City of Melville

MINUTES
ORDINARY COUNCIL MEETING

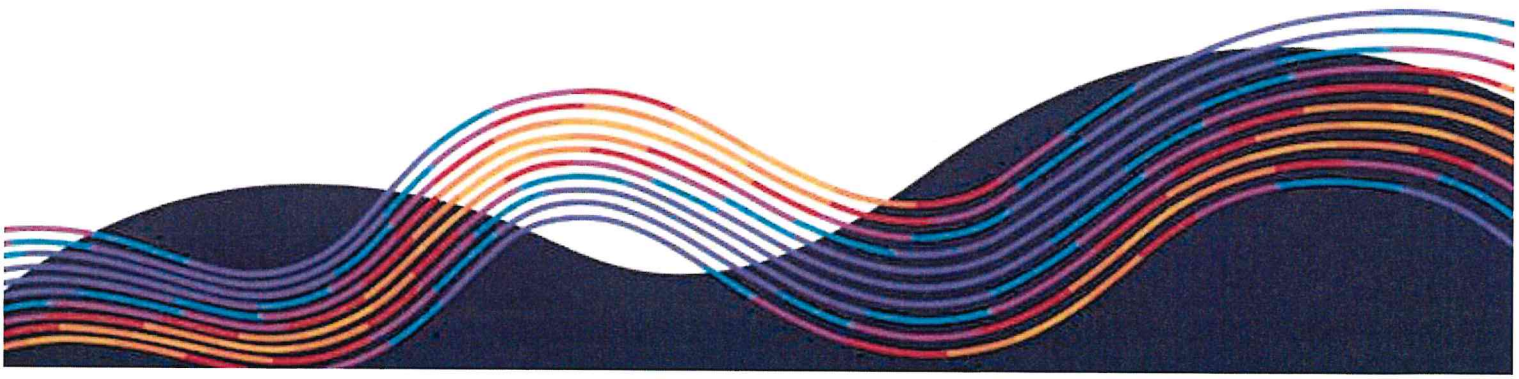
6:30pm Tuesday, 16 September 2025

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

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

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

Mayor Mair Date 14/10/2025



Vision

Vibrant, Sustainable, Inclusive Melville

Mission

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

Values

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

- **E**xcellence - Striving for the best possible outcomes.
- **P**articipation – Involving, collaborating and partnering.
- **I**ntegrity - Acting with honesty, openness and with good intent.
- **C**aring – Demonstrating empathy, kindness and genuine concern.

Our Approach

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

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

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

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

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1 OFFICIAL OPENING

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

2 ATTENDANCE AND APOLOGIES

In Attendance

K Mair	Mayor

Councillors	Ward
Cr G Barber	Bicton - Attadale - Alfred Cove Ward
Cr J Edinger	Bicton - Attadale - Alfred Cove Ward
Cr N Robins	Bateman - Kardinya - Murdoch Ward
Cr C Ross	Applecross - Mount Pleasant Ward
Cr J Spanbroek *(from 6:31pm)*	Bull Creek - Leeming Ward
Cr K Wheatland	Palmyra - Melville - Willagee Ward
Cr D Lim	Applecross - Mount Pleasant Ward
Cr S Hong	Bateman - Kardinya - Murdoch Ward
Cr S Green	Central Ward
Cr T Lee	Central Ward

Officers

Ms G Bowman	Chief Executive Officer
Ms M Pickering	Director Community Development
Mr G Tuffin	Director Corporate Services
Ms K Brosztl	Acting Director Environment and Infrastructure
Mr T Free	Acting Director Planning
Ms C Newman	Head of Governance
Ms M Smith Poulton	Lead Governance
Ms T Wright	Governance Officer

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At the commencement of the meeting:

Public Gallery	6

Apologies

Nil

On Approved Leave of Absence

Cr M Woodall	Bull Creek - Leeming Ward

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At 6:31pm, Cr J Spanbroek entered the meeting.

3 DECLARATIONS BY MEMBERS

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

- Cr G Barber – Information distributed in relation to the Ordinary Meeting of Council.

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

Nil.

4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Approved Deputations

- **Mr G Waugh, Bull Creek**

  Item C25/313 Governance Framework Biennial Review

Approved Written Submissions

- **City of Melville Residents and Ratepayers Association**

  Item 12.1 Petition – Request for Public Committee for Policy Review

5 DISCLOSURE OF INTEREST

5.1 Financial or Proximity Interests

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

Nil.

5.2 Disclosure of Interest that may cause a Conflict

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

Nil.

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6 PUBLIC QUESTION TIME

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

6.1 Questions Received with Notice

6.1.1 Mr M McLerie, Bicton

As Mr McLerie was not in attendance, the Mayor ruled that the questions and responses would be included in the minutes of the meeting and not read out, in accordance with clause 6.7(7)(d) of the City of Melville Local Government (Meeting Procedures) Local Law 2022.

Preamble to Questions 1 to 5:

"Locals in safe hands with new response team " article published in 4 September 2025 PerthNow has prompted important questions.

Question 1:

How does the community formally ask Council publicly acknowledge City Head of Community Safety, Mr Michael Emery, for his efforts to make significant much long needed changes the delivery of some of the City's core functions after actively listening to community concerns?

Response 1:

Thank you for the question and for the comments. At the official launch of MelSafe, Mayor Katy Mair formally thanked Mr Michael Emery for his leadership and contribution to this transformation. The City acknowledges that MelSafe represents a significant improvement to how community safety services are delivered, shaped directly by community feedback.

Question 2:

What is the revised annual budget for running MelSafe, and what are the incremental initial and annual costs?

Response 2:

The initial establishment cost was approximately $170,000, covering the purchase of new equipment, officer training and technology systems. These costs are either one-off or multi-year investments.

The annual operating budget for MelSafe is approximately $3.5M, which is comparable to the operating cost of the previous model, which was $3.4M in 2024/25. The increase of 2.86% is less than CPI for the period.

Question 3:

What are the KPIs, baseline and targets to track and confirm the benefits of the implemented changes. I expect these would include the performance measures and improvement targets were included in the business case to justify the significant changes?

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Response 3:

The City is undertaking a wider review of all service delivery KPIs, and a set of interim indicators are currently in use to assess MelSafe's performance. These include:

1. Responsiveness to customer requests, measured by call handling times and job completion times
2. Customer satisfaction, measured immediately after tasks are completed
3. Proactive presence in the community, measured by patrol attendance at priority locations

As part of the transition, some of the previous CSS and Ranger KPIs have been streamlined or removed to ensure targets are focused on what delivers the greatest community benefit - improving service quality, responsiveness, and efficiency rather than simply measuring activity.

Baseline data is already being collected, and targets will be refined as part of the City's broader KPI review process to ensure performance improvements can be tracked and reported transparently.

Question 4:

How will Council keep the community informed of the expected performance improvements form such significant changes to service delivery?

Response 4:

MelSafe performance will be reported through the City's Corporate Business Plan and other public documents.

Question 5:

What are the next 2-4 core function/service delivery improvement initiatives expected to be implemented, and when?

Response 5:

MelSafe is only one stage of modernising and improving the City's services. More specifically to community safety, over the next 12–24 months, the City will focus on:

- Expanding CCTV integration and mobile camera technology to improve coverage and support WA Police
- Implementing a digital parking permit system to make parking management easier for residents and businesses
- Improving customer access through our new customer experience software

These initiatives are aligned with the Council Plan and will be implemented progressively, with updates provided to Council and the community.

Preamble to Questions 6 to 8:

It is disappointing Melville Council and CEO do not adopt the practices to respect residents' human rights to privacy, especially given WA State's recently passed Privacy and Responsible Information Sharing (PRIS) Act and that the WA Local Government Act does not expressly requires questioners to supply their personal information.

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Question 6:

Why would City of Melville not adopt the Victorian State Information Commissioner's (OVIC) privacy guidance on ´Can individuals engage anonymously with Councils?' guidance. (https://ovic.vic.gov.au/privacy/resources-for-organisations/local-government-and-privacy/)?

Response 6:

The current *City of Melville Local Government (Meeting Procedures) Local Law 2022,* clause 6.6(5) requires that that the "the name of the person asking the question, and if applicable, the name of the person on whose behalf it is asked, shall be recorded in the minutes."

Western Australian Privacy legislation, the *Privacy and Responsible Information Sharing Act 2024,* (PRIS Act) will come into effect from 1 July 2026. All public sector entities, including local governments will need to comply with the privacy obligations.

The City is currently reviewing its processes in line with the requirements of the PRIS Act to ensure it is in a position to comply with the Western Australian legislation, when it comes into effect.

Question 7:

What Council and/or the CEO have done/planning to do to review local laws, policies, and procedures to ensure the City will operate in full compliance with PRIS objectives and provisions?

Response 7:

The City has assigned a PRIS Champion and a Privacy Officer to manage and coordinate the City's PRIS readiness preparations. The PRIS team are working on a number of action items that are required to be undertaken prior to when the main provisions of the PRIS Act come into effect on 1 July 2026. These action items include the review of all City policies, procedures, legislation, and contract management. The City has been working on action items as soon as guidance materials are provided by the new Office of the Information Commissioner (OIC).

Question 8:

Why CEO has not/would not make recommendations to Council to amend Council's meeting local laws so that resident names need not be included in the meeting minutes should those residents wish to exercise their human rights to privacy?

Response 8:

The Local Government Amendment Bill 2023 commenced Western Australian local government reform process, which includes the setting of standardised Meeting Procedures for all Western Australian Local Governments. The new uniform regulations are proposed to ensure that all Council meetings operate in the same way, meaning all local governments will have the same process for members of the public to participate in meetings.

As these new Meeting Procedures are imminent, and likely to be in place prior to the PRIS legislation coming into effect, it is anticipated they will take into consideration local government obligations in relation to PRIS Act requirements.

The City is awaiting the new uniform Meeting Procedures, rather than amending its current Meeting Procedures, which is a lengthy and resource intensive process.

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6.1.2 Mr D Sharma, Bull Creek

Preamble to Question 1:

Heatherington Drive in Bull Creek currently suffers from poor lighting and unsafe conditions. The absence of a footpath combined with inadequate street lighting and minimal shrub maintenance has created a hazardous environment for pedestrians. There has already been a serious accident involving a child on this road, highlighting the urgent need for safety improvements.

Question 1:

Given the current safety concerns on Heatherington Drive, including poor lighting, the absence of footpaths, and insufficient shrub maintenance—which have contributed to serious incidents involving pedestrians—could the Council please advise on any planned or ongoing initiatives to address these issues and improve pedestrian safety on this road?

Response 1:

Thank you for bringing your concerns to the City's attention. The City will investigate the concerns raised regarding lighting, footpaths and pedestrian safety and provide a response on the outcome to you by the end of September 2025.

The bush area between Hetherington Drive and South Street is maintained every 4 weeks. Sight distance at the existing pedestrian ramps will be checked and further pruning will be undertaken if needed.

6.1.3 Mr G Wieland, Bicton

As Mr Wieland was not in attendance, the Mayor ruled that the questions and responses would be included in the minutes of the meeting and not read out, in accordance with clause 6.7(7)(d) of the City of Melville Local Government (Meeting Procedures) Local Law 2022.

Question 1:

Cost to the CoM ratepayers for holding a single extraordinary election.

With the immediate resignation of ex Cr Tomas Fitzgerald which will enact an extraordinary election process, what is the approximate cost to CoM ratepayers for this extraordinary election?

Response 1:

The City is currently working with the Western Australian Electoral Commission in relation to holding an Extraordinary Election to fill the vacancy in the Palmyra-Melville-Willagee Ward. Initial estimates indicate that for the WAEC to conduct the extraordinary election is likely to cost in the vicinity of $70,000. It is intended to provide a report to the October 2025 Ordinary Meeting of Council to determine the method and costs associated with the extraordinary election.

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6.1.4 Ms S Flis, Applecross

As Ms Flis was not in attendance, the Mayor ruled that the questions and responses would be included in the minutes of the meeting and not read out, in accordance with clause 6.7(7)(d) of the City of Melville Local Government (Meeting Procedures) Local Law 2022.

Question 1:

What are the policy/protocols with the application of dyes along with herbicides, do Glyphosate containing herbicides always include the pink dye marker? If not, Why not?

Response 1:

When applying herbicides near waterways the City or its contractors will add a dye marker to be a visual guide in application of the herbicide. This assists in both quality and safety control in reducing the risk of over or under spray in a target area.

Question 2:

What regulations apply to the proximity of herbicide use near waterways, are these always adhered to, and is this example of the spray close to the river behind the tennis courts on the Strand in Applecross typical and acceptable? please see photo emailed to the governance team. thanks

Response 2:

All herbicides that the City utilises are approved by the APVMA (Australian Pesticides and Veterinary Medicines Authority) and are applied in accordance with the manufacturer's instructions. In this instance, the herbicide was applied to treat non-native running grasses that are growing through the sedges. The spray was applied when it was known that the extent of the high tide would not reach the applied area and the herbicide would have sufficient time to be effective and not contaminate the estuarine waters or be diluted. If there was a risk of the spray entering the waterway the spraying would not have occurred.

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6.1.5 Mr D Morley, Willagee

Question 1:

Considering the Local Government Amendment Act 2024, could we explore the possibility of using the October 18 election to fill Councillor Thomas Fitzgerald's vacancy? This could ensure timely representation and avoid a delay until March 2026.

Question 2:

If this isn't feasible, could you clarify the specific reasons why the Act's provisions wouldn't apply in this case?

Response to Questions 1 & 2:

An extraordinary vacancy is created when an Elected Member resigns from the office, s2.32(b) of the *Local Government Act 1995* (the Act), and an extraordinary election must be held when the office of councillor becomes vacant (s4.8 of the Act).

The back-fill provisions introduced, through Schedule 4.1A and 4.1B of the Act, for the 2023 Local Government Elections do not apply as these provisions only relate to a vacancy within 12 months of the former members election.

It is noted that the resignation was received on Wednesday 3 September 2025, which was after the last day the City was able to advertise the vacancy and call for nominations. Therefore, an extraordinary election is required.

6.2 Questions Received at the Meeting

6.2.1 Mr D Morley, Willagee

Question 1:

Given it is impossible for the election to take place to elect both councils in the Palmyra – Melville – Willagee Ward on 18 October. Why is it that the provisions within the Local Government Amendment Act 2024 introduced by Hon Hannah Beazley cannot be enacted in this case?

Response 1:

The backfill provisions only apply to vacancies within 12 months of the former members elected date. On this occasion, this period would have expired in October 2024 and therefore are not applicable.

Question 2:

What are the backfill provisions?

Response 2:

These provisions were introduction for the 2023 election as part of the Local Government Reform, and it allows the candidate who came second in the election to be offered the position if a vacancy should occur within the first 12 months of an Elected Members elected term. After which time, the Council is required to hold an extraordinary election.

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Question 3:

Would it not be more beneficial to the ratepayers in terms of cost and convenience to hold the election on 18 October instead of waiting until March next year when a ward representative from my ward will not sit in Council and we will be underrepresented for at least 6 months?

Response 3:

The City has explored the available options extensively with the WAEC and there is no avenue for the extraordinary election to occur on the 18 October date.

6.3 Questions Taken on Notice at Previous Meeting

6.3.1 Mr G Jenke, Applecross

In accordance with the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, these questions were received with late notice for the 19 August 2025 Ordinary Meeting of Council and were taken on notice. The questions and responses are now provided below:

Preamble to Question 1:

The Riseley Centre Structure Plan was initiated in 2008 with the goal of creating a vibrant and sustainable centre that will be a great place to live, work, socialise and shop, as stated in a 2013 report. Over time, there has been considerable consultation with the community and business owners and operators. Now there seems to be an impasse with the officer's recommendation to abandon any change to the Kearns Crescent streetscape because of business demand for street parking to supplement the parking available on private property.

Question 1:

How much has been expended overall by the council on planning and consultation for this project to date?

Response 1:

$163,270 has been spent to date, including design work, consultation, and graphics. This figure does not include staff time in managing the project.

Preamble to Question 2:

Many, if not most places which become popular have parking issues but still prosper, the Applecross Village and Fremantle being destination cases in point.

Question 2:

Does the council see a way forward for the Riseley Centre redevelopment in general and its streetscapes in particular by better management of private and street parking to encourage vehicle turnover, perhaps with smartphone apps like EasyPark?

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Response 2:

The City will begin reviewing the Riseley Activity Centre Structure Plan later this year, which will provide an opportunity to review how the centre has developed over the past decade and consider whether the vision for Riseley Centre remains appropriate. The scope of the review is also expected to include consideration of how to encourage development and address existing parking issues.

At 6:43pm the Presiding Member closed Public Question Time.

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7 AWARDS AND PRESENTATIONS

Nil.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

8.1 Request for Leave of Absence - September 2025

COUNCIL RESOLUTION

At 6:44pm Cr C Ross moved, seconded Cr J Spanbroek

That the Council approve the request for leave of absence received from Councillor D Lim for three weeks in October and November.

At 6:44pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

9 CONFIRMATION OF MINUTES

9.1 Ordinary Meeting Of The Council – 19 August 2025

COUNCIL RESOLUTION

At 6:44pm Cr T Lee moved, seconded Cr N Robins

That the minutes of Ordinary Council Meeting held on 19 August 2025 be confirmed as a true and accurate record.

At 6:44pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

9.2 Special Meeting Of The Governance Committee – 27 August 2025

COUNCIL RESOLUTION

At 6:44pm Cr J Edinger moved, seconded Cr C Ross

That the minutes of Special Governance Committee Meeting held on 27 August 2025 be noted.

At 6:44pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

9.3 Special Meeting Of The Council – 27 August 2025

COUNCIL RESOLUTION

At 6:45pm Cr C Ross moved, seconded Cr D Lim

That the minutes of Special Council Meeting held on 27 August 2025 be confirmed as a true and accurate record.

At 6:45pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

9.4 Ordinary Meeting Of The Audit, Risk, and Improvement Committee – 1 September 2025

COUNCIL RESOLUTION

At 6:45pm Cr D Lim moved, seconded Cr T Lee

That the minutes of Ordinary Audit, Risk, and Improvement Committee Meeting held on 1 September 2025 be noted.

At 6:45pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

9.5 Special Meeting Of The Governance Committee – 8 September 2025

COUNCIL RESOLUTION

At 6:45pm Cr K Wheatland moved, seconded Cr C Ross

That the minutes of Special Governance Committee Meeting held on 8 September 2025 be noted.

At 6:45pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

9.6 Notes Of Agenda Briefing Forum – 9 September 2025

COUNCIL RESOLUTION

At 6:46pm Cr K Wheatland moved, seconded Cr T Lee

That the notes of the Agenda Briefing Forum held on 9 September 2025 be confirmed as a true and accurate record.

At 6:46pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

10 NEW BUSINESS OF AN URGENT NATURE

Nil.

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil.

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12 PETITIONS

At 6:46pm, the Presiding Member advised that an additional petition page was received on Monday, 15 September 2025 with a further 8 signatures, bringing the total number of signatures to 54 signatures from residents and 1 signature from a non-resident.

Additionally, the Presiding Member advised the Council of a written submission received from the City of Melville Residents and Ratepayers Association in relation to the petition. Written Submission – MRRA – 12.1

12.1 Petition - Request for Public Committee for Policy Review

A petition signed by 46 residents of the City of Melvill and 1 non-resident was submitted by Mr G Waugh of Bull Creek on Monday 8 September 2025 and reads as follows:

"We the undersigned, all being electors of the City of Melville, respectfully ask that the Council in its deliberation in relation to the City of Melville proposed Compliance and enforcement Policy CP-114, (publicly advertised for community consultation, closed August 26, 2025) adopt the following to address perceived and real inadequacies identified by the Community in proposed policy CP-114 and across those policies affected by, or associated with proposed Policy CP-114 as had been previously requested of Council, since at least 2021;

a) *Re-form Council's Policy & Legislation Committee, to include independent voluntary community representation, or form a voluntary community inclusive focus group/committee; consistent with the Local Government Act Part 5 provisions; and task that body with advising Council on Policy content expressed to community values.*

b) *Facilitate that community inclusive Policy & Legislation Committee, or other Community group/committee formed, to hold open public meetings to enable community members-sharing of evidence related to perceptions and experiences of issues with compliance enforcement performance, in the purpose of developing functional policy* advice for the *Council's role as outlines in Local Government Act. section 2.7."*

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (12.1)

At 6:47pm Cr J Edinger moved, seconded Cr J Spanbroek

That the Council acknowledge the petition and requests that a report be prepared by the March 2026 Ordinary Meeting of Council.

At 6:48pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

CONFIRMED

13 ADOPTION OF RECOMMENDATIONS EN BLOC

COUNCIL RESOLUTION

At 6:48pm Cr K Wheatland moved, seconded Cr D Lim

That the recommendations for:

- **C25/307 - Common Seal September 2025**
- **C25/308 - Investment Statements for July 2025**
- **C25/309 - Schedule of Accounts Paid for July 2025**
- **C25/310 - Statements of Financial Activity for July 2025**
- **UP25/84 - Proposed 10 Lot Subdivision at Nos. 740 & 742 (Lots 110 & 111) Canning Highway, Applecross**

be carried En bloc

At 6:48pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (11/0)

CONFIRM

14 REPORTS

Items Brought Forward

At 6:49pm, the Presiding Member brought forward item C25/317 Extraordinary Election – March 2026 for the convenience of those in the public gallery.

At 6:49pm, Ms C Newman, Head of Governance provided an officer presentation which concluded at 6:51pm. At 6:51pm, Ms C Newman answered questions on the item until 7:08pm. Officer Presentation – Item C25/317.

At 7:07pm, Mr T Free left the meeting.

At 7:09pm, Mr T Free returned to the meeting.

C25/317 Extraordinary Election - March 2026

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer preparing this report has a conflict of interest
Attachments:	Nil

COUNCIL'S ROLE

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

SUMMARY

- On 3 September 2024, a vacancy occurred in the Palmyra – Melville – Willagee Ward as a result of the resignation of Tomas Fitzgerald, effective immediately
- As the resignation was received after last day the City was able to advertise the vacancy and call for nominations, the City is unable to fill this position as part of the October 2025 Local Government Election and an extraordinary election is required.
- The purpose of this report is to set the date of the extraordinary Election as required by s4.9 of the *Local Government Act 1995.*

CONFIRMED

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C25/317)

At 7:08pm Cr N Robins moved, seconded Cr J Spanbroek

That the Council:

1. **Approves the Extraordinary Election date, to fill the vacancy in the Palmyra – Melville – Willagee Ward to be Thursday 26 March 2026, in accordance with section 4.9(2) and with the approval of Electoral Commissioner, with the term expiring 16 October 2027.**
2. **Notes a further report will be presented with respect to the method of conducting the Extraordinary Election.**

At 7:09pm the Presiding Member declared the motion.

