,430.00
.3408	NORTHLAKE ELECTRICAL PTY LTD NORTH LAKE ELECTRICAL PTY LTD T/AS			\$ 65,116.47
.3408	Electrical and lighting maintenance supplies and services	45394	E119339	\$ 12,251.62
.3408	Electrical and lighting maintenance supplies and services	45412	E119667	\$ 52,864.85
.5866	NRP ELECTRICAL SERVICES			\$ 2,772.00
.5866	Electrical and lighting maintenance supplies and services	45394	E119374	\$ 1,248.50
.5866	Electrical and lighting maintenance supplies and services	45412	E119700	\$ 1,523.50
.7336	NUTRIEN AG SOLUTIONS LIMITED LANDMARK OPERATIONS LIMITED T/AS			\$ 736.67
.7336	Landscaping services and supplies	45412	E119746	\$ 736.67
.1020	NUTRIEN WATER TOTAL EDEN PTY LIMITED T/AS			\$ 61,994.99
.1020	Irrigation and watering systems	45394	E119297	\$ 52,789.00
.1020	Irrigation and watering systems	45412	E119640	\$ 9,205.99
.0607	OFFICE OF STATE REVENUE DEPARTMENT OF FINANCE T/AS			\$ 84.34
.0607	Regulatory fees and government charges	45412	E119634	\$ 84.34
.7543	ON TAP PLUMBING & GAS PTY LTD			\$ 46,678.78
.7543	Plumbing maintenance supplies and services	45394	E119420	\$ 13,085.04
.7543	Plumbing maintenance supplies and services	45412	E119752	\$ 33,593.74
.7795	OPEN HANDS CREATIVE SCHAAF SMA, MORGAN T/AS			\$ 1,250.00
.7795	Artists and artworks	45394	E119431	\$ 1,250.00
.0278	OPTUS BILLING SERVICES PTY LIMITED			\$ 6,348.00
.0278	Mobile phone expenses	45394	E119279	\$ 6,348.00
.7828	OTIUM PLANNING GROUP PTY LTD			\$ 11,396.00
.7828	Other consulting services	45394	E119433	\$ 11,396.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.0181	P&G BODY BUILDERS P & G BODY BUILDERS PTY LTD T/AS			\$ 41,327.00
.0181	Custom Design Agriculture Trailers	45394	E119274	\$ 40,144.50
.0181	Repairs and parts as required	45412	E119626	\$ 1,182.50
.2629	PAPERBARK TECHNOLOGIES PTY LTD			\$ 4,445.00
.2629	Nursery supplies	45394	E119324	\$ 2,050.00
.2629	Nursery supplies	45412	E119655	\$ 2,395.00
.6488	PARAMOUNT SECURITY SERVICES SILVERBACK ENTERPRISES PTY LTD T/AS			\$ 484.00
.6488	Security services	45394	E119389	\$ 484.00
.9175	PATRICK SIMS SIMS, PATRICK JAMES T/AS			\$ 550.00
.9175	Architectural and design services	45412	E119790	\$ 550.00
.0082	PENSKE POWER SYSTEMS PTY LTD			\$ 5,592.14
.0082	Vehicle Repairs and Maintenance	45394	E119269	\$ 5,592.14
.8339	PEOPLESENSE BY ALTIUS PEOPLESENSE PTY LTS T/AS			\$ 7,744.80
.8339	Workplace health and safety services	45394	E119452	\$ 626.08
.8339	Workplace health and safety services	45412	E119766	\$ 7,118.72
.3681	PERFEKT PTY LTD THE TRUSTEE FOR BERTRIKA TRUST & OTHERS T/AS			\$ 5,087.50
.3681	IT technical services	45412	E119670	\$ 5,087.50
.3135	PERTH AIRPORTS MUNICIPALITIES GROUP INC			\$ 500.00
.3135	Membership renewal	45394	E119333	\$ 500.00
.1019	PERTH AUTO ALLIANCE PTY LTD			\$ 249.65
.1019	Repairs and parts as required	45394	E119296	\$ 213.40
.1019	Repairs and parts as required	45412	E119639	\$ 36.25
.6305	PERTH ENERGY PTY LTD			\$ 4,009.51
.6305	Gas	45394	E119385	\$ 3,030.08
.6305	Gas	45412	E119707	\$ 979.43

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.9013	PERTH MATTRESS & FURNITURE RECYCLING COMPANY SC GREIG & SM GREIG T/AS			\$ 11,418.00
.9013	Waste collection and disposal	45394	E119465	\$ 11,418.00
.9266	PHARMACY 777 CANNING BRIDGE THE TRUSTEE FOR ANDRYSIAK PHARMACY TRUST & THE TRUSTEE FOR C			\$ 17,096.68
.9266	Community events	45412	E119796	\$ 17,096.68
.9149	PHASE 3 MAINTENANCE PTY LTD			\$ 3,588.20
.9149	Landscape design and architecture services	45412	E119787	\$ 3,588.20
.1079	PIRTEK (FREMANTLE) PTY LTD			\$ 2,047.34
.1079	Pipes and fittings services	45394	E119298	\$ 2,047.34
.0413	PLANTECH GROUNDS MAINTENANCE ATF BRANDON PROPERTY TRUST T/AS			\$ 1,305.08
.0413	Park maintenance charges	45412	E119630	\$ 1,305.08
.6598	PLAY CHECK THE REEDY FAMILY HYBRID DISCRETIONARY TRUST T/AS			\$ 2,365.00
.6598	Playground inspections	45412	E119715	\$ 2,365.00
.7845	POLYWELD TECH PTY LTD			\$ 585.00
.7845	Training services	45412	E119758	\$ 585.00
.0461	PORTER CONSULTING ENGINEERS THE TRUSTEE FOR THE CONSULTING ENGINEERING UNIT TRUST T/AS			\$ 5,720.00
.0461	Engineering consulting services	45394	E119283	\$ 4,620.00
.0461	Engineering consulting services	45412	E119631	\$ 1,100.00
.6558	PROFESSIONAL SEARCH GROUP AUSTRALIA - PSG PROFESSIONAL SEARCH GROUP PTY LTD T/AS			\$ 16,081.05
.6558	Temporary labour	45412	E119714	\$ 16,081.05
.5591	PUMPS AUSTRALIA PTY LTD			\$ 143.00
.5591	Water meters and backflow equipment and services	45394	E119370	\$ 143.00
.3693	QED ENVIRONMENTAL SERVICES PTY LTD			\$ 3,168.00
.3693	Environmental consultancy services	45394	E119343	\$ 3,168.00
.0977	QUALITY PRESS THE TRUSTEE FOR ALBA UNIT TRUST T/AS			\$ 763.40
.0977	Outsourced printing	45394	E119293	\$ 763.40

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.6280	QUANTUM BUILDING SERVICES PTY LTD			\$ 19,162.73
.6280	Roofing services	45394	E119384	\$ 8,934.20
.6280	Roofing services	45412	E119706	\$ 10,228.53
.7681	R.L CROSS & C.R FRAME			\$ 350.00
.7681	Consulting services	45394	E119429	\$ 350.00
.7236	RAWLINSONS (W.A) RAWLINSON ROBERTS & PARTNERS UNITRUST T/AS			\$ 1,698.13
.7236	Surveyors	45394	E119411	\$ 1,698.13
.4877	RAZ MEDIA THE TRUSTEE FOR RAZ FAMILY TRUST T/AS			\$ 5,324.00
.4877	Creative services and graphic design	45394	E119359	\$ 5,324.00
.9109	REDIMED PTY LTD			\$ 379.50
.9109	Medical expenses	45394	E119474	\$ 379.50
.7445	REINO INTERNATIONAL PTY LIMITED			\$ 10,783.87
.7445	Parking meters	45394	E119418	\$ 10,783.87
.2203	RESOURCE RECOVERY GROUP			\$ 449,116.39
.2203	Waste expenses	45394	E119316	\$ 107,453.28
.2203	Waste expenses	45412	E119653	\$ 341,663.11
.0234	RICHGRO GARDEN PRODUCTS A RICHARDS PTY LTD T/AS			\$ 1,582.25
.0234	Landscape design and architecture services	45394	E119278	\$ 1,582.25
.0703	RICOH AUSTRALIA PTY LTD			\$ 47.27
.0703	IT and telecommunications expenses	45394	E119288	\$ 47.27
.7081	RISKWEST PTY LTD THE TRUSTEE FOR RISKWEST UNIT TRUST T/AS			\$ 3,630.00
.7081	Business and management consulting and services	45412	E119742	\$ 3,630.00
.9217	ROBERT WALTERS ROBERT WALTERS PTY LTD T/AS			\$ 6,607.65
.9217	Recruitment expenses	45394	E119488	\$ 4,405.10
.9217	Recruitment expenses	45412	E119794	\$ 2,202.55

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7535	ROSMECH SALES & SERVICES PTY LTD			\$ 2,089.36
.7535	Repairs and parts as required	45394	E119419	\$ 2,089.36
.1532	ROYAL LIFE SAVING SOCIETY WA INC			\$ 500.00
.1532	Community events	45394	E119311	\$ 500.00
.4657	RTKNET WEST GPS-TREK PTY LTD T/AS			\$ 4,400.00
.4657	Subscriptions	45412	E119687	\$ 4,400.00
.7079	SANNY ANG SANNYS ORIGAMI CHIN SAN ANG T/AS			\$ 198.00
.7079	Entertainers	45412	E119741	\$ 198.00
.0615	SATELLITE SECURITY SERVICES			\$ 6,592.42
.0615	Security systems/Monitoring	45394	E119286	\$ 2,417.48
.0615	Security systems/Monitoring	45412	E119635	\$ 4,174.94
.0911	SCOTT PRINTERS PTY LTD			\$ 1,345.30
.0911	Outsourced printing	45394	E119291	\$ 847.00
.0911	Outsourced printing	45412	E119638	\$ 498.30
.6677	SECURITY MANAGMENT AUSTRALASIA PTY LTD			\$ 148.50
.6677	Security systems/Monitoring	45412	E119721	\$ 148.50
.8231	SHARON CALGARET			\$ 600.00
.8231	Consulting services	45394	E119448	\$ 300.00
.8231	Consulting services	45412	E119763	\$ 300.00
.6447	SIGMA CHEMICALS CROMAG PTY LTD T/AS			\$ 1,567.50
.6447	Water chemicals	45412	E119712	\$ 1,567.50
.5122	SIGNATURE PAVING AND EARTHWORKS PTY LTD			\$ 95,054.03
.5122	Building construction materials and services - The Strand Applecross	45394	E119363	\$ 95,054.03
.8872	SOLAIR GROUP SOLAIR GROUP PTY LTD T/AS			\$ 35,281.04
.8872	Water treatment services - Irrigation Aeration Pump	45412	E119774	\$ 35,281.04

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.4391	SOLUTION 4 BUILDING PTY LTD			\$ 250,138.32
.4391	Melville Reserve Changerooms Refurbishment	45412	E119683	\$ 250,138.32
.7595	SONIC HEALTHPLUS SONIC HEALTHPLUS PTY LTD			\$ 3,972.10
.7595	Medical expenses	45394	E119424	\$ 3,972.10
.9139	SOO JEONG HONG COUNCILLOR			\$ 3,038.33
.9139	Councillor expenses	45394	E119480	\$ 3,038.33
.5606	SOUTH METROPOLITAN TAFE			\$ 88.20
.5606	External training courses	45394	E119371	\$ 88.20
.3969	SPANDEX ASIA PACIFIC PTY LTD			\$ 2,044.13
.3969	Signage and sign writing	45412	E119677	\$ 2,044.13
.1220	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD			\$ 442.10
.1220	External training courses	45394	E119304	\$ 272.10
.1220	External training courses	45412	E119644	\$ 170.00
.7808	STANTEC AUSTRALIA PTY LTD			\$ 8,721.90
.7808	Creative services and graphic design	45394	E119432	\$ 3,627.80
.7808	Creative services and graphic design	45412	E119756	\$ 5,094.10
.1472	STILES ELECTRICAL & COMMUNICATION SERVICES STILES ELECTRICAL & COMMUNICATION SERVICES PTY LTD T/AS			\$ 37,643.15
.1472	Electrical and lighting maintenance supplies and services	45412	E119648	\$ 37,643.15
.6730	STORMBOX THE DAVIES FAMILY TRUST & THE MICHAEL BOSIC FAMILY TRUST T/A			\$ 2,576.20
.6730	Advertising and media buy	45412	E119726	\$ 2,576.20
.7635	STRATAGREEN STRATA CORPORATION PTY LTD T/AS			\$ 288.02
.7635	Landscaping services and supplies	45394	E119425	\$ 288.02
.7699	STUDIO HOLLENSTEIN STUDIO HOLLENSTEIN PTY LTD T/AS			\$ 51,788.00
.7699	Architectural and design services - Canning Bridge Library	45394	E119430	\$ 51,788.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.4408	SUNLIM PTY LTD			\$ 28,809.00
.4408	IT technical services	45394	E119353	\$ 28,809.00
.5875	SUPERCRAVE SERVICE PARTS & TRAINING PTY LTD			\$ 506.00
.5875	Plant maintenance	45394	E119376	\$ 506.00
.3539	SUPERIOR PAK PTY LTD			\$ 5,782.79
.3539	Repairs and parts as required	45394	E119341	\$ 5,782.79
.1015	SUSSEX INDUSTRIES HALKOT PTY LTD T/AS			\$ 484.00
.1015	Surveyors	45394	E119295	\$ 484.00
.9112	SWAN TAXIS PTY LTD			\$ 1,786.51
.9112	Taxis	45394	E119475	\$ 1,786.51
.6605	SYNERGY ELECTRICITY GENERATION & RETAIL CORPORATION T/AS			\$ 353,961.40
.6605	Electricity	45394	E119393	\$ 244,281.76
.6605	Electricity	45412	E119717	\$ 109,679.64
.8756	TANGO INFORMATION TECHNOLOGY PTY			\$ 13,442.00
.8756	IT project management and consultancy	45394	E119460	\$ 6,006.00
.8756	IT project management and consultancy	45412	E119772	\$ 7,436.00
.8021	TASHI HALL HALL, TASHI ANNE T/AS			\$ 250.00
.8021	Photography	45394	E119440	\$ 250.00
.6881	TASTY FRESH PTY LTD			\$ 298.20
.6881	Food and beverages for resale	45394	E119404	\$ 247.80
.6881	Food and beverages for resale	45412	E119733	\$ 50.40
.8917	TEAM GLOBAL EXPRESS PTY LTD			\$ 73.38
.8917	Couriers	45385	E119238	\$ 73.38
.6341	TECHNOGYM AUSTRALIA PTY LTD			\$ 353.38
.6341	Sport and recreation equipment	45394	E119387	\$ 353.38

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.7523	TELSTRA - MELBOURNE TELSTRA CORPORATION LIMITED T/AS			\$ 4,820.52
.7523	Mobile phone expenses	45412	E119751	\$ 4,820.52
.8393	TENDER IS THE NIGHT LOUIS AND THE HONKYTONK T/AS			\$ 1,000.00
.8393	Entertainers	45412	E119767	\$ 1,000.00
.6307	TENDERLINK.COM ILLION AUSTRALIA PTY T/AS			\$ 917.40
.6307	Advertising and media buy	45412	E119708	\$ 917.40
.5651	TENNIS EXCELLENCE THE TRUSTEE FOR D & M SEWELL FAMILY TRUST T/AS			\$ 300.00
.5651	Sport and recreation subsidies	45412	E119696	\$ 300.00
.9128	TERRENCE TECK SUN LEE COUNCILLOR			\$ 3,038.33
.9128	Councillor expenses	45394	E119477	\$ 3,038.33
.0996	THE DANCE COLLECTIVE THE TRUSTEE FOR THE TDC TRUST T/AS			\$ 300.00
.0996	Entertainers	45394	E119294	\$ 300.00
.2268	THE LAWCARE MAN THE TRUSTEE FOR THE WATSON FAMILY TRUST T/AS			\$ 11,968.00
.2268	Park maintenance charges	45394	E119317	\$ 11,968.00
.8311	THE TRUSTEE FOR GPS GEO GUARD TRUST			\$ 3,049.20
.8311	Security services	45394	E119450	\$ 3,049.20
.3285	TLS PRODUCTIONS PTY LTD			\$ 8,176.12
.3285	Event equipment hire	45412	E119664	\$ 8,176.12
.7007	TOMAS FITZGERALD COUNCILLOR			\$ 3,038.33
.7007	Councillor expenses	45394	E119408	\$ 3,038.33
.3917	TOTAL GREEN RECYCLING PTY LTD			\$ 1,200.65
.3917	General recycling	45394	E119348	\$ 1,200.65
.9099	TOTAL TOOLS O'CONNOR TOOLCO PTY LTD T/AS			\$ 732.40
.9099	General hardware and tools	45394	E119472	\$ 732.40

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.2663	TOTALLY WORKWEAR FREMANTLE THE TRUSTEE FOR OMAC UNIT TRUST T/AS			\$ 4,214.98
.2663	Uniforms and corporate wardrobe	45394	E119325	\$ 2,204.51
.2663	Uniforms and corporate wardrobe	45412	E119656	\$ 2,010.47
.8151	TOVA CALGARET			\$ 600.00
.8151	Community events	45394	E119446	\$ 300.00
.8151	Community events	45412	E119762	\$ 300.00
.6898	TOWN TEAM MOVEMENT LTD			\$ 1,980.00
.6898	Conference fees	45412	E119734	\$ 1,980.00
.0214	T-QUIP TURF EQUIPMENT SOLUTIONS TOCOJEPA PTY LTD T/AS			\$ 997.30
.0214	Turf and Equipment	45394	E119276	\$ 997.30
.7037	TREE CARE WA WESTWORKS GROUP PTY LTD AFT USSHERIDAN TRUST T/AS			\$ 182,421.67
.7037	Arborists and tree services	45394	E119410	\$ 86,986.86
.7037	Arborists and tree services	45412	E119737	\$ 95,434.81
.4158	TRITON ELECTRICAL CONTRACTORS PTY LTD			\$ 2,911.70
.4158	Electrical and lighting maintenance supplies and services	45394	E119350	\$ 165.00
.4158	Electrical and lighting maintenance supplies and services	45412	E119679	\$ 2,746.70
.9256	TROY PARK SPORTING ASSOCIATION			\$ 52,653.00
.9256	Street/Car Park Lighting Infrastructure	45412	E119795	\$ 52,653.00
.7588	TRUCK CENTRE WA PTY LTD			\$ 5,419.87
.7588	Repairs and parts as required	45394	E119423	\$ 2,181.09
.7588	Repairs and parts as required	45412	E119753	\$ 3,238.78
.9103	TUCKER BUSH AUSTRALIA PTY LTD			\$ 440.00
.9103	Nursery supplies	45412	E119785	\$ 440.00
.8078	TYRECYCLE PTY LTD			\$ 1,369.03
.8078	Tyres	45394	E119442	\$ 1,369.03
.4960	ULTIMO CATERING & EVENTS PTY LTD			\$ 10,260.70

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.4960	Catering services and supplies	45394	E119361	\$ 10,260.70
.4629	UNICARE HEALTH			\$ 716.32
.4629	Community services and respite	45412	E119686	\$ 716.32
.3425	UNICORN GROUP AUSTRALIA PTY LTD			\$ 3,981.00
.3425	Install Tray Toolbox	45412	E119668	\$ 3,981.00
.9164	UNITING GLOBAL PTY LTD			\$ 26,954.29
.9164	Commercial cleaning	45412	E119788	\$ 26,954.29
.9087	VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD			\$ 9,162.56
.9087	General recycling	45412	E119781	\$ 9,162.56
.7644	VISIMAX BUCCI HOLDINGS PTY LTD T/AS			\$ 128.98
.7644	Lifting and height and other safety apparatus	45394	E119427	\$ 128.98
.9089	VISION INTELLIGENCE VISION INTELLIGENCE PTY LTD T/AS			\$ 4,018.14
.9089	Security systems/Monitoring	45394	E119471	\$ 1,560.30
.9089	Security systems/Monitoring	45412	E119782	\$ 2,457.84
.6683	VOCUS PTY LTD T/AS VOCUS COMMUNICATIONS			\$ 8,001.38
.6683	Data cabling services	45412	E119722	\$ 8,001.38
.8364	WA FIRE PTY LTD			\$ 9,438.00
.8364	Training services	45394	E119453	\$ 9,438.00
.3325	WA HINO SALES & SERVICE THE TRUSTEE FOR TRUCK UNIT TRUST T/AS			\$ 1,582.37
.3325	Trucks - Repairs and Maintenance as required	45394	E119336	\$ 1,582.37
.2334	WATER CORPORATION			\$ 76,656.81
.2334	Hydro	45394	E119320	\$ 22,584.98
.2334	Hydro	45412	E119654	\$ 54,071.83
.1195	WATTLEUP TRACTORS NANCY & SUSAN P ZUVELA T/AS			\$ 1,109.79
.1195	Plant maintenance	45412	E119643	\$ 1,109.79

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
.3473	WC CONVENIENCE MANAGEMENT PTY LIMITED			\$ 1,945.54
.3473	Other maintenance and services	45394	E119340	\$ 1,945.54
.9181	WCP CIVIL PTY LTD			\$ 378,028.75
.9181	Supply and lay Asphalt	45394	E119482	\$ 133,778.45
.9181	Supply and lay Asphalt	45405	E119597	\$ 244,250.30
.0674	WEST COAST TURF SARATOGA HOLDINGS PTY LTD ATF THE JPD TRUST T/AS			\$ 18,098.08
.0674	Turf and Equipment	45394	E119287	\$ 3,289.00
.0674	Turf and Equipment	45412	E119636	\$ 14,809.08
.3112	WEST COAST WATERFILTER MAN			\$ 1,815.00
.3112	Catering services and supplies	45394	E119332	\$ 1,815.00
.6873	WESTERN AUSTRALIA POLICE			\$ 272.00
.6873	HR and workforce services	45412	E119731	\$ 272.00
.2319	WESTERN AUSTRALIAN LOCAL GOV ASSOC			\$ 2,706.00
.2319	Local Government	45394	E119318	\$ 2,706.00
.0311	WESTERN POWER ELECTRICITY NETWORKS CORPORATION T/AS			\$ 18,670.01
.0311	Electricity	45394	E119281	\$ 18,670.01
.3782	WEST-SURE GROUP			\$ 886.42
.3782	Parking meters	45412	E119672	\$ 886.42
.6956	WINENERGY WINCONNECT PTY LTD T/AS			\$ 118.99
.6956	Electricity	45412	E119736	\$ 118.99
.3080	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD			\$ 14,762.88
.3080	Landscaping services and supplies	45412	E119660	\$ 14,762.88
.0225	WORK CLOBBER WORKCLOBBER TRUST & LINDAL FAMILY TRUST T/AS			\$ 501.31
.0225	Uniforms and corporate wardrobe	45394	E119277	\$ 501.31