CARRIED (8/3)

Yes (8): Mayor Katy Mair, and Crs Jane Edinger, Nicole Robins, Jennifer Spanbroek, Daniel Lim, Soo Hong, Scott Green and Terry Lee

No (3): Crs Glynis Barber, Clive Ross and Karen Wheatland

PURPOSE

This report advises the Council of the extraordinary vacancy created by the resignation of an Elected Member and the options to hold an extraordinary election to fill the vacancy.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.4	Strengthen active citizen engagement, participation, and access to information.

BACKGROUND

Former Councillor Tomas Fitzgerald resigned from his role as Councillor for the City of Melville effective Wednesday 3 September 2025. This creates an extraordinary vacancy in the Palmyra – Melville – Willagee Ward.

Former Councillor Fitzgerald was re-elected to his second term on Council in October 2023, with that term due to expire in October 2027. Former Councillor Fitzgerald was in the second year of his term.

An extraordinary vacancy is created when an Elected Member resigns from the office, s2.32(b) of the *Local Government Act 1995* (the Act), and an extraordinary election must be held when the office of councillor becomes vacant (s4.8 of the Act).

CONFIRMED

The back-fill provisions introduced, through Schedule 4.1A and 4.1B of the Act, for the 2023 Local Government Elections do not apply as these provisions only relate to a vacancy within 12 months of the former members election.

It is noted that the resignation was received on Wednesday 3 September 2025, which was after the last day the City was able to advertise the vacancy and call for nominations.

There is no option for this vacancy to remain unfilled until the 2027 Ordinary Election and the City is required to make arrangements to fill the vacancy by an extraordinary election.

CONSIDERATION

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

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

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

The earliest the City could conduct an extraordinary election would be mid-December 2025, however some aspects of the process would run concurrent to the existing Ordinary Election, which may be confusing for members of the public. Additionally, it is unlikely the Western Australia Electoral Commission (the WAEC) would be able to support an extraordinary election conducted at this time.

The WAEC have advised that they will be conducting extraordinary elections across the state in late March 2026, in order avoid conflict with the current 2025 Local Government Elections, the festive period and the summer school holiday period.

This date requires the approval of the Electoral Commission as it would be later than four months after the vacancy occurred. At the time of preparing this report, informal advice had been received from the WAEC providing authority to fill the vacancy in the Palmyra-Melville-Willagee Ward by extraordinary election to be held on Thursday 26 March 2026.

There are two methods for the Council to consider for the conduct of an extraordinary election:

Option 1 – a postal election where electors mail their ballot through the post or deliver in person. Postal elections must be conducted by the Electoral Commissioner, or

Option 2 – an ‘in-person’ election where a polling would be conducted within the City. This would need managed by the City.

The Act requires that the Council determine the method the extraordinary election will be conducted, and whether to appoint a person, other than the CEO, to be the returning officer or whether to declare the Electoral Commission to be responsible for the Election.

CONFIRMED

A further report will be presented to the 14 October 2025 Ordinary Meeting of Council for consideration of the cost of the Extraordinary Election and the method of conduct of the Election.

ENGAGEMENT

City officers have consulted with the Western Australian Electoral Commission (WAEC) to clarify the options available, cost estimates and the availability of the WAEC to undertake the election.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

Local government elections are to be conducted in accordance with the provisions of the *Local Government Act 1995* and the *Local Government (Elections) Regulations 1997*.

FINANCIAL IMPLICATIONS

At the time of preparing this report, the City does not have a formal cost for the Western Australian Electoral Commission to conduct the Extraordinary Election in March 2026. It is however anticipated that the WAEC costs will be in the vicinity of $70,000.

CONSEQUENCE

There are no provisions for the Council not to conduct an Extraordinary Election. The current arrangements mean that the Palmyra-Melville-Willagee Ward would only be represented by one Elected Member until the vacancy is filled.

The City could conduct the Extraordinary Election early that this date, however it may conflict with:

- the current Ordinary Election Process;
- the festive period;
- the summer school holidays

Which may impact the nominations and voter turnout for Extraordinary Election.

CONFIRMED

14.1 Reports from Committees

Special Governance Committee Meeting held on 8 September 2025

At 7:09pm Mr G Waugh gave a deputation which concluded at 7:18pm. Hardcopy Deputation – Mr G Waugh – C25/313.

At 7:09pm, Cr K Wheatland left the meeting.

At 7:11pm, Cr K Wheatland returned to the meeting.

At 7:19pm, Cr K Wheatland left the meeting.

At 7:20pm, Cr K Wheatland returned to the meeting.

At 7:25pm, Ms M Smith Poulton left the meeting.

At 7:27pm, Ms M Smith Poulton returned to the meeting.

At 7:31pm Mr G Waugh returned to the Public Gallery.

C25/313 Governance Framework Biennial Review 2025

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter
Attachments:	1. Governance Framework - Biennial Review 2025

COUNCIL'S ROLE

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

SUMMARY

- At the Ordinary Meeting of Council held 19 March 2024, the Council adopted the inaugural City of Melville Governance Framework, which included that the Governance Framework would be reviewed prior to the 2025 Local Government Elections.
- A significant review of the Governance Framework has been undertaken, with this report presenting the updated version for consideration and adoption.

CONFIRMED

COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION (C25/313)

At 7:33pm Cr J Spanbroek moved, seconded Cr J Edinger

That the Council:

1. **Adopt the Revised City of Melville Governance Framework 2025; and**
2. **Notes the City of Melville Governance Framework will be formatted and styled prior to publication on the City's website; and**
3. **Note the next revision will be undertaken prior to the 2027 Local Government Election.**

At 7:33pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

PURPOSE

This report presents the first review of the Governance Framework to the Governance Committee and the Council for consideration and adoption.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.4	Strengthen active citizen engagement, participation, and access to information.

BACKGROUND

The Council adopted the inaugural Governance Framework in March 2024, which was a point in time for the City on its governance improvement journey. The City is committed to strengthening it's governance functions, with this priority embedded in the Council Plan for the Future 2024 – 2034 through the outcome area Good Governance and Leadership.

The Governance Framework has been in place for over a year and is due for review prior to the 2025 Local Government Election, to be held in October 2025.

CONSIDERATION

The Governance Framework is a living document that requires regular reviews to reflect the improvements in the City's Governance practices and changes in legislation.

CONFIRMED

The Governance Framework is divided into the following parts, with this structure maintained for this review:

Part 1: Legislative Basis

Part 2: Strategic planning, financial and risk management

Part 3: Organisational framework, decision making processes and role definitions

Part 4: Standards of behaviour

Part 5: Performance management and accountability

The review has been informed by the following:

- Local Government Reform
    - Implementation of the *Local Government Amendment Act 2023*, and the *Local Government Amendment Act 2024:*
        - Amendments to roles and responsibilities
        - Livestreaming and recording of Council meetings
        - CEO responsible for Council or Committee meeting minutes
        - Publication of Mandatory Registers
        - Standardisation of Meeting Procedures
        - Changes to electoral processes
        - External Members Audit, Risk and Improvement Committee
        - Introduction of Local Government Inspector
- The City of Melville Council Plan for the Future
    - Key Outcome areas
    - Integrated Planning and Reporting
- Improvements to Governance practices
    - Revised Committee Structure
    - Elected Members Communication Agreement
- Clarity, contextual accuracy and overall readability
    - Organisation Structural changes
    - Review of phrasing
    - Updates to reflect new and reviewed documents
    - Reference to Department of Local Government, Industry Regulation and Safety

The revised Governance Framework is included as an attachment to this report and shows new inclusions in blue text and deletions in red strikethrough text.

Once adopted, the Governance Framework will be formatted, and styled for publication on the City's website

CONFIRMED

ENGAGEMENT

Relevant sections of the organisation contributed to the revisions process by providing input specific to the respective sections of the document. An overview of the changes was presented to the Executive Leadership Team for review and comment with the final draft provided to Elected Members for feedback during June and July 2025.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

There is no legislative requirement for the City to have Governance Framework, however this document provides context and structure to the legislation, policy, plans, systems, processes and accountability requirements of the City of Melville.

The review highlights where changes in legislation and improvements to the City's governance practices have occurred.

FINANCIAL IMPLICATIONS

There are no financial impacts associated with Governance Framework review.

CONSEQUENCE

The adoption of the Governance Framework was a significant milestone in the City's commitment to improved governance practices. The document provides transparency to the community on the structure of legislation, documents and processes that guide the City's operations. The adoption of the Revised Governance Framework will ensure the community has access to up-to-date governance information.

BRIEFING FORUM – FURTHER INFORMATION

This section may be updated following the Agenda Briefing Forum to include any Elected Members questions and responses, or requests for further information.

CONFIRMED

14.2 Reports of the Chief Executive Officer

Management Services

Nil.

CONFIRMED

Corporate Services

C25/307 Common Seal September 2025

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

COUNCIL'S ROLE

Information: For the Council / Committee to note.

SUMMARY

This report details the documents to which the City of Melville Common Seal has been applied for the period from Monday, 16 June 2025 up to and including Friday, 15 August 2025 for the Council's noting. This is a standing report to the Council.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C25/307)

At 6:48pm Cr K Wheatland moved, seconded Cr D Lim

That the Council notes the actions of the Mayor, Deputy Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from Monday, 16 June 2025 up to and including Friday, 15 August 2025 for the Council's noting.

At 6:48pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (11/0)

PURPOSE

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

The following documents were affixed with common seal during the period Monday, 16 June 2025 up to and including Friday, 15 August 2025.

CONFIRMED

Register Reference	Parties	Description	ECM Reference
CS2253	City of Melville and owner of 46 Aurelian Street, Palmyra	Execution of a restrictive covenant in relation to the use of the site as for aged and dependent persons dwellings in accordance with WAPC subdivision approval 708-22	8561085
CS2254	City of Melville and Landgate	Notification of 70A for 682 Canning Highway, Applecross – Lot in vicinity of transport corridor	8581286
CS2255	City of Melville and	Notification of 70A for 682 Canning Highway, Applecross – Land within bushfire prone area	8581282
CS2256	City of Melville	City of Melville Cats Local Law 2025	7143377
CS2257	City of Melville	City of Melville Fencing Local Law 2025	7143376
CS2258	City of Melville and WAPC	LPS6 Scheme Amendment 16 - Final Approval	7145360
CS2259	City of Melville and Collective Equity Developments Pty Ltd	Plate Height Covenant for 6 Wren Street, Mount Pleasant	8592516

CONFIRMED

STRATEGIC ALIGNMENT

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

LEGISLATIVE AND POLICY ALIGNMENT

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

CONSEQUENCE

This is a standard report for the Elected Members that details the documents to which the City of Melville Common Seal has been applied for the period from Monday, 16 June 2025 up to and including Friday, 15 August 2025 for the Council's noting.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 9 September 2025, no questions or requests for further information were received from Elected Members.

C25/308 Investment Statements for July 2025

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

COUNCIL'S ROLE

Information: For the Council / Committee to note.

SUMMARY

This report presents the investment statements for the period ending 31 July 2025 and recommends that it be noted by the Council. It is important to highlight that the financial figures for the 2024–2025 financial year remain provisional. Year-end accounting processes are currently underway, and as such, the final accounts may differ materially from the figures presented in this report.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C25/308)

At 6:48pm Cr K Wheatland moved, seconded Cr D Lim

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

At 6:48pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (11/0)

PURPOSE

To report on the performance of the City's investment portfolio for the month of July 2025.

The City's investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 4.46% to 4.67% which exceeds the benchmark three-month bank bill swap (BBSW) reference rate of 3.68%.

21% of the City's investment portfolio is invested in authorised deposit taking institutions that do not lend to industries engaged in the exploration for, or production of, fossil fuels. This compared to 29% in June 2025.

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

STRATEGIC ALIGNMENT

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

CONFIRMED

BACKGROUND

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

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

CONSIDERATION

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

CITY OF MELVILLE
STATEMENT OF INVESTMENTS
FOR THE PERIOD ENDING 31 JULY 2025

SUMMARY BY FUND		
Municipal		$13,828,754
Reserve		$133,013,388
Citizen Relief		$245,703
TOTAL		**$147,087,845**
SUMMARY BY INVESTMENT TYPE		
11AM		$10,147,181
60Days at Call		$2,000,000
90Days at Call		$16,600,000
Term Deposit		$118,340,664
TOTAL		**$147,087,845**
SUMMARY BY CREDIT RATING		
AAA Category	AAA	
AA Category (AA+ to AA-)	AA-	$115,987,845
	A+	
A Category (A+ to A-)	A	
	A-	$31,100,000
BBB+ Category	BBB+	
TOTAL		**$147,087,845**

The City's total investments amount to $147.08M, made up of the Citizen Relief Fund ($0.246M), Municipal Funds ($13.83M) and Reserve Funds ($133.01M) which are restricted to the defined purpose for which the reserve account was established.

Key Points

- Most of the funds ($118.34M) are in Term Deposits, ensuring secure and stable returns.
- Short-term investments include 11AM accounts ($10.15M) this account is a money market deposit that allows the City to access funds for daily financial needs if notice is given before 11AM, and call deposits totalling ($18.6M). These funds allow the City to meet financial obligations, including suppliers' payment and other debt repayments, without disruptions to its services.
- The portfolio is low-risk, with 79% of funds in AA Category rated institutions and 21% in A Category rated institutions.
- There are no investments in AAA-rated and BBB+ institutions and effort are undertaken to invest in accordance with Council Investment Policy CP-009.

Overall, the City's investments remain secure, well-distributed, and aligned with financial stability goals.

Investment with financial institutions

Institution	Credit Rating	Credit Rating Category	Funds held at period end	Actual %	Limit Per Policy	
Bank of Queensland	A-	A Category	$ 22,600,000	15.36%	30.00%	✓
Bendigo & Adelaide	A-	A Category	$ 8,500,000	5.78%	30.00%	✓
Suncorp	AA-	A Category	$ 22,300,000	15.16%	50.00%	✓
NAB	AA-	AA Category	$ 24,246,285	16.48%	50.00%	✓
Westpac	AA-	AA Category	$ 69,441,560	47.21%	50.00%	✓
		TOTAL	**$ 147,087,845**	**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 July 2025.

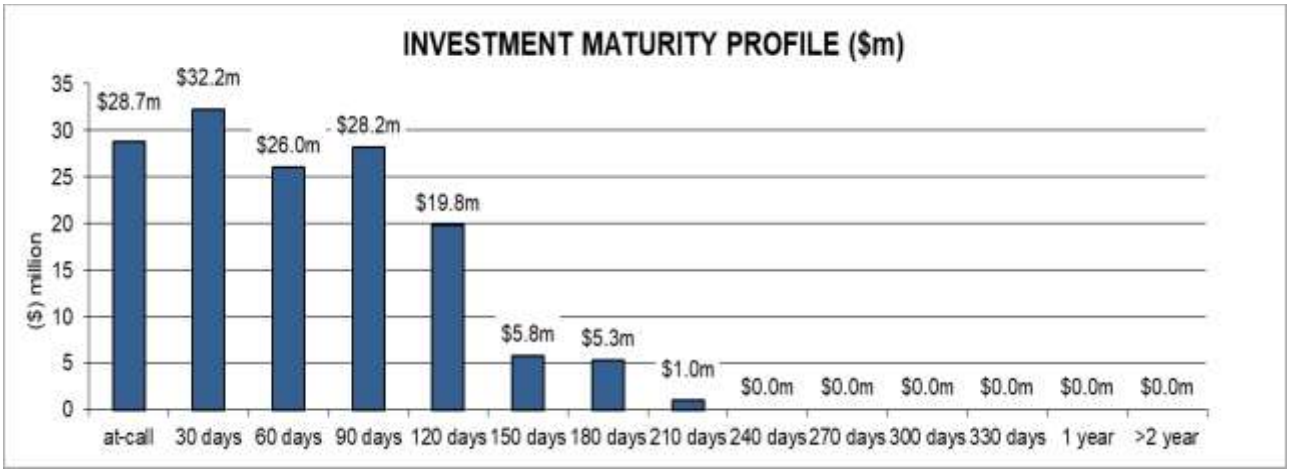
Maximum Percentage of Average Investment Portfolio Balance

Long Term Rating	Funds held at period end $	Actual %	Limit Per Policy	
AAA Category	$ -	0%	100%	✓
AA Category (AA+ to AA-)	$ 115,987,845	79%	80%	✓
A Category (A+ to A-)	$ 31,100,000	21%	50%	✓
BBB+ Category	$ -	0%	25%	✓
TOTAL	**$ 147,087,845**	**100%**		

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

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

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



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

The City's current investment approach prioritises short-term liquidity to meet operational needs and unforeseen expenses rather than focusing on long-term yield opportunities.

A substantial portion of funds ($13.83M) is available for immediate use, ensuring sufficient liquidity for day-to-day operations. This allows the City to meet financial obligations, including suppliers' payment and other debt repayments, without disruptions to its services.

Investments are well-distributed across various short- to medium-term maturities, with notable allocations in 90 days ($28.2M), 120 days ($19.8M), 150 days ($5.8M), and 180 days ($5.3M). This structured approach ensures financial stability while balancing liquidity needs and optimising returns. The estimated average cash outflow requirement of the City is between $13M to $16M per month.

The majority of the investment portfolio is concentrated in short- to medium-term maturities, with limited allocation beyond 180 days. A small portion of the portfolio matures at 210 days ($1.0M), reflecting selective investment opportunities where competitive rates were available. There are no long-term investments beyond 210 days, including none over one year, as the City's investment strategy is designed to align with its annual revenue cycle, which is predominantly driven by rates revenue. The recent RBA interest rate cut on 12 August 2025 by 0.25 to 3.6 per cent has also contributed to reduced competitiveness of longer-term deposit rates, influencing this maturity profile.

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

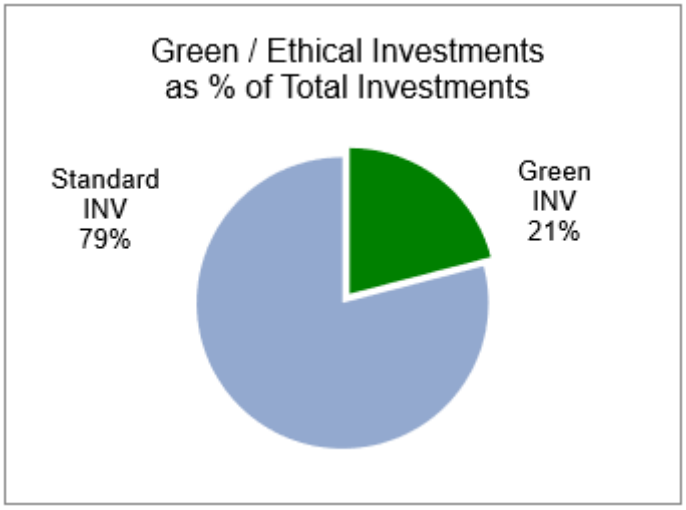
The City exercises a deliberative preference in favour of green/ethical investments. This preference will however only be exercised after the foremost investment considerations of credit rating, comparable rate and risk diversification are fully satisfied.

CONFIRMED

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

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

The total investment in authorised institutions as at 31 July 2025 was $30,800,000 or 21% of total investment holdings being in non-fossil fuels institutions, compared to $45,000,000 (29%) in June 2025. The total investments holding for July and June were $147,087,845 and $155,176,387 respectively.



Green/Ethical Investment with financial institutions				
Institution	Credit Rating	Credit Rating Category	Funds held at period end	
Bendigo & Adelaide	A-	A Category	$	8,500,000
Suncorp	AA-	AA Category	$	22,300,000
		TOTAL	**$**	**30,800,000**

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

The City continues to engage in active discussions with financial institutions regarding the availability of ESG Tailored Deposit (ESGTD) products. Westpac has offered AUD Green Tailored Deposits and AUD Social Tailored Deposits, however, there is no suitable investment due to low interest rates offered for these products.

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

In addition, the City has held formal discussions with CBA, NAB and Bank of Queensland to explore potential ESGTD and Green Term Deposit options. At this stage, both banks are in the development phase of these products. Currently, there are no suitable ESGTD products available in the market that meet the City's Investment Policy 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 2024-2034.

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

Risk

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

Environmental

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

LEGISLATIVE AND POLICY ALIGNMENT

The following legislation is relevant to this report:

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

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

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

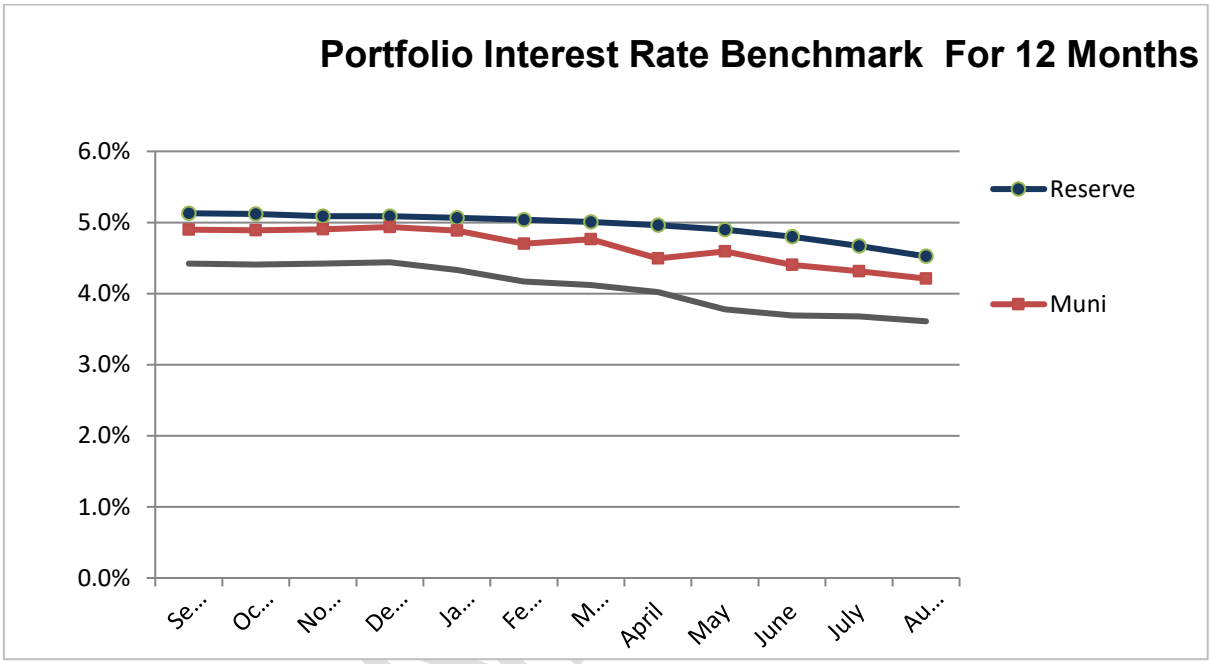
Council Policy CP-009 – Investment of Funds provides guidelines with respect to the investment of City of Melville (the City) funds by defining levels of risk considered prudent for public monies. Liquidity requirements are determined to ensure the funds are available as and when required and take account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

CONFIRMED

FINANCIAL IMPLICATIONS

For the period ending 31 July 2025:

- Year-to-date Investment earnings on term deposits held in reserve accounts, money at call accounts and the municipal account in aggregate, was $589,976 against a year-to-date budget of $624,197 representing a negative variance of $34,222. This variance is primarily due to actual interest rates trending lower than anticipated.
- The weighted average interest rate for Municipal and Reserve Fund investments as at 31 July 2025 was 4.56% which compares favourably to the benchmark three-month bank bill swap (BBSW) reference rate of 3.68%.



CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 9 September 2025, no questions or requests for further information were received from Elected Members.

C25/309 Schedule of Accounts Paid for July 2025

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	1. Payment Details July 2025 ⇩ 2. Card Payment Details July 2025

COUNCIL'S ROLE

Information: For the Council / Committee to note.

SUMMARY

- This report presents the details of payments made under delegated authority (DA-035) to suppliers for the period of July 2025 and recommends that the Schedule of Accounts Paid be noted.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C25/309)

At 6:48pm Cr K Wheatland moved, seconded Cr D Lim

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

At 6:48pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (11/0)

PURPOSE

The Schedule of Payments for the month totals $34,558,456 The report and the attached Schedule of Accounts Paid are presented for the Council's information.

STRATEGIC ALIGNMENT

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

CONFIRMED

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 $12,899,782 direct creditor payments were paid during the month, of which, 11% of payments were paid to suppliers located within the City of Melville and 18% to suppliers within the South West Metropolitan Region, compared to 17% and 27% of total of $10,906,868.13 direct creditor payments made over June 2025 respectively.

The biggest payment of $1,129,021 made during the month was the insurance premiums payment for 2025-26 to LGISWA. 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 July 2025 including Payment Register numbers, Cheque number 877, Electronic Funds Transfers batches: 968-973 and 157-158, Trust Payments, Card Payments and Payroll will be distributed to the Elected Members of the Council in September 2025.

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

SCHEDULE OF PAYMENTS MADE JULY 2025 *Payments made under Delegated Authority DA-035*		
MUNICIPAL FUNDS - DIRECT CREDITOR PAYMENTS		
Cheques	Chq Payment Register No. 877	$690.26
	Chq Payment on Restricted Funds Register No.	
	Less Cancelled Chqs	
Electronic Funds Transfers	EFT Payment Register No. 969, 971 and 973	$12,229,198.10
	EFT Payment on Restricted Funds Register No. 968, 970, 972, 157 and 158	$472,709.28
	Less Cancelled EFTs	($5,132.03)
		$12,697,465.61
Direct Debits	Bank Fees	$20,214.88
	Ampol Fuel	$102,178.36
Direct Payments		$79,922.98
	Total Direct Creditor Payments	***$12,899,781.83***
Payroll	Total Pay 1, 2 and 3	*$7,444,688.70*
	Total Payroll	***$7,444,688.70***
Cards		
	Westpac Purchase Cards	$113,985.17
	Total Card Payments	**$113,985.17**
Total Direct Creditor Payments from Municipal Account		***$20,458,455.70***

CONFIRMED

INTERFUND & INVESTMENT TRANSACTIONS			
Interfund Transfers			
Loan			$0.00
Citizen Relief Trust			$0.00
Citizen Relief Operating			$0.00
Municipal			($14,192,572.44)
Reserve			$14,192,572.44
Trust			$0.00
		Total Interfund Transfers	**$0.00**
New Municipal Investments			
Westpac Bank	02/07/2025		$2,000,000.00
Westpac Bank	02/07/2025		$2,000,000.00
Westpac Bank	08/07/2025		$2,000,000.00
Westpac Bank	17/07/2025		$2,000,000.00
Westpac Bank	17/07/2025		$2,000,000.00
Westpac Bank	29/07/2025		$2,300,000.00
Bendigo	31/07/2025		$1,800,000.00
		Total New Investments	**$14,100,000.00**
		Grand Total	**$34,558,455.70**

Details of the payments are shown in Attachment 1.

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

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

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

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

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

CONFIRM

LEGISLATIVE AND POLICY ALIGNMENT

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

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

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

FINANCIAL IMPLICATIONS

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

CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 9 September 2025, no questions or requests for further information were received from Elected Members.

CONFIRMED

C25/310 Statements of Financial Activity for July 2025

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	1. Statement of Financial Activity July 2025 ⇩ 2. Statement of Comprehensive Income July 2025 ⇩ 3. Net Working Capital July 2025 ⇩ 4. Reconciliation Net Working Capital as of 31 July 2025 ⇩ 5. Notes to Statement of Financial Activity July 2025 ⇩ 6. Statement of Financial Position as of 31 July 2025 ⇩ 7. Summary Rate Debtors July 2025 ⇩ 8. Rates Collections Graph July 2025 ⇩ 9. General Debtors Aged 90 Days July 2025

COUNCIL'S ROLE

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

SUMMARY

- The Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 31 July 2025 are presented for noting by the Council.
- The financial statements and figures for the 2024–2025 financial year remain subject to change. Year-end accounting processes are currently underway, and the final figures may be materially different from those presented in this report.
- The Annual Audit for 2024–2025 and the end-of-financial-year processes are currently underway. The final draft annual financial report will be presented to the KPMG/OAG auditors by 30 September, in accordance with the Local Government Regulations.
- The preliminary variances for the month ending 31 July 2025 are presented for noting by the Council.
- There were no budget amendments for the month of July 2025, and no budget amendment is attached to the Statement of Financial Activity presented to the Council for approval.

CONFIRMED

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (C25/310)

At 6:48pm Cr K Wheatland moved, seconded Cr D Lim

That the Council notes the Statements of Financial Activity for the month ending 31 July 2025 as detailed in the following attachments:

- **Statement of Financial Activity July 2025 (Attachment 1); and**
- **Statement of Comprehensive Income July 2025 (Attachment 2); and**
- **Net Working Capital July 2025 (Attachment 3); and**
- **Reconciliation Net Working Capital as of 31 July 2025 (Attachment 4); and**
- **Notes to Statement of Financial Activity July 2025 (Attachment 5); and**
- **Statement of Financial Position as of 31 July 2025 (Attachment 6); and**
- **Summary Rate Debtors July 2025 (Attachment 7); and**
- **Rates Collections Graph July 2025 (Attachment 8); and**
- **General Debtors Aged 90 Days July 2025 (Attachment 9).**

At 6:48pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (11/0)

CONFIRMED

PURPOSE

The attached financial reports reflect an overall positive financial position of the City of Melville as at 31 July 2025.

STRATEGIC ALIGNMENT

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

BACKGROUND

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

Overall Summary of the City's Financial Position

- The City's total investments holding for July 2025 were $ 147.09m of which the Municipal cash balance at the end of the month was $13.83m and $133.01m was held in reserve accounts, which are restricted to the defined purpose for which the reserve account was established.

- The investment in green/ethical term deposits as at 31 July 2025 was $30.80m or 21% of total investment holdings, compared to $45.0m (29%) in June 2025. Green/Ethical investments are invested in the two banks, in accordance with the council credit rating policy.

- Rates raised as at 31 July were $114.12M, compared to a year-to-date budget of $114.09M.

- Total debtor collections for July 2025 equalled $7.22m. The Rates collection progress for the month of July 2025 is 0.4% above target at 6.9%, compared to 6.6% for the same period in 2024-2025. The total outstanding debtors (including all rates and sundry debtors) is $142.88m as of 31 July 2025.

CONSIDERATION

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

1. Statement of Financial Activity

   Provides details on the various categories of income and expenditure.

2. Statement of Comprehensive Income

   Provides details on the Nature classifications.

3. Statement of Financial Position

   Provides details on the Financial Position.

Variances

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

- Statement of Financial Activity July 2025 (Attachment 1); and
- Statement of Financial Position July 2025 (Attachment 6): Statement of Variances in Excess of $100,000.

Revenue

Rates raised as at July were $114,124,878, compared to a year to date budget of $114,090,308.

CONFIRMED

Rates Collection

SUMMARY OF RATE DEBTOR MOVEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	*% Diff Current Mth to Previous Mth*	Actuals This Month Last Year YTD	*% Diff Current Mth to Current Mth Last Yr*
Opening Balance - 1 July	5,273,124	5,425,866	*-3%*	5,425,866	*-3%*
Debtors Raised	143,398,427	134,481,608	*7%*	131,040,977	*9%*
Payments Received	(6,529,504)	(134,634,629)	*-95%*	(9,147,670)	*-29%*
Closing Balance	142,142,047	5,272,844	*2596%*	127,319,173	*12%*

Total debtor collections for the month amounted to $7,221,673, of which $6,529,504 related specifically to rate debtor collections.

Sundry Debtor Movement

SUMMARY OF SUNDRY DEBTOR MOVEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	*% Diff Current Mth to Previous Mth*	Actuals This Month Last Year YTD	*% Diff Current Mth to Current Mth Last Yr*
Opening Balance - 1 July	428,089	565,184	*-24%*	565,184	*-24%*
Invoices Raised	958,936	4,206,418	*-77%*	912,718	*5%*
Receipts	(692,169)	(4,293,590)	*-84%*	(488,693)	*42%*
Prepayments	44,264	(30,636)	*-244%*	(2,667)	*-1760%*
Closing Balance	739,120	447,376	*65%*	986,542	*-25%*

Sundry debtor balances increased by 291,744 over the course of July from $447,376, to $739,120 of which total 90-day sundry debtors for the month is $239,399, representing 32% of total sundry debtors.

Corporate Climate Action Plan

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

Corporate Climate Action Plan Expenditure			
Description	YTD Actuals 2025-2026	YTD Budget 2025-2026	Total Budget 2025-2026
Energy Efficiency Program	726	-	100,000
EV Charing System Infrastructure Program	-	-	250,000
Piney Lakes Eco Hub Detailed Design	1,029	-	150,000
Renewable Energy Projects	-	-	1,455,147
Embedded Network Metering Upgrade	-	-	100,000
Sustainability & Climate Action Salaries	31,080	27,784	333,407
Carbon Accounting, Budgeting & Energy Monitoring	-	-	66,000
Supporting Community Renewable Energy Transition	-	-	50,000
Solar PV & BESS Program Feasibility Study	-	-	20,000
Energy Efficiency Improvements	-	-	40,000
Electrification & Pilot program	-	-	29,787
Third Party Verification of City and Community Emissions	-	-	20,000
Total	**32,835**	**27,784**	**2,614,341**

The City submitted the final grant negotiation form for the Community Energy Upgrade Fund ($518,117) on 5 August 2025, with the expectation of receiving the grant agreement within approximately one week. Despite multiple follow-ups, the grant agreement has not yet been provided (grant application April 2024).

This delay has the potential to affect the timely delivery of the planned Renewable Energy System installations (including the EcoHub site, which was bundled with other sites for procurement efficiencies) and Point Walter's irrigation pump upgrades scheduled for the 2025/26 financial year.

Money Expended in an Emergency and Unbudgeted Expenditure

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

Budget Amendments

There were no budget amendments during the month of July 2025.

Granting of concession or writing off debts owed to the City

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

Sundry Debtors

There were no sundry debts written off for the month of July 2025.

Rate Debtors

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

CONFIRMED

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

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

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

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

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

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);

(b) budget estimates to the end of the month to which the statement relates;

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

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

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;

(b) an explanation of each of the material variances referred to in subregulation (1)(d); and

(c) such other supporting information as is considered relevant by the local government.

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

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit.

CONFIRMED

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

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

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

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

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

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

FINANCIAL IMPLICATIONS

Variances

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

CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 9 September 2025, no questions or requests for further information were received from Elected Members.

CONFIRMED

C25/317 Extraordinary Election – March 2026

Item C25/317 Extraordinary Election – March 2026 was brought forward in the agenda for the convenience of those in the public gallery – Please see page 23.

CONFIRMED

Community Development

Nil.

CONFIRMED

Environment and Infrastructure

Nil.

CONFIRMED

Planning

UP25/84 Proposed 10 Lot Subdivision at Nos. 740 & 742 (Lots 110 & 111) Canning Highway, Applecross

File Number:	
Responsible Officer:	Acting Director Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this item has a declarable interest in the matter.
Application Number:	DA-2025-519
Applicant:	Action Developments – S Stuurman
Owner:	Majestic Vision Pty Ltd
Proposal:	Proposed 10 Lot Subdivision at Nos. 740 & 742 (Lots 110 & 111) Canning Highway, Applecross
Attachments:	1. Subdivision Plan

COUNCIL'S ROLE

Quasi-Judicial: When the Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice.

CONFIRMED

SUMMARY

- The Western Australian Planning Commission (WAPC) has referred subdivision application (Reference Number 569-25) to the City of Melville for comment. The application proposes the subdivision of Lots 110 and 111 (Nos 740 and 742) Canning Highway, Applecross. Consistent with other subdivision applications, the WAPC will make the final determination on the application, taking into account the Council's recommendation and responses from other referral agencies such as Main Roads Western Australia, Western Power and the Water Corporation which the WAPC will refer this application to for comments and conditions.
- The subject site comprises two lots, each measuring 1012m2, resulting in a combined total site area of 2024m2.
- The subject site is zoned Residential R40 under the City of Melville Local Planning Scheme 6 (LPS6).
- The application is subject to assessment against Operation Policy 2.2 – Residential Subdivision (OP2.2), Operation Policy 2.3 – Planning for Public Open Space (OP2.3) and Residential Design Codes – Part D (R-Codes). OP2.2 and OP2.3 are Department of Planning, Lands and Heritage (DPLH) policies which apply to the consideration of subdivision.
- Both lots subject of this application are currently vacant with no existing structures.
- The subdivision proposal of ten (10) lots (with one being a common property lot) aligns with Development Application DA-2025-164, which is currently under assessment. The development proposes the construction of nine (9) grouped dwellings and one (1) common property, for a total of ten (10) new lots across the subject sites.

- The application has been referred to Council to provide the City's recommendation to the WAPC in accordance with Delegation DA-20 Planning and Related Matters within City of Melville Statutory Delegation and Authorisation Manual.
- The WAPC formally referred the subdivision application to the City on 29 May 2025, and a response was originally due on 9 July 2025. The WAPC has been informed that given the subject application is required to be determined by Council, the WAPC have granted an extension for the City to provides its response until 26 September 2025.
- It is recommended that the application be recommended to the WAPC for approval subject to appropriate conditions and advice notes.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (UP25/84)

At 6:48pm Cr K Wheatland moved, seconded Cr D Lim

That the Council recommends approval to the Western Australian Planning Commission subject to the following:

Conditions

1. **Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)**
2. **Redundant vehicle crossover(s) to be removed and the kerbing, verge, and footpath (where relevant) reinstated with grass or landscaping to the satisfaction of the Western Australian Planning Commission and to the specifications of the local government. (Local Government)**
3. **The land being filled, stabilised, drained and/or graded as required to ensure that:**
   - **(a) lots can accommodate their intended development; and**
   - **(b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting; and**
   - **(c) stormwater is contained on-site, or appropriately treated and connected to the local drainage system. (Local Government)**
4. **A 4.24m truncation is to be provided at the junction of the access way and the proposed rear lot (proposed lot 4). (Local Government)**
5. **A 2.12m truncation is to be provided at the junction of the access way and the road reserve. (Local Government)**
6. **The proposed access way(s) being constructed and drained at the landowner/applicant's cost to the specifications of the local government. (Local Government)**
7. **A notification, pursuant to Section 165 of the Planning and Development Act 2005 is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:**

   "This lot is situated in the vicinity of a transport corridor and is currently affected, or may in the future be affected by transport noise. Additional planning and building requirements may apply to development on this land to achieve an acceptable level of noise reduction."

   (Western Australian Planning Commission)

CONFIRMED

Advice notes

1. Measures being taken to ensure the identification and protection of any vegetation on the verge worthy of retention that is not impacted by subdivisional works, prior to commencement of subdivisional works. (Local Government)

At 6:48pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY EN BLOC (11/0)

PURPOSE

The purpose of this report is to outline the key planning considerations associated with the proposed subdivision and to provide the City's recommendation to the Western Australian Planning Commission (WAPC).

The City of Melville Statutory Delegation and Authorisation Manual, Delegation DA-20, requires that recommendations to the WAPC relating to subdivisions resulting in ten (10) or more lots, are to be referred to Council to provide a recommendation to the WAPC, who are responsible for determining the application.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	3	Sustainable, connected development and transport infrastructure across our City.
Objective	1	Healthy, Safe and Inclusive
	1.1	Facilitate a sense of community, wellbeing, social connection, and participation.
	3	Sustainable and Connected Development
	3.1	Facilitate enhanced and sustainable urban development and amenity.
	3.3	Plan for urban growth and local commercial activity centres.

CONFIRMED

BACKGROUND

Subject Application

This subdivision referral seeks approval for the creation of ten (10) new lots (one being a common property lot) at Lots 110 and 111 (Nos. 740 & 742) Canning Highway, Applecross. The City of Melville Statutory Delegation and Authorisation Manual (Part 2 – Register of Statutory Delegations by Council), DA-020 Planning and Related Matters states that "recommendations to the WAPC relating to subdivisions resulting in less than 10 lots (approvals and refusals)" can be determined by delegated staff. As this subdivision referral proposes to create 10 new lots and is therefore not less than 10 lots, this application and subsequent recommendation to the WAPC needs to be determined by Council.

All applications for subdivision are referred to the City for its recommendation as a part of the overall consideration of the application by the WAPC.

The proposed subdivision has addressed key operational elements, including visitor parking bays, internal truncations and sightline requirements. Each of these aspects has been assessed and demonstrated to be compliant with the relevant requirements, ensuring both functionality and safety within the subdivision layout.

The application was referred internally to the City's Traffic and Road Safety team and found to be satisfactory with respect to reversing bays, truncations and manoeuvring. All traffic engineering requirements were supported.

Concurrent Development Application DA-2025-164

Concurrently, the City is also assessing a development application, DA-2025-164, which proposes nine (9) grouped dwellings and one (1) common property lot on the subject sites. The subject subdivision referral must be determined by the WAPC prior to the assessment and determination of the development application by the City as per Design Principle 1.1.3 of Element 1.1 of the R-Codes. This is due to some of the proposed lot sizes being below the minimum site area along with the average site area not complying with what is prescribed under the Residential R40 density code.

Specifically, proposed Lots 5, 6, 7 and 8 measure 179.98m² in lieu of the minimum site area required of 180m² and the average site area does not meet the minimum required of 220m², proposed 202.40m². Therefore, approval by the WAPC on the subdivision will establish whether the reduced lot sizes are acceptable in context of the overall design, amenity and liveability outcomes before the development application can be determined by the City.

CONFIRMED

Figure 1: Aerial photograph of Lots 110 & 111 (Nos. 740 & 742) Canning Highway, Applecross.

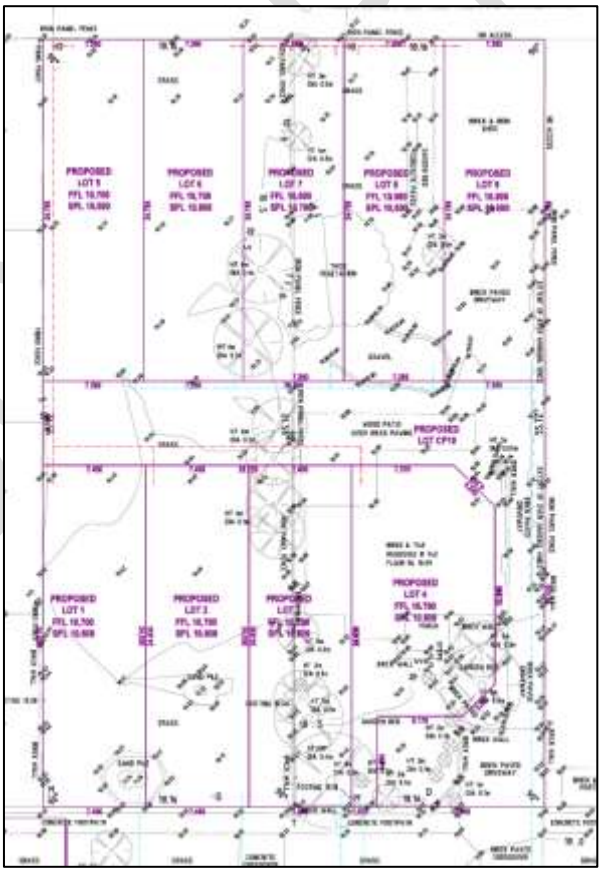


Figure 2: Proposed subdivision of lots.

Figure 3: Local Planning Scheme 6 zoning map and proximity of subject site to Riseley Activity Centre (less than 35m to the south-east) zoned RAC-0.

Scheme Provisions

MRS Zoning	Urban
LPS Zoning	Residential
R-Code	R40
Use Class	N/A

Site Details

Lot Area	Lot 110 (No. 740 Canning Highway) 1012m^2 Lot 111 (No. 742 Canning Highway) 1012m^2 Total: **2024m^2**
Retention of Existing Vegetation	N/A
Street Tree(s)	N/A
Street Furniture (drainage pits etc)	N/A
Site Details	Cleared and vacant

CONSIDERATION

The City has undertaken an assessment of the proposed subdivision application against the provisions found in the R-Codes Volume 1. The proposal complies with all the relevant development requirements except for those matters listed below, for which a performance assessment is required.

CONFIRMED

Residential Design Codes Volume 1 Part D

Development Requirement	Deemed to Comply	Proposed	Comments
Element 1.1 – Site Area	C1.1.1 - Development which complies with the dwelling type and site area requirements set out in Table D. Minimum Site Area – 180m² Average Site Area – 220 m²	Minimum Site Area - 179.98m^2 for Proposed Lots 5, 6, 7 & 8 Average Site Area - 202.40m^2	Requires assessment using Performance Criteria. Refer to discussion below.

As noted above, the proposed subdivision does not meet the deemed to comply provisions within the R-Codes Volume 1 in relation to the minimum and average site areas of Table D and requires a design principles assessment. As per Clause 1.1 within Part D of the R-Codes, the following design principles needs to be met when considering the non-compliances outlined above:

P1.1.1 Development of the type and density indicated by the density code designated in the scheme.

P1.1.2 The WAPC, in consultation with the local government, may approve the creation of a green title lot, survey-strata lot or strata lot of a lesser minimum and/or average site area than that specified in Table D provided that the proposed variation would be no more than five per cent less in area than that specified in Table D and will:

i. facilitate the protection of an environmental or heritage feature;

ii. facilitate the retention of a significant element that contributes toward an existing streetscape worthy of retention;

iii. facilitate the development of lots with separate and sufficient frontage to more than one public street;

iv. Overcome a special or unusual limitation on the development of the land imposed by its size, shape or other feature.

v. Allow land to be developed with housing of the same type and form as land in the vicinity and which would not otherwise be able to be development; or

vi. Achieve specified objectives of the local planning framework.

The subject subdivision referral is considered to address the above design principles as follows:

- The subdivision proposal aligns with the density code designated under LPS6, which will deliver development consistent with the intended built form outcomes for the area and surrounding;
- The proposed 10 lots (9 residential development lots with one common property lot) provide for development at a scale and intensity that reflects the surrounding residential character and density expectations, especially being within 50 meters of the Riseley Activity Centre Structure Plan area;
- While the proposal generally meets the minimum and average lot sizes prescribed in Table D, flexibility under P1.1.2 may be considered for minor non-compliances (up to five per cent) where it achieves broader planning objectives;

CONFIRMED

- The proposed subdivision responds to site constraints and the minor non-compliances in lot sizes ensures practical and efficient use of the land;
- The proposal does not compromise residential amenity, streetscape character or local environment/heritage values;
- The proposed subdivision maintains adequate street frontage and access, preserving the amenity and functionality of public footpaths; and
- The proposal is consistent with the City of Melville's LPS6 objectives and consistent with the land in the surrounding neighbourhood.

In addition to the above, the following objectives found under the R-Codes Volume Part D for subdivision are as follows:

1A To provide for a consistent and coordinated approach to residential built form and development.

1B To ensure that residential development meets community expectations in regard to appearance, use and density.

1C To promote a range of lot sizes to support housing diversity and a variety of built form typologies.

The proposed subdivision is considered to align with the above objectives as follows:

1A The subdivision facilitates a coordinated approach to built form by aligning with a proposed development application currently under assessment for nine grouped dwellings with common property (DA-2025-164), ensuring integration between lot layout and building design;

1B The proposal supports medium-density residential development consistent with the R40 zoning, delivering a scale and form of housing that reflects community expectations and the local planning context; and

1C The subdivision enables a mix of lot sizes and introduces grouped dwellings in a well-located urban area, contributing to housing diversity and supporting a range of contemporary built form outcomes.

City of Melville Local Planning Scheme No. 6

In considering the discretionary nature of the lot sizes proposed, it is necessary to take into consideration the zone objectives table of LPS6. The objectives of the 'Residential' zone where the subject site is located are as follows:

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development to promote sustainable residential development.
- To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.

The proposed subdivision referral satisfactorily responds to the relevant Residential zone objectives of LPS6 for the following reasons:

- The creation of the subject lots will provide for a diversified housing choice within the locality;

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- The design of the development on the subject lots will be determined by a separate development application currently under assessment (DA-2025-164) and as such, this subdivision referral does not compromise the design, built form and streetscape of the area;
- The subdivision referral is for the creation of residential development lots, not non-residential uses; and
- Compatibility with the streetscape will also be considered as part of the assessment of DA-2025-164 and as such, this subdivision referral does not compromise the compatibility with the general streetscape.

Operational Policy 2.2 – Residential Subdivision

The City is not directly subject to this policy; however the following is provided as a guide to show alignment and support. Clause 4.2.4 a) of this policy outlines criteria whereby WAPC will only consider subdivision or survey-strata applications proposing variations to lot sizes below five percent of the minimum and average site area requirements specified in R-Codes Volume 1 Table D or elsewhere in the R-Codes for non-battleaxe configured lots. The subject subdivision referral is consistent with these criteria as outlined by the following points below:

- The proposed subdivision makes efficient use of an underutilised site by enabling medium-density infill development within an existing serviced urban area, consistent with the policy's intent to optimise land supply and infrastructure;
- The subdivision supports increased housing diversity by facilitating grouped dwellings on varied lot sizes, in line with the policy objective to promote a range of lot configurations and dwelling typologies that respond to changing household needs;
- The proposal seeks a minor variation to average and minimum lot sizes within the 5% discretion permitted under Clause 4.2 of OPP 2.2. This variation is considered minor and consistent with the intent of the policy, which allows flexibility where high-quality built form outcomes can still be achieved;
- The subdivision layout is designed to align with a development application still under assessment, ensuring that lot orientation, access, and common property are coordinated with the built form. This supports the policy's emphasis on achieving well-integrated and functional residential environments; and
- The proposal generally reflects the intended residential density for the R40 zone, supporting the policy's objective to deliver subdivision outcomes that are consistent with the strategic planning framework and zoning provisions.

Operational Policy 2.3 - Planning for Public Open Space

The City is not directly subject to this policy; however the following is provided as a guide to show alignment and support. OPP2.3 outlines that all subdivision proposals that increase the number of lots can potentially be required to make a land or monetary contribution to public open space. The subject subdivision referral is consistent with Clause 5.4.3 (Residential Subdivision) of OPP2.3 in that a land or monetary contribution to public open space is not considered necessary whereby one or more situations occur. For this subdivision referral, the following situations are relevant and therefore why a condition recommending a monetary public open space contribution has not been recommended to the WAPC:

- The subdivision referral is within an established infill suburb with substantial existing public open spaces, such as Shirley Strickland Reserve, Wireless Hill Park and Tompkins Park; and
- The proposed subdivision aligns with state and local planning objectives and responds to clause 5.4.3(e) by meeting the intent of state planning policy 3.6 (infrastructure contributions), being supported by local government and ensuring that the subdivision is in line with liveable neighbourhoods' objectives of providing housing diversity options.

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ENGAGEMENT

The City is not responsible for referring subdivision applications to state agencies. In addition, public consultation is not required for subdivision referrals as they are not a development application, consistent with Local Planning Policy 1.1 – Planning Process and Decision Making (LPP1.1).

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

Legislation

1. *Planning and Development Act 2005*
2. *Planning and Development (Local Planning Schemes) Regulations 2015*
3. *City of Melville Local Planning Scheme No. 6 (LPS6)*

State Government Policies

1. *State Planning Policy 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning (SPP5.4).*

Other

1. *State Planning Strategy 2050*
2. *Local Planning Strategy 2016*
3. *Operation Policy 2.2 – Residential Subdivision*
4. *Operation Policy 2.3 – Planning for Public Open Space*

City of Melville Local Planning Scheme No 6

Under the provisions of LPS6, the site is zoned 'Residential' with a density code of R40. The objectives of the Residential zone are to provide for a range of housing types and densities that meet the needs of the community, while maintaining and enhancing the amenity, character and liveability of established residential areas. The objectives also seek to ensure development is compatible with the surrounding built form and landscape, supporting walkability and access to services, with the underlying aim of contributing positively to the existing neighbourhood.

Operation Policy 2.2 – Residential Subdivision

This policy is prepared under the *Planning and Development Act 2005* and provides the WAPC's policy framework for the assessment and approval of residential subdivisions, supplementing the Residential Design Codes and other State Planning Policies.

The policy is not to be used to circumvent the R-Coding of land to facilitate subdivision and increased density not intended under local planning frameworks.

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Operation Policy 2.3 – Planning for Public Open Space

This policy is prepared under the *Planning and Development Act 2005* and sets out the requirements for consideration of public open space provisions or cash-in-lieu contributions in subdivision, in accordance with *State Planning Policy 3.6 – Infrastructure Contributions* and the 10 per cent public open space standard established in *Liveable Neighbourhoods* and earlier development control policies.

FINANCIAL IMPLICATIONS

There are no financial implications to the City as the application has only been referred to the City to provide a recommendation.

CONSEQUENCE

Officer Comment

The Council may choose to:

- provide a referral response to the WAPC, as outlined in the recommendation; or
- provide a referral response to the WAPC, with modifications; or
- not provide a referral response to the WAPC.

The proposal is considered to meet most of the relevant elements of the applicable planning framework Once the City has provided a submission to the WAPC, the WAPC will undertake a detailed assessment of the proposal and give due regard to any comments submitted by the various referral agencies (including the City) before making a determination on the recommendation for the subdivision application.

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 9 September 2025, no questions or requests for further information were received from Elected Members.

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At 7:34pm, the Presiding Member advised the Council of the officer advice note distributed as part of the Agenda on Friday, 12 September 2025.

UP25/85 Amendment to DA-2024-681/A, Home Business - Modification to Condition of Approval at Lot 2 (No. 1A) Latham Street, Alfred Cove

File Number:	DA-2024-681/B
Responsible Officer:	Acting Director Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Application Number:	DA-2024-681/B
Applicant:	M McCarthy
Owner:	M McCarthy
Proposal:	Amendment to DA-2024-681/A, Home Business – Modification to Condition of Approval
Attachments:	1. Applicant Report ⇩ 2. Development Plans ⇩ 3. Letters of Support ⇩ 4. Acoustic Report ⇩ 5. Applicant Further Information ⇩ 6. Original Development Approval (DA-2024-681) ⇩ 7. Amended Development Approval (DA-2024-681/A) ⇩ 8. Alternative Motion (With Notice) Cr Ross ⇩ 9. Officer Advice Note to Alternative Motion from Cr Ross

COUNCIL'S ROLE

Quasi-Judicial: When the Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice.

SUMMARY

- In May 2024 the City of Melville (the City) received a complaint in relation to the operation of an unauthorised Home Business at the subject site, specifically in relation to overflow parking onto Latham Street.
- Following a compliance investigation, development application DA-2024-681 was lodged for retrospective development approval for the operation of the home business which includes the provision of musicianship and music theory tuition to children.
- The application was considered and approved under delegation following the submission of an acoustic report and was subject to standard conditions which apply to all home occupation applications. The original development approval (Attachment 6) contained conditions limiting the number of clients at any one time to one (1) client and limited hours of

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operation to 10am to 12pm and 4pm to 7pm during the week.

- Following the determination of this application, the applicant lodged an amended development application under DA-2024-681/A in March 2025 to seek modification to the conditions imposed limiting client numbers and the hours of operation. The applicant sought no specific limit on the number of clients at any one time and operation hours to be from 7am to 7pm Monday to Saturday. This resulted in the land use proposed changing from Home Occupation to Home Business.
- The City approved this amended development application through the Development Advisory Unit (DAU) process in May 2025 (Attachment 7) with conditions, on the basis that there be no more than six (6) clients at any one time, a 12-month temporary approval apply and that a parking management plan be provided for the Home Business.
- Following the determination of this application, the applicant in July 2025 lodged a further amendment development application under DA-2024-681/B (the subject of this report) to seek modification to the condition imposed as part of DA-2024-681/A limiting no more than six (6) clients at any one time by proposing a maximum of twelve (12) clients at any one time.
- The subject application (DA-2024-681/B) being considered has been assessed in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (P&D Regs), Local Planning Scheme No. 6 (LPS6), Local Planning Policy 1.1 – Planning Process and Decision Making (LPP1.1) and Local Planning Policy 1.6 – Parking and Access (LPP1.6). Through this assessment, the amendment application as proposed by the applicant has been classified as an 'Educational Establishment' land use and not a 'Home Business' land use, as defined within LPS6.
- The amendment development application was advertised in accordance with LPP 1.1 due to the 'Educational Establishment' land use being with an 'A' permissibility in the Mixed Use zone. Under LPS6, 'A' land uses are required to be advertised as 'the use is not permitted unless the local government has exercised its discretion in granting development approval and given special notice in accordance with clause 64 of the deemed provisions'. No submissions were received during this consultation process.
- The application is being presented to an Ordinary Meeting of Council for determination following a request from the applicant and elected members that the matter be considered at a Council meeting, following the two previous determinations being made at officer level.
- The subject amendment development application is recommended for refusal on the basis that there is inadequate on-site car parking to support the land use and as a result, potential to negatively impact the amenity. Refusal of this application will still permit the applicant to operate under the previous development approval which limits the scale to six clients at any given time.
- There is the discretion for the Council to determine that the application is classified as a Home Business and to approve the application as such, see Consequences section of this report.

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OFFICER RECOMMENDATION

That the Council:

1. **Determines that the application is most appropriately classified as an Educational Establishment; and**
2. **Refuse the application for development approval for the following reasons:**
   a) **Pursuant to clause 67(2) (s) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and City of Melville Local Planning Scheme No. 6 clause 34(5)(b), the inadequacy of on-site parking associated with the Educational Establishment will adversely impact on the existing and future amenity of the locality.**
   b) **Pursuant to clause 67(2) (t) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and City of Melville Local Planning Scheme No. 6 clause 34(5)(b), the increase in traffic and proposed on-street parking will likely negatively affect traffic flow and safety within the existing road network.**
   c) **Pursuant to clause 67(2) (g) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and City of Melville Local Planning Scheme No. 6 clause 34(5)(b), the development proposes a 3-car bay shortfall of on-site parking and doesn't meet the deemed to comply or performance criteria of LPP 1.6 – Parking and Access.**

Alternative Motion with Notice

COUNCIL RESOLUTION

At 7:34pm Cr C Ross moved, seconded Cr D Lim

That the Council approves the amendment application for a Home Business at Lot 2 (No. 1A) Latham Street, Alfred Cove, subject to the following:

4. **The Home Business complying with the previous development approvals, referenced DA-2024-681 dated 19 March 2025 and DA-2024-681/A dated 4 June 2025 (including approved plans, conditions and advice notes); and**
5. **Condition 5 of development approval DA-2024-681/A being modified as follows:**

   5. A maximum of 12 clients at any one time are permitted to attend the property.

3. **Condition 12 of development approval DA-2024-681/A being deleted.**

At 7:40pm, the Presiding Member with the approval of the Council permitted Councillor C Ross a 2 minute extension of time to debate.

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Amendment

COUNCIL RESOLUTION

At 7:44pm Cr J Edinger moved, seconded Cr G Barber

That the motion be amended by including the words *", and the associated point IV in the advice notes,"* in point 3.

At 7:44pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

Substantive Motion as Amended

COUNCIL RESOLUTION (UP25/85)

At 7:34pm Cr C Ross moved, seconded Cr D Lim

That the Council approves the amendment application for a Home Business at Lot 2 (No. 1A) Latham Street, Alfred Cove, subject to the following:

1. **The Home Business complying with the previous development approvals, referenced DA-2024-681 dated 19 March 2025 and DA-2024-681/A dated 4 June 2025 (including approved plans, conditions and advice notes); and**
2. **Condition 5 of development approval DA-2024-681/A being modified as follows:**

   5. A maximum of 12 clients at any one time are permitted to attend the property.
3. **Condition 12, and the associated point IV in the advice notes, of development approval DA-2024-681/A being deleted.**

At 7:44pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (11/0)

Reasons for the Alternative Motion

1. The City has already approved the home business to have up to 6 clients. However, 6 clients are not sufficient to make the business financially viable or to provide the best learning environment. Increasing the number by an additional six clients will make the business viable and provide a better environment without any impacts on the amenity of the location.
2. This is a home business that teaches deaf children about music and that will not continue if this business cannot continue to operate.
3. This business is providing a rare and unique service to the community, and it should be encouraged and supported and not be unnecessarily restricted.
4. The applicant has provided extensive information to the City including letters of support from surrounding residents.
5. Evaluating this home business in the same category as a primary or high school is inappropriate as the two are fundamentally different despite belonging to the same broad category - similar to comparing an ant to an elephant.
6. Condition 12 of DA-2024-681/A requires the home business use to cease operating within 12 months of the date of the approval which was 4 June 2025. There are no reasons given as

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to why such a condition is necessary or reasonable. Mandating the cessation of a business use regardless of the home business use being compliant with all other terms and conditions is beyond the authority of the City of Melville.

7. At all times the City is able to review the approval in circumstances where any non compliance is determined, consequently the condition serves no purpose.

PURPOSE

The purpose of this report is to provide an outline of the key matters of consideration for the proposed amendment to the previously approved Home Business at Lot 2 (No. 1A) Latham Street, Alfred Cove, outline where discretion is required to be exercised and alignment against the relevant performance criteria and explain the rationale for the officer recommendation that the Educational Establishment be refused.

The matter is being presented to the Council following a request from the applicant and some Elected Members that Council determine the application, following two previous applications for this site and this business having been determined by officers since June 2024.

STRATEGIC ALIGNMENT

Outcome	3	Sustainable, connected development and transport infrastructure across our City.
	4	Economic prosperity and vibrant resilient communities and businesses.
	5	Leadership and good governance for the benefit of the whole community.
Objective	3	Sustainable and Connected Development
	3.1	Facilitate enhanced and sustainable urban development and amenity.
	3.4	Protect and promote the City's character and heritage.
	4	Vibrant and Prosperous
	4.1	Facilitate vibrant activated local places and centres.
	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.

BACKGROUND

Subject Site

The subject site is zoned Mixed Use under Local Planning Scheme 6 (LPS6) and is afforded a residential density code of R50. The site is occupied by a two-storey single house with a paved driveway in front of the house.

The surrounding context on Latham Street is comprised of residential single house or grouped dwelling developments to the south and a commercial consulting room business to the north on the corner of Latham Street and Canning Highway. Although the zoning of the subject site is Mixed Use (with a residential density of R50), the immediate surrounding context is predominantly residential in character in Latham Street featuring single house and grouped dwelling development. Commercial and multiple dwelling development is located on Canning Highway to the north-east and north-west.

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History

The original development application made under DA-2024-681 for a retrospective Home Business at the subject site of Lot 2 (No. 1A) Latham Street, Alfred Cove resulted from a complaint that was made in relation to the operation of an unapproved home business from the subject site in June 2024 causing on-street parking problems on Latham Street. DA-2024-681 was approved as a Home Occupation (See Attachment 6) with a condition requiring that only one client visit the site at any one time, and that hours of operation be limited to 10am to 12pm and 4pm to 7pm during the week.

Following the determination of this application, the applicant lodged an amended development application under DA-2024-681/A to seek modification to the conditions which limited client numbers and the hours of operation. The applicant sought no specific limit on the number of clients at any one time and hours of operation to be from 7am to 7pm Monday to Saturday.

The amended application made under DA-2024-681/A for a Home Business was approved (See Attachment 7) through the City of Melville's (the City) Development Advisory Unit (DAU) process on the basis that there be no more than six (6) clients at any one time, a 12-month temporary approval to apply and that a parking management plan be provided. These where all reinforced via modified and additional conditions imposed on the development approval.

Subject Application

This subject amendment development application under DA-2024-681/B seeks to modify a condition of development approval issued for the approved Home Business at the site under DA-2024-681/A. Specifically, this amendment is proposing to modify the current condition of approval restricting the business to six (6) clients at any one time and to instead propose a maximum of twelve (12) clients at any one time.

The amendment application DA-2024-681/B has been assessed in accordance with the P&D Regs, LPS6, Local Planning Policy (LPP) 1.1 and LPP 1.6. Through this assessment, the land use proposed has been reclassified as an 'Educational Establishment' and not a 'Home Business' land use, as defined within the City's LPS6. This is elaborated on further in the Consideration section of this report.

Educational Establishments are an 'A' land use under LPS6 in the Mixed Use Zone and are not permitted unless the local government has exercised its discretion by granting development approval after first having advertised the application in accordance with the P&D Regs.

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Figure 1: Aerial photograph (site marked in red)

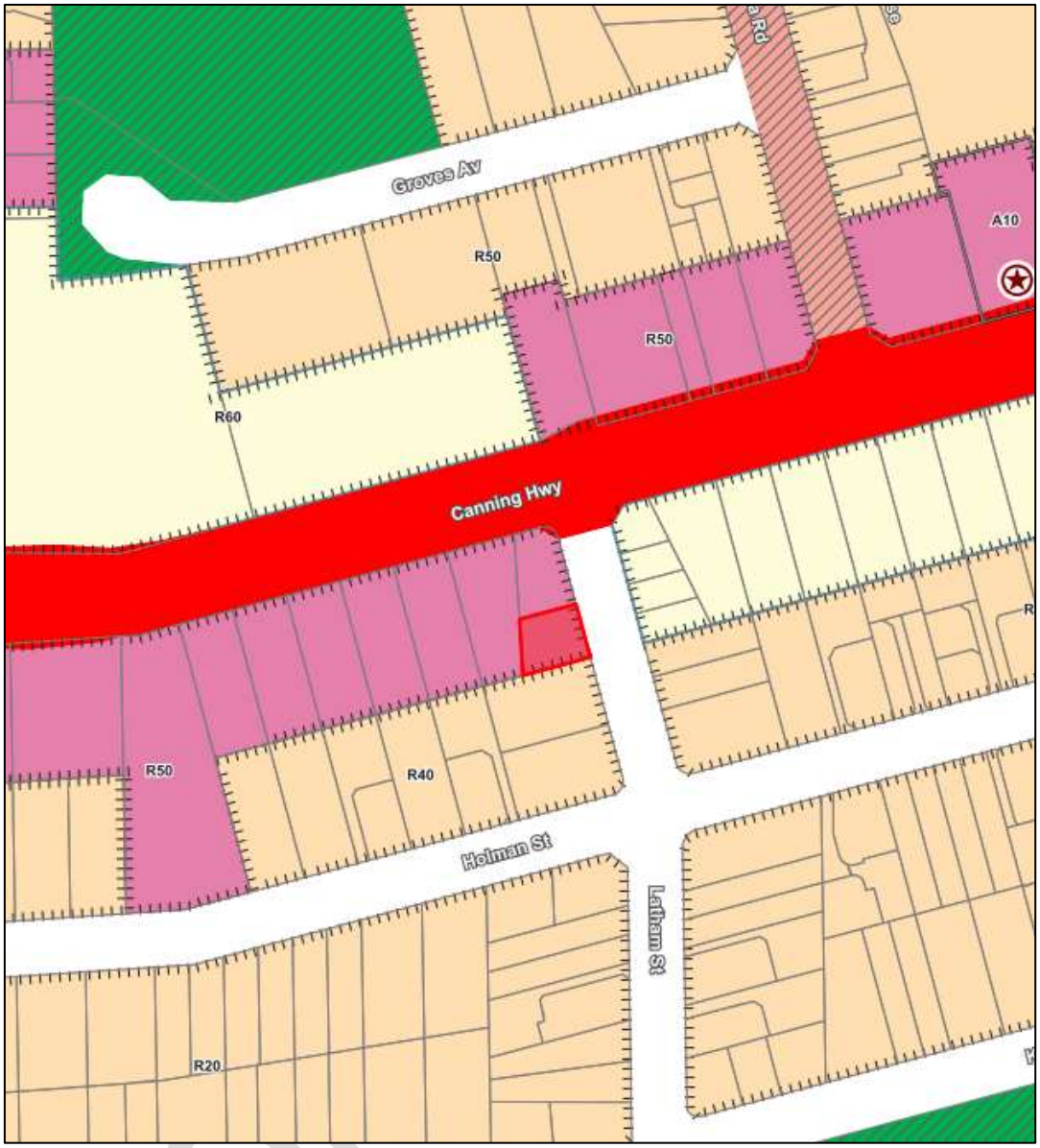

Figure 2: LPS6 zoning map context with subject site marked in red in Mixed Use zone.

Scheme Provisions

MRS Zoning		Urban
LPS Zoning		Mixed Use
R-Code		R50
Use Type		Educational Establishment
Use Class		A

Site Details

Lot Area		466m²
Retention of Existing Vegetation		N/A
Street Tree(s)		Existing street tree to be retained
Street Furniture (drainage pits etc.)		N/A
Site Details		Existing Single House

CONSIDERATION

The application has been assessed against the provisions of LPS6, the R-Codes and relevant Local Planning and Council Policies. The following matters have been identified as key considerations for this proposal.