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount	
.8974	WORK HEALTH PROFESSIONALS PTY LTD			\$ 217.80	
8974	Workplace health and safety services	45394	E119464	\$ 217.80	
.5880	WORLDWIDE EAST PERTH CRYSTAL PRINTING SOLUTIONS PTY LTD T/AS			\$ 362.00	
.5880	Outsourced printing	45394	E119377	\$ 182.00	
.5880	Outsourced printing	45412	E119701	\$ 180.00	
.6328	WORMALD AUSTRALIA PTY LTD			\$ 1,919.93	
.6328	Fire equipment and maintenance services	45394	E119386	\$ 1,919.93	
.6603	WRIGHTS HEAVY RECOVERY SC & KM WRIGHT T/AS			\$ 9,570.00	
.6603	recovery of City of Melville Vehicles	45394	E119392	\$ 7,920.00	
.6603	recovery of City of Melville Vehicles	45412	E119716	\$ 1,650.00	
.7639	WRITTEN AND ILLUSTRATED PTY LTD			\$ 33,132.00	
.7639	Canning Bridge Mural Project	45394	E119426	\$ 33,132.00	
.9090	YABINI KICKETT MCDOWELL, ESTHER MARY T/AS			\$ 250.00	
.9090	Artists and artworks	45412	E119783	\$ 250.00	
.9129	ZHI HOONG LIM COUNCILLOR			\$ 3,038.33	
.9129	Councillor expenses	45394	E119478	\$ 3,038.33	
.3023	ZIRCODATA PTY LTD			\$ 2,747.81	
.3023	Document storage and archive	45412	E119659	\$ 2,747.81	
19996	SUNDRY TRUST CREDITOR			\$ 91,100.00	
19996	Mr A Zubac	Verge Bond Refund	45393	E119239	\$ 1,900.00
19996	Mr A Zubac	Verge Bond Refund	45393	E119240	\$ 1,900.00
19996	Mr N D Lucken	Verge Bond Refund	45393	E119241	\$ 1,900.00
19996	Ventura Home Group Pty Ltd	Verge Bond Refund	45393	E119242	\$ 1,900.00
19996	Barratt Construction & Development (WA)	Verge Bond Refund	45393	E119243	\$ 1,900.00
19996	Barratt Construction & Development (WA)	Verge Bond Refund	45393	E119244	\$ 1,900.00
19996	Danmar Homes Pty Ltd	Verge Bond Refund	45393	E119245	\$ 1,900.00
19996	Ashmy Pty Ltd	Verge Bond Refund	45393	E119246	\$ 1,900.00
19996	Danmar Homes Pty Ltd	Verge Bond Refund	45393	E119247	\$ 1,800.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference	Payment Amount
19996	Barratt Construction & Development (WA)	Verge Bond Refund	45393	E119248	\$ 1,900.00
19996	Freedom Pools & Spas	Verge Bond Refund	45393	E119249	\$ 1,900.00
19996	Barratt Construction & Development (WA)	Verge Bond Refund	45393	E119250	\$ 1,900.00
19996	Mondial Group Pty Ltd	Verge Bond Refund	45393	E119251	\$ 1,900.00
19996	Ashmy Pty Ltd	Verge Bond Refund	45393	E119252	\$ 1,900.00
19996	Exceptional Homes Group Pty Ltd	Verge Bond Refund	45393	E119253	\$ 1,900.00
19996	Mrs J E O'Malley	Verge Bond Refund	45393	E119254	\$ 1,900.00
19996	Home Group WA Pty Ltd	Verge Bond Refund	45393	E119255	\$ 1,900.00
19996	Mr T S Weaver	Verge Bond Refund	45393	E119256	\$ 1,900.00
19996	Classic Home & Garage Innovations Pty Lt	Verge Bond Refund	45393	E119257	\$ 1,900.00
19996	Classic Home & Garage Innovations Pty Lt	Verge Bond Refund	45393	E119258	\$ 1,900.00
19996	JAG Demolition	Verge Bond Refund	45393	E119259	\$ 1,900.00
19996	Ventura Home Group Pty Ltd	Verge Bond Refund	45406	E119598	\$ 1,900.00
19996	Bellagio Homes Pty Ltd	Verge Bond Refund	45406	E119600	\$ 1,900.00
19996	Ashmy Pty Ltd	Verge Bond Refund	45406	E119601	\$ 1,900.00
19996	BGC Residential Pty Ltd	Verge Bond Refund	45406	E119602	\$ 1,900.00
19996	Broadwater Builds Pty Ltd	Verge Bond Refund	45406	E119603	\$ 1,900.00
19996	Dale Alcock Homes Pty Ltd	Verge Bond Refund	45406	E119604	\$ 1,900.00
19996	Ashmy Pty Ltd	Verge Bond Refund	45406	E119605	\$ 1,900.00
19996	Ashmy Pty Ltd	Verge Bond Refund	45406	E119606	\$ 1,900.00
19996	Stallion Building Co Pty Ltd	Verge Bond Refund	45406	E119599	\$ 1,900.00
19996	Building 51 Pty Ltd	Verge Bond Refund	45406	E119609	\$ 1,900.00
19996	Grand Century Construction Pty Ltd	Verge Bond Refund	45406	E119607	\$ 1,900.00
19996	Aveling Homes	Verge Bond Refund	45406	E119608	\$ 1,900.00
19996	Mr Z Brekalo	Verge Bond Refund	45406	E119611	\$ 1,900.00
19996	Mr J P Carucci	Verge Bond Refund	45406	E119612	\$ 1,900.00
19996	Mr A H Muhammed	Verge Bond Refund	45406	E119613	\$ 1,900.00
19996	Classic Home & Garage Innovations Pty Lt	Verge Bond Refund	45393	E119260	\$ 1,900.00
19996	Mr O L J D'Souza	Verge Bond Refund	45406	E119614	\$ 1,900.00
19996	Mrs J R Koontz	Verge Bond Refund	45406	E119615	\$ 1,900.00
19996	Mr S J Delmenico	Verge Bond Refund	45393	E119261	\$ 1,900.00
19996	M Andrzejewski	Verge Bond Refund	45393	E119262	\$ 1,900.00
19996	Travis Mitchell Construction	Verge Bond Refund	45406	E119616	\$ 1,900.00
19996	Fairway Building Pty Ltd	Verge Bond Refund	45406	E119617	\$ 1,900.00
19996	Empower Solar Australia	Verge Bond Refund	45393	E119263	\$ 1,900.00
19996	Mrs K E Reading	Verge Bond Refund	45393	E119264	\$ 1,900.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference	Payment Amount
19996	Vinsan Contracting Pty Ltd	Verge Bond Refund	45393	E119265	\$ 1,900.00
19996	Empower Solar Australia	Verge Bond Refund	45406	E119618	\$ 1,900.00
19996	D W Hawkes	Verge Bond Refund	45406	E119610	\$ 1,900.00
19998	SUNDRY EFT CREDITOR				\$ 114,557.04
19998	L Minton	Cancelled Payment	45385	E119209	-\$ 1,600.59
19998	Mr I R Younger & Ms T A Younger	Cancelled Payment	45385	E119188	-\$ 414.15
19998	Mr I R Younger & Ms T A Younger	Rates Refund	45394	E119490	\$ 414.15
19998	L Minton	Rates Refund	45394	E119491	\$ 1,600.59
19998	KW Building Consultant	Building Application Refund	45394	E119492	\$ 233.30
19998	iDevelop Real Estate WA Pty Ltd	Building Application Refund	45394	E119493	\$ 33.00
19998	Madeleine Claire Currie	Building Application Refund	45394	E119494	\$ 110.00
19998	Barrier Reef Pools	Building Application Refund	45394	E119495	\$ 171.65
19998	Holly Stubbs	Author Talk	45394	E119496	\$ 377.00
19998	Miriam Lochore	Poetry Reader	45394	E119497	\$ 241.00
19998	Molly Schmidt	Writers Talk	45394	E119498	\$ 315.00
19998	Mr Keith Lord	Age Friendly Melville Assistant fund	45394	E119499	\$ 300.00
19998	Mr Alastair MacPherson	Age Friendly Melville Assistant fund	45394	E119500	\$ 300.00
19998	Ms Marlene O'Dea	Age Friendly Melville Assistant fund	45394	E119501	\$ 300.00
19998	Mr Brian Taaffe	Age Friendly Melville Assistant fund	45394	E119502	\$ 300.00
19998	Bellagio Homes Pty Ltd	Cancelled Payment	45394	E119503	\$ 2,306.64
19998	Aintree Holdings Pty Ltd	Building Application Refund	45394	E119504	\$ 1,129.42
19998	Cultural Infusion (Int) Pty Ltd	Program Booking - Library	45394	E119505	\$ 577.50
19998	Laurence Alexander Steed	Novel Writing Boot Camp	45394	E119506	\$ 500.00
19998	Michael Galanty	Infringement Withdrawn	45394	E119507	\$ 110.00
19998	Olive Cheng	Mural & Workshops	45394	E119508	\$ 8,816.50
19998	iDevelopWise Rentals Trust Account	Rates Refund	45394	E119509	\$ 1,435.66
19998	Bible Presbyterian Church of WA	Bond Refund	45394	E119510	\$ 326.00
19998	North Fremantle Football Club	Bond Refund	45394	E119511	\$ 150.00
19998	Denmark Homes PtyLtd	Building Application Refund	45394	E119512	\$ 3,837.52
19998	Kenny Hau	Hire Transport	45394	E119513	\$ 57.35
19998	Mr John Hawkes	Age Friendly Melville Assistant fund	45394	E119515	\$ 300.00
19998	Anika Kalotay	Hearth court Sales charges	45394	E119517	\$ 21.75
19998	Elizabeth Atahan	Hearth court Sales charges	45394	E119518	\$ 112.50
19998	Erin Madeley	Hearth court Sales charges	45394	E119519	\$ 86.25
19998	Louise Ryan	Hearth court Sales charges	45394	E119520	\$ 5.63

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
19998	Maggie Clazoni	Hearth court Sales charges	45394 E119521	\$ 75.00
19998	Scott Alexander	Hearth court Sales charges	45394 E119522	\$ 55.35
19998	Roger Shaw	Parking Reimbursement	45394 E119523	\$ 34.42
19998	Tia Tokic	Hearth court Sales charges	45394 E119524	\$ 37.50
19998	Laya Baker	Staff Recognition Award 2023	45394 E119525	\$ 500.00
19998	Kerrelee Lummis	Rates Refund	45394 E119526	\$ 696.30
19998	Janice Doyle	Rates Refund	45394 E119527	\$ 798.78
19998	Lincy P Varghese	Youth Sport Grant Evan John Jimmi	45394 E119528	\$ 200.00
19998	Lincy P Varghese	Youth Sport Grant Evelyn John Jimmy	45394 E119529	\$ 200.00
19998	Mrs Lois McGinnis	Age Friendly Melville Assistant fund	45394 E119530	\$ 300.00
19998	Chisako Pike	Youth Sport Grant	45394 E119531	\$ 200.00
19998	Lara Mitchinson	Animal Registration Refund	45394 E119532	\$ 100.00
19998	Sandra Huynh	Dog Registration Refund	45394 E119533	\$ 100.00
19998	Mr Yoong Wong	AFM Reimbursement	45394 E119534	\$ 100.00
19998	Fremantle Fury Volleyball Club	My Community Grant	45394 E119535	\$ 2,000.00
19998	Mr Renato Maroni	Crossover Subsidy	45394 E119536	\$ 495.00
19998	Yiming Dong	Rates Refund	45394 E119537	\$ 751.75
19998	J Willoughby	Rates Refund	45394 E119538	\$ 905.99
19998	Ashlee Morgan	Animal Registration Refund	45394 E119539	\$ 100.00
19998	R.M de Courcier	Harp Recital	45394 E119540	\$ 150.00
19998	CPC Conveyancing	Rates Refund	45394 E119541	\$ 895.96
19998	Angelo Andrianakis	Artist Fee	45394 E119542	\$ 2,000.00
19998	Ben Ugle	First Nations Engagement Participant	45394 E119543	\$ 300.00
19998	Christine Reich	First Nations Engagement Participant	45394 E119544	\$ 300.00
19998	Clinton Anderson	First Nations Engagement Participant	45394 E119545	\$ 300.00
19998	Dorothy Winmar	First Nations Engagement Participant	45394 E119546	\$ 300.00
19998	Dot Henry	First Nations Engagement Participant	45394 E119547	\$ 300.00
19998	Dulcie Donaldson	First Nations Engagement Participant	45394 E119548	\$ 300.00
19998	Gerrard Shaw	First Nations Engagement Participant	45394 E119549	\$ 300.00
19998	John Hart	First Nations Engagement Participant	45394 E119550	\$ 300.00
19998	Karen Movich	First Nations Engagement Participant	45394 E119551	\$ 300.00
19998	Kim Dykman	First Nations Engagement Participant	45394 E119552	\$ 300.00
19998	Marlene Warrell	First Nations Engagement Participant	45394 E119553	\$ 300.00
19998	Melba Bodney	First Nations Engagement Participant	45394 E119554	\$ 300.00
19998	Naomi Ugle	First Nations Engagement Participant	45394 E119555	\$ 300.00
19998	Narelle Ogilvie	First Nations Engagement Participant	45394 E119556	\$ 300.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference	Payment Amount
19998	Nita Dykman	First Nations Engagement Participant	45394	E119557	\$ 300.00
19998	Robyn Jean Templeton	First Nations Engagement Participant	45394	E119558	\$ 300.00
19998	Trevor Walley	First Nations Engagement Participant	45394	E119559	\$ 300.00
19998	Para & Ability Dance WA	Cancelled Payment	45394	E119514	\$ 1,175.00
19998	Alex Malkovich	Cancelled Payment	45394	E119516	\$ 22.50
19998	Bellagio Homes Pty Ltd	Building Application Refund	45412	E119797	\$ 2,306.64
19998	Para & Ability Dance WA	Refund- Duplicate received	45412	E119798	\$ 1,175.00
19998	Alex Malkovich	Shop Sales	45412	E119799	\$ 22.50
19998	Vickie Zani	First Nations Engagement Participant	45394	E119560	\$ 300.00
19998	Mr Roy Payne	Rates Refund	45394	E119561	\$ 224.34
19998	Settlement Talk Trust Account	Rates Refund	45394	E119562	\$ 1,706.50
19998	Mark Holler	Rates Refund	45394	E119563	\$ 620.44
19998	Fang Kai Gan	Rates Refund	45394	E119564	\$ 570.65
19998	RC & SG Chester	Rates Refund	45394	E119565	\$ 929.57
19998	Paul S Veitch	Rates Refund	45394	E119566	\$ 417.96
19998	Alyssa Godin	Youth Meeting	45394	E119567	\$ 50.00
19998	Clarissa Sandjaja	Youth Meeting	45394	E119568	\$ 50.00
19998	Louie Cabutaje	Youth Meeting	45394	E119569	\$ 50.00
19998	Ultimo Construction Pty Ltd	Planning Application Refund	45394	E119570	\$ 221.25
19998	Integrative Care Specialists	Dementia Presentation	45394	E119571	\$ 440.00
19998	Julia Crook	History Speaker	45394	E119572	\$ 375.00
19998	Nolan Hunter	Presentation Speaker	45394	E119573	\$ 377.00
19998	Tom Blake	Artist Fee	45394	E119574	\$ 250.00
19998	Dahlia Beitmanas	Animal Registration Refund	45394	E119575	\$ 100.00
19998	Fremantle CBC Amateur Football Club Inc	Activelink Payments	45394	E119576	\$ 900.00
19998	J M Mason	Rates Refund	45394	E119577	\$ 152.60
19998	M Cominelli	Rates Refund	45394	E119578	\$ 995.50
19998	M J Menezes & N R J Menezes	Rates Refund	45394	E119579	\$ 995.50
19998	J A Nilon	Rates Refund	45394	E119580	\$ 205.35
19998	G Baronie	Rates Refund	45394	E119581	\$ 173.46
19998	Helen McIntosh	Rates Refund	45394	E119582	\$ 1,634.41
19998	William Copland	Rates Refund	45394	E119583	\$ 124.00
19998	Wee Chia Chiew	Rates Refund	45394	E119584	\$ 1,280.55
19998	Shaan Taylor	Rates Refund	45394	E119585	\$ 867.90
19998	Lauren Hardbottle	Youth Meeting	45394	E119586	\$ 50.00
19998	Madieson O'Mara	Youth Meeting	45394	E119587	\$ 50.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
19998	Oliver Lim	Youth Meeting	45394 E119588	\$ 50.00
19998	Ruby Smith	Youth Meeting	45394 E119589	\$ 50.00
19998	Sascha Finlay-Collins	Youth Meeting	45394 E119590	\$ 50.00
19998	Taryn Lee	Youth Meeting	45394 E119591	\$ 50.00
19998	Zest Hunter	Youth Meeting	45394 E119592	\$ 50.00
19998	Bellagio Homes Pty Ltd	Cancelled Payment	45397 E119503	-\$ 2,306.64
19998	Para & Ability Dance WA	Cancelled Payment	45397 E119514	-\$ 1,175.00
19998	Alex Malkovich	Cancelled Payment	45397 E119516	-\$ 22.50
19998	Action Sheds Australia Pty Ltd	Building Application Refund	45412 E119800	\$ 171.65
19998	Freya Langmead	Sustainability Product Rebate	45412 E119801	\$ 39.14
19998	Karys Bovell	Sustainability Product Rebate	45412 E119802	\$ 50.00
19998	Michelle Testa	Sustainability Product Rebate	45412 E119803	\$ 13.30
19998	Anne Hall	Friendly Neighbourhood Grant	45412 E119804	\$ 200.00
19998	Sophie Minissale	Beverage- Exhibition Opening	45412 E119805	\$ 17.60
19998	Sally Jasper	Sustainability Product Rebate	45412 E119806	\$ 30.06
19998	Meenakshi	Life Drawing Model	45412 E119807	\$ 200.00
19998	Mia Kelly	Youth Project Fund Grant	45412 E119808	\$ 1,000.00
19998	Mrs Yvonne Stilling	Staff Reimbursement	45412 E119809	\$ 300.00
19998	Tarakan Holdings	BPAY Winner	45412 E119810	\$ 750.00
19998	G Singh	Rates Refund	45412 E119811	\$ 1,102.00
19998	MD & LA Rathbone	Rates Refund	45412 E119812	\$ 960.41
19998	M & P Tatham	Rates Refund	45412 E119813	\$ 985.80
19998	Adaptable Investments Pty Ltd	Rates Refund	45412 E119814	\$ 288.30
19998	Katherine Ferguson & Nicola Cowie	Mural Art Work	45412 E119815	\$ 500.00
19998	Elise Sumner	Mural Art Concept	45412 E119816	\$ 500.00
19998	Scripture Union Australia	Bond Refund	45412 E119817	\$ 326.00
19998	Australian Outdoor Living WA Pty Ltd	Planning Application Refund	45412 E119818	\$ 110.25
19998	Ms E M Farcic	Bond Refund	45412 E119819	\$ 326.00
19998	Valerie Zimdahl	Parking Fees	45412 E119820	\$ 20.20
19998	Dr T Porter	Bond Refund	45412 E119821	\$ 100.00
19998	Kellie Maccan	Dog Registration	45412 E119822	\$ 20.00
19998	A G Andrew & R J Hinds	Rates Refund	45412 E119823	\$ 1,275.24
19998	Colleen Saporita	Rates Refund	45412 E119824	\$ 312.59
19998	S G Gething	Rates Refund	45412 E119825	\$ 911.43
19998	J Birbari	Rates Refund	45412 E119826	\$ 806.03
19998	Developwise Rentals Trust Account	Rates Refund	45412 E119827	\$ 1,872.27

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
19998	Mrs Mavis Wesson	45412	E119828	\$ 300.00
19998	Jav Developments Pty Ltd	45412	E119829	\$ 2,000.00
19998	Louis Van Rooyen	45412	E119830	\$ 147.00
19998	S Sheppard	45412	E119831	\$ 1,872.00
19998	Kylie Richardson	45412	E119832	\$ 200.00
19998	Nicole Kingwell	45412	E119833	\$ 200.00
19998	Nicole Kingwell	45412	E119834	\$ 200.00
19998	Nicole Kingwell	45412	E119835	\$ 200.00
19998	Para and Ability Dance WA Inc	45412	E119836	\$ 3,904.00
19998	Point Walter Golf Course	45412	E119837	\$ 300.00
19998	Sian Brown	45412	E119838	\$ 34.13
19998	Kenny Hau	45412	E119839	\$ 65.98
19998	Paul & Judith Exton	45412	E119840	\$ 596.40
19998	Bailey Anderson	45412	E119841	\$ 60.00
19998	Applecross Tennis Club Inc	45412	E119842	\$ 147.00
19998	Ms Belinda Calvert	45412	E119843	\$ 441.00
19998	Gary Hamley	45412	E119844	\$ 20.33
19998	Keziah Beard	45412	E119845	\$ 30.88
19998	Colin R & Bridget Stephens	45412	E119846	\$ 200.00
19998	Mr W P Miller	45412	E119847	\$ 692.95
19998	RA & LC Murtha	45412	E119848	\$ 1,015.27
19998	K Edoe	45412	E119849	\$ 2,724.35
19998	Therese E Monty	45412	E119850	\$ 720.00
19998	Paul Molony	45412	E119851	\$ 28.00
19998	Claudia Rich	45412	E119852	\$ 127.00
19998	Jason Zito	45412	E119853	\$ 30.00
19998	Junior Goals Unit Trust	45412	E119854	\$ 300.00
19998	101 Residential Pty Ltd	45412	E119855	\$ 61.65
19998	Nicole Denney	45412	E119856	\$ 100.00
19998	Victoria Canova	45412	E119857	\$ 555.52
19998	Mr Drew S Parry	45412	E119858	\$ 168.92
19998	Bansley Pty Ltd	45412	E119859	\$ 5,517.00
19998	Juliette P Williams	45412	E119860	\$ 440.00
19998	Chinese Dance Australia Inc	45412	E119861	\$ 2,900.00
19998	Fabric	45412	E119862	\$ 1,800.00
19998	Corpus Christi College	45412	E119863	\$ 326.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference	Payment Amount
19998	Warr Investments	Rates Refund	45412	E119864	\$ 3,334.68
19998	Factory Pools Perth	Building Application Refund	45412	E119865	\$ 2,000.00
19998	Sharon Taylor	Rates Refund	45412	E119866	\$ 114.26
19998	S & M Smith	Rates Refund	45412	E119867	\$ 410.50
19998	Our Lady of Mount Carmel Primary School	Bond Refund	45412	E119868	\$ 326.00
19998	Mogens Johansen	Rates Refund	45412	E119869	\$ 1,708.54
19998	Hayley Boyd	Prize Incentive	45412	E119870	\$ 173.05
19998	Bicton Environmental Action Group	Contract Payment Insurance	45412	E119871	\$ 605.56
19998	Jayden Boundry	Book Week 2023	45412	E119872	\$ 751.30
19998	Laurie Steed	Novel Writing Boot Camp	45412	E119873	\$ 500.00
19998	Ben Ugle	First Nations Engagement Participant	45412	E119874	\$ 300.00
19998	Christine Reich	First Nations Engagement Participant	45412	E119875	\$ 300.00
19998	Clinton Anderson	First Nations Engagement Participant	45412	E119876	\$ 300.00
19998	Dot Henry	First Nations Engagement Participant	45412	E119877	\$ 300.00
19998	Dulcie Donaldson	First Nations Engagement Participant	45412	E119878	\$ 300.00
19998	Geraldine Metcalf	First Nations Engagement Participant	45412	E119879	\$ 300.00
19998	Gerrard Shaw	First Nations Engagement Participant	45412	E119880	\$ 300.00
19998	Joe Collard	First Nations Engagement Participant	45412	E119881	\$ 300.00
19998	Karen Movich	First Nations Engagement Participant	45412	E119882	\$ 300.00
19998	Kim Dykman	First Nations Engagement Participant	45412	E119883	\$ 300.00
19998	Marlene Warrell	First Nations Engagement Participant	45412	E119884	\$ 300.00
19998	Melba Bodney	First Nations Engagement Participant	45412	E119885	\$ 300.00
19998	Naomi Ugle	First Nations Engagement Participant	45412	E119886	\$ 300.00
19998	Nita Dykman	First Nations Engagement Participant	45412	E119887	\$ 300.00
19998	Robyn Jean Templeton	First Nations Engagement Participant	45412	E119888	\$ 300.00
19998	Trevor Walley	First Nations Engagement Participant	45412	E119889	\$ 300.00
19998	Vickie Zani	First Nations Engagement Participant	45412	E119890	\$ 300.00
19998	One Accord Community Choir Inc	Community Grant	45412	E119891	\$ 1,095.10
19998	Kelli Featherstone	Staff Reimbursement	45412	E119892	\$ 21.85
19998	Sophie Minissale	Meeting refreshments	45412	E119893	\$ 19.15
19998	Clarissa Sandjaja	Youth Steering Group	45412	E119894	\$ 50.00
19998	Louie Cabutaje	Youth Steering Group	45412	E119895	\$ 50.00
19998	Lauren Hardbottle	Youth Steering Group	45412	E119896	\$ 50.00
19998	Oliver Lim	Youth Steering Group	45412	E119897	\$ 50.00
19998	Ruby Smith	Youth Steering Group	45412	E119898	\$ 50.00
19998	Sascha Finlay-Collins	Youth Steering Group	45412	E119899	\$ 50.00

Over \$25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
19998	Taryn Lee Youth Steering Group	45412	E119900	\$ 50.00
19998	Zest Hunter Youth Steering Group	45412	E119901	\$ 50.00
19998	Megan Scheffers Performer Fee	45412	E119902	\$ 300.00
19998	Isabel Strover Youth Project Fund	45412	E119903	\$ 1,000.00
19998	Trevor Bilney Youth Sport Grant	45412	E119904	\$ 200.00
19998	Guy Louden Exhibition Install	45412	E119905	\$ 65.40
19998	Thomas Montague Youth Sport Grant	45412	E119906	\$ 200.00
19998	Troy Cappellucci Parking Reimbursement	45412	E119907	\$ 10.10
19998	JC & AE Thomson Rates Refund	45412	E119908	\$ 169.40
19998	J Li & J Zhou Rates Refund	45412	E119909	\$ 629.30
19999	SUNDRY CHEQUE CREDITOR			\$ 175.27
19999	Mr Kee Puan Ong Refund of Seniors Rebate	45394	070909	\$ 175.27

Cancelled Payments	5	-\$	5,518.88
Cheque Payments	1	\$	175.27
EFT Payments	674	\$	10,258,714.50
Total Payments	680	\$	10,253,370.89

Payroll Payments made for April 2024	
Pay 21	10/04/2024
Westpac Bank	\$1,400,792.53
Taxation	\$449,680.00
Creditors	\$304,329.86
Advances	
<i>Total</i>	\$2,154,802.39
Pay 22	24/04/2024
Westpac Bank	\$1,359,845.52
Taxation	\$430,804.00
Creditors	\$304,798.18
Advances	\$899.14
<i>Total</i>	\$2,096,346.84
Total Pays	\$4,251,149.23

Direct Payments made for April 2024			
Payee	Description	Bank Reference	Payment Amount
Maxxia Pty Ltd	Input tax credits for April	128343931	\$ 387.28
EasiSalary	Input tax credits for April	128343961	\$ 1,080.99
Richardson Strata	Quarterly invoice	127858673	\$ 1,934.50
Total			\$ 3,402.77

The list of payments made using Corporate and Purchase Cards during March 2024

Payee	Description	Date	Amount
Corporate Cards			
QANTAS AIR 0812351040 NSW AU	Australian Data Summit	13/03/2024	\$ 1,722.75
Birue Cafe Booragoon AU	CEO Meeting - Nedlands	15/03/2024	\$ 10.63
FACEBK LHGDQZKNC2 fb.me/ads IE	Meta Advertising	20/03/2024	\$ 1,287.50
JAMAICA BLUE KARDINY KARDINYA AU	NL Senior Campus	21/03/2024	\$ 11.40
HOO*HOOTSUITE INC 778-5889767 US	Social Media Scheduling Platform	22/03/2024	\$ 258.02
FS *JotForm fsprg.nl NL	Website Form Management	27/03/2024	\$ 68.09
QANTAS AIR 0812351740 NSW AU	ALGA Conference Flights	2/04/2024	\$ 1,518.29
QANTAS AIR 0812351740 NSW AU	ALGA Conference Flights	2/04/2024	\$ 1,518.29
QANTAS AIR 0814408652 NSW AU	ALGA Conference Flights	2/04/2024	\$ 70.00
QANTAS AIR 0814408652 NSW AU	ALGA Conference Flights	2/04/2024	\$ 70.00
QANTAS AIR 0812351728 NSW AU	ALGA Conference	2/04/2024	\$ 1,575.39
AUSTRALIAN LOCAL GOV DEAKIN AU	ALGA Conference	2/04/2024	\$ 945.00
AUSTRALIAN LOCAL GOV DEAKIN AU	ALGA Conference	2/04/2024	\$ 1,170.00
FACEBK ET3Y82YNC2 fb.me/ads IE	Meta Advertising	2/04/2024	\$ 14.82
FACEBK C6Q7RZPNC2 fb.me/ads IE	Meta Advertising	2/04/2024	\$ 1,287.50
WILSON PARKING PER157 PERTH AU	Parking Fee	15/03/2024	\$ 3.04
SQUARESPACE 120550905 HTTPSSQUARESP US	Hosting Website Costs Bird Sanctuary	25/03/2024	\$ 174.02
Chartered Certificatio Singapore SG	Staff Training	7/03/2024	\$ 2,157.85
WALGA EVENTS WEST LEEDERVI AU	WALGA Engagement Forum	14/03/2024	\$ 190.00
AKOLADE PTY LTD SYDNEY AU	Staff Training	18/03/2024	\$ 3,078.90
RISK MNGT INST AUS BRIGHTON EAST AU	Staff Training	21/03/2024	\$ 570.00
PREZZEE/AUC3D50320 SYDNEY AU	E-Card Winners	21/03/2024	\$ 81.01
TEAM GLOBAL EXPRESS PL MELBOURNE AU	Forestrees USB Images	27/03/2024	\$ 31.45
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	2/04/2024	\$ 41.75
SOCIAL MEDIA PERTH MT HAWTHORN AU	Staff Training	19/03/2024	\$ 2,623.50
LOCAL GOVERNMENT MANA MT HAWTHORN AU	Staff Training	20/03/2024	\$ 650.00
Westpac	Refund	21/03/2024	-\$ 306.57
			\$ 20,822.63
Purchase Cards			
GREEN BUILDING COUNC SYDNEY AU	Nature & Biodiversity Masterclass	27/03/2024	\$ 438.90
EZI*Aha! Consulting North Perth AU	Staff Training	4/03/2024	\$ 440.00
EZI*Aha! Consulting North Perth AU	Staff Training	4/03/2024	\$ 440.00
SUBWAY PALMYRA PALMYRA AU	Team Engagement	4/03/2024	\$ 268.00
RETAIL DISPLAY DIRECT PADSTOW AU	Engagement Team - Printing Merchandise	4/03/2024	\$ 193.50
COLES 0332 BOORAGOON AU	February Champion	20/03/2024	\$ 50.00
MISS MAUD BOORAGOON AU	Catering	25/03/2024	\$ 43.70
LOCAL GOVERNMENT MANA MT HAWTHORN AU	Staff Training	28/03/2024	\$ 955.00
Vistaprint Australia P Derrimut AU	Engagement Team - Merchandise	2/04/2024	\$ 129.95
SQ *PICABAR Perth AU	Event Catering	6/03/2024	\$ 85.00
SPOTLIGHT MELVILLE MYAREE AU	Office Supplies	7/03/2024	\$ 63.00
MARMION ST FRESH AND G MELVILLE AU	Office Supplies	8/03/2024	\$ 8.79
EZI*A2B Storage Pty Lt Fortitude Val AU	Equipment Removal	8/03/2024	\$ 28.19
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	13/03/2024	\$ 41.90
SPOTLIGHT MELVILLE MYAREE AU	Office Supplies	14/03/2024	\$ 66.20
LS GOOD SAMMY ENTERPR BOORAGOON AU	Office Supplies	14/03/2024	\$ 14.00
OFFICEWORKS BENTLEIGH EAS AU	Office Supplies	25/03/2024	\$ 378.00
POST BOORAGOON POST SH BOORAGOON AU	Office Supplies	28/03/2024	\$ 213.23
MYAREE IGA/4/67 NORTH MYAREE AU	Catering	28/03/2024	\$ 29.91
DISCUS ON DEMAND PTY WEST LEEDERVI AU	Marketing	2/04/2024	\$ 451.00
THE SENSORY SLOTH BAYSWATER NOR AU	Sensory Items	2/04/2024	\$ 154.88
C O S P H S INC SOUTH PERTH AU	Subscription	2/04/2024	\$ 65.00
Project Mgmt Institute 610-3564600 US	PMI Subscription	7/03/2024	\$ 262.52
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Office Supplies	8/03/2024	\$ 28.00
EB *Business Breakfast 801-413-7200 AU	Business Breakfast Development WA	11/03/2024	\$ 19.00
BUNNINGS 317000 MELVILLE AU	Materials for Building Project	11/03/2024	\$ 86.74
PAYPAL *WATERRA WATERR 4029357733 AU	Webinar: HydroGPT	14/03/2024	\$ 79.00
PAYPAL *WATERRA WATERR 4029357733 AU	Webinar: HydroGPT	14/03/2024	\$ 79.00
WORK CLOBBER O'CONNOR AU	Uniforms for Facilities Team	14/03/2024	\$ 572.37
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Materials	14/03/2024	\$ 75.75
GARDEN CITY NEWS BOORAGOON AU	Heavy Duty Key Chain for Facility Team	18/03/2024	\$ 4.99
THE REJECT SHOP 601 BOORAGOON AU	Tissues/Sanitiser for EM Bus Tour	22/03/2024	\$ 36.50
SOUTH METROPOLITAN TAF THORNLE AU	TAFE Trainee	25/03/2024	\$ 765.00
ST JOHN AMBULANCE AUST BELMONT AU	First Aid Course	26/03/2024	\$ 550.00
SQ *MAPUCCINO 1800595310 AU	Mapuccino Subscription - Natural Areas	26/03/2024	\$ 1,771.18