Land Use

The proposed business has been described as a school that teaches music theory, music lessons, provides group activities for student children (up to 12 clients at any one time) and one on one tutoring, encompassing the below educational and research activities:

1. Specialist Musicianship/Music Theory tuition for children aged 2-16;
2. Professional development for music teachers;
3. Research into the education of Deaf children; and
4. Educational materials for use in schools.

A further breakdown of the business operation in terms of class times, sizes and lesson types has been provided by the applicant within Attachment 5 of this report.

The subject application is proposing a modification to condition 5 of the existing development approval which is worded as follows to be increased to twelve (12) clients at any one time.

5. A maximum of 6 clients at any one time are permitted to visit the property.

As the intensity of the land use is increasing from that of the existing approval, a review of the land use and definitions was required to ascertain if the land use still fits within the Home Business definition as per the existing development approval. The Home Business definition found within LPS6 along with an officer assessment as to whether all parts of the definition are still met and can therefore still be a 'Home Business' land use is listed below.

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'Home Business' LPS6 Definition	Officer Assessment
means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession – a) does not involve employing more than 2 people who are not members of the occupier's household; and	Meets definition criteria. 1 employee only and who is owner occupier of the property.
b) will not cause injury to or adversely affect the amenity of the neighbourhood; and	Does not meet definition criteria. Noise from the premises is shown to be acceptable per the submitted acoustic report (Attachment 4). The noise generated from the premises is not considered to adversely affect the amenity of the neighbourhood. Traffic volumes generated by the premises is not considered to be appropriately accommodated, specifically during the group classes for up to 12 children. The business proposes no on-site parking for clients and is reliant on on-street parking and alternative modes of transport. The increased on-street parking is likely to adversely impact the amenity of the area and the number of traffic movements generated is well outside of what would normally be associated with a single dwelling.
c) does not occupy an area greater than 50m²; and	Meets definition criteria. The business occupies an area of 49.6m² (excluding residential amenities such as the kitchen and bathrooms of the dwelling).
d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and	Meets definition criteria. No retail sale of goods is proposed.
e) does not result in traffic difficulties because of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and	Does not meet definition criteria. Insufficient on-site parking is likely to increase on-street parking demand, specifically in relation to the group classes of up to 12 children at any one time. While the applicant has provided educational brochures and parking guidance, parents are still expected to rely on on-street parking for their trips. The carriageway is approximately 6 meters wide, and on-street parking will restrict sightlines for driveways and effectively reduce the carriageway to one-way traffic. This situation may lead to congestion, decreased visibility, and conflict points. The operation of classes with up to 12 clients

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‘Home Business’ LPS6 Definition	Officer Assessment
	at any one time and 9 classes a week, will result in traffic difficulties due to the inadequacy of parking and an increase in traffic volumes within the neighbourhood. Furthermore the heavy reliance of conditions to ensure appropriateness of a land use indicates that the land use is likely inappropriate within the context as established within SAT case law.
f) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and	Meets definition criteria. Does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight.
g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.	Meets definition criteria. Does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

The City has determined that the proposal can no longer be classified within the Home Business land use definition as shown in the assessment above due to exceeding the quantitative definition requirements of b) and e) of the Home Business definition.

The City is then required to determine what use class the proposal falls under in the zoning table within LPS6. It has reasonably been determined that the land use class which best fits the proposed business is now that of an ‘Educational Establishment’. An assessment of the proposal against the Educational Establishment definition is outlined below.

‘Educational Establishment’ LPS6 Definition	Officer Assessment
means premises used for the purposes of providing education including premises used for a school, higher education institution, business college, academy or other educational institution.	The activities carried out on the premises can reasonably be described as 'education'. The second question is whether the words 'including premises used for a school, higher education institution, business college, academy or other educational institution' imply that an educational establishment must be a type of formal institution, given that every example given in the definition is of that type. The definition is not confined in that way because it is an inclusive definition, so that the examples given do not limit the scope of premises that can be considered an educational establishment. Some of the classes provided at the premises cater for up to 12 clients at any one time and therefore the land use can be reasonably classified as an educational establishment.

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The subject application has therefore been considered as proposing an Educational Establishment land use and is therefore a change of use development application from 'Home Business' to 'Educational Establishment'.

Land Use Permissibility

Given the above, it is therefore considered that a business of this nature, with up to 12 customers accessing the site at any given time, would fall outside the scope of the Home Business definition and would be better suited to a commercial property which has been purpose built for businesses of this scale and which have vehicle parking provided for on site. The proposed class sizes and associated potential vehicle movements are inconsistent with the definition of a Home Business land use in accordance with LPS6 which specifies that the carrying out of the business "does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood".

Although the site is zoned 'Mixed Use', the property has been developed as a Single House without appropriate on-site parking for a commercial business. Generally, Home Businesses which are operating from a residential dwelling are small in scale and have a similar number of vehicular trips generated as a residential dwelling.

The land use therefore is more reasonably suited to sit within the 'Educational Establishment' definition as the above assessment shows. The proposed 'Educational Establishment' is an 'A' use in the Mixed-Use Zone. As such, the use is not permitted unless the City has exercised its discretion by granting development approval. In considering the appropriateness of the Educational Establishment use, the City is to assess the use in the context of the listed objectives applicable to the zone.

The Mixed-Use zone objectives within Clause 16, Table 2 of LPS6 and the City's assessment regarding the appropriateness of the use are listed below.

Mixed Use Zone Objectives	**Officer Assessment**
To provide for a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels.	The use is considered compatible with the surrounding context which includes residential properties to the south.
To allow for the development of a mix of varied but compatible land uses such as housing, child care, and appropriate land uses which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents.	The use, if appropriately restricted to limit the impacts of parking in the locality, is of limited impact upon the amenity of the immediate locality. Noise from the premises is shown to be acceptable per the submitted and accepted acoustic report (Attachment 4) which was supported as part of the last development approval issued for the site. Given the acoustic report approved previously was for a maximum of 18 students, no change to the acoustic report has been provided as part of this subject application given now it is only wanting a max of 12 students. However, the impacts of parking and traffic generation for classes of up to 12 students cannot be appropriately managed. Traffic and parking impacts are discussed further below under the heading LPP1.6.

Mixed Use Zone Objectives	Officer Assessment
To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.	The noise impact of the use on the amenity of the locality is appropriately managed as demonstrated with the submitted and accepted acoustic report. The traffic and parking impacts of the use is not considered to be appropriate given the existing context of the subject site and surrounding area and cannot be reasonably managed through conditions of development approval. The traffic and parking impacts generated by the group classes of up to 12 students at any one time have the capacity to impact the predominantly low-density residential character and amenity of the existing streetscape. Traffic and parking impacts are discussed further below under the heading LPP1.6.
To ensure the design and landscaping of development provides a high standard of safety, convenience and amenity and contributes towards a sense of place and community.	The subject application relates to a land use, rather than physical alterations to the site, as such the provision of landscaping and the design of the building are not being considered.
To provide for a compatible mix of commercial and residential uses which complement the adjacent activity centres, and will contribute towards the development of a vibrant and attractive place to live and work.	The business is considered to appropriately contribute to the vibrancy of the mixed use zone in the immediate area, however the use results in an inadequate number of parking spaces on the site which will create traffic and parking related amenity impacts into the public realm.
To ensure the nature, form and scale of any nonresidential development is such as not to prejudice the commercial services provided for within the designated activity centres, recognising the strategic significance of such centres with reference to their accessibility and co-locational synergies.	The use is taking place in an existing single house and as such does not prejudice the adjacent activity centres.

In light of the above, the proposed Educational Establishment is not considered to meet the objectives Mixed Use zone.

Building Classification

Due to the proposed change in land use from 'Home Business' to 'Educational Establishment' under LPS6, upgrade works may be required for a change of building class under the *Building Act 2011* in line with the commercial building Class 9b. These works may include fire separation (noting existing residential use), internal and external accessibility requirements being met and provision of a universally accessible parking bay on site. It is important that the applicant is made aware of these requirements if any possible approval is given for intensifying the land use from the existing 'Home Business' approval to the proposed 'Educational Establishment'. The current house on-site may not meet the requirements of a change of building class to a Class 9b building. So should the subject proposal be approved, substantial work would need to be done to ensure compliance with the relevant Building framework.

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As the present built form and living arrangements may need to be altered to permit this use which may not be possible without substantial alteration which may require further development approval, it would be contrary to orderly and proper planning to approve a land use which may either not be capable of approval under other legislation or require further development approval in order to be actioned.

Hours of Operation

The hours of operation are not the subject of this amendment application. The business has been approved to operate from 7am to 7pm Monday to Saturday under DA-2024-681/A. The acoustic report provided as part of the previous development approval which was supported by the City found that the operation of the business would not unduly affect the amenity of the locality with respect to class noise from a class size of eighteen (18) students, noting that this amendment application proposes a maximum class size now of twelve (12) students.

Local Planning Policy (LPP) 1.6 – Parking and Access

The proposed business as shown in the above land use definition assessment is now considered to be an Educational Establishment and not a Home Business. The change of use to an Educational Establishment now requires more on-site parking than the previous from Home Business use, the development is now required to provide on-site parking in accordance with the ratios set out in Table 1 of LPP1.6. An assessment against Table 1 is listed below:

Use	Table 1 Car Parking Requirements	Officer Assessment
Educational Establishment	1 bay per 5 students, plus 0.5 bays per staff member. • 3 bays required for 12 students. • 0.5 bays required for 1 staff member. **Total requirement of 3.5 (rounded up to 4) on-site parking bays.**	Has provided one on-site parking bay in lieu of four on-site parking bays.

As the proposed Educational Establishment does not meet the requirements of Table 1 within LPP1.6, an assessment has been undertaken against the policy objectives as detailed below:

LPP 1.6 Objectives	Officer Assessment
To facilitate the development of adequate, safe and convenient parking facilities that meets the needs of users.	The business proposes no on-site client parking. Informal verge and street parking as proposed in the application is not considered to provide safe and convenient parking facilities that meet the needs of the users, which for the group classes are predominantly parents and children.
Promote environmentally sustainable development.	The lack of on-site parking will not promote environmentally sustainable development by way of increasing on-street parking and constraining the relatively narrow road reserve.
Facilitate active, vibrant and successful places.	The lack of on-site parking will not facilitate active, vibrant and successful places and pose additional on-street parking impacts within the relatively narrow road reserve.

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LPP 1.6 Objectives	Officer Assessment
Support local businesses and economically viable development.	The lack of on-site parking is not considered to support the local business or its economic viability due lack of parking hindering access to the business. The lack of on-site car parking may also result in unauthorised car parking on private properties such as the adjacent commercial businesses.
Enable healthy lifestyles and travel choices.	The applicant has encouraged clients to utilise alternative modes on transport such as walking, public transport and carpooling. These initiatives are considered to enable healthy lifestyles and travel choices.
To ensure that development proposals incorporate an appropriate level of parking.	The business proposes no on-site client parking. Informal verge and street parking as proposed in the application is not considered to provide an appropriate level of parking to the business operation.
To ensure safe, convenient, and efficient access for pedestrians, cyclists and motorists.	The business proposes no on-site client parking. Informal verge and street parking as proposed in the application is not considered to provide an appropriate level of parking based on the parking needs of the business. The proposed on-street and verge parking will restrict pedestrian and cyclist access for this business and other community members.
To promote alternative transport modes by incorporating flexibility to reduce parking requirements where alternative transport options exist.	The development is well serviced by high frequency public transport and pedestrian access. The applicant has proposed initiatives to encourage clients utilising alternative modes of transport such as walking, public transport and carpooling.
To promote 'shared' or publicly available parking in preference to exclusive, single user parking for non-residential developments.	The applicant has proposed a shared parking arrangement with the dentist at 557 Canning Highway with the owner of the dentist providing written support and confirmation of this arrangement (See Attachment 3). The proposed shared parking arrangements can be utilised by the Music School outside of the dentist's normal business hours which are Monday to Friday, 8am to 5pm. The use of these bays would not wholly address the need for parking for the business and would need to be enforced by reciprocal agreement via caveat on title to ensure its perpetuity in case of change in ownership or business.

The lack of off-street parking will encourage on-street parking on the existing road reserve which will restrict traffic flow and have the capacity to impact the predominantly low-density residential character and amenity of the existing streetscape. Given the above assessment, the development has not demonstrated that the on-site car parking shortfall meets the policy objectives of LPP 1.6.

CONFIRMED

ENGAGEMENT

The City undertook public consultation in accordance with LPP 1.1 to the surrounding landowners and occupiers (as shown in Figure 3 below) as the proposed land use of Educational Establishment is an 'A' land use in the Mixed Use zone. The City did not receive any submissions during the consultation period which occurred from Thursday, 24 July 2025 to Monday, 11 August 2025.

Figure 3: City consultation to adjoining properties (landowners and occupiers) is shown in green circles.

The applicant also undertook their own consultation and obtained fifteen (15) letters of support (See Attachment 3) from various landowners and occupiers in the direct locality whose properties are shown below in Figure 4 below. The applicant also obtained three (3) general letters of support from other members of the community, including the Member for Bicton, Mrs Lisa O'Malley MLA.

Figure 4: Property owners and occupiers that provided letters of support are shown in green circles.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

Legislation

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- City of Melville Local Planning Scheme No.6

State Government Policies

- Residential Design Codes Volume 1

Local Planning Policies

- Local Planning Policy 1.1 – Planning Process and Decision Making
- Local Planning Policy 1.6 – Parking and Access

FINANCIAL IMPLICATIONS

There are no financial implications if the recommendations of this report are adopted. However, should the applicant be aggrieved by a decision, an application for the review of the decision to the State Administrative Tribunal (SAT) may be made by the applicant. This may incur costs for the City including legal and consultant fees.

CONSEQUENCE

Consequence

Should the application be refused by the Council or conditions applied to an approval which the applicant finds objectionable, the applicant will have right of review through an application for the review of the decision to the State Administrative Tribunal, in accordance with Part 14 of the *Planning and Development Act 2005*.

The Council may choose to:

- Proceed with the recommendation to refuse the amended development application; or
- Approve the amended development application, subject conditions; or
- Not determine the amended development application.

It should be noted that a refusal will still allow for the business to operate in accordance with the existing approval for six clients at any given time.

Alternative Option Open to the Council

The Council has the discretion to approve this application as a Home Business rather than as an Educational Establishment as determined by officers.

In order for the Council to reach such a determination, the Council will need to be satisfied that the use of the premises meets the definition of a Home Business. Officers have determined that the business does not meet the Home Business definition based on the following criteria not being satisfied:

> *(b) will not cause injury to or adversely affect the amenity of the neighbourhood;*
>
> *(e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood;*

Both of these criteria are subjective, and thus it is open to the Council to determine that the use of the premises, satisfies each of the criteria.

CONFIRMED

The Council in considering the use of the premises, may determine that the amenity of the neighbourhood is not adversely impacted as demonstrated by the fact that the business has operated for a number of years now and when most recently advertised to surrounding neighbours no objections were lodged. It's also noted that the application has a 12-month approval, so there is the ability to further review the application closer to the expiry of the approval. The applicant has submitted information in terms of advice provided to attendees of the business on parking options, to ensure that the business does not impact the neighbourhood in a negative manner. The business owner appears to have actively engaged with the immediate neighbourhood in a manner to ensure that any concerns of the neighbours can be addressed by the business owner immediately.

In terms of traffic and parking, while there is no parking provided on the site itself, cars can park on the verge adjacent to the property and in surrounding streets, including in established parking spaces. The Council may conclude that the management of the attendees of the business allows this parking and walking solution to be provided in a manner which does not create traffic difficulties. In terms of traffic on Latham Street, the additional traffic created by the proposed classes (being limited to 9 per week, over 28 weeks of the year) is likely to be minimal, noting that Latham Street intersects with Canning Highway and immediately adjacent to the subject site is a medical clinic. The access off Canning Highway and the location of the medical clinic would suggest that it is reasonable to expect that Latham Street would experience higher traffic volumes than a standard residential street and that the additional impact of the traffic from the Home Business would be minimal.

The lived experience of the neighbours of the Home Business may lead the Council to conclude that the business does not have an adverse impact on the streets amenity nor does it cause traffic difficulties.

Based on the individual merits of this circumstance it is open to Council to approve the request from the applicant to increase the restrictions on clients attending the business from six (6) to twelve (12) persons (Condition 5).

In considering this request, the Council should be aware that the approval (DA-2024-681/A, see attachment 6 and 7) is conditional upon the following;

- Condition 6 – the approval is granted exclusively to the applicant and is not transferable to another person or property.
- Condition 11 – the provision of a parking management plan.
- Condition 12 – the approval is limited to 12 months (a further application will be required to be made to extend the approval)
- Condition 13 - the classes are to be spaced 10 minutes apart to allow for sufficient drop off and pick up of students

In the event that the Council wishes to approve the request to amend the existing condition to limit the number of clients to twelve (12) the following wording is provided;

That the Council approves the amendment application for a Home Business at Lot 2 (No. 1A) Latham Street, Alfred Cove, subject to the following:

1. ***The Home Business complying with the previous development approvals, referenced DA-2024-681 dated 19 March 2025 and DA-2024-681/A dated 4 June 2025 (including approved plans, conditions and advice notes), and***
2. ***Condition 5 of development approval DA-2024-681/A being modified as follows:***

   5. A maximum of 12 clients at any one time are permitted to visit the property.

CONFIRMED

BRIEFING FORUM – FURTHER INFORMATION

At the Agenda Briefing Forum held on Tuesday, 9 September 2025, during discussion of the item, the following questions and/or requests for information were raised by Elected Members and now form part of the Final Ordinary Meeting of Council Agenda:

Question 1:

Is the property on the corner of Jane Road and Canning Highway known as the Academic Group considered to be an educational institution?

Response 1:

Originally the building at 8 Jane Road (corner Canning Highway) was a residential unit complex. In 2011 the ground floor was approved for use as an office. In 2012, approval was granted to use part of the ground floor for the purposes of an Educational Establishment, with the hours of the Educational Establishment limited to Monday to Friday 4.30pm to 7.00pm and on Sundays 9.00am to 3.00pm. Car parking is provided on the site.

Question 2:

Does this studio meet the safety requirements of a business?

Response 2:

The City has no concerns over safety, the only concerns raised are parking and traffic related.

Question 3:

Parking hasn't been an issue since 2021, what has changed?

Response 3:

It does not appear that anything has changed in relation to how the business operates. I understand the business was operating before the City was aware of it, we became aware of the business when a complaint was made about one car parking in the street. A request was made for an application to be made to the City, an application was made, approval granted and then a request was made for conditions to be modified essentially around the hours of operation and number of students.

The current approval is for six students and the request before Council is for twelve students. No objections have been received from residents within close proximity to the business and it is acknowledged that business manages parents well in terms of where they can and should park.

Question 4:

The business has gone from one student to twelve, what has changed?

Response 4:

The original approval granted by the City in March 2025 did have a condition that limited the number of clients to one and a restriction on hours, there was a request for that to be modified and approval was granted in June 2025 for hours from 7am-7pm Monday – Saturday and increased the number of clients to six. Officers come to the number of six as that is what they were comfortable with in terms of this being a home business.

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Question 5:

Are the parking locations given by Mr McCarthy used by any sporting groups?

Response 5:

A number of locations have been identified within 300 or 400 metres from the site, that includes on street parking, adjacent to parks and that may also include some parks that are used as sporting facilities.

Question 6:

Why has the City approached this matter in this way, not collaboratively, not small business friendly?

Response 6:

The one complaint did result in the City requesting an application for planning approval for a home business, which was submitted. With the first approval in March there may have been a misunderstanding of what was being requested but then the June approval and the restriction on six clients being on the property that is the maximum that would normally be permitted by officers in a residential area for a home business. Given the request to increase that number the decision was made to bring the matter to the Council for consideration. It is acknowledged that the business has operated for some time without parking of traffic issues. Officers have a concern that if this home business is permitted to have up to twelve clients visiting at one time, other home businesses may also request to have the same number of clients.

Question 7:

Are you saying before the complaint was made this business wasn't registered?

Response 7:

Yes, that's my understanding.

Question 8:

Has the City permitted an increased number of clients before?

Response 8:

The approach at the City of Melville has been to limit Home Businesses to no more than six (6) clients visiting the property at any one time. When the Home Business is operating in a quiet residential street, this approach has served the City well.

In this particular case, the option exists for Council to approve the Home Business with up to twelve (12) clients visiting the premises at any one time, based on the site being zoned Mixed Use under local Planning Scheme No. 6, being located adjacent to a Medical Centre, being located just off Canning Highway, no objections having been received from the neighbouring property owners and the business having operated from that location for a number of years without concern.

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Question 9:

Is the application historically limited to a 12 month period?

Response 9:

The condition is that the approval is limited to 12 months. I assume that if the approval is granted for twelve clients then after 12 months if no concerns are received by the City then a further approval including twelve clients would be granted. If complaints were received it would be reviewed, I also note that one of the conditions of this approval is it relates to this operator and should the property sell it doesn't transfer on to the new owner.

Question 10:

Will the application have to come back to Council after 12 months?

Response 10:

If no objections received it wouldn't come back to Council.

Question 11:

Are there any building compliance issues for the business to go from six to twelve clients?

Response 11:

Not if approved as a home business.

Question 12:

Six clients is the number the City allows, I've looked through Local Planning Policy 6 and it doesn't enumerate any numbers for home businesses or educational establishments. Is it in any other documentation of the City?

Response 12:

You won't find it in a document I am referring to the practice of officers and the discretion they have applied in other cases.

Question 13:

Can we get some understanding on how that discretion is applied?

Response 13:

It is open to the Council to use its discretion. The report provides wording that the Council might like to use if it wishes to increase the clients to twelve for the home business. There are two clauses that are subjective, so different conclusions may be reached. Firstly, does this business adversely affect the amenity of the neighbourhood? Secondly does this business cause traffic difficulties resulting from inadequacies of parking and increased traffic volumes? That's the discretion, it is entirely subjective so decision makers may reach different conclusions on the impact on traffic due to the lack of parking.

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Question 14:

Are there any other educational business that have up to twelve clients in the City?

Response 14:

There are Education Establishments in Melville with more than 12 students, however, officers are unaware of any cases of an Educational Establishment operating from a single residential dwelling.

Question 15:

There is an issue at Petterson Place which could be comparable, it involves music and parking is this something your aware of and has this been a consideration

Response 15:

I am not aware of that property and that situation, I'm not sure its been actively part of the consideration of this request.

CONFIRMED

15 MOTIONS WITH PREVIOUS NOTICE

Nil.

16 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

Nil.

17 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

Nil.