Payee	Description	Date	Amount
EZI*AUSTRALIAN INSTITU CLAYFIELD AU	Local Government Subscriber FY25	27/03/2024	\$ 1,375.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Service Recognition	28/03/2024	\$ 106.95
WASTE MANAGEMENT BURWOOD AU	Membership WMRR	2/04/2024	\$ 377.85
SP 166 RAILWAY PARADE WEST LEEDERVI AU	Parking Fee	2/04/2024	\$ 9.00
COLES 0332 BOORAGOON AU	Catering	4/03/2024	\$ 601.90
BIG W/206 WARNBRO SOUN WARNBRO AU	Office Supplies	4/03/2024	\$ 63.84
PARTY SOURCE CANNING VALE AU	Catering Supplies	11/03/2024	\$ 111.33
METCASH TRADING LIMITE MACQUARIEPARK AU	Catering	14/03/2024	\$ 388.41
DAN MURPHYS ONLINE BELLA VISTA AU	Catering	19/03/2024	\$ 446.12
Woolworths Online BELLA VISTA AU	Catering	20/03/2024	\$ 92.40
REMEDY DRINKS AU DANDENONG SOU AU	Catering	20/03/2024	\$ 117.60
HOST BIBRA LAKE AU	Catering Supplies	21/03/2024	\$ 155.54
BIG W/4 CHISHAM AVE KWINANA AU	Catering Supplies	21/03/2024	\$ 110.00
COLES ONLINE HAWTHORN EAST AU	Catering	22/03/2024	\$ 264.00
COLES 0332 BOORAGOON AU	Catering	22/03/2024	\$ 37.25
NISBETS AUSTRALIA SMEATON GRANG AU	Catering Supplies	27/03/2024	\$ 850.85
SOUL ORIGIN PETERSHAM AU	Catering	27/03/2024	\$ 167.00
PARTY SOURCE CANNING VALE AU	Refund	28/03/2024	-\$ 3.99
POST CANNING BRIDGE AP APPLECROSS AU	Regional Interlibrary Loan Postage	7/03/2024	\$ 121.07
WANESDITI Osborne Park AU	Public Newspapers MCS	13/03/2024	\$ 288.00
WANESDITI Osborne Park AU	Public Newspapers Willagee	13/03/2024	\$ 144.00
W A LIBRARY SUPPLIES FORRESTDALE AU	Office Supplies	13/03/2024	\$ 679.16
POST CANNING BRIDGE AP APPLECROSS AU	Regional Interlibrary Loan Postage	18/03/2024	\$ 14.80
POST CANNING BRIDGE AP APPLECROSS AU	Regional Interlibrary Loan Postage	21/03/2024	\$ 106.27
CHEMISTWAREHOUSE ONLIN Preston AU	Office Supplies	21/03/2024	\$ 61.42
NEWS PTY LIMITED SURRY HILLS AU	The Australian Newspaper Renewal	21/03/2024	\$ 520.00
WOOLWORTHS/CNR STOCK R MELVILLE AU	Library Event	14/03/2024	\$ 92.20
WOOLWORTHS/CNR STOCK R MELVILLE AU	Library Event	15/03/2024	\$ 69.48
BWS LIQUOR/CNR STOCK R MELVILLE AU	Library Event	15/03/2024	\$ 97.00
COLES 0352 MELVILLE AU	Library Event	2/04/2024	\$ 47.10
WALGA EVENTS WEST LEEDERVI AU	Training	19/03/2024	\$ 950.00
Dominos Applecross ARDROSS AU	Consumables	28/03/2024	\$ 129.59
GILBERTS FRESH HILTON HILTON AU	Consumables	2/04/2024	\$ 254.95
OMAC ENTERPRISES PTY MYAREE AU	Staff Uniform	4/03/2024	\$ 71.98
WALDECKS MYAREE AU	Office Supplies	13/03/2024	\$ 88.44
COLES 0332 BOORAGOON AU	Office Supplies	18/03/2024	\$ 63.60
Jaycar Jandakot Jandakot AU	Materials	25/03/2024	\$ 131.70
BIGW ONLINE BELLA VISTA AU	Local Stock Purchases	8/03/2024	\$ 265.00
SCB.COM.AU PRINCES HILL AU	Local Stock Purchases	13/03/2024	\$ 301.95
QBD BOOKS RICHLANDS AU	Local Stock Purchases	18/03/2024	\$ 295.15
PAYPAL *BETTYSBIGDA 4029357733 AU	Local Stock Purchases	18/03/2024	\$ 54.50
AMAZON AU SYDNEY SOUTH AU	Local Stock Purchases	18/03/2024	\$ 23.94
CANDYJARLIM 35314369001 GB	Local Stock Purchases	18/03/2024	\$ 65.53
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Local Stock Purchases	19/03/2024	\$ 51.57
AMAZON AU SYDNEY SOUTH AU	Local Stock Purchases	21/03/2024	\$ 81.42
KMART 1162 BOORAGOON AU	Local Stock Purchases	28/03/2024	\$ 27.00
EPLATFORM.CO EBOOKS BROOKVALE AU	Local Stock Purchases	28/03/2024	\$ 989.08
JB HI FI BOORAGOON BOORAGOON AU	Local Stock Purchases	2/04/2024	\$ 287.78
BIGGA TREES PICKERING BRO AU	Trees for Park	21/03/2024	\$ 790.00
GUILDFORD GARDEN CENTR GUILDFORD AU	Trees for Park	22/03/2024	\$ 312.92
DOLCE & SALATO BULL CR BULL CREEK AU	Safety Meeting Catering	25/03/2024	\$ 207.50
GUILDFORD GARDEN CENTR GUILDFORD AU	Refund	25/03/2024	-\$ 17.97
PLA* O #29788 PORT ADELAIDE AU	Conference Technical Tour	28/03/2024	\$ 352.00
Bakers Delight Booragoon AU	Art Club Catering	28/03/2024	\$ 14.00
COLES 0332 BOORAGOON AU	Art Club Catering	28/03/2024	\$ 62.03
WIZ PHY GARDEN 2 BOORAGOON AU	Replacement RATs	5/03/2024	\$ 19.99
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Office Supplies	12/03/2024	\$ 8.85
LIQUORLAND 3374 BOORAGOON AU	Event	20/03/2024	\$ 60.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Event	20/03/2024	\$ 48.25
OFFICEWORKS 0625 CANNING VALE AU	Workshop Supplies	27/03/2024	\$ 17.51
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Workshop Supplies	28/03/2024	\$ 20.15
IGA CANNING B/916 CANN APPLECROSS AU	Office Supplies	8/03/2024	\$ 2.99
ARTEIL WA PTY LTD OCONNOR AU	Office Furniture	11/03/2024	\$ 407.00
W A LIBRARY SUPPLIES FORRESTDALE AU	Library Resources	13/03/2024	\$ 1,350.45
NEWS PTY LIMITED SURRY HILLS AU	Australian Newspaper Annual Subscription	15/03/2024	\$ 1,144.00
IGA CANNING B/916 CANN APPLECROSS AU	Office Supplies	19/03/2024	\$ 2.99
IGA CANNING B/916 CANN APPLECROSS AU	Office Supplies	21/03/2024	\$ 14.00
NEWS PTY LIMITED SURRY HILLS AU	Australian Newspaper Annual Subscription	21/03/2024	\$ 728.00
POST CANNING BRIDGE AP APPLECROSS AU	Postage	22/03/2024	\$ 106.27
POST CANNING BRIDGE AP APPLECROSS AU	Postage	25/03/2024	\$ 14.80

Payee	Description	Date	Amount
NEWS PTY LIMITED SURRY HILLS AU	Australian Newspaper Annual Subscription	2/04/2024	\$ 728.00
POST CANNING BRIDGE AP APPECROSS AU	Postage	2/04/2024	\$ 106.28
MIDDENDORP ELECTRIC BIBRA LAKE DC AU	Supply P5 pit	11/03/2024	\$ 125.20
TOTAL EDEN MYAREE AU	Poly Fittings The Strand	12/03/2024	\$ 222.53
AMPOL WOW MURDOCH MURDOCH AU	Fuel Tipper Hire	25/03/2024	\$ 200.00
KMART 1162 BOORAGOON AU	Storytime Kit Materials	7/03/2024	\$ 12.00
COLES 0332 BOORAGOON AU	Storytime Kit Materials	22/03/2024	\$ 23.00
KMART 1162 BOORAGOON AU	Waster Truck Storytime Materials	22/03/2024	\$ 36.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Storytime Kit Materials	22/03/2024	\$ 25.30
RED DOT BULL CREEK AU	Grass Head Materials	25/03/2024	\$ 16.50
BUNNINGS 317000 MELVILLE AU	Materials for Grass Heads Activity	25/03/2024	\$ 150.80
REMIDA PERTH INC 4029357733 AU	Remida 12 Month Membership	27/03/2024	\$ 310.00
EZI*PLANET BOOKS OSBORNE PARK AU	Library Resources	7/03/2024	\$ 37.99
EZI*OPEN BOOK AUSTRALI CLAREMONT AU	Library Resources	12/03/2024	\$ 264.92
MYO*SMEDIA PTY LTD SOUTH YARRA AU	Credit Surcharge	20/03/2024	\$ 509.00
BIG W/KWINANA FWY & BE SUCCESS AU	Library Resources	22/03/2024	\$ 1,898.00
OFFICEWORKS 0616 O'CONNOR AU	Items for Main Hall Refurbishment	6/03/2024	\$ 3.42
OFFICEWORKS 0616 O'CONNOR AU	Items for main hall refurbishment	6/03/2024	\$ 191.92
OFFICEWORKS 0604 FREMANTLE AU	Items for Main Hall refurbishment	6/03/2024	\$ 95.96
FACEBK PQT7R2PCG2 fb.me/ads IE	MYC Instagram	26/03/2024	\$ 37.41
iClean Dry Cleaners Booragoon AU	Cleaning	27/03/2024	\$ 81.80
Zushibento Aust Booragoon AU	Food Premises Evidence	11/03/2024	\$ 9.14
COLES 0391 KARDINYA AU	Food Sampling	26/03/2024	\$ 9.00
PAYPAL *BIG W 4029357733 AU	Library Resources	4/03/2024	\$ 90.00
Google GSUITE_melville Sydney AU	Evanced Email Service	4/03/2024	\$ 10.05
THE NILE AY8S-L3X7 NORTH SYDNEY AU	Library Resources	4/03/2024	\$ 101.84
ORG SUB FEE HTTPSWWW.EVEN US	Subscription	4/03/2024	\$ 29.87
PAYPAL *BOOKTOPIABO 4029357733 AU	Library Resources	4/03/2024	\$ 164.65
AMAZON AU RETAIL SYDNEY AU	Library Resources	4/03/2024	\$ 278.21
EASYPARK PAY BY PH PRAHRAN AU	Staff Parking	5/03/2024	\$ 128.02
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	5/03/2024	\$ 66.31
AMAZON AU RETAIL SYDNEY AU	Library Resources	6/03/2024	\$ 12.00
AMAZON AU RETAIL SYDNEY AU	Library Resources	8/03/2024	\$ 44.83
BOFFINS BOOKSHOP PTY L PERTH AU	Library Resources	11/03/2024	\$ 600.87
PAYPAL *BOOKTOPIABO 4029357733 AU	Library Resources	11/03/2024	\$ 262.44
PAYPAL *UNIVERSITYW 4029357733 AU	Library Resources	11/03/2024	\$ 49.11
AB* ABEBOOKS.CO KALKKF MUNCHEN DE	Library Resources	11/03/2024	\$ 29.46
PAYPAL *BIG W 4029357733 AU	Library Resources	12/03/2024	\$ 104.00
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	13/03/2024	\$ 54.11
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	13/03/2024	\$ 66.61
AMAZON AU RETAIL SYDNEY AU	Library Resources	14/03/2024	\$ 320.96
AMAZON AU RETAIL SYDNEY AU	Library Resources	14/03/2024	\$ 124.09
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	14/03/2024	\$ 77.80
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	14/03/2024	\$ 37.41
AMAZON AU RETAIL SYDNEY AU	Library Resources	15/03/2024	\$ 111.08
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	15/03/2024	\$ 43.83
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	15/03/2024	\$ 28.70
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	15/03/2024	\$ 48.96
THE NILE AKVL-HSWJ NORTH SYDNEY AU	Library Resources	15/03/2024	\$ 80.79
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	18/03/2024	\$ 31.04
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	18/03/2024	\$ 45.63
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	18/03/2024	\$ 79.89
AMAZON AU RETAIL SYDNEY AU	Library Resources	18/03/2024	\$ 26.35
PAYPAL *BOOKTOPIABO 4029357733 AU	Library Resources	18/03/2024	\$ 94.12
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	18/03/2024	\$ 31.41
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	18/03/2024	\$ 27.13
PAYPAL *BIG W 4029357733 AU	Library Resources	18/03/2024	\$ 76.00
AMAZON AU RETAIL SYDNEY AU	Library Resources	18/03/2024	\$ 287.09
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	18/03/2024	\$ 21.56
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	18/03/2024	\$ 228.54
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	18/03/2024	\$ 431.90
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	18/03/2024	\$ 52.18
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	18/03/2024	\$ 63.28
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	18/03/2024	\$ 30.75
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	18/03/2024	\$ 25.98
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	20/03/2024	\$ 35.57
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	21/03/2024	\$ 32.65
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	21/03/2024	\$ 31.06
PAYPAL *BOOKTOPIABO 4029357733 AU	Library Resources	25/03/2024	\$ 238.62
PAYPAL *SANITYMUSIC 4029357733 AU	Library Resources	25/03/2024	\$ 40.49

Payee	Description	Date	Amount
THE NILE AWFH-LGPT NORTH SYDNEY AU	Library Resources	25/03/2024	\$ 206.17
GREATWARSTORIES-BOOK DALYELLUP AU	Library Resources	25/03/2024	\$ 33.40
AMAZON AU SYDNEY SOUTH AU	Library Resources	25/03/2024	\$ 110.87
AMAZON AU SYDNEY SOUTH AU	Library Resources	25/03/2024	\$ 36.99
AMAZON AU SYDNEY SOUTH AU	Library Resources	25/03/2024	\$ 76.31
AMAZON AU SYDNEY SOUTH AU	Library Resources	26/03/2024	\$ 21.94
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	26/03/2024	\$ 23.60
AMAZON AU SYDNEY SOUTH AU	Library Resources	26/03/2024	\$ 30.15
PAYPAL *BIG W 4029357733 AU	Library Resources	26/03/2024	\$ 83.00
AMAZON AU RETAIL SYDNEY AU	Library Resources	27/03/2024	\$ 44.66
AMAZON AU RETAIL SYDNEY AU	Library Resources	27/03/2024	\$ 99.44
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	27/03/2024	\$ 24.58
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	27/03/2024	\$ 25.96
AMAZON AU SYDNEY SOUTH AU	Library Resources	27/03/2024	\$ 41.37
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	27/03/2024	\$ 23.81
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	28/03/2024	\$ 51.31
THE NILE AY9J-745P NORTH SYDNEY AU	Library Resources	2/04/2024	\$ 95.08
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	2/04/2024	\$ 26.83
PAYPAL *BIG W 4029357733 AU	Library Resources	2/04/2024	\$ 112.00
AMAZON AU RETAIL SYDNEY AU	Library Resources	2/04/2024	\$ 19.90
PAYPAL *BIG W 4029357733 AU	Library Resources	2/04/2024	\$ 156.00
PAYPAL *QBDBOOKSHOP 4029357733 AU	Library Resources	2/04/2024	\$ 43.18
PAYPAL *QBDBOOKSHOP 4029357733 AU	Library Resources	2/04/2024	\$ 63.96
PAYPAL *BOOKTOPIABO 4029357733 AU	Library Resources	2/04/2024	\$ 69.86
PAYPAL *BOOKTOPIABO 4029357733 AU	Library Resources	2/04/2024	\$ 330.88
PAYPAL *BOOMERANGBO 4029357733 AU	Library Resources	2/04/2024	\$ 35.17
ORG SUB FEE HTTPSWWW.EVEN US	Subscription	2/04/2024	\$ 29.87
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	2/04/2024	\$ 42.58
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	2/04/2024	\$ 39.30
PAYPAL *BLACKWELLUK 35314369001 GB	Library Resources	2/04/2024	\$ 29.55
COLES 0352 MELVILLE AU	Office Supplies	4/03/2024	\$ 3.10
MELVILLE NEWSPAPER BICTON AU	Office Supplies	5/03/2024	\$ 17.00
WOOLWORTHS/254 ROCKING SPEARWOOD AU	Office Supplies	14/03/2024	\$ 6.20
WOOLWORTHS/254 ROCKING SPEARWOOD AU	Office Supplies	19/03/2024	\$ 6.20
WOOLWORTHS/CNR STOCK R MELVILLE AU	Office Supplies	22/03/2024	\$ 6.20
WOOLWORTHS/CNR STOCK R MELVILLE AU	Office Supplies	28/03/2024	\$ 29.50
Bakers Delight Booragoon AU	Catering	4/03/2024	\$ 32.00
MYER GARDEN CITY BOORAGOON AU	Main Hall KK	7/03/2024	\$ 70.93
KMART 1162 BOORAGOON AU	Main Hall KK	7/03/2024	\$ 183.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Main Hall KK	7/03/2024	\$ 13.90
WWW.TAZTIX.COM.AU GREENMOUNT AU	MTC Production	7/03/2024	\$ 144.52
HOLLERPRINT HENDRA AU	Stockable Promo Cubes	8/03/2024	\$ 332.45
MISS MAUD NORTH PERTH AU	Catering	11/03/2024	\$ 177.45
KAMBARANG GARDEN CENTR BENTLEY AU	Catering	11/03/2024	\$ 89.75
FARMER JACKS COMO COMO AU	Catering	11/03/2024	\$ 5.99
OFFICEWORKS BENTLEIGH EAS AU	Office Supplies	14/03/2024	\$ 252.73
COLES 0332 BOORAGOON AU	Catering	14/03/2024	\$ 31.33
Bakers Delight Booragoon AU	Catering	14/03/2024	\$ 22.00
TICKETS*LED BY CUL BELROSE AU	TICKETS*LED BY CUL BELROSE AU	15/03/2024	\$ 64.82
Vistaprint Australia P Derrimut AU	Office Supplies	19/03/2024	\$ 38.98
OFFICEWORKS 0616 OCONNORWA AU	Main Hall KK	20/03/2024	\$ 843.00
OFFICEWORKS 0616 OCONNORWA AU	Main Hall KK	20/03/2024	\$ 95.43
PREZZEE/AU244AB290 SYDNEY AU	Office Supplies	20/03/2024	\$ 202.53
Bakers Delight Booragoon AU	Catering	21/03/2024	\$ 16.00
KMART 1162 BOORAGOON AU	Main Hall KK	21/03/2024	\$ 37.00
COLES 0332 BOORAGOON AU	Catering	21/03/2024	\$ 11.21
COLES 0332 BOORAGOON AU	Office Supplies	21/03/2024	\$ 62.63
BUNNINGS 317000 MELVILLE AU	Main Hall KK	22/03/2024	\$ 219.08
ANIMAKER INC. 8883599292 US	S/Eng SB	22/03/2024	\$ 125.31
KERBSIDE CAFE MOUNT PLEASAN AU	Catering	25/03/2024	\$ 144.00
OFFICEWORKS BENTLEIGH EAS AU	Office Supplies	25/03/2024	\$ 170.33
GESHA COFFEE CO BIBRA LAKE AU	Rental of C Machine	25/03/2024	\$ 176.36
GESHA COFFEE CO BIBRA LAKE AU	Office Supplies	25/03/2024	\$ 397.30
WOOLWORTHS/857 CANNING MT PLEASANT AU	CD Culture Event	27/03/2024	\$ 30.60
MISS MAUD NORTH PERTH AU	CD Culture Event	2/04/2024	\$ 92.50
COLES 0332 BOORAGOON AU	CD Culture Event	2/04/2024	\$ 16.15
BIG LOAF PTY LTD O'CONNOR AU	CD Culture Event	2/04/2024	\$ 93.00
SQ *BAKEHOUSE ON CRANF 1800595310 AU	Community Training Event	6/03/2024	\$ 200.00
COLES ONLINE HAWTHORN EAST AU	Blue Gum Events & Community Training	11/03/2024	\$ 129.84
THEGOODGROCER/80 CRANF MT PLEASANT AU	Community Group Training	13/03/2024	\$ 42.94

Payee	Description	Date	Amount
THE FRUIT BASKET MOUNT PLEASAN AU	Community Group Training	13/03/2024	\$ 55.77
FACEBK LUMNH2LLS2 fb.me/ads IE	Advertising	5/03/2024	\$ 1,287.50
FACEBK *MSRB22LMS2 fb.me/ads IE	Advertising	11/03/2024	\$ 1,287.50
FACEBK WH7CD24MS2 fb.me/ads IE	Advertising	18/03/2024	\$ 1,287.50
FACEBK *5WAWWE2LMS2 fb.me/ads IE	Advertising	21/03/2024	\$ 1,287.50
FACEBK *CVMGF2ULS2 fb.me/ads IE	Advertising	26/03/2024	\$ 1,287.50
FACEBK *LN5LE3LLS2 fb.me/ads IE	Advertising	2/04/2024	\$ 1,287.50
FACEBK *6UJ4M2GMS2 fb.me/ads IE	Advertising	2/04/2024	\$ 8.19
Aust Institute of Ma Perth AU	Staff Training	12/03/2024	\$ 849.00
LGPA PERTH AU	LGPA Yearly Membership	18/03/2024	\$ 500.00
INDUSTRIAL PROTECTIV MYAREE AU	PPE for Building Surveyors	18/03/2024	\$ 673.37
Aust Institute of Ma Perth AU	Staff Training	22/03/2024	\$ 1,451.00
LOCAL GOVERNEMENT MANA MT HAWTHORN AU	Staff Training	25/03/2024	\$ 800.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	28/03/2024	\$ 44.00
SQ *MOVAT PTY LTD ATF 1800595310 AU	SES SMS System	12/03/2024	\$ 116.87
COLES 0391 KARDINYA AU	Office Supplies	20/03/2024	\$ 28.50
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Office Supplies	7/03/2024	\$ 30.70
JACKSONS DRAWING SUPPL ALFRED COVE AU	Aboriginal Art Group Supplies	8/03/2024	\$ 262.80
FRESH PROVISIONS BICTON AU	Catering	11/03/2024	\$ 113.62
SQUARESPACE INC. HTTPSSQUARESP US	Website Service Open Studios	11/03/2024	\$ 339.90
POSH PIZZA BICTON BICTON AU	Catering	11/03/2024	\$ 146.29
MARMION ST FRESH AND G MELVILLE AU	Catering	14/03/2024	\$ 55.00
MARMION ST FRESH AND G MELVILLE AU	Catering	14/03/2024	\$ 200.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Consumables Artist PD Sessions	15/03/2024	\$ 144.60
GARDEN CITY NEWS BOORAGOON AU	Office Supplies	18/03/2024	\$ 67.32
CITYMELVILLE CIVIC BOORAGOON AU	Event	20/03/2024	\$ 32.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Office Supplies	21/03/2024	\$ 141.10
ARTSOURCE FREMANTLE AU	Membership Renewal	21/03/2024	\$ 210.00
ART AND CRAFT WORLD MORLEY AU	Art Supplies	22/03/2024	\$ 139.12
UWA PUBLISHING PERTH AU	Resources for Book Club	22/03/2024	\$ 30.13
PAYPAL *BIGWPHOTOSO 4029357733 AU	Office Supplies	25/03/2024	\$ 234.00
COLES 0332 BOORAGOON AU	Catering	25/03/2024	\$ 81.16
COLES 0332 BOORAGOON AU	Catering	27/03/2024	\$ 80.87
KMART 1162 BOORAGOON AU	Main Hall Furnishings	28/03/2024	\$ 190.00
Woolworths Online BELLA VISTA AU	Office Supplies	28/03/2024	\$ 97.47
LAMP REPLACEMENTS AUST O'CONNOR AU	Main Hall - Lamp Replacement	2/04/2024	\$ 21.96
BUNNINGS 317000 MELVILLE AU	Main Hall - Hardware	2/04/2024	\$ 207.13
BUNNINGS 317000 MELVILLE AU	Refund	2/04/2024	-\$ 49.95
UNWNCA CANBERRA AU	Handouts - International Women's Day	7/03/2024	\$ 800.00
OFFICEWORKS 0616 O'CONNOR AU	Office Supplies	7/03/2024	\$ 74.88
DEPT OF JUSTICE-CTG PA PERTH AU	Lodgement of Prosecution - FR2448/2024	11/03/2024	\$ 171.70
DEPT OF JUSTICE-CTG PA PERTH AU	Lodgement of Prosecution - FR2430-2432/2	11/03/2024	\$ 171.70
TAI CHI PRODUCTIONS BEVERLY HILLS AU	Tai Chi Instructor Pack - LeisureFit	13/03/2024	\$ 125.47
EB *Tai Chi for Arthri 801-413-7200 AU	Tai Chi Instructor pack - LeisureFit	14/03/2024	\$ 80.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Dog Food for Dog Trap	20/03/2024	\$ 6.00
PALMYRA VETERINARY HOS PALMYRA AU	Microchipping of Pound Dog	27/03/2024	\$ 75.00
OFFICEWORKS 0616 O'CONNOR AU	Reminiscence Kits	4/03/2024	\$ 15.45
COLES 0332 BOORAGOON AU	Office Supplies	6/03/2024	\$ 29.80
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	8/03/2024	\$ 29.00
Games World Booragoon Booragoon AU	Puzzle Race Prizes	11/03/2024	\$ 39.99
KMART 1162 BOORAGOON AU	Workshop Supplies	21/03/2024	\$ 30.00
SPOTLIGHT MELVILLE MYAREE AU	Office Supplies	4/03/2024	\$ 168.00
SPOTLIGHT MELVILLE MYAREE AU	Office Supplies	4/03/2024	\$ 84.00
KITCHEN WAREHOUSE ME MELVILLE AU	Office Supplies	5/03/2024	\$ 147.85
BEAUFORT ST BOOKS MOUNT LAWLEY AU	Office Supplies	5/03/2024	\$ 5.99
REFUNDS FRAUD CMS	Refund	20/03/2024	-\$ 5.99
IGA WILLAGEE WILLAGEE AU	Office Supplies	20/03/2024	\$ 20.26
CPP STATE LIBRARY PERTH AU	Library Resources	4/03/2024	\$ 9.09
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Library Resources	7/03/2024	\$ 12.40
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Library Resources	8/03/2024	\$ 15.35
WILSON PARKING PER058 WEST PERTH AU	Library Resources	15/03/2024	\$ 16.20
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Library Resources	18/03/2024	\$ 4.45
IGA WILLAGEE WILLAGEE AU	Library Resources	20/03/2024	\$ 10.80
IGA WILLAGEE WILLAGEE AU	Library Resources	20/03/2024	\$ 6.99
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Library Resources	28/03/2024	\$ 2.95
LUCKY CHARM BULL CREEK BULL CREEK AU	Library Resources	2/04/2024	\$ 4.00
FUEL PAYMENT PERTH AU	Fuel	22/03/2024	\$ 162.37
Deputy deputy.com AU	Staff Scheduling App	6/03/2024	\$ 55.00
BUNNINGS 317000 MELVILLE AU	Install Materials	11/03/2024	\$ 87.94
IKEA PTY LTD TEmpe AU	Items for 8 Hickey St	13/03/2024	\$ 3,169.00

Payee	Description	Date	Amount
KMART 1162 BOORAGOON AU	Items for 8 Hickey St	14/03/2024	\$ 168.00
OLDBRIDGECELLARS NORTH FREMANT AU	Event	15/03/2024	\$ 636.00
DEPT OF RACING GAMIN EAST PERTH AU	Event	18/03/2024	\$ 58.50
OTHERSIDE BREWING CO P MYAREE AU	Event	18/03/2024	\$ 436.70
WOOLWORTHS/857 CANNING MT PLEASANT AU	Opening Night	21/03/2024	\$ 55.70
SCUTTI FRESH MARKETS APPLECROSS AU	Opening Night	21/03/2024	\$ 90.45
GRAND CRU WINE SHOP ARDROSS AU	Opening Night	25/03/2024	\$ 69.99
BUNNINGS 317000 MELVILLE AU	Install Materials	25/03/2024	\$ 226.95
AMPED DIGITAL NEDLANDS AU	Install Materials	27/03/2024	\$ 939.64
Arts Margaret River Margaret Riv AU	Event	5/03/2024	\$ 50.00
COLES 0352 MELVILLE AU	Office Supplies	7/03/2024	\$ 50.87
MEGA MUSIC AUSTRALIA MYAREE AU	Event	13/03/2024	\$ 14.95
Arts Margaret River Margaret Riv AU	Event	25/03/2024	\$ 135.00
COLES 0332 BOORAGOON AU	Resident 100th Birthday	7/03/2024	\$ 70.00
COLES 0332 BOORAGOON AU	Catering	8/03/2024	\$ 74.93
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	8/03/2024	\$ 59.00
Nosh Gourmet Food an East Victoria AU	Catering	12/03/2024	\$ 88.00
Garden City 159 Booragoon AU	Dry Cleaning of Function Linen	13/03/2024	\$ 1,190.00
SQ *PERTHPECT ENGRAVER Wanneroo AU	Supplies	13/03/2024	\$ 517.00
WA ERGO FORRESTDAL AU	Office Supplies	14/03/2024	\$ 310.00
MARKETPLACE SUPPLIE CLAREMONT AU	Office Supplies	15/03/2024	\$ 360.60
MICROFIBRE-CLOTHS-A ASHMORE AU	Cleaning Cloths for Main Kitchen	21/03/2024	\$ 146.98
KMART MULGRAVE AU	Materials	4/03/2024	\$ 175.00
BOOTY BAND CO AUS BETHANIA AU	Materials	4/03/2024	\$ 143.28
MYZONE* MYZONE WA AU	Materials	4/03/2024	\$ 182.92
2XU PTY LTD CREMORNE AU	Materials	4/03/2024	\$ 53.49
MYZONE* MYZONE WA AU	Materials	5/03/2024	\$ 182.92
TWILIO SENDGRID WWW.TWILIO.CO US	Materials	7/03/2024	\$ 143.11
EB *Active Balance for 801-413-7200 AU	Materials	11/03/2024	\$ 330.00
SILVER SPRINGS HOLDING BOORAGOON AU	Materials	11/03/2024	\$ 197.45
MYZONE* MYZONE WA AU	Materials	18/03/2024	\$ 182.92
ELITE LOCK SERVICE BOORAGOON AU	Materials	19/03/2024	\$ 72.24
RLSSWA MOUNT CLAREMO AU	Materials	20/03/2024	\$ 169.00
SILVER SPRINGS HOLDING BOORAGOON AU	Materials	22/03/2024	\$ 227.15
COLES ONLINE HAWTHORN EAST AU	Materials	25/03/2024	\$ 158.50
BUNNINGS GROUP LTD HAWTHORN EAST AU	Materials	25/03/2024	\$ 30.00
KMART MULGRAVE AU	Materials	28/03/2024	\$ 120.00
KMART MULGRAVE AU	Materials	2/04/2024	-\$ 120.00
IGA WILLAGEE WILLAGEE AU	Office Supplies	4/03/2024	\$ 18.50
IGA WILLAGEE WILLAGEE AU	Office Supplies	4/03/2024	\$ 23.59
Woolworths Online BELLA VISTA AU	Office Supplies	6/03/2024	\$ 254.20
THE FRUIT BASKET MOUNT PLEASAN AU	Catering	8/03/2024	\$ 30.42
KMART 1162 BOORAGOON AU	Catering	8/03/2024	\$ 25.00
SQ *BAKEHOUSE ON CRANF Mount Pleasan AU	Office Supplies	8/03/2024	\$ 25.00
OFFICEWORKS 0616 O'CONNOR AU	Office Supplies	11/03/2024	\$ 224.39
IGA WILLAGEE WILLAGEE AU	Office Supplies	11/03/2024	\$ 33.17
IGA WILLAGEE WILLAGEE AU	Office Supplies	12/03/2024	\$ 16.29
Woolworths Online BELLA VISTA AU	Office Supplies	13/03/2024	\$ 259.37
IGA WILLAGEE WILLAGEE AU	Office Supplies	13/03/2024	\$ 29.40
IGA WILLAGEE WILLAGEE AU	Office Supplies	13/03/2024	\$ 85.90
IGA WILLAGEE WILLAGEE AU	Office Supplies	15/03/2024	\$ 5.00
JACKSONS DRAWING SUPPL FREMANTLE AU	Office Supplies	18/03/2024	\$ 502.00
SQ *DJ'S WILLAGEE LUNC Willagee AU	Office Supplies	18/03/2024	\$ 39.00
TARGET 5036 FREMANTLE AU	Office Supplies	18/03/2024	\$ 54.15
IGA WILLAGEE WILLAGEE AU	Office Supplies	18/03/2024	\$ 20.14
IGA WILLAGEE WILLAGEE AU	Office Supplies	18/03/2024	\$ 45.33
RED DOT STORES FREMANTLE AU	Office Supplies	18/03/2024	\$ 45.98
NAM HANG HOLDINGS PT WILLAGEE AU	Office Supplies	18/03/2024	\$ 14.40
IGA WILLAGEE WILLAGEE AU	Office Supplies	19/03/2024	\$ 7.99
IGA WILLAGEE WILLAGEE AU	Office Supplies	20/03/2024	\$ 27.46
IGA WILLAGEE WILLAGEE AU	Office Supplies	20/03/2024	\$ 7.00
Woolworths Online BELLA VISTA AU	Office Supplies	21/03/2024	\$ 299.77
KMART 1162 BOORAGOON AU	Office Supplies	22/03/2024	\$ 133.40
IGA WILLAGEE WILLAGEE AU	Office Supplies	25/03/2024	\$ 30.55
Woolworths Online BELLA VISTA AU	Office Supplies	27/03/2024	\$ 292.04
Woolworths Online BELLA VISTA AU	Office Supplies	27/03/2024	\$ 106.90
KMART 1024 KARDINYA AU	Office Supplies	28/03/2024	\$ 59.00
GILBERTS FRESH HILTO HILTON AU	Meerlinga Session	13/03/2024	\$ 29.98
WOOLWORTHS/CNR STOCK R MELVILLE AU	Child Safe Focus Group	19/03/2024	\$ 10.50
Westfield Booragoon Booragoon AU	Child Safe Focus Group	19/03/2024	\$ 45.90

Payee	Description	Date	Amount
GILBERTS FRESH HILTO HILTON AU	Meerilinga Park session	27/03/2024	\$ 25.48
ORG SUB FEE HTTPSWWW.EVEN US	Supplies	4/03/2024	\$ 29.87
EB *Refund to buyer 801-413-7200 AU	Supplies	7/03/2024	\$ 7.00
ESSENTIAL BRANDS FRANC Burleigh AU	Supplies	13/03/2024	\$ 383.00
KAKULAS SISTER GROCER FREMANTLE AU	Supplies	14/03/2024	\$ 127.54
STUFFED WITH PLUSH TOY MELROSE PARK AU	Supplies	15/03/2024	\$ 119.27
BOCCHETTA PLUSH TOYS BURLEIGH HEAD AU	Supplies	15/03/2024	\$ 213.80
WINTHROP GARDENS SUP WINTHROP AU	Supplies	20/03/2024	\$ 13.83
SPUDSHED JANDAKOT AU	Supplies	22/03/2024	\$ 10.93
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Swim School	12/03/2024	\$ 47.60
SPOTLIGHT MELVILLE MYAREE AU	Swim School Consumables	13/03/2024	\$ 32.00
INSTRUMENT CHOICE DRY CREEK AU	Lux Metre	14/03/2024	\$ 514.80
ICELEMONS TRADING PT MYAREE AU	Materials	20/03/2024	\$ 80.20
KENNARDS HIRE HO WA SEVEN HILLS AU	Materials	21/03/2024	\$ 400.00
LIQUORLAND 3374 BOORAGOON AU	Catering	11/03/2024	\$ 13.98
COLES 0332 BOORAGOON AU	Office Supplies	11/03/2024	\$ 89.26
LIQUORLAND 3374 BOORAGOON AU	Catering	11/03/2024	\$ 18.64
COLES 0332 BOORAGOON AU	Office Supplies	11/03/2024	\$ 167.46
SQ *THE GREEN BEAN COF North Coogee AU	Office Supplies	11/03/2024	\$ 22.50
AMPOL MELVILLE 55467FV MELVILLE AU	Others	12/03/2024	\$ 10.00
CLICKSEND.COM RECHARGE SOUTH PERTH AU	PN - Communication	13/03/2024	\$ 20.00
CLICKSEND.COM RECHARGE SOUTH PERTH AU	PN - Communication	20/03/2024	\$ 20.00
MARMION ST FRESH AND G MELVILLE AU	Catering	25/03/2024	\$ 170.50
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Office Supplies	25/03/2024	\$ 63.55
CLICKSEND.COM RECHARGE SOUTH PERTH AU	PN - Communication	26/03/2024	\$ 20.00
Nandos MYAREE Myaree AU	Catering	19/03/2024	\$ 187.75
ICELEMONS TRADING PT MYAREE AU	Others	20/03/2024	\$ 13.90
THE CHAMBER OF ARTS AN PERTH AU	Chamber of Arts Membership Renewal	20/03/2024	\$ 660.00
GOOGLE*CLOUD S9V52G CC GOOGLE.COM AU	Subscription Fee	4/03/2024	\$ 68.83
ASANA.COM SYDNEY AU	Subscription Fee	25/03/2024	\$ 829.80
COLES 0332 BOORAGOON AU	Office Supplies	11/03/2024	\$ 80.00
COLES ONLINE HAWTHORN EAST AU	Office Supplies	11/03/2024	\$ 251.75
DUSK COCKBURN SUCCESS AU	Catering	11/03/2024	\$ 195.88
WALGA EVENTS WEST LEEDERVI AU	Event	19/03/2024	\$ 380.00
IGA WILLAGEE WILLAGEE AU	Office Supplies	22/03/2024	\$ 18.47
			\$ 79,610.16
	Total		\$ 100,432.79

6002A Nature Type

STATEMENT OF FINANCIAL ACTIVITY_{by Nature or Type}
For the period 1 July 2023 to 30 April 2024

	April Actual \$	YTD Rev. Budget \$	YTD Actual \$	Variance \$	Variance %	Annual Rev. Budget \$
Revenue						
Rates	11,858	102,782,725	102,530,897	(251,828)	0%	102,850,392
Grants & Contributions	72,975	1,516,941	479,528	(1,037,412)	-68%	5,827,833
Fees & Charges	1,276,701	14,566,231	14,558,596	(7,635)	0%	16,602,689
Service Charges	227	2,616,960	2,625,196	8,236	0%	2,616,960
Interest Earnings	928,721	8,760,000	8,922,812	162,812		10,435,000
Other Revenue	211,261	1,025,985	1,253,673	227,688	22%	1,470,808
	2,501,743	131,268,842	130,370,702	(898,140)	-1%	139,803,681
Expenses						
Employee Costs	(4,505,401)	(53,042,690)	(47,874,297)	5,168,392	-10%	(61,319,382)
Materials & Contracts	(2,326,618)	(32,891,282)	(29,227,106)	3,664,176	-11%	(40,829,752)
Utilities	(216,589)	(3,538,955)	(3,559,649)	(20,694)	1%	(4,306,852)
Insurance	0	(1,404,971)	(1,286,941)	118,030	-8%	(1,406,838)
Depreciation	(2,772,764)	(28,961,805)	(28,153,474)	808,331	-3%	(33,125,863)
Finance Costs	0	(52,092)	(56,987)	(4,895)	9%	(54,922)
Other Expenditure	54,675	452,924	456,121	3,197	1%	(449,918)
	(9,766,698)	(119,438,871)	(109,702,333)	9,736,536	-8%	(141,493,527)
	(7,264,954)	11,829,970	20,668,369	8,838,399	75%	(1,689,846)
Grants/Contributions for the Development of Assets						
Non-Operating Grants, Subsidies and Contributions	77,930	397,206	475,136	77,930	20%	8,998,539
(Profit)/Loss on Disposal of Assets						
Proceeds on Disposal	(3,932)	422,575	387,856	(34,719)	-8%	2,509,340
Net Book Value from Disposal of Assets	(6,743)	(35,258)	(245,322)	(210,065)	596%	(423,090)
	(10,675)	387,318	142,534	(244,784)	-63%	2,086,250
NET RESULT	(7,197,700)	12,614,494	21,286,039	8,671,545	69%	9,394,944
Other Comprehensive Income	-	-	-			-
Total Other Comprehensive Income	-	-	-			-
TOTAL COMPREHENSIVE INCOME	(7,197,700)	12,614,494	21,286,039			9,394,944

RATE SETTING STATEMENT by Program
For the period 1 July 2023 to 30 April 2024

	April Actual \$	YTD Rev. Budget \$	YTD Actual \$	Variance \$	Variance %	Annual Budget \$	Annual Rev. Budget \$
OPERATING ACTIVITIES							
Revenue from operating activities (excluding rates and non-operating grant, subsidies and contributions)							
Governance	0	-	6,268	6,268	100%	-	-
General Purpose Funding	941,233	10,023,277	9,147,035	(876,242)	-9%	12,750,000	14,796,531
Law, Order, Public Safety	23,639	2,856,460	2,881,351	24,891	1%	2,865,660	2,865,660
Health	6,341	265,206	236,307	(28,900)	-11%	278,140	280,140
Education & Welfare	63,029	296,828	307,039	10,210	3%	331,814	641,346
Housing	7,754	97,197	89,492	(7,705)	-8%	116,070	116,070
Community Amenities	201,225	3,284,034	3,210,047	(73,987)	0%	3,837,613	3,837,613
Recreation and Culture	701,029	7,309,644	7,343,211	33,567	0%	7,581,486	9,301,740
Transport	209,625	1,442,673	1,450,529	7,855	0%	1,415,520	1,860,720
Economic Services	317,821	2,628,456	2,871,987	243,531	9%	2,978,735	2,898,735
Other Property and Services	7,513	669,659	439,073	(230,586)	-34%	334,635	2,440,986
	2,479,210	28,873,434	27,982,339	(891,095)		32,489,671	39,039,540
Expenditure from operating activities							
Governance	(445,486)	(5,603,461)	(5,012,494)	590,967	-11%	(6,431,439)	(6,660,548)
General Purpose Funding	(62,845)	(1,279,430)	(1,186,583)	92,847	-7%	(1,391,235)	(1,391,235)
Law, Order, Public Safety	(349,997)	(4,330,372)	(3,730,505)	599,867	-14%	(4,887,128)	(4,974,321)
Health	(92,767)	(1,060,890)	(994,205)	66,686	-6%	(1,278,975)	(1,213,975)
Education & Welfare	(485,275)	(2,400,833)	(2,211,629)	189,204	-8%	(2,386,002)	(2,896,883)
Housing	(6,883)	(106,211)	(106,508)	(297)	0%	(122,949)	(122,949)
Community Amenities	(1,320,864)	(22,980,525)	(20,201,910)	2,778,615	-12%	(28,067,956)	(28,544,586)
Recreation and Culture	(3,310,796)	(39,665,339)	(37,874,039)	1,791,300	-5%	(41,278,590)	(46,681,382)
Transport	(1,880,345)	(22,082,730)	(21,091,571)	991,159	-4%	(23,972,722)	(25,817,245)
Economic Services	(182,506)	(2,574,934)	(2,175,594)	399,339	-16%	(3,031,771)	(2,950,571)
Other Property and Services	(1,628,934)	(17,354,144)	(15,117,295)	2,236,849	-13%	(18,316,775)	(20,239,330)
	(9,766,698)	(119,438,869)	(109,702,333)	9,736,536		(131,165,543)	(141,493,027)
Operating activities excluded from budget							
(Profit)/Loss on Asset Disposals	10,675	(387,318)	(142,534)	244,784	-63%	-	(2,086,250)
Depreciation on Assets	2,772,764	28,961,804	28,153,474	(808,329)	-3%	25,109,134	33,675,747
Plant Capital Charge	-	-	-	-	100%	-	-
Plant Investment Provision	-	-	-	-	-	235,305	235,305
Movement in Deferred Rates	28,523	-	215,443	215,443	100%	-	-
	2,811,962	28,574,486	28,226,383	(348,103)		25,344,439	31,824,802
Investing Activities							
Non-operating grants, subsidies and contributi	77,930	397,206	475,136	77,930		3,238,346	8,998,539
Proceeds from Carawatha Equity	-	-	-	-		-	-
Proceeds from Disposal of Assets	(3,932)	422,575	387,856	(34,719)	-8%	423,090	2,509,340
Purchase of Furniture & Equipment	(64,120)	(1,904,625)	(1,470,726)	433,899	-23%	(2,811,304)	(5,044,846)
Purchase of Plant & Equipment	(275,923)	(3,055,589)	(3,007,925)	47,664	-2%	(1,247,955)	(7,592,176)
Purchase of Land & Buildings	(1,515,881)	(9,277,691)	(9,163,399)	114,292	-1%	(22,891,707)	(30,136,534)
Purchase of Infrastructure Assets	(3,059,775)	(17,364,252)	(17,038,625)	325,627	-2%	(32,268,804)	(41,351,429)
	(4,841,701)	(30,782,376)	(29,817,683)	964,693		(55,558,334)	(72,617,106)
Financing Activities							
Repayment of Debentures	-	(162,101)	(162,099)	2	0%	(175,681)	(175,681)
Self-Supporting Loan Principal Revenue	-	169,555	157,657	(11,898)	-7%	188,199	188,199
Funds to be Set Aside	-	-	-	-	100%	(36,855,094)	(39,017,442)
Funds to be Used	-	-	-	-	100%	61,104,935	78,993,607
Carry Forward Funds	-	-	-	-	100%	-	-
	0	7,454	(4,443)	(11,897)		24,262,359	39,988,683
Estimated surplus / (deficit) - B/Fwd	28,959,344	-	438,815			2,294,216	438,815
Estimated (surplus) / deficit - C/Fwd	(19,653,976)	(10,016,854)	(19,653,976)				(32,098)
Amount to be raised from general rates	(11,858)	(102,782,725)	(102,530,897)			(102,333,191)	(102,850,392)

6002B Nature Type

RATE SETTING STATEMENT by Nature or Type
For the period 1 July 2023 to 30 April 2024

	<i>April Actual</i> \$	<i>YTD Rev. Budget</i> \$	<i>YTD Actual</i> \$	<i>Variance</i> \$	<i>Variance</i> %	<i>Annual Budget</i> \$	<i>Annual Rev. Budget</i> \$
OPERATING ACTIVITIES							
Revenue from operating activities (excluding rates and non-operating grant, subsidies and contributions)							
Grants & Contributions	72,975	1,516,941	479,528	(1,037,412)	-68%	4,327,530	5,827,833
Fees & Charges	1,276,701	14,566,231	14,558,596	(7,635)	0%	14,929,174	16,602,689
Service Charges	227	2,616,960	2,625,196	8,236	0%	2,616,960	2,616,960
Investment Earnings	928,721	8,760,000	8,922,812	162,812	2%	9,415,000	10,435,000
Other Revenue	200,586	1,413,303	1,396,207	(17,096)		1,201,008	3,557,058
	2,479,210	28,873,434	27,982,339	(891,095)		32,489,671	39,039,540
Expenditure from operating activities							
Employee Costs	(4,505,401)	(53,042,690)	(47,874,297)	5,168,392	-10%	(61,464,748)	(61,319,382)
Materials & Contracts	(2,326,618)	(32,891,282)	(29,227,106)	3,664,176	-11%	(37,710,133)	(40,620,547)
Utilities	(216,589)	(3,538,955)	(3,559,649)	(20,694)	1%	(4,218,352)	(4,306,852)
Insurance	0	(1,404,971)	(1,286,941)	118,030	-8%	(1,406,838)	(1,406,838)
Depreciation	(2,772,764)	(28,961,805)	(28,153,474)	808,331	-3%	(24,768,455)	(33,335,068)
Finance Costs	0	(52,092)	(56,987)	(4,895)	9%	(54,922)	(54,922)
Other Expenditure	54,675	452,927	456,121	3,195	1%	(1,542,096)	(449,918)
	(9,766,698)	(119,438,869)	(109,702,333)	9,736,536		(131,165,543)	(141,493,527)
Operating activities excluded from budget							
(Profit)/Loss on Asset Disposals	10,675	(387,318)	(142,534)	244,784	-63%	-	(2,086,250)
Depreciation on Assets	2,772,764	28,961,804	28,153,474	(808,329)	-3%	25,109,134	33,675,747
Plant Capital Charge	-	-	-	-	100%	-	-
Plant Investment Provision	-	-	-	-	-	235,305	235,305
Movement in Deferred Rates	28,523	-	215,443	215,443	100%	-	-
	2,811,962	28,574,486	28,226,383	(348,103)		25,344,439	31,824,802
Investing Activities							
Non-operating grants, subsidies and contrib	77,930	397,206	475,136	77,930		3,238,346	8,998,539
Proceeds from Carawatha Equity	0	-	0	-		-	-
Proceeds from Disposal of Assets	(3,932)	422,575	387,856	(34,719)	-8%	423,090	2,509,340
Purchase of Furniture & Equipment	(64,120)	(1,904,625)	(1,470,726)	433,899	-23%	(2,811,304)	(5,044,846)
Purchase of Plant & Equipment	(275,923)	(3,055,589)	(3,007,925)	47,664	-2%	(1,247,955)	(7,592,176)
Purchase of Land & Buildings	(1,515,881)	(9,277,691)	(9,163,399)	114,292	-1%	(22,891,707)	(30,136,534)
Purchase of Infrastructure Assets	(3,059,775)	(17,364,252)	(17,038,625)	325,627	-2%	(32,268,804)	(41,351,429)
	(4,841,701)	(30,782,376)	(29,817,683)	964,693		(55,558,334)	(72,617,106)
Financing Activities							
Repayment of Debentures	-	(162,101)	(162,099)	2	0%	(175,681)	(175,681)
Self-Supporting Loan Principal Revenue	0	169,555	157,657	(11,898)	-7%	188,199	188,199
Funds to be Set Aside	-	-	-	-	100%	(36,855,094)	(39,017,442)
Funds to be Used	-	-	-	-	100%	61,104,935	78,993,607
Carry Forward Funds	-	-	-	-	100%	-	-
	0	7,454	(4,443)	(11,897)		24,262,359	39,988,683
Estimated surplus / (deficit) - B/Fwd	28,959,344	-	438,815			2,294,216	438,815
Estimated (surplus) / deficit - C/Fwd	(19,653,976)	(10,016,854)	(19,653,976)				(31,599)
Amount to be raised from general rates	(11,858)	(102,782,725)	(102,530,897)	(251,828)		(102,333,191)	(102,850,392)

REPRESENTATION OF NET WORKING CAPITAL				
AS AT 30 APRIL 2024				
Net Current Assets Represented by	30 APRIL 2024		31 MARCH 2024	
Current Assets				
Cash & Cash Equivalents				
Cash in Hand	2,816		2,816	
Cash at Bank/(Overdraft)	3,999,784		852,360	
Investments	185,294,451		198,724,680	
		189,297,051		199,579,856
Trade & Other Receivables				
Debtors - Rates	5,940,128		6,613,810	
Debtors - Security Charge	122,858		128,754	
Debtors - Pool Inspection Fee	20,904		21,773	
Debtors - Instalment Fee	22		22	
Debtors - UGP	177,159		183,648	
Debtors - Refuse	61,409		66,643	
FESA Levy Debtors	1,110,907		1,225,348	
Pensioner Rebates	1,527,495		1,676,408	
Sundry Debtors	924,433		561,924	
<i>Less : Provision for Doubtful Debts</i>	<i>(166,508)</i>		<i>(166,508)</i>	
		9,718,807		10,311,821
Inventories	174,489	174,489	166,659	166,659
Other Financial Assets				
Accrued Income	3,764,640		3,685,452	
Prepayments	517,384		517,384	
Other	0		0	
GST Claim (Net)	662,595		606,543	
		4,944,620		4,809,380
Total Current Assets		204,134,966		214,867,715
Current Liabilities				
Trade & Other Payables				
FESA Levy Payable	1,516,646		2,935,436	
Sundry Creditors	17,745,471		17,912,177	
Amount Received in Advance	1,389,030		1,251,139	
		20,651,148		22,098,753
Provisions				
Provision for Long Service Leave	4,323,327		4,279,913	
Provision for Annual Leave	4,023,988		4,050,026	
Accrued Wages	14,878		14,878	
		8,362,193		8,344,817
Total Current Liabilities		29,013,340		30,443,569
Net Current Assets		175,121,626		184,424,145
Less: Restricted Assets				
Reserves	155,077,911		155,077,911	
		155,077,911		155,077,911
Timing Difference		389,739		386,890
Net Working Capital		19,653,976		28,959,344

**NET WORKING CAPITAL RECONCILIATION
FOR THE MONTH OF APRIL 2024**

	<i>YTD Actual \$</i>
Net Result	21,286,039
Add:	
Surplus B/Fwd.	438,815
Proceeds on disposal of Assets	387,856
Carry Forward Reserve Transfers	-
Reserve: Funds to be Used	-
Self Supporting Loans - Principal (Net)	(4,442)
Depreciation Written back	28,153,474
Plant Capital Charge	-
(Profit)/Loss on Asset Disposal	(142,534)
Sub Total	50,119,208
Less:	
Acquisition of Fixed assets	13,642,050
Proceeds from Carawatha Equity	-
Expenditure on Infrastructure assets	17,038,625
Reserve: Funds to be Set Aside	-
Non Current Adjustments	(215,443)
Sub Total	30,465,232
Net Working Capital	19,653,976

**Statement of Variances in Excess of \$100,000 by Nature and Type
Financial Year-To-Date Ending 30 April 2024**

This report provides commentary on the year-to-date variances identified in attachment 6002B – Rate Setting Statement by Nature and Type, for the period ended 30 April 2024.

In accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, a local government is required each financial year, to adopt a percentage or value to be used in statements of financial activity for the reporting of material variances. The City’s Accounting Policy CP-025, indicates that this will occur each year when adopting the annual budget. When adopting the 2023-2024 Annual Budget, a level of 10% or \$100,000 (whichever is the greater) was adopted for the reporting of material variances for the 2023-2024 financial year. Variances less than 10% or \$100,000 are not considered material and are not detailed in this report.

Variances are based on ‘Actual’ income raised and expenditure incurred, compared to the Year-to-Date Revised Budget and are shown in the Year-to-Date Budget Variance column in the tables below. The main reasons for the variances are outlined in this report.

In the tables below, positive variances are shown in black coloured font, and negative variances are shown in both parentheses and in red coloured font, i.e. (XXX.XX). These tables refer to the applicable nature and type variance.

Operating Revenue

Rates	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
		102,782,725	102,530,897
<i>Residential rate income showed a net negative variance of \$217,467 due to various minor rate adjustments.</i>			(217,467)
<i>Commercial rate income showed a net negative variance of \$34,361 due to various minor rate adjustments.</i>			(34,361)

Grants and Contributions	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
		1,516,941	479,528
<i>Negative timing variance related to Roads and General Purpose Federal Assistance Grants. An advance payment of the 2024-2025 allocation of the Federal Assistance grants is expected over the next two months after which this variance will reduce.</i>			(1,026,531)
<i>Other minor variances.</i>			(10,882)

**Statement of Variances in Excess of \$100,000 by Nature and Type
Financial Year-To-Date Ending 30 April 2024**

Operating Revenue (cont.)

Investment Earnings	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
		8,760,000	8,922,812
<i>Reserve fund interest positive variance due to higher than expected reserve balances.</i>			329,488
<i>Municipal fund interest negative variance due to interest rates being lower than expected.</i>			(142,473)
<i>Other minor variances related mainly to late payment interest on outstanding rates accounts.</i>			(24,203)

Operating Expenditure

Employee Costs	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
		(53,042,690)	(47,874,297)
<i>A significant element of the underspend in employment costs relates to the timing of leave of \$1,926,723. The remaining underspend of \$3,241,670 is indicative of several staff vacancies across the organisation.</i>			
<i>Natural Areas and Parks – Positive variance due to a Natural Areas Team Leader vacancy and previous vacancies in Parks Maintainer roles.</i>			739,152
<i>Community Safety – Positive variance due mainly to previous staff vacancies in the Manager Community Safety and Community Safety and Service roles and a Parking Officer vacancy.</i>			407,233
<i>Neighbourhood Development – Positive variance due to previous staff vacancies including the customer relations team i.e. Coordinator Customer Relations and casual Customer Experience Officer roles.</i>			390,174
<i>Information Technology - Positive variance due mainly to previous staff vacancies in the ICT Support Officer and ICT Project Officer roles.</i>			354,619
<i>Building and Environmental Health Services – Positive variance due mainly to staff vacancies in the Senior Building Surveyor and Assistant Building Surveyor roles.</i>			346,433
<i>Resource Recovery and Fleet Services - Positive variance due mainly to vacancies in the Waste Collection Driver and Heavy Duty Mechanic roles.</i>			334,458

**Statement of Variances in Excess of \$100,000 by Nature and Type
Financial Year-To-Date Ending 30 April 2024**

Operating Expenditure (cont.)

Employee Costs (cont.)	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
	(53,042,690)	(47,874,297)	5,168,393
<i>Financial Services - Positive variance due mainly to staff vacancies in the Finance Officer and Rates and Debtors Officer roles.</i>			312,678
<i>Library Services – Positive variance due to several staff vacancies, and the closure of Willagee library since October 2023.</i>			289,127
<i>Engineering – Positive variance due to a vacancy in the Engineering Technical Officer role and various minor underspends.</i>			219,399
<i>City Buildings and Projects – Positive variance due to a previous staff vacancy in the Building Maintenance Support Officer role, and various minor underspends.</i>			214,976
<i>Cultural Development – Positive variance due to various minor underspends.</i>			214,607
<i>Director Corporate Services – Positive variance due to various minor underspends.</i>			196,249
<i>Corporate Strategy and Communications - Positive variance due mainly to previous staff vacancy in the Digital and Content Officer role.</i>			145,508
<i>Governance - Positive variance due to a vacancy in the Elected Member Support Officer role and various minor underspends.</i>			140,294
<i>Director Urban Planning - Positive variance due to various minor underspends.</i>			136,751
<i>Director Community Development - Positive variance due mainly to a previous vacancy in the Director Community Development role.</i>			124,860
<i>People and Culture - Positive variance due to various minor underspends.</i>			107,391
<i>Director Environment and Infrastructure - Positive variance due to various minor underspends.</i>			101,411
<i>The remaining variance relates to minor variances in other service areas.</i>			393,073

**Statement of Variances in Excess of \$100,000 by Nature and Type
Financial Year-To-Date Ending 30 April 2024**

Operating Expenditure (cont.)

Materials and Contracts	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
	(32,891,282)	(29,227,106)	3,664,176
<i>Resource Recovery Services shows underspends of \$1,349,750 related mainly to waste disposal and recycling costs. These underspends relate mostly to lower gate fees and tonnages for recycling and FOGO disposal costs, partially offset by increases in domestic refuse collection tonnages.</i>			1,425,102
<i>Fleet shows a positive variance of \$75,351 related mainly to Fuel.</i>			
<i>Engineering shows a positive variance relating to minor timing variances on contractors' budgets across the City's various maintenance programs, including a positive variance of \$204,881 in Design Services, \$125,156 in Drainage Maintenance and other various minor variances.</i>			600,387
<i>Natural Areas and Parks shows a positive variance made up of minor positive and negative amounts across the City's parks and reserves.</i>			319,642
<i>Community Safety shows a positive variance made up of Contractors Ad-Hoc underspends of \$109,899, and the remaining \$91,393 is made up of minor amounts.</i>			201,292
<i>Healthy Melville positive variance made up of minor amounts across the City's recreation facilities.</i>			178,107
<i>Neighbourhood Development positive variance made up of minor amounts.</i>			177,067
<i>City Buildings and Projects shows a positive variance relating to timing variances on contractors' budgets across the City's various buildings, the most significant locations being the Civic Centre \$137,750, and other minor amounts with a net positive variance of \$34,660.</i>			172,410
<i>Chief Executive Officer positive variance made up of minor amounts, including a timing variance related to South West Group expenditure of \$99,031.</i>			163,203
<i>Library Services positive variance made up of Memberships Subscriptions and Online Resources (\$33,674), Contract payments (\$50,410), Library Stock purchases (\$27,858), and other minor amounts.</i>			145,450
<i>Strategic Property and Leasing shows a positive variance made up mainly of minor professional consultancy timing variances.</i>			101,939

**Statement of Variances in Excess of \$100,000 by Nature and Type
Financial Year-To-Date Ending 30 April 2024**

Operating Expenditure (cont.)

Materials and Contracts	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
		(32,891,282)	(29,227,106)
<i>Information Technology shows a negative variance related mainly to licensing costs of \$304,862, partially offset by a positive timing variance in Project and Innovation contract payments of \$207,211 and the remaining net negative balance of \$35,754 is made up of minor amounts.</i>			(133,405)
<i>The remaining variance relates to timing variances in the Corporate Strategy and Communications, Sustainability and Climate Action service areas, with minor variances in various other service areas.</i>			312,982

Insurance	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
		(1,404,971)	(1,286,941)
<i>Positive variance due to insurance premium (excluding workers compensation insurance) accounts being lower than expected. In particular, Motor Vehicle and Plant \$61,349, Public Liability \$21,068 and Property and Contents \$24,278.</i>			118,030

Capital Expenditure

Purchase of Furniture and Equipment	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
		(1,904,625)	(1,470,726)
<i>Positive timing variance on the Website Customer Experience Project due to delays in the commencement of the project.</i>			200,000
<i>Underspend related to the replacement of mobile garbage bins.</i>			166,347
<i>Positive timing variance on new and upgrade software installations due to project delays.</i>			148,151
<i>Positive timing variance on the Intranet Future Vision Project due to delays in the commencement of the project.</i>			112,181
<i>Negative timing variance related to the purchase of computer hardware.</i>			(120,443)
<i>The remaining various positive and negative variances amount to a net negative variance.</i>			(72,337)

**Statement of Variances in Excess of \$100,000 by Nature and Type
Financial Year-To-Date Ending 30 April 2024**

Capital Expenditure (cont.)			
Purchase of Land and Buildings	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
		(9,277,691)	(9,163,399)
<i>Approximately \$64,154 of the Purchase of Land and Buildings variance is due to the reversal of 2022-2023 financial year end adjustments.</i>			
<i>Various positive and negative variances amounting to a net positive variance.</i>			114,292
Purchase of Infrastructure Assets	YTD Budget \$	YTD Actual \$	YTD Budget Variance \$
	(17,364,252)	(17,038,625)	325,627
<i>Approximately \$44,191 of the Purchase of Infrastructure Asset variance is due to the reversal of 2022-2023 financial year end adjustments. These amounts are included in the category variances identified below.</i>			
<i>The remaining \$281,436 is made up of minor amounts across the Infrastructure program, which are included in the various asset categories below.</i>			
<i>Drainage – Timing variance noted related to a delay in the commencement of the Riseley Street flooding project.</i>			120,030
<i>Environmental</i>			1,294
<i>Foreshore Facilities</i>			3,576
<i>Irrigation</i>			9,355
<i>Lighting</i>			7,502
<i>Parks Streetscapes Structures</i>			2,204
<i>Paths</i>			49,128
<i>Playgrounds</i>			28,372
<i>Roads – Timing variance due to a delay in the commencement of the Wrexham Street Traffic Island Installation project.</i>			104,166

City of Melville
SUMMARY OF DEBTORS
FOR THE PERIOD ENDING : 30 April 2024

Detail	Actuals Current Month YTD	Actuals Previous Month YTD	% Diff Current Mth to Previous Mth	Actuals This Month Last Year YTD	% Diff Current Mth to Current Mth Last Yr
RATE DEBTORS					
Opening Balance - 1 July	3,379,289	3,379,289	0%	4,024,978	-16%
Rates & Charges Raised	103,089,545	103,021,037	0%	96,963,464	6%
Payments Received	(100,528,707)	(99,786,517)	1%	(95,481,401)	5%
Closing Balance	5,940,128	6,613,810	-10%	5,507,041	8%
REFUSE DEBTORS					
Opening Balance - 1 July	44,432	44,432	0%	55,131	-19%
Rates & Charges Raised	1,677,833	1,686,230	0%	1,654,209	1%
Payments Received	(1,660,857)	(1,664,020)	0%	(1,648,154)	1%
Closing Balance	61,409	66,643	-8%	61,186	0%
FESA DEBTORS					
Opening Balance - 1 July	650,906	650,906	0%	782,850	-17%
Rates & Charges Raised	18,425,249	18,424,300	0%	18,479,101	0%
Payments Received	(17,965,247)	(17,849,857)	1%	(18,214,267)	-1%
Closing Balance	1,110,907	1,225,348	-9%	1,047,684	6%
UNDERGROUND POWER DEBTORS					
Opening Balance - 1 July	304,028	304,028	0%	459,503	-34%
Rates Raised	21,841	21,411	2%	177,378	-88%
Payments Received	(148,710)	(141,791)	5%	(303,902)	-51%
Closing Balance	177,159	183,648	-4%	332,979	-47%
POOL DEBTORS					
Opening Balance - 1 July	16,677	16,677	0%	19,059	-12%
Rates & Charges Raised	492,589	492,555	0%	476,754	3%
Payments Received	(488,362)	(487,460)	0%	(475,190)	3%
Closing Balance	20,904	21,773	-4%	20,622	1%
SECURITY DEBTORS (SECL)					
Opening Balance - 1 July	92,407	92,407	0%	111,765	-17%
Rates & Charges Raised	2,627,241	2,626,825	0%	2,498,844	5%
Payments Received	(2,596,790)	(2,590,478)	0%	(2,492,422)	4%
Closing Balance	122,858	128,754	-5%	118,186	4%
INSTALMENT FEE DEBTORS					
Opening Balance - 1 July	77	77	0%	280	-73%

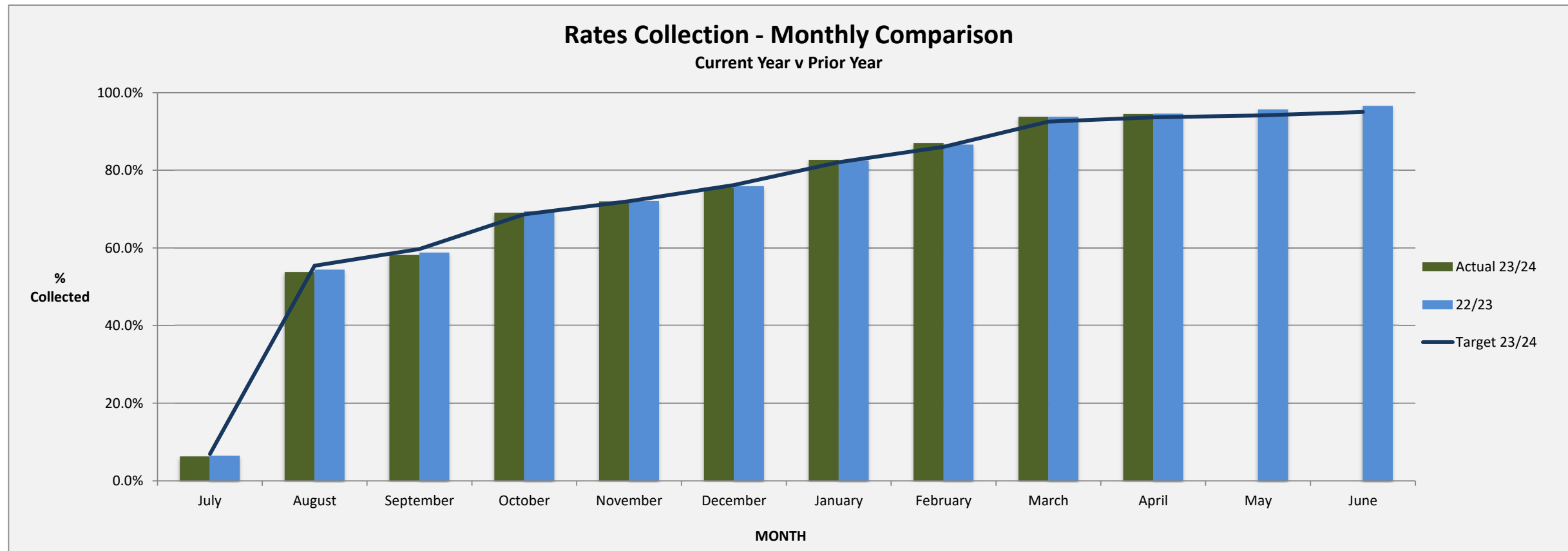
Rates & Charges Raised	4	4	0%	0	#DIV/0!
Payments Received	(59)	(59)	0%	(185)	-68%
Closing Balance	22	22	0%	95	-77%

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	4,487,816	4,487,816	0%	5,453,565	-18%
Debtors Raised	126,334,303	126,272,363	0%	120,249,749	5%
Payments Received	(123,388,732)	(122,520,182)	1%	(118,615,521)	4%
Closing Balance	7,433,388	8,239,997	-10%	7,087,793	5%

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	901,439	901,439	0%	642,878	40%
Invoices Raised	5,128,231	4,397,706	17%	6,247,464	-18%
Receipts	(5,095,370)	(4,734,634)	8%	(5,856,538)	-13%
Prepayments	(9,868)	(2,588)	281%	(10,147)	-3%
Closing Balance	924,433	561,924	65%	1,023,658	-10%



**SUMMARY OF GENERAL DEBTORS AGED 90 DAYS OR GREATER
FOR THE MONTH ENDED 30 APRIL 2024**

Debtor Number	Debtor Name	Amount	Comments and subsequent events
Accounts with Recoveries Legal			
862573	Profutsal	\$3,348	Lodged with Recoveries Legal 20 March 2024.
569826	WA State Futsal Club	\$33,179	Lodged with Recoveries Legal 20 March 2024.
		\$ 36,526	
Payment arrangements			
832568	Individual	\$17,698	Maintaining payment plan.
861732	Healthcare WA	\$10,962	Maintaining payment plan.
862151	South Perth Futsal Club	\$5,284	Maintaining payment plan.
862342	Perth AFC Futsal Club	\$23,732	Maintaining payment plan. Increased payment from \$1,500 per month to \$2,500.
863209	Individual	\$1,873	Adhering to payment plan. Increased payment from \$200 per fortnight to \$250.
864132	Individual	\$7,991	Maintaining payment plan.
869123	Overall Group Pty Ltd	\$1,401	Maintaining payment plan.
869693	Velovelum Pty Ltd T/As Mastro Pizza	\$6,482	Adhering to payment plan.
	Total on Payment Arrangement	\$ 75,421	
Ordinary Debtors			
505578	Bluewater Grill	\$140	Statement issued 1 May 2024.
506733	Willetton Reds Hockey Club	\$1,094	60 day demand letter emailed 8 April 2024.
511030	Bluewater Pty Ltd	\$29,616	Emailed debtor 18 April 2024.
803597	Belgravia Health & Leisure Group Pty Ltd	\$10,624	Apportioning issue - lodged with INFOR. Debtor only owes current invoice.
835033	Extraordinary Mind Project	\$1,022	Statement issued 1 May 2024.
838433	Individual	\$363	Firebreak charges to be moved to rate assessment. This has been done in previous years and has been paid.
851352	Powerhouse Surf	\$35	Emailed overdue notice 28 April 2024.
855783	Advanced Traffic Management	\$920	Debtor is with Liquidators. Contact made with Grant Thornton who advised that they will issue further correspondence when they are in a position to update.
857086	Traffic Force	\$196	Emailed overdue notice 28 April 2024.
857441	Individual	\$290	Emailed overdue notice 28 April 2024.
858019	PACT Construction Pty Ltd	\$128	Emailed overdue notice 28 April 2024.
858134	Dynamic Flames Badminton Club Inc	\$1,462	Emailed overdue notice 28 April 2024.
865212	Beyond Health Chiropractic	\$53	Emailed overdue notice 28 April 2024.
865447	Individual	\$1	Paid 1 May 2024.
867184	Juluwarlu Group Aboriginal Org	\$79	Statement issued 1 May 2024.
869073	5 MacRae Pty Ltd	\$424	Statement issued 1 May 2024.
871632	Kelvar Group	\$196	Phoned debtor to advise of overdue amounts, also emailed copies of invoices.
871780	Apollo's Under 8's Girls	\$375	Statement issued 1 May 2024.
871798	Apollo's U8 Boys	\$285	Statement issued 1 May 2024.
871897	Fremantle Futsal Club	\$137	Statement issued 1 May 2024.
871905	Zhao Lin Trading Pty Ltd	\$53	Statement issued 1 May 2024.
871996	Individual	\$290	Statement issued 1 May 2024.
	Total Ordinary Debtors	\$ 47,783	
Sporting & Community Organisations			
506014	Brentwood Karoonda Sporting Association	\$21,045	Emailed club president again requesting payment.
848085	Brentwood Booragoon Football Club	\$1,365	Paid 6 May 2024.
	Total Sporting & Community Organisations	\$ 22,410	
GRAND TOTAL		\$ 182,142	
	Loans	\$ 96,156	
	Total 90 Days and over	\$ 278,298	
	Total Sundry Debts Outstanding	\$ 924,433	
	90 Days and Over % of Total Debt	30%	
	90 Days and over -Total No. of Debtors (excl Loans)	34	

6002J

**BUDGET AMENDMENTS
FOR THE MONTH OF APRIL 2024**

Budget Amendments						Budget Amendments >\$100,000	
Account Number	Description	Journal Number	Date	Amount Transferred From	Amount Transferred To	Total Amount	Comments
442-22623-7126-000	MRWA Landscape Leach Hwy				31,700	\$ 31,700	
442-22623-5992-000	MRWA Landscape Leach Hwy	B02493	11/04/2024	31,700			Budget created to represent funds from Main Roads for landscaping works to upgrade Leach Highway median.
277-28110-7888-000	Infrastructure Asset Management Reserve				170,000	\$ 377,926	
488-85550-1655-000	Irrigation			170,000			Decrease to budgeted funds from Infrastructure Asset Management Reserve for capital project IRR05696 Irrigation Cubicle Renewal due to project underspends.
486-85545-1555-000	Streetscapes				170,000		
277-28116-7888-000	Public Open Space and Urban Forest Reserve	B02495	16/04/2024	170,000			Increase to budgeted funds used from Public Open Space and Urban Forest Reserve for capital project STS04578 Urban Forest Renewal.
486-85546-1635-000	Street and Park Furniture				37,926		
488-85550-1655-000	Irrigation			37,926			Reallocate funds from capital project IRR05698 Irrigation Aerator Renewal to capital project PIM01908 Natural Areas and Parks Structures Renewal.
386-22530-6000-000	Connecting to Country				13,580	\$ 25,000	
386-22530-7126-000	Connecting to Country				2,000		
386-22530-7105-000	Connecting to Country	B02500	30/04/2024		8,660		Budget created to represent grant funding from Department of Local Government, Sport and Cultural Industries for Connecting to Country 2023-2024.
386-22530-7221-000	Connecting to Country				760		
386-22530-5205-000	Connecting to Country			25,000			
				434,626	434,626	434,626	



Neighbour Dispute Mediation Policy

Policy Type: Council Policy Policy Owner: Director Community Development	Policy No. CP- 122 Last Review Date: 18 June 2024
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Policy Objectives

To establish a clear and consistent process for City staff when referring individuals to mediation services, ensuring all parties receive appropriate support and guidance.

To promote the use of external mediation services as an alternative approach to resolving neighbour disputes.

Policy Scope

This policy applies to all City staff involved in responding to neighbour disputes relevant to the City.

The City will assist any resident or ratepayer of the City of Melville to access mediation services, provided the dispute meets the provisions in this policy, and relates to a property within the City of Melville area. This includes but is not limited to issues relating to:

- Dividing fences
- Encroaching roots and branches
- Amenity issues from noise and odour
- Privacy issues
- Non-compliant developments
- Property damage
- Construction issues
- Building encroachments

Definitions

Mediation Service: A professional service that helps disputing parties reach a mutually agreed outcome with the help of an independent mediator.

Dispute: A disagreement or conflict between individuals, be that two residential neighbours, adjacent businesses or a combination of the two.



Policy Statement

1. Approach to Dispute Resolution

The City will only involve itself in mediation when it relates to certain neighbour disputes, specifically those related to the City's role as a decision-making or regulator, or certain civil disputes affecting a persons' reasonable use of their property (e.g. dividing fences, encroachment, property damage, construction issues).

Mediation is not intended to replace the City's role in enforcing compliance and making decisions on Council-related matters. The City may however choose to suspend compliance action or defer decision making on a matter where the relevant parties have agreed to attempt mediation.

2. Procedure for Referral to an External Mediation Service

- a) Identification of Dispute: Generally speaking, it will be the responsibility of a resident or ratepayer to bring an issue to the attention of the City.
- b) Overview of the Dispute: The relevant technical officer will review the details of the dispute, assess the situation, clarify any questions or concerns raised by the disputing party and outline the relevant City policies and legislation regarding the dispute.
- c) Communication: The City will explain the mediation process and clarify any questions or concerns raised by the disputing parties.
- d) Referral: If the aggrieved party would like to progress to mediation, the City shall facilitate the process. If the City is unable to get in contact with one of the relevant parties, or they are uninterested in attending mediation, the affected party will be notified that mediation will not proceed, and where relevant, the matter will be progressed in accordance with relevant City policies and legislation. The City cannot compel neighbours to participate in mediation.
- e) Resolution: A resolution via mediation does not negate the need for the City to make decisions on matters relevant to its responsibilities as a local government. However, where mediation has resulted in an agreed outcome, and that outcome can be reasonably accommodated as part of the City's decision making (in line with its statutory obligations), the City will endeavour to do so. This requires that the parties agree to disclose the outcome of mediation to the City.