18 DECISION MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

19 CLOSURE

There being no further business to discuss, the Presiding Member declared the meeting closed at 7:45pm.

CONFIRMED

City of Melville
GOVERNANCE FRAMEWORK
Adopted at the OMC 19 March 2024

2025 Biennial Review
Consolidated Comments

7

New inclusions to this document are shown in blue text,
information to be deleted is shown in ~~red strikethrough text~~

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PLEASE NOTE

This document will be proofread, formatted and styled for publication once finalised and adopted.

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CONFIRMED

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.

CONFIRMED

EXECUTIVE SUMMARY

Local Government Governance is the structure of legislation and the development and management of policy that ensures the organisation is accountable for the 'good government' of the local area and is accountable. Good governance includes those high-level processes and behaviours that ensure an organisation performs by achieving its intended purpose, and conforms by complying with all relevant laws, codes and directions while meeting community expectations of probity, accountability and transparency.

In local government, governance involves the ways in which the elected members and staff are accountable to the community.

Under section 3.1 of the *Local Government Act 1995* (the Act), local governments have the general power to provide for the good governance of people in their district, having regard for:

"… (a) *the need —*
- *(i) to promote the economic, social and environmental sustainability of the district; and*
- *(ii) to plan for, and to plan for mitigating, risks associated with climate change; and*
- *(iii) in making decisions, to consider potential long-term consequences and impacts on future generations;*

(b) the need —
- *(i) to recognise the particular interests of Aboriginal people; and*
- *(ii) to involve Aboriginal people in decision making processes;*

(c) the need to consider collaboration with other local governments."

This means that local governments can make decisions if the Act or any other written law does not prevent them from doing so. A local government can make local laws (legislative function) and provide services and facilities (executive function).

The City of Melville Governance Framework is an overview of the documents and processes of the City of Melville that guide its strategic decision making to:

- best respond to community needs;
- ensure public participation and accountability in local government processes; and
- respond to the growing demand for more efficient and effective local government.

The Elected Members and staff of the City of Melville consider good governance to be critical if the community is to have confidence in the City. This Governance Framework sets out guidelines and standards expected of Elected Members and employees to achieve good governance through concepts such as compliance, community participation, ethical conduct, transparency, accountability and ongoing performance management.

It also sets out the roles of Elected Members, management and employees of the City of Melville and their relationships, along with financial, legal and ethical responsibilities that impact individuals and the organisation.

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THE CITY OF MELVILLE

1.1 About Melville

The City of Melville's foundations began in 1901 when the Melville Roads Board (the Board) was established. Today, the City of Melville is a metropolitan local government located approximately 8km south of Perth Central Business District.

Melville has a population ~~of~~ in excess of 103,000 from diverse nationalities, comprises 18 suburbs and covers an area of 53km^2 with 18km of river foreshore.

It is a leading Local Government Authority employing approximately 820 (headcount) full-time, part-time and casual employees who deliver quality services to the community and stakeholders from a number of sites.

The City of Melville is a vibrant and interesting place with many unique features including:

- the Swan and Canning Rivers and foreshore areas such as Dyoondalup / Point Walter and Quaada Gabee / Bicton foreshore,
- the Murdoch Knowledge and Health Precinct, featuring Murdoch University and Fiona Stanley Hospital,
- Westfield Shopping Centre,
- Melville Glades Golf Course,
- Point Walter Golf Course,
- Yagan Mia / Wireless Hill Park, Bidi Katitijiny / Piney Lakes Reserve, Kadidjiny and Carawatha Parks and several other bushland areas and reserves.

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1.2 Corporate values

The City of Melville's values require Elected Members and staff to operate in an environment that in everything we do, we seek to adhere to our **EPIC** values that guide our behaviours:

- **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.

This ethos is further supported by our ~~Corporate Business Plan Key Priorities~~ Council Plan for the Future 2024 – 2034 key outcome areas:

- Healthy, Safe and Inclusive – healthy, safe and inclusive communities with a sense of belonging and well-being.
- Clean and Green – a clean, green and sustainable City for current and future generations.
- Sustainable and Connected Development – sustainable, connected development and transport infrastructure across out City.
- Vibrant and Prosperous – economic prosperity and vibrant resilient communities and businesses.
- Good Governance and Leadership – leadership and good governance for the benefit of the whole community.

1.3 Vision statement

Vibrant, Sustainable, Inclusive Melville

1.4 Mission statement

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

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2 INTRODUCTION

2.1 Governance

Governance is the process of directing, controlling and holding organisations to account in respect of all aspects of their function. It requires clear and effective operational systems to be both developed and complied with to ensure equity, transparency and accountability whilst also establishing a benchmark for continuous review and improvement.

The Elected Members and staff of the City of Melville consider good governance to be critical if the community is to have confidence in the City. This Governance Framework sets out guidelines and standards expected of Elected Members and employees to achieve good governance by adhering to its obligations, including:

- compliance;
- community participation;
- ethical conduct;
- transparency;
- accountability; and
- ongoing performance management.

It also sets out the roles of Elected Members, management and employees of the City of Melville and their relationships, along with financial, legal and ethical responsibilities that impact individuals and the organisation.

The City of Melville's good governance is achieved through various strategies explored in this Governance Framework, including as follows:

- Ensuring individual and organisational compliance with the Local Government Act, supporting regulations and additional relevant legislative instruments;
- Ensuring individual and organisational compliance with applicable Codes of Conduct, policies, procedures and management practices;
- Developing and publishing policies and procedures to ensure consistency and fairness in all decisions as well as transparency and accountability in respect of such decisions (both internally and to the members of the public);
- Implementing effective risk management processes, including ongoing identification, assessment, review and management of operational and strategic risks;
- Ensuring clear role definition and clarity for Elected Members and employees;
- Acting efficiently and effectively in its decision-making processes including:
    - obtaining, collating and reporting accurate, comprehensive and relevant information to the Council;
    - ensuring Elected Members have a sound understanding of matters prior to making critical decisions;
- Ensuring ethical behaviour of Elected Members and employees, characterised by honesty and integrity;
- Seeking equitable community participation (through open elections, open Council meetings and question time processes as well as community consultation and engagement processes);
- Effectively managing staff and resources to ensure efficiency and effectiveness in implementing Council resolutions; and

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- Creating a positive culture to promote open communication, teamwork and accountability.

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In employing these strategies, the City of Melville complies with the s1.3 of the *Local Government Act 1995* to achieve:

- Better decision-making;
- Greater community participation;
- Greater accountability; and
- More efficient and effective operations.

2.2 Governance Framework document

This Governance Framework document is divided into the following parts:

Part 1: Legislative Basis

Part 2: Strategic planning, financial and risk management

Part 3: Organisational framework, decision making processes and role definitions

Part 4: Standards of behaviour

Part 5: Performance management and accountability

The City of Melville will undertake regular review of this document to ensure that the Governance Framework set out herein remains relevant and current, and that the City of Melville's functions are being performed in accordance with legislative and regulatory requirements and best practices.

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3 LEGISLATIVE BASIS

3.1 Local Government Authority

Local governments are the third tier of government in Australia (in addition to Commonwealth and State governments) and have legislative responsibility for the functions and activities of a community.

The City of Melville is a district, and established as a local government authority ~~established~~ under the Local Government Act. The local government is a body corporate, with perpetual succession and a common seal, and is comprised of:

- An elected Council currently consisting of twelve Councillors led by the Mayor (the Council)
- Administration, consisting of the CEO and other employees.

As a local government, the City of Melville is regulated by the Department of Local Government, Industry Regulation and Safety (DLGIRS) under the Local Government Act and various regulations.

The functions of the City of Melville include:

- Strategic Planning:
  - strategic planning including developing comprehensive management plans, budgets, financial controls and performance objectives; and
  - providing direction for the management of community activities including determining the type, range and scope of projects to be undertaken;
- Administering laws, law making and enforcement: developing and implementing local laws covering issues such as animal management and the use of public land and local government facilities;
- Meeting community needs: identifying community needs, representing constituents, assessing and prioritising competing needs and allocating resources;
- Developing policies and implementing policy decisions in the interest of the community;
- Advocating on behalf of the City of Melville at State and Commonwealth levels; and
- Executive functions: delivering services for the Community including building and planning services, waste management, and provision and management of community infrastructure and resources.

3.2 Elections and formation of Council

Part 4 of the *Local Government Act 1995* "*deals with elections of mayors and presidents by electors, elections of councillors, and polls and referendums, and with related matters.*"

Local government elections, including for the City of Melville, are held every two years. Currently the Council is comprised of twelve members, plus the Mayor. ~~This is unlikely to change under the current Local Government Act reform.~~

The ordinary election cycle requires Councillors to be elected for overlapping four-year terms, with half of the Council members elected every two years. The Mayor is elected every four years.

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This overlapping system ensures good governance, as following an election, the minimum 50% of Councillors who remain in their seats provide continuity for residents and ratepayers, reduce the risk of loss of knowledge with outgoing Councillors and provide leadership for the incoming Councillors.

The Council is charged with the responsibility for the good governance of the City of Melville and is subject to various requirements of the Local Government Act and various regulations. Having been elected by the local community, the Council and individual Elected Members are also accountable to the electorate for their decisions.

3.3 Management and decision-making structure

3.3.1 Separation of power

There is a clear legislative distinction between the role of the Council, and the roles of the CEO and administration. This is to ensure there is a separation of powers between the two components of the City of Melville: it prevents the concentration of power and establishes accountability mechanisms to achieve responsible governance.

3.3.2 Role of Council

Section 2.7 of the *Local Government Act 1995* "Role of council" has recently been further defined as part of Local Government Reform:

(1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.

(2) The council's governing role includes the following —
- *(a) overseeing the allocation of the local government's finances and resources;*
- *(b) determining the local government's policies;*
- *(c) planning strategically for the future of the district;*
- *(d) determining the services and facilities to be provided by the local government in the district;*
- *(e) selecting the CEO and reviewing the CEO's performance;*
- *(f) providing strategic direction to the CEO.*

(3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —
- *(a) the council's governing role is separate from the CEO's executive role as described in section 5.41;*
- *(b) it is important that the council respects that separation.*

(4) The council must make its decisions —
- *(a) on the basis of evidence, on the merits and in accordance with the law; and*
- *(b) taking into account the local government's finances and resources.*

(5) The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.

(6) The council has the other functions given to it under this Act or any other written law.

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~~The Council, as the overall decision-making body, is responsible under the Local Government Act for:~~

- ~~Governing the City of Melville's (strategic planning for continued sustainability and monitoring of such strategies);~~
- ~~Performing the City of Melville's functions (including developing mechanisms such as delegated authority and overseeing executive functions such as providing services and facilities (and regularly reviewing the same));~~
- ~~Overseeing the allocation of the City of Melville's finances and resources; and~~
- ~~Determining the City of Melville's policies.~~

The Council receives reports, advice and recommendations from the CEO and administrative staff regarding decisions needing to be made. The Council may resolve to adopt, amend, reject or defer a recommendation put to them by the CEO and administrative staff. Where the Council makes a decision that differs from any recommendations or advice provided by the CEO and/or administrative staff, the minutes from the relevant meeting must set out in appropriate detail the reasons that the Council resolved not to follow such recommendations or advice, as required by Regulation 11(da) of *the Local Government (Administration) Regulations 1996.*

Decisions are voted on by the Elected Members in accordance with legislative or regulatory requirements and if passed, a decision is made in the form of a resolution. The Local Government Act as well as the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, set out requirements that must be followed including as to quorum, motions, voting rights, and the type of majority required for a decision to be made.

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The Council has authority or discretion to make decisions relating to:

Advocacy	when Council advocates on its own behalf or on behalf of our community to another level of government/body/agency.
Executive	when Council sets direction and includes oversight e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	when Council adopts local laws, local planning schemes and policies. The Council is required to review each local law within eight years from the time of its creation but may do so sooner.
Quasi-Judicial	when Council determines an application/matter that directly affects a person's rights or interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial decisions include development applications, building permits, applications for other permits/licences (e.g under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

The decisions made by the Council are then implemented by the CEO and relevant directorate(s) of the City of Melville's administration team.

3.3.3 Quasi-Judicial Decisions

Particular issues surrounding quasi-judicial decisions Elected Members must remain objective and deal impartially with applicants or affected persons when quasi-judicial decisions are involved.

Determinations are to be based on sound legislative rationale and on available evidence. Where decisions involve development applications the decision is made under the provisions of the local planning schemes and any discretions allowed under the schemes. If ~~other~~ further decisions are required then the relevant laws are applied. Elected Members will consider existing laws and policies and to avoid prejudicing the eventual decisions, Elected Members ~~cannot~~ should not 'prejudge' a matter by deciding or telling others how they will vote before evaluating the officer report and listening to the debate at the meeting.

The Council has adopted CP-052 Quasi-Judicial Role to clarify and provide guidance in the principles that apply to the performance of quasi-judicial functions.

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3.3.4 Role of the Council, CEO and administration

The role of the Council is to lead and represent the community. They do this by engaging with the community, making decisions and setting the local government's strategic direction.

The administrative arm of the local government is then responsible for implementing decisions and plans made by the Council.

There is a clear delineation between the strategic functions of the Council and the CEO's operational responsibilities.

Section 2.7 of the *Local Government Act 1995* – Role of council.

The Council

- governs the local government's affairs; and
- ~~is responsible for the performance of the local government's functions; and~~
- plans strategically for the future of the district; and
- determines the services and facilities to be provided; and
- oversees the allocation of the local government's finances and resources; and
- determines the local government's policies; and
- selects the CEO, providing strategic direction and reviewing their performance; and
- ensures proper governance by having regard to and respecting the separation of powers between the Council and the CEO's executive role.
- makes decisions based on evidence, whilst taking into account the City's finances and resources; and
- Support the organisational culture to promote the respectful and fair treatment of local government employees.

Recent Local Government Reform has introduced further responsibilities for the Council in that:

- The Council's governing role is separate from the CEO's executive role and the importance of respecting the separation.
- The Council must have regard for the need to support an organisation culture for the local government that promotes respectful and fair treatment of the local government employees.

The CEO is employed by the Council and is responsible for the employment of all other staff members. The CEO and/or other employees undertake administrative responsibilities including:

- Preparing reports and providing advice and recommendations to the Council regarding the nature of decisions that are required for the affairs of the City of Melville;
- Implementing policies and resolutions of the Council;
- Delivering services to the community including managing resources and facilities;
- Administering local laws and performing other local government regulatory functions; and
- Managing day-to-day operations of the organisation.

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The City is committed to always maintaining the highest level of ethical standards and expects those doing business with us to do the same. What the community can expect from the City and what the City expects from its community is outlined in our Statement of Business Ethics.

3.4 Key roles

3.4.1 Mayor

Section 2.8 of the *Local Government Act 1995* – Role of the mayor or president.

The Mayor of the City of Melville is elected by the community in a City-wide popular vote, for a four year term.

The Local Government Act provides that the Mayor's role is to (in addition to all of the obligations and duties of an Elected Member set out below):

- Preside at Council meetings;
- Provide leadership and guidance to the Council ~~community~~;
- Carry out civic and ceremonial duties on behalf of the City of Melville and act as the principle spokesperson for ~~Speak on behalf of~~ the City of Melville;
- Perform such other functions as are given to the Mayor by the Local Government Act or any other written law;
- Promote, facilitate and support positive and constructive working relationships amongst Council members; and
- Liaise with the CEO on City of Melville affairs and the performance of its functions.

The Mayor must support good governance by:

- Ensuring decision making processes including the conduct of Council meetings, are fair, equitable and inclusive;
- Modelling good behaviour and ethics;
- Complying with legislation, the Code of Conduct Elected Members, Committee Members and Candidates and other policies and procedures;
- Managing Council meetings and ensuring compliance with the Meeting Procedures Local Law 2022; and
- Providing strong leadership.

3.4.2 Deputy Mayor

Section 2.9 of the *Local Government Act 1995* – "*The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so …"*

Section 2.15 of the *Local Government Act 1995* – "*The deputy mayor or deputy president is to be elected by the council*."

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The Deputy Mayor is elected by the Council for a maximum two year term, which ends with the next ordinary local government election.

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The Local Government Act provides the deputy mayor's role is to perform the functions of the Mayor if:

- The Mayor's role is vacant; or
- The Mayor is not available or is unable or unwilling to perform the functions of the Mayor.

As with the Mayor, the Deputy Mayor must support good governance by:

- Ensuring decision making processes are fair, equitable and inclusive;
- Modelling good behaviour and ethics;
- Complying with legislation, the Code of Conduct Elected Members, Committee Members and Candidates and other policies and procedures; and
- Providing strong leadership.

3.4.3 Councillors

Section 2.10 of the *Local Government Act 1995* – Role of councillors

As individuals, Elected Members do not have any decision-making authority and cannot make representations on behalf of the City of Melville.

The Local Government Act provides that Elected Members (including the Mayor) are to:

- Represent the interests of electors, ratepayers and residents of the City of Melville;
- ~~Provide leadership and guidance to the community in the district;~~
- Facilitate communication between the community and the City of Melville;
- Participate in the City of Melville's deliberation and decision-making processes at Council and Committee meetings; and
- Facilitate and maintain good working relationships with other Councillors, the Mayor and the CEO; and
- Perform such other functions as are given to a Councillor by the Local Government Act or any other written law; and
- Maintain and develop the requisite skills to effectively perform their role.

Elected Members should develop the following skills, abilities, and knowledge:

- Understanding of the role and structure of local government as prescribed by the Local Government Act and associated regulations;
- Understanding of the town planning role of local government as prescribed by the *Planning and Development Act 2005*;
- Understanding of integrated planning and reporting, including strategic plans for the future of the local government, the processes involved, and the strategic role of a Councillor;
- Understanding of CEO performance management processes;
- Ability to read and understand financial statements and reports;
- Basic understanding of legal processes;
- Understanding of the separation of powers between the Council and administration (the difference between governing and managing);
- Understanding of meeting processes, including Meeting Procedures;
- Awareness of risk management strategies;
- Understanding of the accountability framework prescribed by the Local Government Act,

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the Corruption, Crime and Misconduct Act 2003, and other legislation;
- Ability to communicate, debate, and actively participate in meetings;
- Ability to develop and maintain effective working relationships and to manage interpersonal conflicts; and
- Ability to exercise independent judgement.

To support good governance, Elected Members should focus on outcomes, policy and strategy. Elected Members are expected (under the Local Government Act, Regulations, the Code of Conduct Councillors, Committee Members and Candidates and best practices) to:

- Avoid damage to the reputation of the City of Melville;
- Debate issues in an informed, open and honest manner;
- Work cooperatively with others and respect diversity;
- Act in good faith and not for improper or ulterior motives;
- Undertake their role with reasonable care and diligence;
- At all times act in accordance with the Local Government Act and regulations, including in respect of obligations such as submitting returns, disclosing gifts, completing training and disclosing conflicts of interest;
- At all times act within the law generally;
- Keep the entire community in mind when considering issues and making decisions;
- Model leadership and good governance;
- Actively seek out and engage in training and development opportunities to improve the performance of their role;
- Attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role; and
- Raise community or policy issues without becoming involved in the administrative or operational aspects of the issue.

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3.4.4 CEO

Section 5.41 of the *Local Government Act 1995* – Functions of CEO

The CEO is the head of staff and leadership at the City of Melville and is responsible for the management of the City of Melville's administration and operations, including the overall strategic direction, leadership and co-ordination of the performance of the City ~~of Melville~~.

The Local Government Act provides that the role of the CEO includes the following:

- Manage day to day operations of the City of Melville;
- Be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- Cause Council decisions to be implemented;
- Manages the provision of services and facilities that the Council has determined will be provided to the district;
- Determines procedures and systems for implementing the local government policies as determined by the council; and managing the local government's administration and operations.
- Ensure that records and documents of the City of Melville are properly kept for the purposes of the Act and any other written law; and
- Advises, and procures advice for, the Council in relation to functions of a local government under the Local Government Act and other written laws;
- Ensure ~~that~~ the Council has the advice and information ~~is available to the Council so~~ it needs to make informed and timely decisions; ~~that informed decisions can be made;~~
- Liaise with the Mayor on the City of Melville's affairs and the performance of the City of Melville's functions;
- Speak on behalf of the City of Melville if the Mayor agrees;
- Perform any other function specified or delegated by the City of Melville or imposed under the Act or any other written law as a function to be performed by the CEO.

The CEO liaises with the Mayor and works with the Council by providing reports and making recommendations based on advice prepared or received by the administration.

The CEO works closely with the Executive Leadership Team to ensure the management of operations of the City of Melville, including implementation of Council resolutions, are completed to a high standard and in a way that promotes good organisational governance.

This good governance is fostered by the CEO by:

- Ensuring accountability and transparency through implementing and managing good organisational record keeping processes and publishing of relevant information to the public;
- Ensuring ~~Councillors~~ Elected Members are provided accurate, comprehensive information to make sound decisions;
- Communicating with the Mayor, Councillors and administrative staff in a courteous, open and direct manner;
- Managing administrative staff so as to have a clear understanding of the operations of the organisation;
- Managing compliance with legislative and regulatory obligations;
- Undertaking reviews, performance management and internal assessments to ensure continual improvement; and

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- Demonstrating strong ethics and providing leadership to the Council and administrative staff.

3.5 Key functions

3.5.1 Council meetings

The decision making framework for local governments is controlled through the *Local Government Act 1995* and subsidiary legislation. This provides for:

- Ordinary Council Meetings (held monthly)
- Special Meetings of Council (held as required)
- Committee Meetings (held as established by the Council)
- Audit Committee Meetings (mandatory)
- General Meetings of Electors (mandatory)
- Special Meetings of Electors (by request)

Meetings are open to the public, however in certain circumstances, controlled by legislation, a meeting or part of a meeting can be closed to the public.

Ordinary and Special Meetings of the Council, where open to the public, will be broadcast (livestreamed) to the public in accordance with the requirements of Regulation 14H of *the Local Government (Administration) Regulations 1996*. The audio/visual recording of the meeting will then be available via a link on the City's website.

Council Policy CP-088 Livestreaming and Audi-Visual Records of Public Meeting of the Council provides guidance on the implementation of audio and video recordings, and the live streaming of, meetings of the Council, and to establish how audio and visual recordings are created, stored, used, accessed and disposed of in accordance with legislative requirements.

3.5.1.1 Ordinary Council Meetings

Section 5.3 of the Local Government Act 1995 – Ordinary and special council meetings

"(1A) A council deliberates, and makes its decisions, at meeting held in accordance with the Act
(1) A council is to hold ordinary meetings and may hold special meetings.
(2) Ordinary meetings are to be held not more than 3 months apart.
(3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure."

Ordinary Council Meetings are generally held on the third Tuesday of each month in the Council Chambers located on the top floor at the City of Melville Civic Centre.

The Council is in recess during the month of January each year and formal meetings are not scheduled, however should an urgent matter arise a Special Meeting of the Council may be called. The December Ordinary Meeting of Council is brought forward one week to the second Tuesday of the month to allow for business to be concluded prior to the festive period closures.

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In an Election year, the October meeting may be scheduled a week earlier depending on the timing of Election Day. This allows for any matters to be concluded by the outgoing Council.

Members of the public are invited to attend and participate (by following the public question time/deputation/written submission processes) in the majority of Ordinary Council Meetings. On occasion, it may be necessary for a meeting, or part of a meeting, to ~~remain~~ be closed to the public.

Section 5.23(2) of the Local Government Act, provides the reasons why a meeting may be closed to the public, including:

- A matter relating to employee(s);
- Relating to personal affairs of a person;
- A contract entered into or may be entered into;
- About which legal advice has been obtained; and
- Which would involve the revelation of trade secrets or commercial value of a person, or the business, professional, commercial or financial affairs of a person.
- A matter which, if disclosed, could reasonably be expected to impair the effectiveness of any lawful process for dealing with a contravention of law, or endangering the security of the City's property, or prejudice measures to protect public safety.

Council meetings follow a formal agenda which sets out the order and details of business requiring discussion. Items on the agenda will be discussed and debated by the Council, and resolutions will be passed by the Council in relation to those items. This formalised process promotes good governance as it facilitates orderly discussion and adherence to a formal meeting process to ensure effective debate and decision making.

Good governance is also facilitated by having good record keeping processes and therefore the section 5.22 of the Local Government Act requires that minutes must document:

- who was in attendance,
- whether anyone was not in attendance for any time during the meeting,
- any impartiality or financial interests that have been declared (and the extent of any participation),
- copies of all reports provided to the Council,
- what motions were moved and seconded (and by whom),
- what decisions were made and if a resolution differs to that which is recommended to the Council, appropriate details regarding the reasons for that difference.

The CEO is responsible for ensuring minutes of Council or committee meetings are kept.

Where a meeting or any part of it is closed to the public, the minutes will reflect the reason for the closing, and related reports may not be made available to the public.

To ensure accountability and transparency to the community, and therefore foster the community's trust in the Council, the agenda and minutes of a meeting (and related reports) are prepared by the administration team and are published on the City of Melville's website (except for confidential or sensitive material).

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3.5.1.2 Special Meetings

Section 5.4 of the Local Government Act – Calling Council Meetings

Section 5.5 of the Local Government Act requires that Special meetings can be called by notice from the Mayor or at least one third Elected Members to the CEO, or by Council resolution to call a special meeting.

Special meetings are held by the Council as and when required to consider urgent business.

As with Ordinary Meetings of Council, the agenda and minutes of a Special Meeting of Council (and related reports) are prepared by the administration team and are published on the City of Melville's website (except for confidential or sensitive material).

3.5.1.3 Voting

Section 5.21 of the Local Government Act 1995 - Voting

Each Elected Member must vote if they are present at a Council meeting and it is not permitted to abstain from voting (unless it is a matter which a financial or proximity interest has been declared and the member has the permission of the Council to remain in the Chamber). Votes cannot be secret, and the minutes must record the total votes cast for and against, and the individual vote of each member

Councillors generally vote by way of a "simple majority" which means a resolution is passed when at least 50% of Councillors in attendance at a meeting vote in favour of it.

There are some matters about which the Local Government Act requires an "absolute majority" vote. An absolute majority means more than 50% of the total number of Council offices (irrespective of the number in attendance at the given meeting and whether any seats are vacant).

Section 1.9 of the Local Government Act 1995, decisions by absolute majority, states:

1.9 Decision by absolute majority

The footnote "Absolute majority required", applying to a power conferred in this Act, means that –

(a) if the power is conferred on a local government, it can only be exercised by or in accordance with, a decision of an absolute majority of the council; or
(b) if the power is conferred on any other body, it can only be exercised by or in accordance with, a decision of absolute majority of that body.

The requirement for 'absolute majority' decisions is mandated by the *Local Government Act 1995* and Regulations, for significant decisions including, but not limited to, decisions to establish committees, adopt local laws, delegate powers, accept the Annual Report, amend the adopted budget.

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The purpose of ‘absolute majority’ decisions is to ensure broad consensus and support for crucial decisions, supporting a higher level of deliberation on significant matters.

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3.5.1.4 City of Melville Local Government (Meeting Procedures) Local Law 2022

The *City of Melville Local Government (Meeting Procedures) Local Law 2022* provides the rules and guidelines for the conduct of all meetings that deal with the business of the Council and its committees. In particular, it sets out the criteria regarding:

- Calling meetings;
- Business of the meeting;
- Public access to agenda material;
- Disclosure of interests;
- Quorum;
- Keeping minutes;
- Conduct of persons at committee meetings, conduct of Councillors during debate and procedure;
- Procedural motions;
- Effect of procedural motions;
- Making decisions, implementing decisions, preserving order~~; and~~
- ~~Applying the Common Seal.~~

3.5.1.5 Agenda Briefing Forum

The Agenda Briefing Forum is a non-statutory meeting held by the Council to maximise the opportunity for Elected Members to seek additional information on an agenda item, ask questions, or seek clarification on officer reports that are on the Ordinary Meeting of Council agenda, prior to that meeting. No debate takes place at these meetings, and no decisions are made. This is also the Council's preferred forum to receive deputations and written submissions from the community on matters on the agenda.

This process promotes good governance as it ensures that Elected Members are well informed regarding matters about which they must make decisions.

Agenda Briefing Forums are open to the public to attend (however confidential items as prescribed in the *Local Government Act 1995* will be discussed in a closed forum).

3.5.1.6 Elected Member Engagement Sessions

Engagement sessions and workshops are meetings of the Council where Elected Members discuss upcoming matters, and the CEO or other staff members provide presentations to the Elected Members. This process promotes good governance as it ensures that Elected Members are well informed regarding matters about which they may be required to make decisions.

These meetings are closed to the general public.

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3.5.2 *Committees*

Section 5.8 of the Local Government Act 1995 – Establishment of committees

> *"A local government may establish (by absolute majority) committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees."*

3.5.2.1 Formation of committees

Under the Local Government Act, the Council may establish committees to assist the Council to exercise its powers and discharge its duties. Committees may assist to:

- Inquire into matters and provide feedback and recommendations to Council;
- Oversee a project on behalf of Council; and/or
- Exercise, perform or discharge delegated powers, functions or duties on behalf of the Council.

The Council may resolve, by absolute majority, ~~Any resolution by the Council~~ to delegate authority to Committees to undertake functions and make decisions on its behalf. ~~must be made by absolute majority and~~ The delegation~~s~~ must be noted in the City of Melville's Delegations Register. At this time the Council has not delegated any decision making powers to its Committees.

The Council must determine the reporting and other accountability requirements of its Committees ~~that will apply~~. These determinations are called the "Terms of Reference" and are made by resolution of the Council. It is good practice to review the Terms of Reference regularly to ensure each Committee is achieving its purposes and the needs of the Council and the community.

The Committees report to the Council and must comply with all relevant legislation and regulations. Unless the Committee has been given delegated authority, it does not have ~~any~~ the power to make decisions. The Committee will make resolutions which form recommendations to the Council for it to make a decision. ~~so the Council must make resolutions based on the recommendations the Committee makes to the Council.~~

Each election cycle, the membership of the committees becomes vacant, with new and existing Councillors then electing which committee they wish to participate on. Section 5.10(4) of the Act, provides for the Mayor ~~is~~ to be appointed to each committee they inform the local government they wish to be a member of. ~~may be a member of any committee~~. Each Committee has Councillors as members and may also include representatives from outside of the Council (although the majority must be formed by Elected Members).

To achieve good governance, external members of the Committee should be entirely independent from the Council and Elected Members, and free of any interests which may impact their impartiality. This requires careful consideration at the point of a Committee being formed to ensure that there are no conflicts of interest which may affect the performance of the Committee, and the principles of "6Rs" outlined above in paragraph 6.1.5 should be applied.

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The involvement of independent people in Council Committees promotes accountability and transparency, and provides a means of oversight regarding the Committee's affairs.

The City has adopted Council Policy CP-130 External Committee Members to support the appointment of external Committee members.

3.5.2.2 Current Committees

The City of Melville Council has established the following committees to assist with its various functions:

- ~~Financial Management,~~ Audit, Risk and Improvement ~~Compliance~~ Committee;
- Governance Committee;
- Policy and Legislation Committee
- Conduct Committee

All current committees are listed in the Council Committee and Working Group Handbook* which includes a list of all members and the Terms of Reference for each Committee.

* *(Supporting Document in Draft format)*

3.5.2.3 Working Groups

In addition to the formal Committees, Council Members and external members may also form Working Groups from time to time to assist the Administration with the development of projects.

All current Working and Reference Groups are listed in the Council Committee and Working Group Handbook* which includes a list of all members and the Terms of Reference for each Working Group.

* *(Supporting Document in Draft format)*

This handbook will be updated at least every two years to coincide with Ordinary Local Government Elections.

3.5.2.4 Standards for Conduct of Committee and Working Group Members

Section 5.103(1) of the Local Government Act – Model Code of Conduct for council members, committee members and candidates.

Local Government (Model Code of Conduct) Regulation 2021.

The Elected Members Code of Conduct applies to all members of City of Melville Committees and Working Groups including those members who are not Councillors.

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Committee and Working and Reference Group members must also comply with all relevant legislative and regulatory requirements.

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4 STRATEGIC PLANNING AND FINANCIAL AND RISK MANAGEMENT

It is a component of good governance that the City of Melville undertakes regular, comprehensive strategic planning and risk management reviews to ensure that its Elected Members and employees have a sound knowledge of critical components of the City's operations and have benchmarks against which it can review and measure its performance.

This Part sets out the processes of strategic planning, financial planning, and risk management that are implemented to ensure knowledge is shared across the organisation, assist the City to develop short term and long-term policies and projects and provide mechanisms for accountability and oversight of its operations and functions.

4.1 STRATEGIC PLANNING

Section 5.56 of the Local Government Act – Planning for the future

"*(1) A local government is to plan for the future of the district.*
(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district."

Regulation 19C *Local Government (Administration) Regulations 1996– Strategic community plans, requirements for*
Regulation 19DA *Local Government (Administration) Regulations 1996 – Corporate business plans, requirements for*

4.1.1 Integrated Planning and Reporting

In accordance with Section 5.56 of the *Local Government Act 1995*, all local governments are required to plan for the future of their district

Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996* details how local governments must plan for the future, through the making of a Strategic Community Plan and Corporate Business Plan.

The Strategic Community Plan sets out the vision, aspirations and objectives of the community over a 10-year horizon (long-term) and the Corporate Business Plan translates the Strategic Community Plan into services, projects and programs delivered to the community over a four-year horizon (short-medium term).

Year 1 of the Corporate Business Plan informs the development of the annual budget, service plans, and capital and operating project programs.

The City of Melville's Council Plan for the Future 2024-2034, adopted by the Council at the Ordinary Meeting of Council held 20 August 2024, incorporates both the Strategic Community Plan (Part A) and Corporate Business Plan (Part B) into one document, in-line with current legislative requirements and future anticipated Local Government Reforms.

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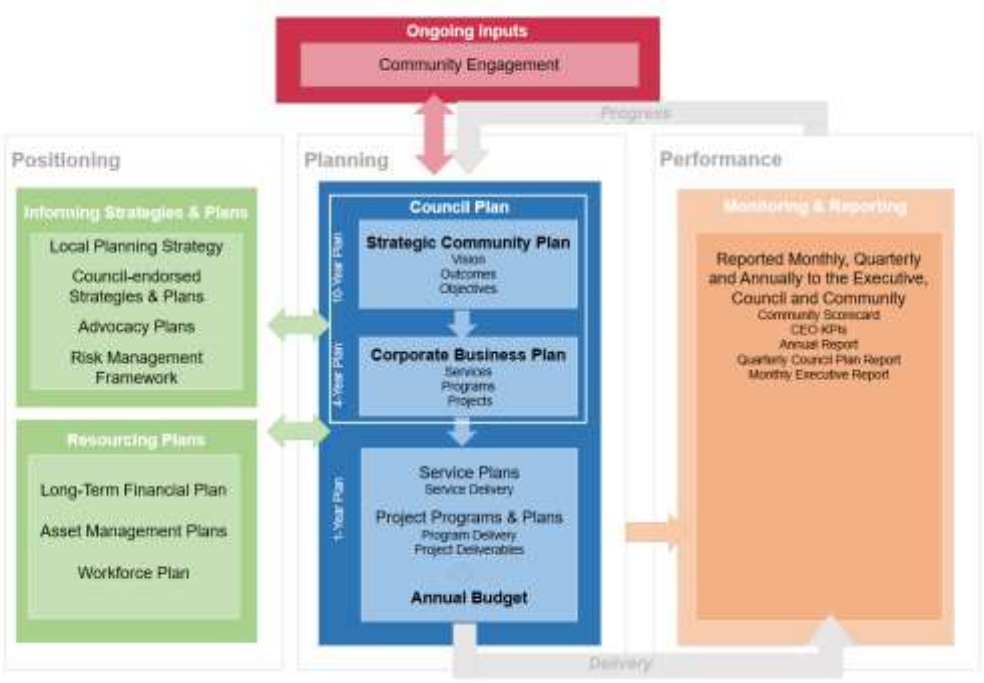
Integrated Planning and Reporting Framework

The Integrated Planning and Reporting Framework (IPRF) provides a structured approach for local governments to sustainably plan, resource (across finance, workforce, and assets), deliver, monitor/report and review their Strategic Community and Corporate Business Plans. It underpins continuous improvement and enables contemporary, effective service and project delivery that is strategically aligned to the community's desired outcomes and objectives. Importantly, the framework provides the mechanism for translating high-level strategy into operational delivery through services, projects, and programs.

The diagram below illustrates how the components of the Integrated Planning and Reporting (IPR) Framework connect and align to deliver the Council Plan.



Informing (Resourcing) Plans

Within the IPR Framework, the Informing (Resourcing) Plans – the Long-Term Financial Plan, Workforce Plan, and Asset Management Plans – play a critical role in sustainably resourcing the Council Plan. These plans ensure that desired outcomes and objectives identified in the Council Plan are not only aspirational but also achievable, by aligning long-term funding, workforce capability, and asset management responsibilities. Together, they provide the evidence base and resource parameters to guide decisions, balance service and project delivery with financial sustainability, and ensure the City's commitments (services, projects, and programs) are delivered responsibly, sustainably, and for the long term.

Roles

Council

Council is responsible for *setting the strategic direction for the district*. This includes planning for the future by establishing the community's vision and priorities, overseeing the allocation of finances and resources, and determining the services and policies needed to achieve these outcomes. Through the IPR Framework, Council ensures that long-term strategies are in place to guide sustainable decision-making and provide accountability to the community.

CEO (the Administration)

The CEO is responsible for *implementing Council's strategic direction*. This involves developing the detailed plans, budgets, workforce and asset strategies that support delivery, and ensuring the Administration's operations align with Council's adopted direction. The CEO also reports on progress, performance, and resource use, enabling Council to monitor outcomes and fulfil its statutory oversight role.

The distinct but complementary roles of Council and the CEO (the Administration) in IPR Framework are summarised below. The table highlights how Council provides strategic leadership and oversight, while the CEO ensures delivery by the Administration through effective management and reporting, with references to the relevant sections of the *Local Government Act 1995.*

Council's Role	CEO's Role (the Administration)
Strategic Direction – Council is responsible for setting the community vision and long-term priorities, ensuring the local government plans strategically for the future of the district. *(Ref: LGA 1995 s.2.7(2)(b) & (d))*	**Implementation** – The CEO is responsible for developing and delivering the plans, programs, and resources that give effect to Council's adopted direction. *(Ref: LGA 1995 s.5.41(d), (e))*
Oversee Resources – Council oversees the allocation of the local government's finances, assets, and workforce at a strategic level. *(Ref: LGA 1995 s.2.7(2)(a))*	**Manage Resources** – The CEO ensures finances, assets, and workforce are managed efficiently and effectively to support delivery of Council direction. *(Ref: LGA 1995 s.5.41(d), (e))*
Policy and Accountability – Council determines policies, sets the overall parameters for service delivery, and monitors performance to ensure commitments to the community are met. *(Ref: LGA 1995 s.2.7(2)(b) & (c))*	**Operations and Reporting** – The CEO manages day-to-day operations, provides professional advice, and reports on progress and performance against the Council Plan. *(Ref: LGA 1995 s.5.41(a), (d), (i))*

~~The *Local Government Act 1995* requires all local governments to plan for the future of the district. The Strategic Community Plan and Corporate Business Plan form the City's Council Plan for the Future 2024 – 2034 plan for the future, supported by the Long Term Financial Plan, Asset Management Plan, Diversity, Equity, Inclusion and Belonging Plan, Informing Strategies and Annual Budget. These have all been prepared to achieve compliance with the *Local Government (Administration) Regulations 1996*. Development of these plans also aligns with the Department of Local Government's , Sport and Cultural Industries' Integrated Planning and Reporting Framework and Guidelines.~~

~~The Integrated Planning and Reporting Framework (IPFR) aims to ensure integration of community priorities with strategic planning for the City of Melville, as well as the implementation of the objects that have been set from these priorities.~~

~~The Council, Community and Administration each has a unique role and responsibilities for the development of effective and sustainable integrated plans for the local area, and reporting on the progress of those plans.~~

~~A successful integrated planning and reporting process will deliver a:~~

- ~~Strategic Community Plan that clearly links the community's aspirations with the Council's vision and long term strategy~~
- ~~Corporate Business Plan that integrates resourcing plans and specific council plans with the strategic community plan~~
- ~~clearly stated vision for the future viability of the local area.~~

~~The Integrated Planning and Reporting Framework:~~

- ~~recognises that planning for a local government is holistic in nature and driven by the community~~
- ~~builds organisational and resource capability to meet community need~~
- ~~optimises success by understanding the integration and interdependencies between the components~~
- ~~emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.~~

~~The Integrated Planning and Reporting Guidelines provide a process that aims to:~~

- ~~ensure community input is explicitly and reliably generated~~
- ~~provide the capacity for location-specific planning where appropriate~~
- ~~update long term objectives with these inputs~~
- ~~identify the resourcing required to deliver long-term objectives, and~~
- ~~clearly convey long term financial implications and strategies.~~

~~The Long Term Financial Plan, Asset Management Plan and Workforce Plan are referred to collectively as the "core" informing strategies. The diagram below shows the relationship between these informing strategies, community input, the City's Vision and reporting mechanisms~~

~~The Diagram below shows how all of the elements of the framework fit together to deliver council priorities which are informed by the community vision and aspirations. The IPR provides a framework for establishing local priorities that are linked to operational functions.~~

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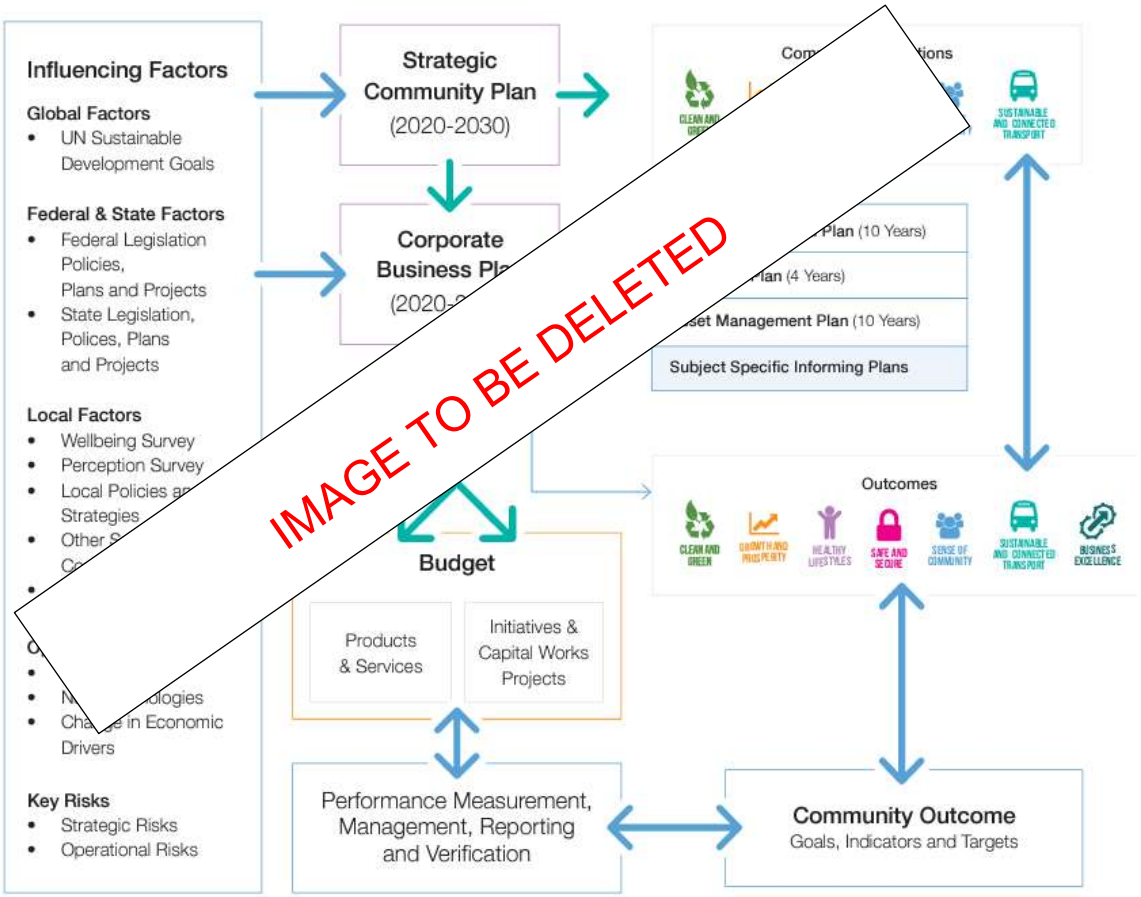
Influencing Factors
Global Factors
UN Sustainable Development Goals
Federal & State Factors
Federal Legislation Policies, Plans and Projects
State Legislation, Polices, Plans and Projects
Local Factors
Wellbeing Survey
Perception Survey
Local Policies a
Strategies
Other S
Drivers
Key Risks
Strategic Risks
Operational Risks
Strategic Community Plan (2020-2030)
Corporate Business Pl
(2020-
Plan (10 Years)
Plan (4 Years)
et Management Plan (10 Years)
Subject Specific Informing Plans
Budget
Products & Services
Initiatives & Capital Works Projects
Performance Measurement, Management, Reporting and Verification
Outcomes
Community Outcome
Goals, Indicators and Targets
IMAGE TO BE DELETED

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4.1.2 Council Plan for the Future 2024 – 2034

The City of Melville Council Plan for the Future was adopted by absolute majority decision at the 20 August 2024 Ordinary Meeting of Council. The document was crafted through the major reviews of the City of Melville Strategic Community Plan 2020 – 2030 and the Corporate Business Plan 2020 – 2024, integrating these documents into the Council Plan for the Future 2024 – 2034 (the Plan). A guiding document for the City which is community informed, Council led and meets the requirements of s5.56(1) of the *Local Government Act 1995.*

The Plan focuses on five key outcome areas:

4.1.3 ~~Strategic Community Plan~~

~~The City of Melville's Strategic Community Plan 2020-2030 was adopted by absolute majority at the 15 September 2020 Ordinary Council Meeting.~~

~~The Plan takes into account current and expected changes in community demographics, social issues and local, national and global influences. It is the primary strategic planning document and must be reviewed every four years but can also be reviewed at a strategic level every two years.~~

~~The Strategic Community Plan shapes the service delivery policy of the City of Melville for a 10-year period. The plan focuses on six Community Aspirations:~~

- ~~Clean and Green: Clean and well-maintained parks, reserves, natural areas and public open spaces where everyone can socialize, be active and be safe;~~
- ~~Growth and Prosperity: Encourage development of small businesses in our suburbs and local communities;~~
- ~~Healthy Lifestyles: Opportunities for healthy activities both indoors and out and about in local parks and suburbs walking, running, cycling and exercising individually or in groups;~~
- ~~Safe and Secure: People feel safe and secure at all times wherever they are and whatever they are doing.~~
- ~~Sense of Community: A range of local community services, events and cultural activities throughout the year for people to get to know one another and do things together; and~~
- ~~Sustainable and Connected Transport: Better public transport, cycling and walking infrastructure and responsive traffic management.~~

4.1.4 ~~Corporate Business Plan~~

~~The City of Melville Corporate Business Plan 2020-2024 outlines the City's key priorities over a four year period. It provides a clear line of sight to the delivery of the Strategic Community Plan's strategic objectives. The updated Corporate Business Plan 2020-2024 was adopted by absolute majority at the September 2020 Ordinary Meeting of Council.~~

~~Relevant information from the Long Term Financial Plan, Asset Management Plans, Workforce Plan and key informing plans has been incorporated into the Corporate Business Plan.~~

4.1.5 Land Use Planning and Building Controls

~~When is a Council not a Council? When it is a planning authority.~~ The Council has responsibilities under planning legislation to make determinations on a range of planning matters in a range of different decision making capacities. The Council will act as a planning authority when they are undertaking responsibilities under state planning legislation. Under legislation, the City of Melville is responsible for ~~the~~ developing planning schemes, proposing amendments to planning schemes, supporting or rejecting changes proposed by others and making decisions on certain developments in accordance with the planning scheme. Whilst the final decision on planning schemes falls with the Minister for Planning, Councils initiate the processes and provide the final recommendations to the Minister on advice from Administration.