3. Funding External Mediation Services

The City may provide funding for up to three mediation sessions to assist parties in resolving disputes. This initiative aims to offer professional, impartial mediation to help neighbours reach mutually acceptable solutions, thereby enhancing community well-being and reducing the burden of conflicts on the City's resources.

The allocation of funding for mediation services is governed by several factors to ensure the City is not only being financially prudent, but also fair to the parties involved. These considerations include:

- a) An annual mediation budget approved by the Council, subject to yearly review.
- b) Evidence that the involved parties have attempted to resolve the dispute before seeking external mediation services.



- c) A genuine willingness from both parties to engage in the mediation process in good faith and to consider each other's viewpoints.
- d) The discretion of the CEO.

Notwithstanding the above, financial support is not available for certain civil matters, including disputes relating to finances, property ownership (with the exception of building encroachment issues), personal injury claims, divorce or custody, or mediation required under a court mandate.

4. Training

Staff will receive training on the referral process to ensure they are equipped to handle the process effectively.

5. Review

This policy will be reviewed annually to ensure its effectiveness and updated as necessary.

6. Further Assistance

This policy should be read in conjunction with the City of Melville's Mediation Guide, to ensure all stakeholders have a clear understanding of the process and to ensure effective implementation of the policy.

References that may be applicable to this Policy

- Legislative Requirements: (to be completed)
- Procedures, Process Maps, Work Instructions: (to be completed)
- Other Plans, Frameworks, Documents Applicable to Policy: (to be completed)
- Delegated Authority No: (to be completed)

ORIGIN/AUTHORITY

Insert name of Council Meeting

Insert date of meeting

Item No.

Insert Item No.

Reviews

Insert name of Council Meeting

Insert date of meeting

Neighbour Dispute Mediation Policy

Tabled Engagement Submissions Report

April 2024






Summary

The City of Melville has developed a draft Neighbour Dispute Mediation Policy with the intention to assist in the resolution of issues between neighbours, including disputes between residents or commercial land users. The draft policy outlines the circumstances where it may be appropriate for Council to invite neighbours to attend mediation to help facilitate an amicable outcome to a dispute, with the help of a qualified professional mediator.

From **21 March 2024 to 21 April 2024**, community were invited to view the draft Neighbour Dispute Mediation Policy and provide feedback. Feedback was sought by way of submission to determine the communities' clear guidelines for city officers to handle neighbour disputes and their vision for a framework that will benefit the facilitation of mediation in financial savings, time saving and all legal costs. A dedicated project page was established on Melville Talks and promoted through traditional and digital communications channels.

Engagement

 How we communicated	 How we engaged	 Our reach
<ul style="list-style-type: none"> • Direct email random sample • eNews publications (Melville Talks, corporate) • Melville Sounding Board • Herald newspaper ad • Perth Now Melville newspaper ad 	<ul style="list-style-type: none"> • Online submission form • Hard copy submission form <p>Alternative options were provided including in writing, over the phone and in person</p>	<ul style="list-style-type: none"> • 40 Submissions received • 873 Melville Talks page visits • 5,000 direct emails issued to a random sample of the community • 5,670 eNews subscribers • 176 emails to Melville Sounding Board

Participant Demographics

To ensure the engagement/public comment process reflects the City's diverse community, participants/submitters were asked to share demographic information.

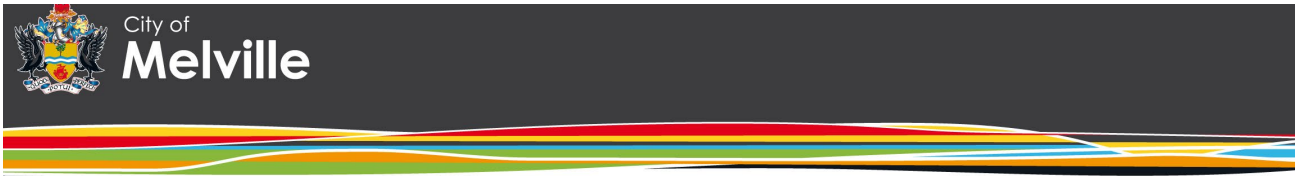
- 100% of participants informed us they live locally
- 75% identified as a ratepayer

Engagement Findings

40 submissions were received, with 52.5% either love or like the policy.

- 5 Love the policy
- 16 Like the policy
- 11 Can live with the policy
- 8 Don't like the policy

Reasons for support	Suggestions for consideration	Suggestions outside of project scope
<ul style="list-style-type: none"> • "Mediation would hopefully be used if there is a dispute that cannot be resolved by council law." • "The list of matters the policy covers is comprehensive and covers a wide range of potential disputes, which is important for inclusivity." • "I think its a great idea." • "I think it's a good way to resolve conflict with neighbours as long as they are all willing participants." • "It seems a sensible policy." • "The concept of offering a service for mediated resolution of complaint and disputation is worthy, commendable but long overdue." • "I think this is a very useful tool to avoid conflict with neighbors who often do not understand the tree policy and other guidelines." • "Good in principle." • "This is a great idea!" 	<ul style="list-style-type: none"> • "An addendum statement along the lines of 'estimated costs will be disclosed beforehand to the disputing parties'." • "Consider adding a section on education and awareness to help prevent disputes by informing residents about potential issues and proactive measures they can take." • "The scope should include disputes where even current processes do not resolve issues." • "Include guidelines or principles for mediation, such as confidentiality, impartiality of the mediator, and the voluntary nature of participation." • "Consider emphasizing the goal of the policy to facilitate amicable resolutions that benefit both parties." • "Ensure that the mediation process is accessible to all residents, including provisions for language assistance or accommodations if needed." 	<ul style="list-style-type: none"> • "Include a mechanism for collecting feedback from participants to continuously improve the mediation process and the policy itself." • "The list of mediators should be experienced personnel, not academics! It would be useful for the Council to vet the panel of mediators & allocate them to disputes based on their skills." • "The policy should be trialed for 12 months & then reviewed, based on feedback."



Neighbour Dispute Mediation Policy

Policy Type: Council Policy Policy Owner: Director Planning	Policy No. CP- 122 Last Review Date: 19 March 2024
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Policy Objectives

- To define the City’s role in facilitating neighbour dispute resolution through independent mediation; and
- To outline circumstances where it may be appropriate for Council to invite neighbours to attend mediation conducted by a qualified professional mediator at the cost of the City.

Policy Scope

This policy outlines the circumstances where it may be appropriate for Council to invite neighbours to attend mediation to help facilitate an amicable outcome to a dispute, with the help of a qualified professional mediator. The policy covers the following:

- Steps that an individual can take to reduce the risk of inadvertently creating neighbour conflict.
- Guidance on how someone might want to approach their neighbour where an issue has occurred or is occurring, and to do so in a way that is as constructive as possible.
- Advice on managing disputes with a neighbour.
- The mediation process, when its appropriate to utilise it and the services that exist.
- Information on the options available when a dispute has not been resolved by mediation.

Policy Statement

1. Who does the policy apply to?

The policy applies to all neighbours in the City who are unable to resolve issues in a constructive and neighbourly way.

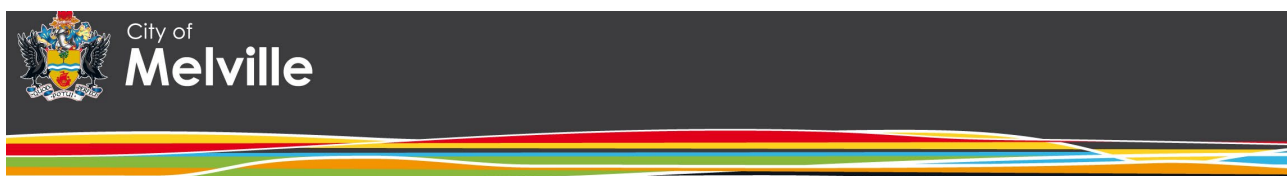
2. Matters suitable for Mediation

This policy is intended for assisting in the resolution of Council-related issues and includes but is not limited to residential, commercial and industrial disputes.

Examples of issues that can be mediated include:

- Dividing fences
- Encroaching roots and branches
- Amenity issues from noise and odour

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- Privacy issues
- Non-compliant developments
- Property damage
- Construction issues
- Building encroachments

The use of mediation is not intended to replace the City's role in enforcing compliance and making decisions on Council-related matters. It is however acknowledged that in some instances, a mediated response may be able to achieve a mutually beneficial outcome in a more time and cost-effective manner. Mediation may also be suitable in resolving disputes where the City's ability to intervene is limited, such as when the matter falls outside of the regulatory process. A mediated option provides the neighbours with an opportunity to develop their own solutions and may avoid disputes escalating into civil legal proceedings.

3. Steps to take to reduce the risk of creating neighbour conflict

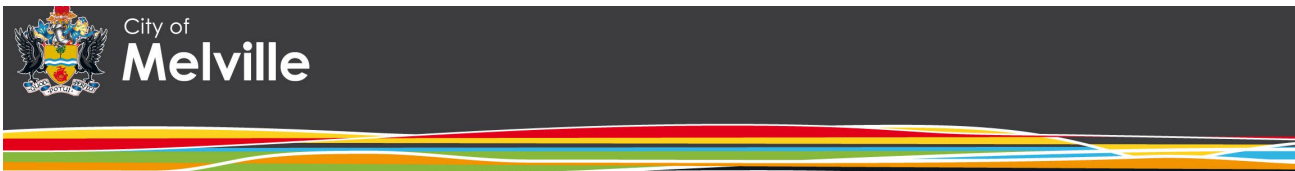
Building positive relationships with your neighbours can enhance your sense of security, foster a sense of belonging and make your house and community feel more welcoming. The City offers some tips on how to get to know your neighbours and how to manage issues should they arise.

- **Introduce Yourself** - you may be new to the neighbourhood, or perhaps new neighbours may have just moved in, or you may have never had the chance to talk to your neighbours, so introduce yourself.
- **Consider Your Neighbours Lifestyle** - get to know your neighbours, for example, what sort of work they do and the hours they work. If we are more aware of our neighbour's lifestyles, problems can often be avoided before they are created. Similarly, let them know if you have specific circumstances in your household.
- **Communicate with Your Neighbours** - take time to get in touch with your neighbours regularly and keep the lines of communication open. Maybe have an arrangement with them to keep an eye on each other's homes while you're away and pick up mail from the letterbox.
- **When You Have a Great Neighbour** - If your neighbour done something thoughtful for you or if they are just great neighbours, let them know.
- **Notifying Your Neighbours** - Let your neighbour know if you have seen something at their home that they might not be aware of, for example, a broken reticulation nozzle, a light left on at the property, or perhaps vegetation that obstructs the view of local drivers.

Some of the most common disputes between neighbours involve issues with shared walls, air conditioner noise, noise from other residential equipment such as musical instruments or power tools, pet behaviour, parking etiquette, parties, rubbish bins being left out, diving fences and trees on private property.

For further information on reducing the risk of creating neighbour conflict, see the City's webpage on 'Getting to Know Your Neighbour and Managing Disputes'.

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4. How to approach your neighbour where an issue has occurred or is occurring.

Where possible it's always advisable that you attempt to discuss matters directly with your neighbour to try and reach a resolution. When talking to neighbours, it is advisable to take the following steps:

- Approach your neighbour, or person with whom you have a grievance, in a polite and respectful manner.
- Explain why the problem is created and ask the person for their assistance in resolving the matter.
- Allow the person time to make changes to the way in which they do things.
- If the person was receptive to your concerns but after a reasonable amount of time the problem has not been resolved to your satisfaction, approach them again, as they may think that they have resolved it. Allow them additional time to change their actions.
- If the problem hasn't been resolved and is suitable for mediation, approach the City.

5. The Mediation Process

What is mediation?

Mediation is a structured process in which an independent person (known as the mediator) assists parties to identify and assess options and try to negotiate an agreement to resolve their dispute. The focus of mediation is always on the future relationship between the parties without attaching blame to either party.

How does mediation work?

Mediators are experienced and professionally qualified. They don't give advice or make decisions for the parties. Their role is to help the parties to calmly focus on the issues in dispute, gain an understanding of the other party's point of view, and put forward options in an effort to reach an amicable outcome. If mediation is successful, the result is written down in the parties' own words.

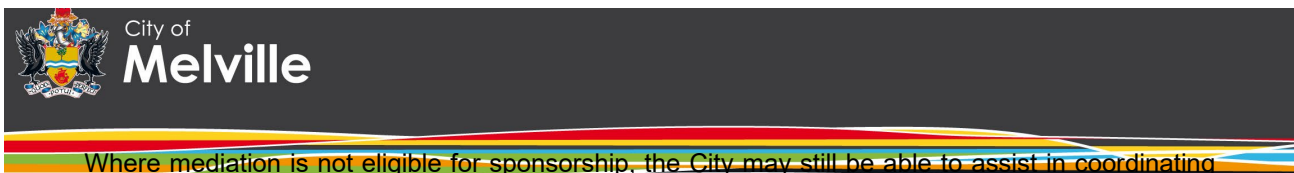
Who provides mediation?

There are a range of options for mediation services, including the Citizens Advice Bureau and the University of Western Australia.

Funding

In most cases, the cost involved in using a mediation service would need to be borne by the relevant parties involved. The City acknowledges however that in some cases resolving an issue through mediation may avoid the need for the City to otherwise intervene, either via enforcement or in the assessment of an application. If this is likely to be the case, the City may consider sponsoring the cost of mediation for up to three sessions. Note that any financial contribution by the City will be subject to availability within the City's mediation budget, and ultimately at the discretion of the CEO.

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Where mediation is not eligible for sponsorship, the City may still be able to assist in coordinating mediation where communication between two parties is proving difficult. This could involve endeavouring to contact parties to gauge their interest in mediating the matter, as well as liaising with the relevant mediation service provider.

How do I proceed with mediation?

Since this policy only applies to Council-related matters, it's expected that for an issue to have been escalated to formal mediation it will have first been the subject of one or more discussions with officers at the City. Should that officer consider that the matter is suitable for mediation, they will provide the interested party with a mediation referral form. This form will ask for:

- The customers name, address and contact details;
- A brief overview of the dispute / issue; and
- Details of any action taken by the neighbours to resolve the issue.

In determining whether mediation is necessary, officers shall take into consideration the nature of the issues raised by neighbours, any history of compliance issues on the respective sites, and whether there are reasonable arguments on both sides (i.e. where the merits of the case and specific impacts could both reasonably be argued).

The City cannot compel neighbours to participate in mediation. If the City is unable to get in contact with one of the relevant parties, or they are uninterested in attending mediation, the affected party will be notified, and where relevant, the matter will be progressed in accordance with relevant City policies and legislation.

A resolution via mediation does not remove the need for matters to be approved by the City. Where mediation has resulted in an agreed outcome, the matter will be determined considering the outcome of the mediation as well as the statutory obligations of the City.

Where mediation has previously occurred, unless the current matter is significantly different to the previously mediated matter, further mediation may not be offered.

What happens if we cannot reach agreement in mediation?

If an agreement is not reached in mediation, depending on the matter, you can seek legal advice and undertake court proceedings to have the dispute resolved legally. The Perth Magistrates Court is available to resolve civil matters, for example, dividing fence matters.

References that may be applicable to this Policy

- Legislative Requirements: (to be completed)
- Procedures, Process Maps, Work Instructions: (to be completed)
- Other Plans, Frameworks, Documents Applicable to Policy: (to be completed)
- Delegated Authority No: (to be completed)

ORIGIN/AUTHORITY

Insert name of Council Meeting

Insert date of meeting

Item No.

Insert Item No.

Reviews

Insert name of Council Meeting

Insert date of meeting

Insert Item No.

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ATTACHMENT 1

POS STRATEGY REVIEW PRELIMINARY SCOPE OF WORK

An indicative scope of work to has been identified;

Task 1: Policy familiarisation and assessment

Consultant to review all relevant statutory, policy and strategic documentation to inform the project. This includes but is not limited to the following;

- a) City of Melville Public Spaces Strategy 2017,
- b) City of Melville Local Planning Strategy,
- c) City of Melville Local Planning Scheme 6,
- d) WAPC Operational Policy 2.3 Planning for Public Open Space (existing and draft revised),
- e) City of Melville Parks Asset Management Plan ,
- f) City of Melville Active Reserves Infrastructure Study,
- g) City wide community needs and satisfaction surveys,
- h) City of Melville Community Plan, and
- i) Acknowledgement and preliminary options assessment of any known Council priority areas for example Palmyra (with its comparably low percentage of POS), and Canning Bridge (with its population growth increasing identified POS needs).

Task 2: POS Calculation

- a) Undertake a City-wide audit to accurately determine current provision of POS.
- b) Perform qualitative assessment of identified POS against agreed criteria and categorise each against its potential utility.
- c) Identify residential and mixed-use areas that are not adequately served by POS, e.g. 400m walkable catchments as per “liveable Neighbourhoods”.
- d) Consider and provide advice on the need to, opportunity for and potential mechanisms available to provide additional areas of POS that address any shortfall of POS identified.

Task 3: POS and future density

- a) Consider the planning framework and predicted population change expected in identified growth areas (e.g., activity centres such as Canning Bridge), assuming that dwelling targets are achieved.
- b) Calculate the future provision of POS per person in each of these identified growth areas.
- c) Identify any potential areas whereby future population numbers will put pressure on the existing POS in that area (ultimately linking back to previous tasks).

Task 4: Potential repurposing of existing underutilised land to provide additional Public Open Space, i.e. ‘Lazy Lands’.

- a) Specifically in areas where a need for additional POS has been identified, investigate the potential for conversion of excess local road reserve and/or other City land or infrastructure, i.e. drainage sumps, to public open space.
- b) This process to involve identifying suitable locations, steps involved and possible financial, legal and any other implications for the City.

Task 5: Funding mechanisms

- a) Consider different funding options for providing new POS, particularly in centres or growth areas.
- b) Undertake financial modelling to understand potential costs/revenue implications of alternative funding options.
- c) Consider and advise on the viability of developer contribution plans as a mechanism to fund new POS in areas of identified need.

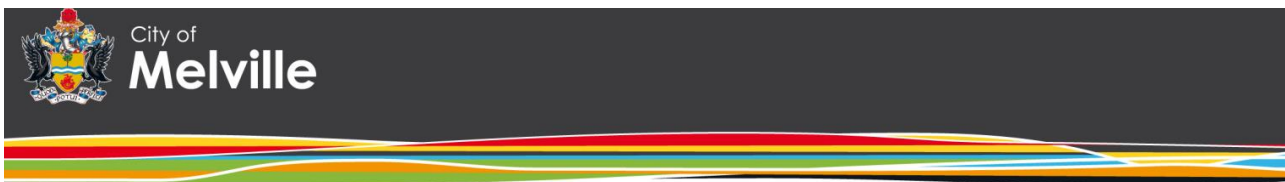
Task 6: Reporting

- a) Prepare a draft report for Council outlining the investigations undertaken, the outcomes of those investigations and actions recommended and how these are to be incorporated into an updated strategy.
- b) Make relevant changes prior to presenting back to Council for approval to advertise draft proposals.

Task 7: Engagement and Finalisation

- a) Advertising of draft proposals for community comment/feedback.
- b) Review community feedback and consider any suitable modifications prior to preparing a final version for Council adoption.





~~Car~~ Parking and Access

This document outlines the assessment criteria for car and bicycle parking and access for development in the City of Melville. This policy is applicable to residential, commercial and mixed use developments within the City of Melville.

If you are searching for general information in relation to planning requirements, please refer to the Planning Services page of our website <https://www.melvillecity.com.au/> or alternatively you can speak to one of our planning officers either on the phone, 9364 066 or in person at 10 Almondbury Road, Booragoon during business hours, 8.30am – 5:00pm Monday to Friday.

Policy Type: Local Planning Policy Policy Owner: Director Urban Planning	Policy No. LPP1.6 Last Review Date: To be completed following Council endorsement
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Policy Objectives

The objectives of this policy are as follows:

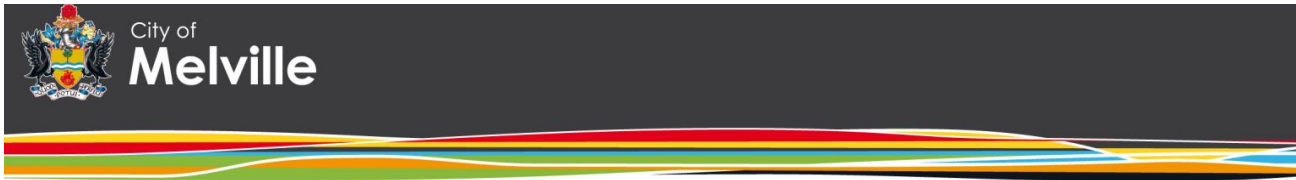
- To facilitate the development of adequate, safe and convenient parking facilities that meets the needs of users.
- Promote environmentally sustainable development.
- Facilitate active, vibrant and successful places.
- Support local businesses and economically viable development.
- Enable healthy lifestyles and travel choices.
- To ensure that development proposals incorporate an appropriate level of parking.
- To ensure safe, convenient, and efficient access for pedestrians, cyclists and motorists.
- To promote alternative transport modes by incorporating flexibility to reduce parking requirements where alternative transport options exist.
- ~~To enable the payment of a financial contribution in lieu of actual parking provision for non-residential developments and to provide guidelines to ensure that the calculation of cash-in-lieu is applied in a consistent and transparent manner.~~
- To promote 'shared' or publicly available parking in preference to exclusive, single user parking for non-residential developments.
- ~~_____~~

Policy Scope

This policy provides standards for car parking, design and access for residential and non-residential development in all areas, except where varied by an approved Precinct Structure Plan, Structure Plan or Local Development Plan.

This policy prevails to the extent of any inconsistency with LPP 3.1 – Residential Development.

~~This policy applies in respect of car parking requirements for both residential and non-residential development proposals.~~



Policy Application

This policy applies to all development on land where Local Planning Scheme No. 6 applies.

Part 1 of the 'Policy Requirements' applies to all development to which the R-Codes applies. This Policy should be read in conjunction with the R-Codes, including the relevant definitions unless modified by This Policy.

Part 2 of the 'Policy Requirements' applies to all non-residential development on land where Local Planning Scheme No. 6 applies, including in respect of the non-residential components of a mixed use development. Residential parking, design, access are addressed by the R-Codes. The R-Codes provide both Deemed-to-Comply and Design Principles for the assessment of residential parking, design and access. The R-Codes car parking standards take into account the location of a development site in relation to high frequency public transport.

For non-residential car parking, the provisions of this policy apply

Definitions / Abbreviations Used In Policy

Terms used in this policy have the same meaning as in the Planning and Development (Local Planning Schemes) Regulations, the R-Codes or other State Planning Policy unless otherwise noted below.

AS2890.1:2004

The Australian and New Zealand Standards (AS/NZS) 2890.1.2004 Parking Facilities: Off street Parking.

Activity Centres

Centres defined by the WAPC State Planning Policy 4.2: Activity Centres and City of Melville Local Planning Strategy.

Cash-in-lieu

Cash-in-lieu of car parking refers to a payment made “in lieu” of providing the minimum number of physical on-site car parking spaces required by the policy.

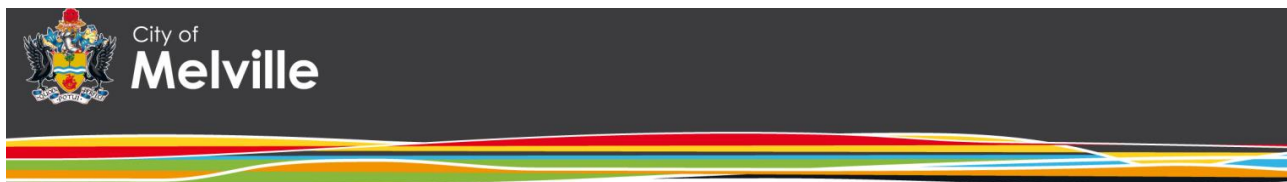
Health Consultant

Any professionally qualified and trained health professional who provides health services to patients independently of another health professional (eg. does not include nurses assisting a doctor or dentist).

LPS6

Local Planning Scheme No. 6

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Net Lettable Area (NLA)

Means the area of all floors within the internal finished surfaces of permanent walls but excluding:

- (a) all stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, escalators, tea rooms and plant rooms, and other service areas;
- (b) lobbies between lifts facing other lifts serving the same floor;
- (c) areas set aside as public spaces or thoroughfares and not for the exclusive use of occupiers of the floor or building;
- (d) areas set aside for the provision of facilities or services to the floor or building where such facilities are not for the exclusive use of occupiers of the floor or building.

Parking Management Plans (PMP)

PMPs are documents which provide guidance in relation to the management and control of all public and privately owned parking and access to an Activity Centre for a 10 year period.

Public Floor Area (PFA)

The publicly accessible areas in bars, restaurants, fast food premises, places of worship and other places used for dining, entertainment or congregation purposes but excluding the following areas:

- (a) Alfresco areas located off-site;
- (b) Alfresco areas located on-site which are not covered by solid roofing materials.
- (c) Areas occupied by lifts, stairways, ramps, passages, hallways, lobbies and the like; and
- (d) Areas set aside for staff only.

Reciprocal parking

Parking facilities serving separate uses, but not shared concurrently between the users and not necessarily on one site.

R-Codes

~~State Planning Policy 7.3~~ Residential Design Codes Volume 1 and Residential Design Codes Volume 2 - Apartments, as amended

Shared parking

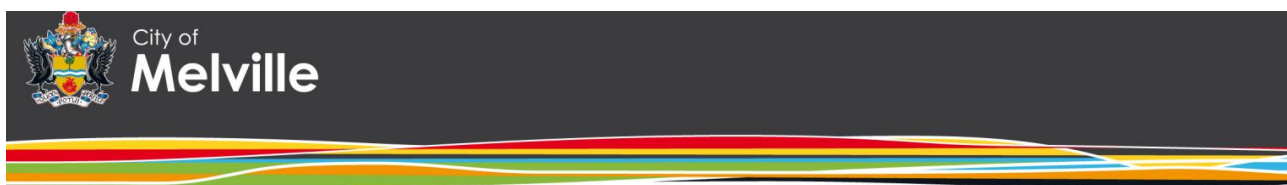
Shared parking facilities available to the public at all times.

Travel Plan

A travel plan is a document which sets out how on-site parking and access will be managed once a development is completed to encourage safe, healthy and sustainable travel options.

WAPC

Western Australian Planning Commission



Policy Statement

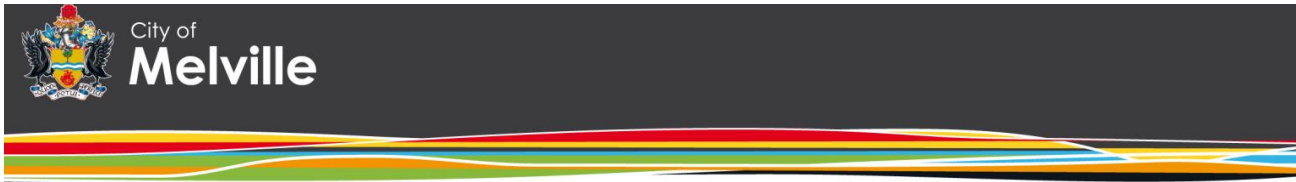
Part 1: Residential Development

R-Codes Volume 1

As permitted by clause 3.2.3a and b of the R-Codes- Volume 1, this policy replaces the following Deemed to Comply provisions of the R-Codes Volume 1:

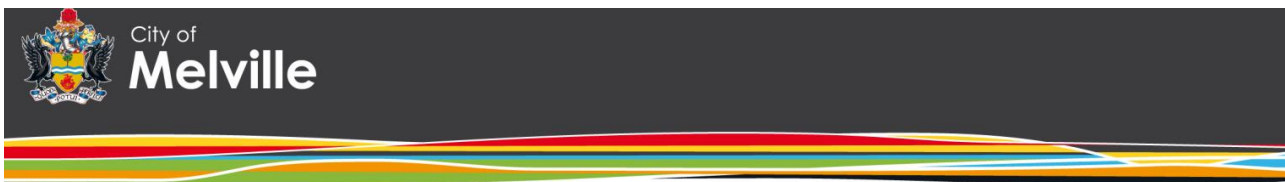
<u>R-Codes – Volume 1 – Part B – Low Density</u>		
<u>Clause</u>	<u>Deemed to Comply Provision</u>	<u>Replacement Deemed-to-Comply Provision</u>
<p><u>Clause 5.2.5 Sightlines</u></p>	<p><u>C5 Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, or other structures adjoin:</u></p> <ul style="list-style-type: none"> <u>i. a driveway that intersects a street, right-of-way or communal street;</u> <u>ii. a right-of-way or communal street that intersects a public street; and</u> <u>iii. two streets that intersect. (refer Figure 9a).</u> 	<p><u>C5A For driveways serving a single house or three or less grouped dwellings, development meets the deemed-to-comply provisions within Clause 5 ‘Sight Lines’ of Local Planning Policy 3.1 Residential Development.</u></p> <p><u>C5B For driveways serving developments containing four or more grouped dwellings, sight lines and visual truncation requirements shall be designed in accordance with clause 3.2.4 and Figure 3.3 of AS2890.1:2004 (or as amended).</u></p> <p><u>C5C Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where two streets, right of way, communal street, public street, or driveway intersect (Refer Figure 9A of the R-Codes)</u></p>
<p><u>Clause 5.3.5 Vehicular Access</u></p>	<p><u>C5.3 Driveways shall be:</u></p> <ul style="list-style-type: none"> <u>• no closer than 0.5m from a side lot boundary or street pole;</u> <u>• no closer than 6m to a street corner as required</u> 	<p><u>(note subject to Western Australian Planning Commission Approval prior to enforcement)</u></p> <p><u>C5.3A Driveways shall be:</u></p> <ul style="list-style-type: none"> <u>• no closer than 0.5m from a side lot boundary or street</u>

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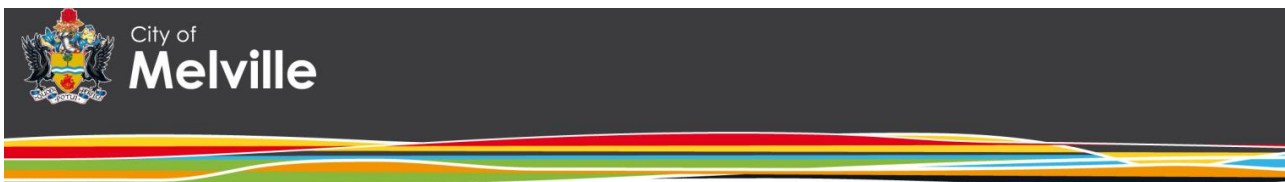


	<p><u>under AS2890.1;</u></p> <ul style="list-style-type: none"> • <u>aligned at right angles to the street alignment;</u> • <u>located so as to avoid street trees, or, where this is unavoidable, the street trees replaced at the applicant's expense or replanting arrangements to be approved by the decision-maker; and</u> • <u>adequately paved and drained.</u> 	<p><u>pole;</u></p> <ul style="list-style-type: none"> • <u>no closer than 6m to a street corner as required under AS2890.1;</u> • <u>aligned at right angles to the street alignment;</u> • <u>located so as to avoid street trees, or, where this is unavoidable, the street trees replaced at the applicant's expense or replanting arrangements to be approved by the decision-maker; and</u> • <u>adequately paved and drained</u> • <u>where serving 3 or less residential dwellings, have gradients that meet section 2.6.2 of AS 2890.1:2004 (as amended)</u> • <u>where serving 4 or more residential dwellings, have gradients that meet section 3.3 a) of AS 2890.1:2004 (as amended)</u>
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R-Codes – Volume 1 – Part C – Medium Density		
<u>Clause</u>	<u>Deemed to Comply Provision</u>	<u>Replacement Deemed-to-Comply Provision</u>
<u>Clause 3.7 - Access</u>	<p><u>C3.7.3 Driveways must be:</u></p> <ul style="list-style-type: none"> i. <u>a minimum 3 m wide;</u> ii. <u>a maximum 6m wide at the street boundary</u> iii. <u>set back 0.3m from a side lot</u> 	<p><i>(note subject to Western Australian Planning Commission Approval prior to enforcement)</i></p> <p><u>C3.7.3A Driveways must be:</u></p> <ul style="list-style-type: none"> i. <u>a minimum 3 m wide;</u>



	<p><u>boundary or street pole;</u></p> <p><u>iv. setback 6m to a street corner (refer Figure 3.7b);</u></p> <p><u>v. aligned at right angles to the road carriageway; and</u></p> <p><u>vi. adequately trafficable and drained.</u></p>	<p><u>ii. a maximum 6m wide at the street boundary</u></p> <p><u>iii. set back 0.3m from a side lot boundary or street pole;</u></p> <p><u>iv. setback 6m to a street corner (refer Figure 3.7b);</u></p> <p><u>v. aligned at right angles to the road carriageway;</u></p> <p><u>vi. adequately trafficable and drained.</u></p> <p><u>vii. located so as to avoid street trees, or, where this is unavoidable, the street trees replaced at the applicant's expense or replanting arrangements to be approved by the decision-maker;</u></p> <p><u>viii. where serving 3 or less residential dwellings, have gradients that meet section 2.6.2 of AS 2890.1:2004 (as amended).</u></p> <p><u>ix. where serving 4 or more residential dwellings, have gradients that meet section 3.3 a) of AS 2890.1:2004 (as amended).</u></p>
<p><u>Clause 3.7 - Access</u></p>	<p><u>C3.7.7 Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, or other structures adjoin:</u></p> <p><u>i. a driveway that intersects a street, right-of-way or communal street;</u></p> <p><u>ii. a right-of-way or communal street that intersects a public street; and</u></p>	<p><u>C5A For driveways serving a single house or 3 or less grouped dwellings, development meets the deemed-to-comply provisions within Clause 5 'Sight Lines' of Local Planning Policy 3.1 Residential Development.</u></p> <p><u>C5B For driveways serving developments containing 4 or more grouped dwellings, sight lines and visual truncation requirements shall be designed in</u></p>

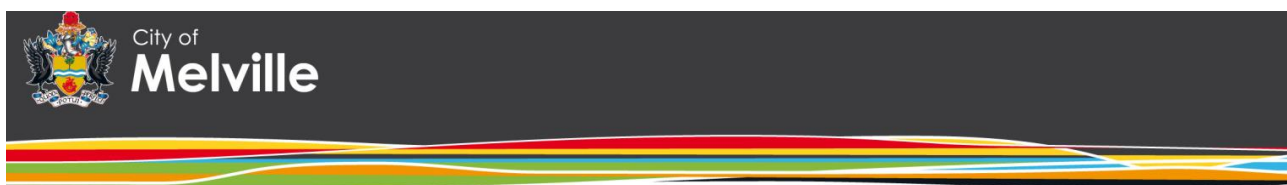


	<p>iii. <u>two streets that intersect. (refer Figure 3.7e).</u></p>	<p><u>accordance with clause 3.2.4 and Figure 3.3 of AS2890.1.</u></p> <p><u>C5C Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5 m where two streets, including right of way, communal street or public streets (Refer Figure 9A of the R-Codes).</u></p>
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If a proposal does not meet the deemed to comply standards as amended by this policy, then assessment against the relevant design principles will be required. As permitted by clause 3.2.3c of the R-Codes- Volume 1, this policy augments the designs principles of the following elements of the R-Codes Volume 1:

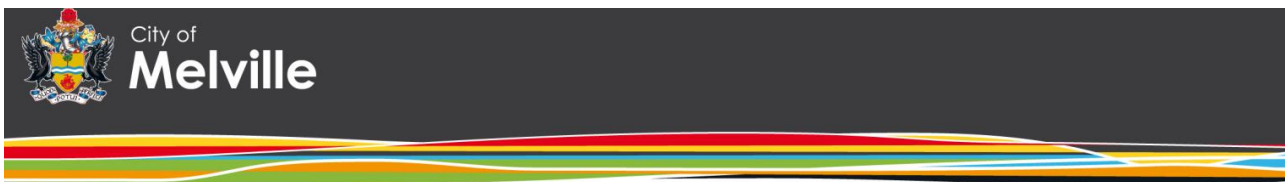
<u>R-Codes – Volume 1 – Part B – Low Density</u>	
<u>Clause</u>	<u>Additional Design Principles</u>
<p><u>5.2.5 Sightlines</u></p>	<p><u>P5A Where pedestrian sightlines are not provided in accordance with AS2980.1 a risk assessment report with proposed mitigation measures should be lodged in support of the proposal. The report must be prepared by a suitably qualified traffic engineer demonstrating that the proposal will not result in any unacceptable safety risk to occupants, footpath users and road users. If the risk assessment and proposed mitigation measures are acceptable to the City, the development shall be subject to a condition which requires that the mitigation measures shall be implemented prior to the occupation of the development and measures retained in perpetuity to the satisfaction of the City.</u></p> <p><u>Examples of mitigation measures may include, among other things:</u></p> <ul style="list-style-type: none"> <u>a) using changes in materials, colour, levels or landscaping to delineate pedestrian and vehicle circulation areas and define pedestrian paths in shared areas;</u> <u>b) locating vehicle entries to minimise ramp lengths and excavation;</u> <u>c) where required, incorporating aesthetically pleasing traffic calming devices that are integrated into the design such as changes in paving material or textures;</u> <u>d) reducing parts of the driveway to allow for the incorporation of deep soil areas;</u> <u>e) minimising the visual impact of unavoidable long driveways through changing alignments and screen planting;</u> <u>f) use of convex mirrors within the property boundary, signage, intelligent pedestrian and/or vehicle warning system at car park exit;</u> <u>g) any other measure which improves pedestrian and vehicle safety ensuring that drivers exiting the site have adequate visibility of oncoming pedestrians, cyclists and vehicles.</u> <p><u>Notwithstanding the above examples, each circumstance needs to be</u></p>

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	<p><u>considered on its merits and the City may not necessarily support a performance-based solution provided as an example above.</u></p>
<p><u>Clause 5.3.5 Vehicular Access</u></p>	<p><u>P5.3 Where ramp gradients are not provided in accordance with AS2980.1 a risk assessment report with proposed mitigation measures should be The report must be prepared by a suitably qualified traffic engineer demonstrating that the proposal will not result in any unacceptable safety risk to occupants, footpath users and road users. If the risk assessment and proposed mitigation measures are acceptable to the City, the development shall be subject to a condition which requires that the mitigation measures shall be implemented prior to the occupation of the development and measures retained in perpetuity to the satisfaction of the City.</u></p> <p><u>Examples of mitigation measures may include, among other things:</u></p> <ul style="list-style-type: none"> <u>a) the design provides for safe access and legible access for pedestrians and vehicles;</u> <u>b) the design reduces the impact of access points on the streetscape and minimises the number of vehicle crossovers;</u> <u>c) the design incorporates high quality landscaping features;</u> <u>d) the design can manage stormwater run-off from car park surfaces, the incorporation of tree pits, vegetated swales, bio-filters, infiltration cells, permeable paving and/or on-site detention tanks as appropriate;</u> <u>e) driveways where vehicle or pedestrian activity is unlikely to be a concern. For example, a car park entrance exiting onto a cul-de-sac bulb or similar;</u> <u>f) excavation is be minimised through efficient car park layouts and ramp design or</u> <u>g) sustainability measures such as retaining embodied carbon from existing parking components on-site are incorporated.</u> <u>h) the uses of convex mirrors within the property boundary, signage or intelligent pedestrian warning system at car park exit;</u> <u>i) any other measure which improves pedestrian and vehicle safety ensuring that drivers exiting the site have adequate visibility of oncoming pedestrians, cyclists and vehicles or where drivers and pedestrians are warned about the potential hazard.</u> <p><u>Notwithstanding the above examples, each circumstance needs to be considered on its merits and the City may not necessarily support a performance-based solution provided as an example above.</u></p>

R-Codes – Volume 1 – Part C – Medium Density	
Clause	Additional Design Principles
<p><u>Clause 3.7 - Access</u></p>	<p><u>P3.7.7 Where pedestrian sightlines or ramp gradients are not provided in accordance with AS2980.1 a risk assessment report with proposed mitigation measures should be lodged in support of the proposal. The report must be prepared by a suitably qualified traffic engineer</u></p>

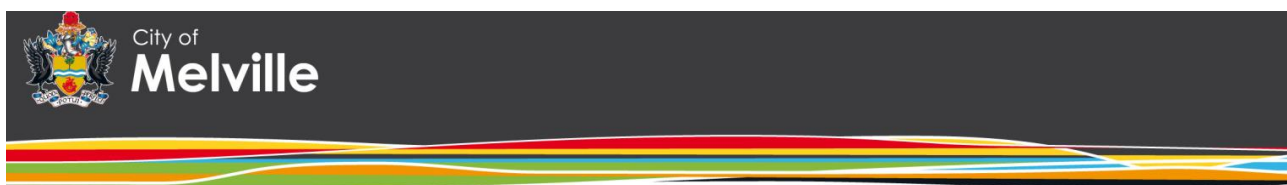


	<p><u>demonstrating that the proposal vary the provisions of AS2890 in relation to pedestrian sightlines and vehicle ramp gradients will not result in any unacceptable safety risk to occupants, footpath users and road users.</u></p> <p><u>If the risk assessment and proposed mitigation measures are acceptable to the City, the development shall be subject to a condition which requires that the mitigation measures shall be implemented prior to the occupation of the development and measures retained in perpetuity to the satisfaction of the City.</u></p> <p><u>Examples of mitigation measures may include, among other things:</u></p> <ul style="list-style-type: none"> <u>a) using changes in materials, colour, levels or landscaping to delineate pedestrian and vehicle circulation areas and define pedestrian paths and calm traffic in shared areas;</u> <u>b) the design reduces the impact of access points on the streetscape and minimises the number of vehicle crossovers;</u> <u>c) the design incorporates high quality landscaping features</u> <u>d) locating vehicle entries and designing car parking to minimise ramp lengths and excavation;</u> <u>e) the design can manage stormwater run-off from car park surfaces, the incorporation of tree pits, vegetated swales, bio-filters, infiltration cells, permeable paving and/or on-site detention tanks as appropriate;</u> <u>f) locate driveways where vehicle or pedestrian activity is unlikely to be a concern. For example, a car park entrance exiting onto a cul-de-sac bulb or similar;</u> <u>g) sustainability measures such as retaining embodied carbon from existing parking components on-site are incorporated.</u> <u>h) use of convex mirrors within the property boundary, signage, intelligent pedestrian and/or vehicle warning system at car park exit;</u> <u>g) any other measure which improves pedestrian and vehicle safety ensuring that drivers exiting the site have adequate visibility of oncoming pedestrians, cyclists and vehicles.</u> <p><u>Notwithstanding the above examples, each circumstance needs to be considered on its merits and the City may not necessarily support a performance-based solution provided as an example above.</u></p>
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R-Codes Volume 2

As permitted by clause 1.2.2 and 1.2.3 of the R-Codes- Volume 2, this policy replaces the following Acceptable Outcomes of the R-Codes Volume 2:

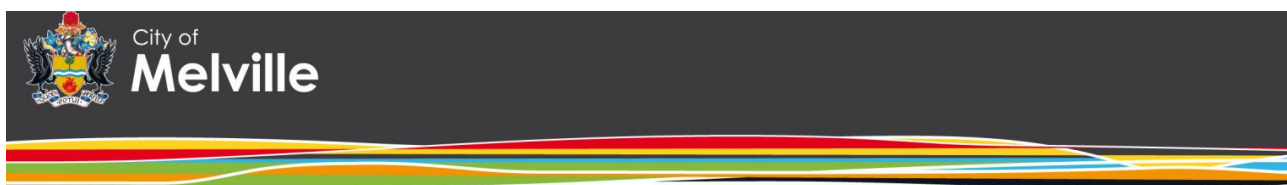
<u>R-Codes – Volume 2</u>		
<u>Element</u>	<u>Acceptable Outcome Provision</u>	<u>Replacement Acceptable Outcome Provision</u>



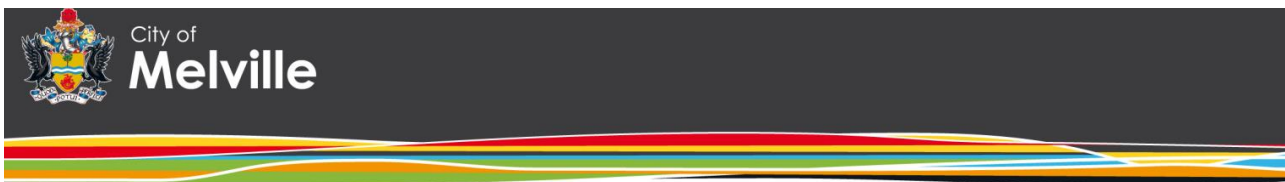
<p><u>Element 3.8 – Vehicular Access</u></p>	<p><u>A3.8.7 Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect (refer Figure 3.8a).</u></p>	<p><u>A3.8.7 Sight lines and visual truncation requirements designed in accordance with clause 3.2.4 and Figure 3.3 of AS2890.1: 2004 (as amended).</u></p>
<p><u>Element 3.9 – Car and vehicular Access</u></p>	<p><u>A 3.9.4 Car parking and vehicle circulation areas are designed in accordance with AS2890.1 (as amended) or the requirements of applicable local planning instruments.</u></p>	<p>a) <u>Car parking and vehicle circulation areas are to be designed in accordance with AS2890.1;</u> b) <u>The gradient of access driveways, for developments containing 3 or less residential dwellings shall be designed in accordance with section 2.6.2 of AS/NZS 2890.1; and</u> c) <u>The gradient of access driveways for developments containing 4 or more residential dwellings shall be designed in accordance with section 3.3 a) of AS/NZS 2890.1.</u></p>

If a proposal does not meet the Acceptable Outcomes as amended by this policy, then assessment against the relevant Element Objectives and Planning Guidance will be required. As permitted by clause 1.2 of the R-Codes- Volume 2, this policy augments the Design Guidance of the following design elements of the R-Codes Volume 2:

<u>R-Codes – Volume 2</u>	
<u>Clause</u>	<u>Additional Design Guidance</u>
<p><u>Element 3.8 – Vehicular Access</u></p>	<p><u>Where pedestrian sightlines are not provided in accordance with AS2980.1, a risk assessment report with proposed mitigation measures should be lodged in support of the proposal. The report must be prepared by a suitably qualified traffic engineer demonstrating that the proposal will not result in any unacceptable safety risk to occupants, footpath users and road users. If the risk assessment and proposed mitigation measures are acceptable to the City, the development shall be subject to a condition which requires that the mitigation measures shall be implemented prior to the occupation of the development and measures retained in perpetuity to</u></p>



	<p><u>the satisfaction of the City.</u></p> <p><u>Examples of mitigation measures may include, among other things:</u></p> <ul style="list-style-type: none"> <u>a) changes in materials, colour, levels or landscaping to delineate pedestrian and vehicle circulation areas and define pedestrian paths in shared areas;</u> <u>b) locating vehicle entries to minimise ramp lengths and excavation;</u> <u>c) where required, incorporating aesthetically pleasing traffic calming devices that are integrated into the design such as changes in paving material or textures;</u> <u>d) reducing parts of the driveway to allow for the incorporation of deep soil areas;</u> <u>e) minimising the visual impact of unavoidable long driveways through changing alignments and screen planting;</u> <u>f) use of convex mirrors;</u> <u>g) any other measure which improves pedestrian and vehicle safety ensuring that vehicles exiting the site have adequate visibility of oncoming pedestrians, cyclists and vehicles.</u> <p><u>Notwithstanding the above examples, each circumstance needs to be considered on its merits and the City may not necessarily support a performance-based solution provided as an example above.</u></p>
<p><u>Element 3.9 – Car and vehicular Access</u></p>	<p><u>Where vehicle ramp gradients are not provided in accordance with AS2890.1, a risk assessment report with proposed mitigation measures shall be lodged in support of the proposal. The report must be prepared by a suitably qualified traffic engineer demonstrating that the proposal will not result in any unacceptable safety risk to occupants, footpath users and road users. If the risk assessment and proposed mitigation measures are acceptable to the City, the development shall be subject to a condition which requires that the mitigation measures shall be implemented prior to the occupation of the development and measures retained in perpetuity to the satisfaction of the City.</u></p> <p><u>Examples of mitigation measures may include, among other things:</u></p> <ul style="list-style-type: none"> <u>j) the design provides for safe access and legible access for pedestrians and vehicles;</u> <u>k) the design reduces the impact of access points on the streetscape and minimises the number of vehicle crossovers;</u> <u>l) the design incorporates high quality landscaping features;</u> <u>m) the design can manage stormwater run-off from car park surfaces, the incorporation of tree pits, vegetated swales, bio-filters, infiltration cells, permeable paving and/or on-site detention tanks as appropriate;</u> <u>n) driveways where vehicle or pedestrian activity is unlikely to be a concern. For example, a car park entrance exiting onto a cul-de-sac bulb or similar;</u> <u>o) excavation is be minimised through efficient car park layouts and ramp design or</u> <u>p) sustainability measures such as retaining embodied carbon from existing parking components on-site are incorporated.</u>



	<p><u>g) the uses of convex mirrors within the property boundary, signage or intelligent pedestrian warning system at car park exit;</u></p> <p><u>r) any other measure which improves pedestrian and vehicle safety ensuring that drivers exiting the site have adequate visibility of oncoming pedestrians, cyclists and vehicles or where drivers and pedestrians are warned about the potential hazard.</u></p> <p><u>Notwithstanding the above examples, each circumstance needs to be considered on its merits and the City may not necessarily support a performance-based solution provided as an example above.</u></p>
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1 Parking, Design and Access

1.1 Where residential development is proposed, it is to be assessed having regard to the relevant clauses relating to parking, design and access of the R-Codes.

1.2 Clauses 2 – 9 of this policy do not apply to the assessment of residential development with the exception of the following:

Clause 7: Cash-In-Lieu of this policy can be applied for the visitor parking requirements of the R-Codes in relation to multiple dwelling developments located within Secondary or District activity centres as designated by State Planning Policy 4.2.

Part 2: Non-Residential Development

1 Access

1.1 Vehicular access points to parking facilities are to be located and designed in accordance with AS 2890.1.

1.2 Access Driveways, shall be designed with a ramp gradient in accordance with section 3.3 (a) of AS 2890.1.

1.3 Access should be provided via secondary streets or rights of way where available.

1.4 Access to developments on corner lots should be located the maximum distance away from the corner on the minor road or right of way.

1.5 One access point per street is encouraged and the number of access points should be kept to a minimum.

1.6 All vehicles utilising on-site car parking bays should be able to enter and exit a site in a forward gear.

1.7 Where possible, new parking facilities and access points are to be linked to existing parking facilities both within the site and to those on adjacent sites. The City may require as a condition of any approval that parking facilities and access points which have the opportunity to provide for shared access across sites are subject to an easement in gross to the benefit of the City for the purpose of public access.

1.8 Access points shall be designed to minimise:

- (a) traffic or pedestrian hazards,
- (b) conflict with pedestrian/cyclist pathways,
- (c) the impact on nearby residential uses,
- (d) traffic congestion, and
- (e) interference with public transport facilities.

2 Parking Design

- 2.1 The design of parking facilities should comply fully with the relevant Australian Standards.
- 2.2 Entry and exit points and vehicle circulation patterns are to be clearly indicated.
- 2.3 Car stacking systems or other such systems may be supported subject to the submission of a parking management plan detailing the operation of the system.
- 2.4 The design of entrances and exits and the position of parking control equipment (in the case of public car parks) shall prevent on-street queuing of vehicles seeking entry to a parking facility and minimise disruption to pedestrians and traffic flows.
- 2.5 Design of a car parking facility including internal circulation roadways and ramps within a public or private car park shall be designed in accordance with AS 2890.1.

3 Sight lines

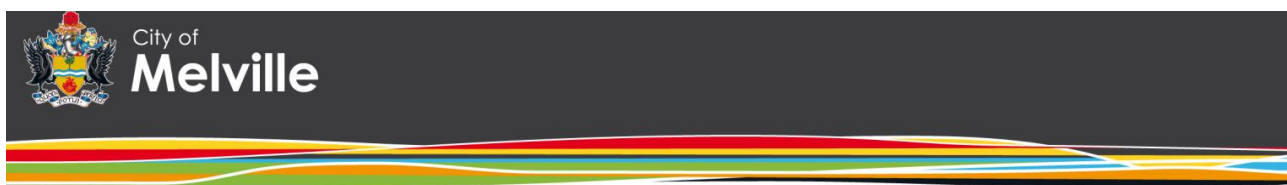
- 3.1 Sight lines and visual truncation requirements for exiting vehicles shall be designed in accordance with Clause 3.2.4 and Figure 3.3 of AS 2890.1:2004.1 (as amended).

4 Variations to policy requirements 1 - 3 above

- 4.1 Where the policy measures at 1 - 3 above are not able to be achieved, a performance based solution may be considered. A performance-based solution, if sought, must be supported by report which includes a risk assessment and proposed mitigation measures. The report must be prepared by a suitably qualified traffic engineer demonstrating that the proposal will not result in any unacceptable safety risk to occupants, footpath users and road users and that the proposal does not present an unacceptable risk to the efficiency of the local road network.
- 4.2 If the risk assessment and proposed mitigation measures are acceptable to the City, and the proposal ultimately approved, the development shall be subject to a condition which requires that the mitigation measures contemplated by the report shall be implemented prior to the occupation of the development and measures retained in perpetuity to the satisfaction of the City.

45 On Site Car Parking

- 5.1. Car parking bays are to be provided in accordance with the ratios set out in Table 1 below for:
 - (a) all new developments; or
 - (b) modifications to existing developments which result in an increase to the NLA or PFA; or

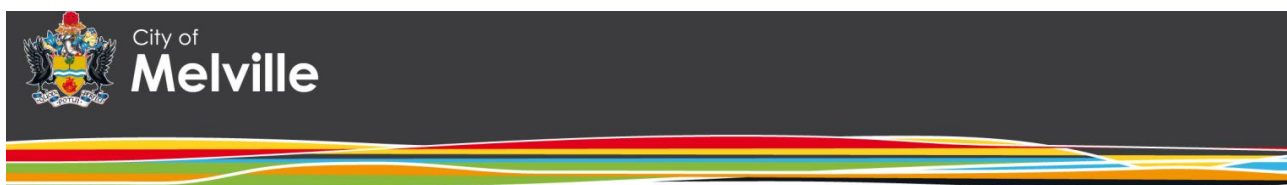


(c) a change of use to a use which requires more car parking than existing.

5.2. Where a modification to an existing development or a change of use is proposed which results in additional NLA or PFA and/or creates an additional demand for car parking, additional bays are to be provided in accordance with Table 1 below.

Table 1: Car parking ratios

Uses	Car Parking Requirements
<i>Community Uses</i>	
Child Minding Centres Care Premises	One bay per 10 children, plus 0.5 bays per staff member. and drop-off and pick-up area to the satisfaction of the Council.
Educational Establishment	In addition to the ratios below, where it is proposed to add one or more additional classrooms to any existing Educational Establishment, a Travel Plan is required to be submitted for approval.
Pre-primary & Primary	6 bays available for use as a pick up and drop off area plus 0.5 bays per staff member.
Secondary	0.5 bays per staff member
Tertiary/Technical	1 bay per 5 students, plus 0.5 bays per staff member.
Family Day Care	1 bay in addition to the R-Codes parking requirement for the dwelling.
Place of public Worship	1 bay per 10m ² PFA, plus 0.5 bay per staff member.
<i>Food and Entertainment</i>	
Bed and Breakfast Accommodation	1 bay per guest bedroom, in addition to the R-Codes parking requirement for the dwelling.
Cinema / Theatre / Public Amusement	1 bay per 5 patrons at capacity, plus 0.5 bay per staff member.
Hotel / Tavern	1 bay per 10m ² PFA, plus 0.5 bay per staff member, plus 1 bay per bedroom.
Restaurant / Café / Small Bar / Lunch Bar / Take-Away Fast Food Outlet	1 bay per 10m ² PFA, plus 0.5 bay per staff member.
<i>Health Uses</i>	
Recreation Private Health Studio	1 bay per 20m ² NLA for individual recreation activities or 1 bay per 4 patrons at capacity for grouped based recreational activities.
Hospital / Aged and Dependant Persons Housing / Residential Aged Care	1 bay per 3 beds, plus 0.5 bays per staff member (including health consultants). Ambulance and hospital bus parking bays as required by the City.
Medical Centre / Consulting	3 bays per health consultant, plus 0.5 bay per staff member (including



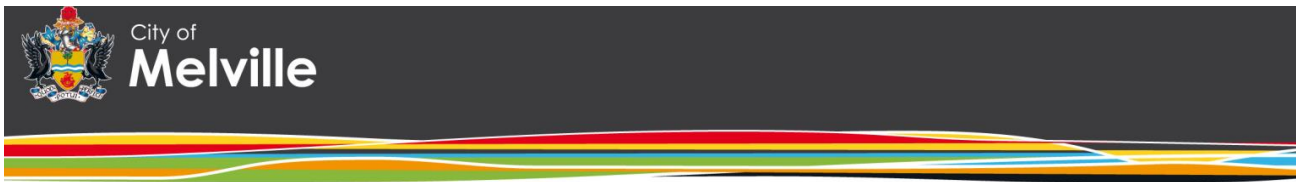
Rooms / Veterinary Clinic	health consultants).
<i>Office</i>	
Office	1 bay per 50m ² NLA.
<i>Retail</i>	
Shop / Corner-Home Store / Convenience Store / Restricted Premises	1 bay per 20m ² NLA
<i>Large Scale Retail or Wholesale</i>	
Auction Premises	1 bay per 40m ² of land or building area used for auction purposes, plus 0.5 bay per staff member.
Car Sales Premises / Open Air Display	1 bay per 100m ² of display or sale area, plus 0.5 bays per staff member.
Garden Centre / Plant Nursery	1 bay per 50m ² of land or buildings used for display or sale.
Service Station	0.5 bay per staff member.
Showroom	1 bay per 40m ² NLA.
<i>Industry</i>	
Light Industry / Service Industry	1 bay per 50m ² NLA, with a minimum of 4 bays for each unit.
Industry General	1 bay per 200m ² NLA.
Motor Vehicle Hire/Repair/Sales	3 bays per service bay plus 0.5 bay per staff member.
Motor Vehicle Wrecking	6 customer bays plus 0.5 bay per staff member.
Storage / Warehouse	1 bay per 100m ² NLA.
<i>Other</i>	
Other uses not listed above	At the discretion of the Council, having regard to similar uses, the precinct, the site, surrounding uses, off-site parking availability and having regard to recognised car parking standards for similar uses.

5.3. Where the car parking ratio specified in Table 1 results in a requirement for a part bay, the car parking requirement shall be rounded to the nearest whole number.

5.4. Car parking for staff members referenced in Table 1 above are to be calculated based upon the maximum number of staff in attendance at any one time.

~~5.5. All parking facilities, access and manoeuvring areas are to be designed in accordance with Australian Standard AS 2890.1: Parking facilities – Off-street parking (as amended).~~

5-6-5.5. Universal parking bays



- (a) Car parking bays marked exclusively for use by drivers with disabilities at the rate specified in the Building Code of Australia and relevant Australian Standard (AS28990.1) are to be provided.
- (b) These bays are included within the car parking requirements set out in Table 1.

5.6. Tandem parking bays will generally only be accepted where the two bays are provided for the use of a single tenancy and where the use would allow for this practice.

5.7. The City supports the use of sensitively located car stacking systems.

5.8. On-site parking should be located behind the building line or within the building where possible. Parking within the front setback area of a development is discouraged.

5.9. The City encourages the early consideration of electric vehicle charging infrastructure for both employees and visitor bays. As part of the development application, applicants are encouraged to demonstrate that, the development has been designed with for future capacity to supply electric vehicle charging points taking into account the WAPC Position Statement – Electric Vehicle Charging Infrastructure March 2024.

6. Service and/or loading bays

6.1. For developments with a NLA of greater than 500m² at least one service or loading bay shall be set aside and marked for the exclusive use of service, delivery and courier vehicles between 7am – 7pm each day.

6.2. The service or loading bay is in addition to the car parking requirements set out in Table 1.

6.3. The bay(s) are to be of a suitable size and location for the nature of the land uses proposed.

7. Motorcycle / scooter parking bays

~~7.1.~~ Where 15 or more car parking bays are provided on a development site, motorcycle / scooter parking bays are required to be provided in accordance with Table 2 below.

~~7.1.~~

~~8.~~

~~8.1.7.2.~~ Where motorcycle / scooter parking bays are required, the number of parking bays required by Table 1 above, can be reduced at a ratio of one car parking bay reduction for every two motorcycle / scooter parking bays provided.

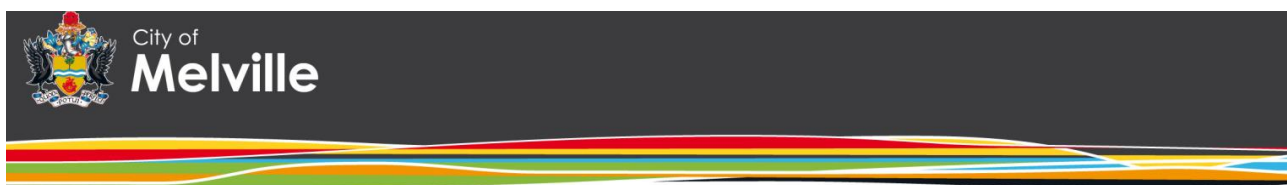


Table 2: Motorcycle and scooter parking requirements

Car Bays Required by Table 1	Number of Motorcycle / Scooter parking bays required
0-14	0
15 - 29	2
30 - 44	4
45 - 59	6
60 - 74	8
75 - 89	10
90+	At the discretion of the City.

8. Bicycle parking facilities

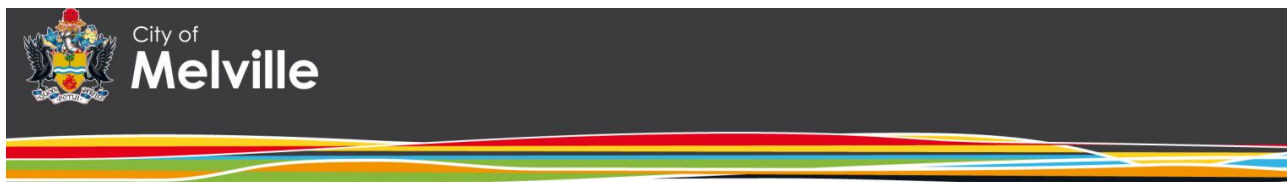
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8.1. A minimum of two bicycle parking facilities are to be provided on a subject site unless a greater number is specified in Table 3 below.

9.1.8.2. The ratios specified in Table 3 below are to be applied based upon the car parking bays that the development requires in Table 1 less any variations that are permitted by Part 6 of this policy.

Table 3 Bicycle parking requirements

Uses	Bike parking requirements
<i>Community Uses</i>	
Child Care/Minding Centres	2 per 10 car parking bays
Educational Establishment	6 per 10 car parking bays
Family Day Care	None applicable.
Places of public Worship	2 per 10 car parking bays.
<i>Health Uses</i>	
Recreation / Health Centre Private / Hospital / Medical Centre / Consulting Rooms / Veterinary Clinic	2 per 10 car parking bays.
<i>Food and Entertainment</i>	
Bed and Breakfast Accommodation	None applicable.
Cinema / Theatre / Public Amusement	1 bay per 10 patrons at capacity.
Hotel / Tavern / Restaurant /	2 per 10 car parking bays.

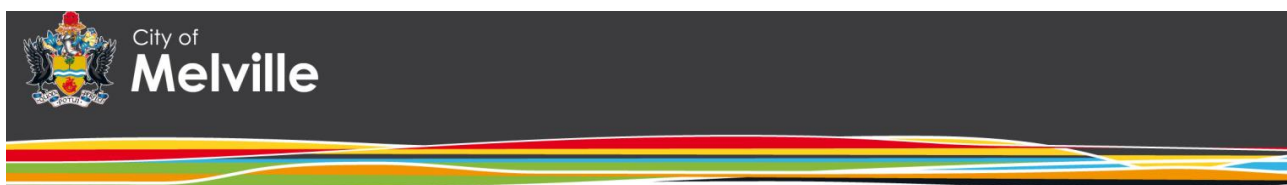


Café / Small Bar / Lunch Bar / Take-Away Fast Food Outlet	
<i>Office</i>	
Office	3 per 10 car parking bays.
<i>Retail</i>	
Shop / Corner-Home Store / Convenience Store / Restricted Premises	2 per 10 car parking bays.
<i>Large Scale Retail or Wholesale</i>	
Auction Premises / Car Sales Premises / Open Air Display / Garden Centre / Plant Nursery / Showroom	1 per 10 car parking bays.
Service Station	Not applicable
<i>Industry</i>	
Light Industry / Service Industry / Motor Vehicle Hire/Repair/Sales / Motor Vehicle Wrecking / General Industry / Storage / Warehouse	1 per 10 car parking bays.
<i>Other</i>	
Other uses not listed above	At the discretion of the Council, having regard to similar uses, the precinct, the site and off-site bicycle parking availability.

9.2.8.3. _____ Bicycle spaces are to comply with Australian Standard AS 2890.3: Parking facilities – Bicycle parking facilities (as amended) and are to be conveniently and safely located.

9.3.8.4. _____ End of trip facilities are required where more than 6 bicycle spaces are required by Table 3 above, as follows:

- (a) A minimum of one locker for each bicycle space;
- (b) A minimum of one unisex shower and change room. Additional shower facilities are to be provided at a rate of one female shower and one male shower for every additional



10 bicycle parking bays, to a maximum of five female and five male showers per development.

- (c) The end of trip facilities are to be located as close as possible to the bicycle parking facilities.

40.9. Variations to Car Parking Standards

~~10.1.9.1.~~ The following clauses outline the criteria for reductions to the parking standards specified in sections 5-8 above. In considering any reduction to standards, the City may request the preparation and approval of a Travel Plan in accordance with Part 10 of this policy below.

~~10.2. The following clauses (Clauses 6.2-6.5) outline the criteria for reductions to the parking standards specified in Table 1. In considering any variation to standards, Council may as part of its assessment of a development application, request the preparation and approval of a Travel Plan in accordance with Part 10 of this policy below.~~

9.2. Activity Centre Parking

- (a) A reduction in the car parking requirements of Table 1 is acceptable within certain Activity Centres due to their proximity to public transport and other public parking infrastructure. Accordingly, the car parking requirements of Table 1 may be reduced by up to 25% where the City is satisfied that:

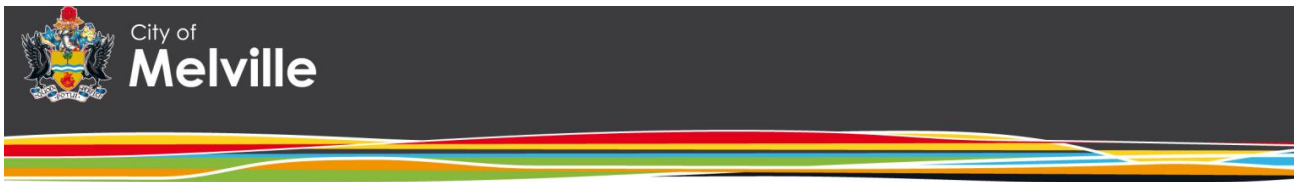
- ~~(i)~~ The development site is within an Activity Centre which is within the following Secondary or District activity centres as designated by State Planning Policy 4.2: Activity Centres.

- ~~Secondary Centre~~
- ~~Booragoon (Melville City Centre)~~
- ~~District Centre~~
- ~~Canning Bridge~~
- ~~Riseley~~
- ~~Melville~~
- ~~Petra Street~~

- ~~(ii)~~ The development proposal is consistent with an approved Parking Management Plan for the centre.

9.3 Reciprocal Parking

- (a) The City can consider reciprocal parking arrangements as follows:
 - i. Up to 100 per cent of the parking requirement specified in Table 1 where there is no overlap in operating times, or



- ii. Up to 50 per cent of the parking requirement specified in Table 1 where there is partial overlap in operating times.

(b) Reciprocal parking arrangements may be considered acceptable where the City is satisfied that an appropriate level of car parking is provided for the uses on the subject site and any other site applicable to the reciprocal arrangement.

~~(b)~~(c) The parking facilities serving the uses will be located on the one lot, or if located on a separate lot, the parking arrangements are permanent (e.g., through an easement, amalgamation, legal agreement, condition of approval, or any other formal arrangement acceptable to the City).

~~(e)~~(d) The parking facilities are conveniently located to both developments.

(e) Supported by parking studies for a similar development(s) within a similar land use.

~~(e)~~(f) Reciprocal parking arrangements can be considered within individual mixed use development sites and/or between different development sites.

9.4 Shared Parking

Shared parking is encouraged within certain Activity Centres to allow parking facilities to be used more efficiently.

- (a) Where car parking bays required by Table 1 are designated as part of the development application as shared parking, the car parking requirements of Table 1 may be reduced by 25% (for the proportion of bays which are designated as shared parking only) where the City is satisfied that:

- i. An appropriate level of car parking is provided for the proposed uses;

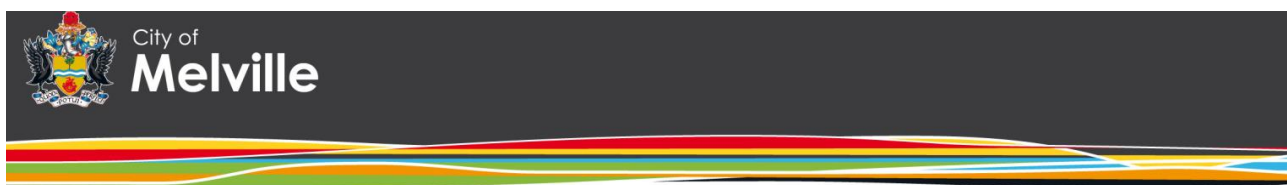
ii. The development site is within an Activity Centre which is designated as a Secondary or District activity centre by State Planning Policy 4.2 – Activity Centres; and

~~ii~~-iii. There will be no structural or visual impediment to the use of the shared parking bays by the public.

9.5 Additional Bicycle Parking

- (a) The car parking requirements of Table 1 may be reduced by up to two car parking bays where additional bicycle parking above that required by Part 8 of this policy is provided, where the City is satisfied the following criteria are met:

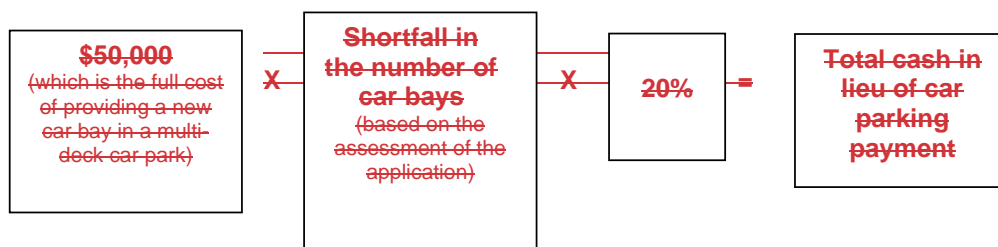
- i. The proposed development is within an Activity Centre which is designated as a Secondary or District activity centre by State Planning Policy 4.2 as outlined in 6.4.2(b) above.
- ii. Bicycle parking is provided at the rate of six bicycle spaces per car bay reduction; and
- iii. The City considers there to be a need for additional bike parking in the area; and
- iv. The bicycle parking is to be located so to be readily visible and accessible by the public.



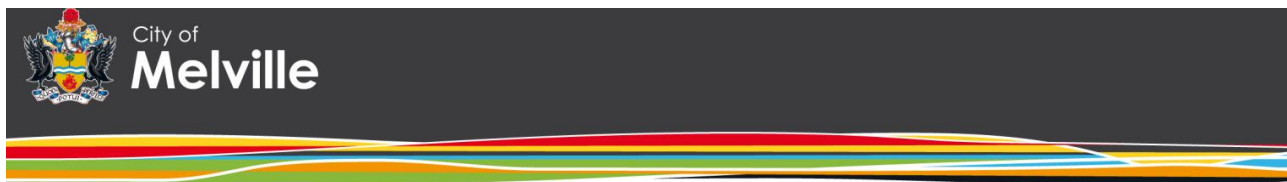
- (b) Additional bicycle parking in lieu of on-site car parking may be considered by the City where the car parking requirement for the development (as prescribed by Table 1) is more than 50 bays, subject to the criteria set out within 9.5.1 (a) – (d) above.

Cash-in-lieu

- ~~7.1 — Where an application proposes a shortfall in on-site car parking which is not fully addressed by the provisions in Part 6 above, the City may require the provision of cash-in-lieu for some, or all of the on-site car parking shortfall.~~
- ~~7.2 — The City will not accept cash-in-lieu of car parking contributions where it considers that the required car parking could instead be provided on-site.~~
- ~~7.3 — Cash-in-lieu contributions are calculated as follows:~~



- ~~7.4 — Revenue raised through cash-in-lieu will:~~
 - ~~(a) be placed in holding accounts linked to the geographical source of the contributions.~~
 - ~~(b) be used to construct and maintain additional shared public parking for the particular area or to fund TravelSmart initiatives, new footpaths, cycling infrastructure, improved public transport or other appropriate community benefits in said area.~~
- ~~7.5 — Cash-in-lieu payments can be satisfied via:~~
 - ~~(a) An upfront payment (prior to commencement of the development) or~~
 - ~~(b) via instalments (including all legal and documentation fees) at the full expense of the landowner subject to:~~
 - ~~(i) Maximum instalment period not exceeding five years;~~
 - ~~(ii) Payment in equal instalments, inclusive of an agreed interest rate, with the first instalment payable prior to the commencement of the development with subsequent instalments payable annually thereafter;~~
 - ~~(iii) Such arrangements being governed by an appropriate legal agreement, prepared to the satisfaction of the City, to include a suitable Memorial or Caveat on the relevant Certificate of Title.~~
- ~~7.6 — Notwithstanding the above clauses in Part 7 of this policy, the City can waive the requirement for cash-in-lieu payment where it is satisfied that an appropriate level of~~



~~community benefits (which are specifically related to parking and access) are being provided.~~

~~8 — Access~~

~~8.1 — Vehicular access points to parking facilities are to be located and designed so that:~~

- ~~(a) Access is via secondary streets or rights of way where available.~~
- ~~(b) Access to developments on corner lots should be located the maximum distance away from the corner on the minor road or right of way.~~
- ~~(c) One access point per street is encouraged and the number of access points is kept to a minimum.~~
- ~~(d) All vehicles utilising on-site car parking bays should be able to enter and exit in a forward gear where practicable.~~
- ~~(e) Where possible, new parking facilities and access points are to be linked to existing parking facilities.~~
- ~~(f) Access points shall be designed to minimise:

 - ~~(i) — traffic or pedestrian hazards,~~
 - ~~(ii) — conflict with pedestrian/cyclist pathways,~~
 - ~~(iii) — the impact on nearby residential uses,~~
 - ~~(iv) — traffic congestion, and~~
 - ~~(v) — interference with public transport facilities.~~~~

~~Where this is not possible, mitigation measures must be considered.~~

10 Travel Plans

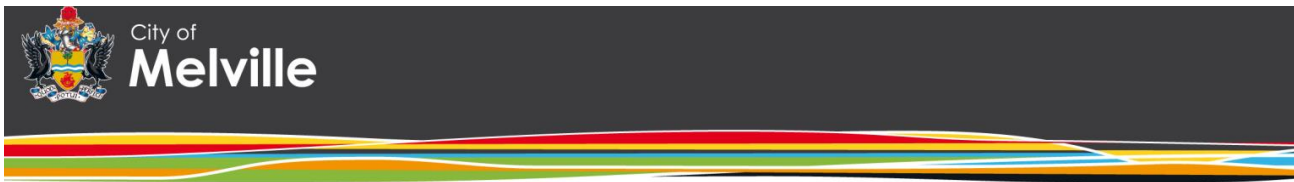
10.1 The preparation of a Travel Plan is to be undertaken by an applicant where specified within this Policy.

10.2 The objectives of a Travel Plan are to include (at a minimum):

- (a) How to reduce the need for staff and visitors to travel to and from the site in a private vehicle.
- (b) How to promote staff and visitors walking, cycling and using public transport to access the development.
- (c) How to achieve the minimum number of single occupancy vehicle movements to and from the development.

10.3 A Travel Plan is to detail a range of measures that will be integrated into the design and occupation of the new development and include at a minimum:

- (a) Identification of:



- i. On-site car parking bays
- ii. Publicly available (including details of any parking restrictions) car parking bays within the vicinity of the development which are available for visitor and/or staff parking;
- iii. Location of public transport in relation to the development;
- iv. Bicycle facilities on-site and within the area;
- v. Connectivity of pedestrian footpaths within the area which provide access to the site.

vi. Impact of topography of walkways and cycleways

vii. Impacts of weather and seasons on walking and cycling behaviour; and

viii. Walking and Cycling time;

ix. Impact on total journey time

- (b) Any measures including parking management and/or marketing that are proposed to achieve the objectives of the Travel Plan. Measures can include (but are not limited to):
 - i. Promoting walking, cycling and use of public transport by both staff and visitors;
 - ii. Support and promotion of measures to discourage staff single occupancy vehicle movements to and from the development, which could include car sharing etc.
 - iii. Encouragement of working from home and video conferencing.
 - iv. Education of staff and visitors about alternative ways to access the development.
 - v. Way finding strategies.
 - vi. Consideration of on-site parking restrictions.
 - vii. Identification of targets to measure the effectiveness of the Travel Plan in achieving its objectives and how these will be implemented, measured and monitored.

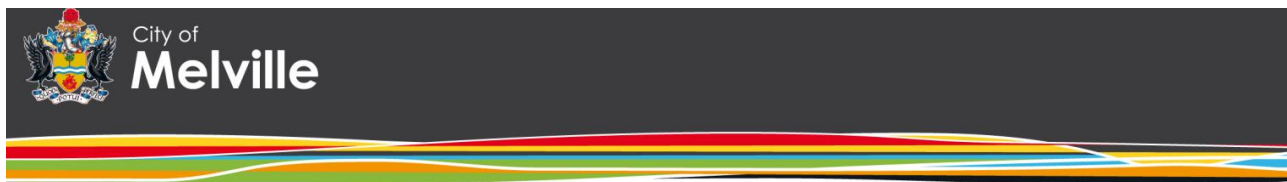
10.4 Once the Travel Plan is approved, the management of the on-site parking and access is to be undertaken in accordance with the Travel Plan.

10.5 The content of Travel Plans can be utilised in the preparation of PMPs.

11 Parking Management Plans (PMPs)

11.1 PMPs are to be prepared and adopted for all Activity Centres and are to provide guidance over a 10 year planning period in relation to the management and control of parking in the centre.

11.2 The City will be responsible for the preparation and adoption of PMPs in the first instance, however where a significant redevelopment in an activity centre is proposed, the City may require an applicant to prepare or contribute toward the preparation of a PMP for the centre.



- 11.3 PMPs not only relate to management of on-site car parking bays but also include information as to the location and management of on-street paid parking, time restrictions, residents parking, car park buildings, bicycle parking facilities, universal bays, reductions in parking and access to public transport.
- 11.4 Once a PMP is adopted by the City for an Activity Centre, all future developments are to be in accordance with the PMP.

12 Traffic Generation

- 12.1 The City follows the WAPC Transport Assessment Guidelines for Developments (as revised) in relation to the requirement for transport assessments.
- 12.2 Where it is identified by these Guidelines that a development requires a Transport Statement or Transport Assessment, this is to be prepared by a suitably qualified and/or experienced traffic engineer and submitted with the application for planning approval.

References that may be applicable to this Policy

Legislative Requirements:	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 (as amended)
Procedure, Process Maps, Work Instructions:	Planning Application Directorate Procedure
Other Plans, Frameworks, Documents Applicable to Policy:	Local Planning Scheme No. 6 State Planning Policy 7.3 Residential Design Codes Volume 1 and Residential Design Codes Volume 2 - Apartments Australian Standard AS 2890.1: 2004 Parking Facilities – Off-Street Parking (as amended) Australian Standard AS 2890.3: Parking Facilities – Bicycle Parking Facilities (as amended) Western Australian Planning Commission Transport Assessment Guidelines for Development
Delegated Authority No:	DA-020: Planning and Related Matters

ORIGIN/AUTHORITY		Item No.
Planning and Development Services Committee	12/10/99	P99/1020
Reviews		
Special Planning and Development Services Committee	27/06/00	P00/1004
Development & Neighbourhood Amenity Committee	14/05/02	P02/5006
Ordinary Meeting of Council	20/9/11	P11/3249
Ordinary Meeting of Council	19/08/14	P14/3526
Ordinary Meeting of Council	20/09/16	P16/3718
Administrative Review (Council Resolution 18/6/2019)	6/8/2019	
<insert new date once adopted>		