The City administers its land use planning and building controls through planning schemes as well as supporting ~~a highly regulated~~ planning frameworks which are highly regulated to ensure land use and development is effectively controlled to facilitate appropriate social, economic and environmental outcomes for the community.

Principal services provided include but are not limited to:

1. Assessment of Development applications for various land uses and development types
2. Preparation of and amendments to the City's Local Planning Scheme including assessment of proponent led Scheme Amendments
3. Subdivision application and Metropolitan Region Scheme Development application assessment and referrals to the Western Australian Planning Commission.
4. Development of new and review of existing Local Planning Frameworks including policies, structure plans and strategies ~~Policies~~
5. Assessment of Building permits for various development ~~land uses~~
6. Compliance Services - Planning and Building

Key planning and building statutes include but are not limited to:

1. Planning and Development Act 2005 and supporting regulations
~~2. Planning and development (Local Planning Schemes) Regulations 2015~~
2. Metropolitan Region Scheme
3. Local Planning Scheme No 6
4. Local Planning Strategy 2016
5. Building Act 2011 and supporting regulations
~~6. Building Regulations 2012~~
6 Residential Design Codes
7. Local Government Act 1995 and supporting regulations
8. Local and State Planning Policies and Local Laws
9. Strata Titles Act 1985

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4.1.6 Small Business Friendly Local Government

The City of Melville was one of the first three local governments to take part in the State Government funded Small Business Friendly Approvals Program, led by the Small Business Development Corporation (SBDC).

The Small Business Friendly Approvals Program aims to streamline the process of obtaining business licences and trading permits from local government authorities and is part of a package of State Government initiatives to accelerate regulatory reform to support economic recovery from the impact of COVID-19.

Working with the SBDC, the City of Melville has identified 25 reform opportunities which have been identified in the Small Business Friendly Approvals Program Action Plan. The City is working to progress the recommendations within the Action Plan.

The City's aim is to create real change for our small business community.

4.1.7 Disability Access and Inclusion Plan

Part 5 Disability Services Act 1993 – Disability access and inclusions plans by public authorities.

Council Policy – CP-084 Disability Access and Inclusion Policy

The City of Melville believes that a community that recognises and promotes its diversity and supports the participation and inclusion of all its members, makes for a richer community life and positive contribution to social justice.

The City's Access Advisory Panel (AAP) advocates for the access requirements for people with disabilities, older people and promotes universal access across our City. The main function of the panel is to provide insights into built environments and event plans within out City that comment on accessibility factors.

There are statutory requirements for the City of Melville to achieve disability inclusivity, and the aim of the Disability Access and Inclusion Plan 2024 - 2029 is to ensure services and facilities can be made more open, inclusive and accessible for people with a disability.

The City is committed to both compliance with its legislative requirements and community engagement and will continue to pursue improvement in relation to these issues.

4.1.8 Reconciliation Action Plan

Australian Aboriginal and Torres Strait Islander cultures are the oldest continuous living cultures in the history of the world – they go back at least 50,000 years. There are many Aboriginal and Torres Strait Islander cultures in Australia, made up of people from a rich diversity of tribal groups

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throughout Australia which each speak their own language and have distinctive cultural beliefs and traditions.

The Aboriginal Bidi (paths) have become today's highways and roads. When the Southwest was explored by the Europeans, they commented on the existence of well cleared paths and tracks between major campsites and places where favourite food and other resources could be collected. Early colonial roads frequently followed the line of Whadjuk tracks as many of these tracks passed water resources.

The development of the City of Melville's second Stretch Reconciliation Action Plan 2025 - 2028 (RAP) marks an important milestone and will guide the way our organisation listens to, empowers and works with First Nations peoples to achieve ~~better~~ meaningful community outcomes for all. The City has been on a ~~10 year~~ ambitious journey from our first Reconciliation Plan in 2013 to now ~~developing~~ implementing and embedding our second stretch RAP which reflects considerable leadership, engagement and commitment by First Nations peoples, community, staff and Elected Members.

The Stretch RAP outlines the actions the organisation will take over the next three years to recognise and respect First Nations peoples, develop strong relationships and help overcome inequity.

By publicly declaring its commitment to reconciliation, the City of Melville creates a just, equitable and reconciled future for our community. The Stretch RAP is championed by the City of Melville leadership teams with stewardship, guidance and direction from the RAP Working Group. The Group comprises of, First Nations representatives, Traditional Owners, appointed Elected Members, community members and staff to ensure the strengthening of relationships, respect and trust in delivering meaningful change.

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4.1.9 *Directions from Young People – Youth Strategy 2022 - 2025*

The Directions from Young People – Youth Strategy 2022-2025 (DFYP) guides how the City of Melville will deliver initiatives and plans in partnership with young people that support their health, wellbeing and connection to community. The DFYP is the result of a youth-led approach to develop the strategy by engaging eight youth peer researchers to help us talk with more than 550 young people during 2021/2022.

The DFYP provides a snapshot of who are young people are and the priority actions for City of Melville to undertake to address the needs and gaps identified in the Strategy. The following four Priority Actions have been identified:

- Explore the development of more dedicated youth spaces in the City;
- Establish a youth-focused communication channel;
- Appoint a Youth Steering Group or similar, comprised of local young people to over the delivery of the Strategy;
- Develop a whole of City Youth Engagement Toolkit.

4.1.10 *Climate Action*

The City of Melville is committed to being carbon neutral across our organisation by 2030 and net zero carbon emissions across our local government geographical area by December 2050.

The City's Corporate Climate Action Plan (Corp CAP) brings together the actions to tackle climate change, build resilience, and minimize the vulnerability of our organisation.

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The Climate Action Reference Group (CARG) consists of 24 community members who develop ideas and voice priorities for community engagement on climate action, focusing on ways to reduce CO2 emissions and climate change-induced risks as well as contribute towards the City's Climate Acton Plan.

Being the government closest to the people, the need for local government to respond to, and manage, the impacts of climate change has never been greater. The City of Melville is on the in addressing climate change and has an important leadership role to play.

The Community Climate Action Plan (Com CAP) identifies the climate-related risks and challenges facing our communities, while also presenting opportunities for the City of Melville to assist its residents in overcoming them. It also highlights where residents, businesses and community groups can take action now to live in a more sustainable, resilient and biodiverse community.

4.2 Financial planning

4.2.1 Financial management

The *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* set out stringent requirements for local governments and in addition, the City of Melville's financial management strategies employ relevant accounting principles and standards.

The Council is ultimately responsible for the financial management of the City of Melville. This requires the Council to develop and oversee:

- Annual budgets;
- Long term financial planning;
- Policies for matters such as infrastructure renewals/replacement, asset acquisition, resource allocation, and efficiency and effectiveness of resource delivery;
- Risk management in relation to debt, assets and liabilities; and
- Performance management including obtaining reports and monitoring the administration of financial affairs.

~~The Council has also established the Financial Management, Audit, Risk and Compliance Committee to oversee the financial operations of the City of Melville.~~

4.2.2 CEO and administration's role in financial management

The CEO is accountable to the Council for managing the administration and operations of the City including its financial management ~~of the City of Melville~~.

The CEO ensures that financial management practices are established and maintained at the highest standard, including:

- Implementing appropriate systems in place for sound financial management;
- Developing and managing an organisational structure supported by experienced staff, relevant policies and procedures and adequate resources;
- Ensuring suitable controls are in place to manage financial systems and resources;
- Developing suitable internal review mechanisms;

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- Ensuring compliance with legislative and regulatory requirements;
- Regular internal auditing of systems and procedures;
- Annual auditing by the Office of the Auditor General.

The CEO must review the appropriateness and effectiveness of the City of Melville's:

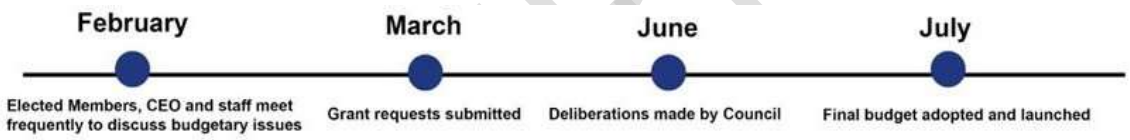
- Financial management systems and procedures; and
- Risk management systems and procedures.

4.2.3 Budget

The annual budget is developed in accordance with the ~~Strategic Community Plan objectives, the Corporate Business Plan~~ Council Plan for the Future 2024 – 2034 and the Long Term Financial Plan to set out the Council's priorities and the allocation of resources to those priorities for the upcoming financial year. The budget contains:

- A statement of comprehensive income by nature or type;
- A statement of comprehensive income by program;
- A statement of cash flows;
- Rate setting statement; and
- Notes to and forming part of the budget.

Budget adoption process



During the annual budget adoption process, Elected Members, the CEO and staff meet frequently to discuss budgetary issues such as:

- Council Plan- Corporate Business Plan Priorities;
- New projects;
- Ongoing projects;
- Rates;
- Grants; and
- Services provided.

This process begins in February, when the Council reviews the Corporate Business Plan priorities, service plans, project plans and budget requirements of all directorates which are compiled over a few months.

When adopting the budget, the Council must take into account all of its expenditure, revenue and income. The final adoption and public launch of the annual budget usually takes place in June and no later than August.

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4.2.4 Long Term Financial Plan

The Long Term Financial Plan is a ten year financial projection taking into consideration income, operational and capital expenditure. The financial estimates of projects and initiatives outlined in the Corporate Business Plan has been included in the financial projection. This pivotal document is one of the informing strategic documents that assists in prioritisation of projects and ensures clarity in relation to the City of Melville to securing its financial sustainability.

In developing the Long Term Financial Plan, the City of Melville follows standard financial planning principles including identifying potential future revenue sources and undertaking risk management strategies in relation to debt, assets and liabilities.

4.2.5 Procurement processes

The City seeks to ensure all procurement activities:

- demonstrate best value for money is attained by the City;
- are compliant with relevant legislation;
- are recorded in complaint with the *State Records Act 2000* and the records management practices and procedures of the City;
- promote openness, transparency, fairness and equity to all suppliers;
- contribute to sustainable environmental and social outcomes and encourage local economic activity;
- preference carbon neutral and low carbon options aimed at reducing the City's carbon footprint;
- are conducted in a consistent, ethical and efficient manner across the City

Where a contract for goods or services is valued between $0 and $249,999 (depending on the complexity of the purchase) the City of Melville follows a process of requesting quotes from the public in accordance with the City of Melville's Procurement Policy.

4.3 Tender processes

Section 3.57 Local Government Act – Tenders for providing goods and services

Part 4 Local Government (Function and General) Regulations 1996 – Provision of goods and services

The Local Government Act and the *Local Government (Function and General) Regulations 1996* requires the City of Melville to determine the criteria that will be applied to a tender process prior to advertising its tender invitation to the public. There are some requirements regarding advertising, such as times when it must be State-wide advertising, which the City of Melville must comply with.

The City of Melville has obligations under the Local Government Act and *Local Government (Function and General) Regulations 1996* in relation to the tenders for projects, and in particular Regulation 11 requires that the City must invite tenders before it enters into a contract for the

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supply of goods or services where the consideration is or is expected to be more than $250,000 (unless excluded under the regulations).

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When developing a project which will be opened to tender, the City of Melville must:

- Develop a relevant scope of works with sufficient detail to enable a tenderer to have a clear understanding of the nature of the project, relevant timeframes, deliverables and other critical details;
- Develop evaluation criteria for the tender project giving consider to:
  - Quality;
  - Capacity to deliver;
  - Regional capacity and experience;
  - Sustainability/lifecycle;
  - Relevant experience;
  - Methodology/demonstrated understanding;
  - Key personnel;
  - Tenderer's resources; and
  - Price/schedule of rates.
- Where it varies information provided, ensure that all tenderers are given notice of the variation.

Regulation 12 *of Local Government (Function and General) Regulations 1996* prevents a project from being broken down into smaller contracts for consideration less than $250,000 in order to avoid the tender process requirements.

The CEO must keep a Tender Register, and must make the Register information available for public inspection including by publishing the on the City of Melville's website

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4.3.1 Grants, Scholarship and Sponsorship Opportunities

The City offers a range of Grants, Scholarships and Sponsorship opportunities, with information available on the City's website, these include:

- The My Community Grants Program. This program has a number of streams with applications open from July to April.
- ~~Project Robin Hood. This program happens every two years and offers grants for community ideas, project and events to bring people together.~~
- Friendly Neighbourhood Grants are available to individuals and community groups to host events that connect local communities.
- Youth Sport Grants are available to provide funding for young residents to represent their sport at a State or National level
- Youth Sport Scholarships provide one year of access o Leisurefit Booragoon and Leisurefit Melville to compliment training regimes.

4.4 Infrastructure management

The CEO has responsibility for developing and overseeing an asset management strategy that includes short, medium and long term financial management and allocation of appropriate organisational resources to ensure the City of Melville is able to maintain and provide appropriate Council facilities and services to meet the Council Plan ~~Council's Strategic and long term~~ outcomes and objectives.

The City's economic vibrancy, community well-being and environmental values are sustained and enhanced by financially, socially and environmentally responsible infrastructure investment and management.

The City of Melville has developed an Infrastructure Strategy 2016-2036 to establish a framework for its long term, sustainable management of its infrastructure and other assets to be accountable and employ best practices across all areas of the organisation.

The Infrastructure Strategy seeks to:

- Provide the City and the Community with a clear view of the state of the City's core infrastructure and priorities for investment.
- Identify significant issues and possible solutions for infrastructure assets and provide a strategic direction that reflects current and future expectations.
- Provide the basis for long-term financial plans and budgets for infrastructure.

4.5 Business Management

4.5.1 Business plans for major trading undertakings

Section 3.59 of the Local Government Act – Commercial enterprises by local governments requires that the City of Melville prepare a business plan for any major trading or land undertaking. This means that where:

- the City of Melville completed or will complete a trading undertaking where its expenditure is in excess of $5,000,000; or
- the total value of consideration being paid for land plus anything being done by the City of Melville to achieve that transaction exceeds $10,000,000 or 10% of the operating expenditure for the last financial year (whichever is the lesser),

the City of Melville must:

- prepare a business plan setting out, amongst other matters, the impacts of the undertaking on the provision of facilities and services and those who provide them, the financial position of the City of Melville and the ability of the City of Melville to manage the undertaking;
  - give State-wide notice of the proposed transaction;
  - allow inspection of the business plan and publish it on its website; and
  - accept submissions in relation to the business plan.

Currently, the City of Melville's threshold for a business plan is $8,000,000 or 10% of operating revenue, whichever is greater.

An absolute majority of the Council is needed in order to proceed with any major land or trading undertaking.

4.5.2 Disposal of property

When the City of Melville disposes of property by sale, lease or otherwise (unless it does so by public auction or tender) it is required to give public notice of its proposed disposal and allow at least two weeks for submissions from the public regarding that proposal. The notice must

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include the names of the relevant parties, what consideration (eg. purchase price or annual rent) will be received by the City of Melville and the market value (current within six months).

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4.6 Risk Management

4.6.1 Risk Management Framework

The City of Melville has developed its Risk Management Framework and CP-099 Risk Management Policy in accordance with AS/NZS ISO-31000:2018 Risk Management Principles and Guidelines. The Risk Management Framework supports good governance by the City of Melville by providing an effective structure to assess, review and manage risks, as well as ensuring role clarity and transparency in respect of these processes.

The City of Melville maintains internal operational and strategic risk registers which are contributed to by staff (through appropriate reporting channels) in the event a risk is identified.

The City of Melville is committed to ensuring that risks are identified, assessed and registered and subsequently reviewed regularly by the CEO and Executive and Management Leadership Teams and the Audit, Risk and Improvement Committee.

4.7 Insurance

The City of Melville has comprehensive insurance through the Local Government Insurance Scheme.

4.8 Governance

4.8.1 Development and review of policies and procedures

The Council is responsible under the Local Government Act for determining a variety of local government policies to provide the Council and employees with the detail and framework needed to make decisions and provide services in a way that is consistent, fair and proper.

Strategic policy development, on behalf of the community, is one of the most important roles for Elected Members to participate in. An essential element of policy development is identifying community needs, setting objectives to meet those needs, establishing priorities between competing needs and allocating appropriate resources.

There are three types of policies developed by the City:

- Council Policies: these are strategic policies which guide the management and development of the City of Melville's resources, facilities, assets and services, as well as the financial management systems. These policies are a decision of the Council and sets out agreed views and direction with respect to a particular area of responsibility.

- Local Planning Policies: provide a consistent approach to the way in which certain types of planning applications and forms of development are assessed and determined by the City. These policies are endorsed by the City.

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- Operational policies: administrative and operational policies for internal purposes that guide officers in administrative matters. These policies are endorsed by the Executive Leadership Team.

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4.8.2 Legislative compliance

An important element of governance is compliance with all legislative and regulatory requirements. This is important because it:

- Demonstrates the City of Melville's commitment to the democratic principles that underlie the Council's formation and function;
- Ensures consistency, fairness, transparency and accountability in the functions of the Council and the administration;
- Ensures the City of Melville meets the expectations of the community;
- Ensures the City of Melville acts within but does not exceed the scope of its authority; and
- Demonstrates leadership and models the expectations it has for the community.

The City of Melville is committed to ensuring regular review of its policies, procedures and mechanisms to ensure that it is compliant across all levels of the organisation.

In addition to the Local Government Act, the City of Melville must comply with (without limitation):

- *Public Interest Disclosure Act 2003;*
- *Corruption, Crime and Misconduct Act 2003;*
- *Equal Opportunity Act 1984;*
- *Parliamentary Commission Act 1971; and*
- *Freedom of Information Act 1992*
- *Industrial Relations Act 1979*
- *Work Health and Safety Act 2020 (for WA)*
- *State Records Act 2000*

4.8.3 Local laws

Section 3.5 of the Local Government Act provides the City of Melville the ability to make local laws it considers necessary for the good governance of the community, in accordance with the community's expectations and standards.

The local laws provide rules and guidelines which enable the City of Melville to deliver good services and amenities for the community and govern activities on private and public land. Local laws have the status of legislation and are enforceable by the City of Melville. The City of Melville may authorise officers to enforce the local laws on its behalf, which may include financial penalties.

The Local Government Act sets out a process that must be followed by the City of Melville to adopt local laws. The City of Melville works closely with the ~~DLGSCI~~ Department of Local Government when considering and amending local laws to ensure compliance with legislative requirements. Public comment is sought through a six week advertising period and considered before any proposed laws are accepted and adopted. The final stage of enacting local laws are for them to be gazette and considered by the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

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The City of Melville is required under the section 3.16 of the Local Government Act to review all of its local laws every ~~eight~~ fifteen years from the date they came into operation or from the date they were last reviewed. This process also allows for community consultation and feedback.

The current City of Melville local laws are:

- Activities in Thoroughfares, Public Places and Trading Local Law (2014); and
- Cat Local Law (2025)
- Dog Local Law (2021);
- Fences Local Law (2025);
- Health Local Law (1997);
- Local Government (Meeting Procedures) Local Law 2022
- Local Government Property Local Law (2010);
- Parking Local Law (2023);
- Street Numbering Local Law (1997);

4.8.4 Mandatory registers

Part of the transparency and accountability of the City of Melville is achieved through the public availability of statutory registers including:

- Electoral gift register;
- Gift register (including travel contributions);
- Complaint register;
- Councillor training register;
- CEO delegated authority register; and
- Other authorised person delegated authority register.

These registers are updated in a timely manner and published on the City of Melville's website in accordance with the requirements of the Local Government Act.

Local government reform will introduce further mandatory registers which include:

- Local government leases;
- Grants of money to other persons or businesses;
- Contracts for goods and services; and
- Development applicant contributions.

These will be required to be published on the City's website and updated every three months

~~The current Local Government Reform process seeks to provide increased transparency and accountability to the community and has highlighted that it will be mandatory to provide further information to the community in easily accessible formats such as registers. Where the City does not already provide this information it will seek to do so in a timely manner.~~

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4.9 Local Government Reform

The Department of Local Government is reforming the *Local Government Act 1995.* The propose reforms are based on 6 themes:

1. Earlier intervention, effective regulation and stronger penalties.
2. Reducing red tape, increasing consistency and simplicity.
3. Greater transparency and accountability.
4. Stronger local democracy and community engagement.
5. Clearer roles and responsibilities.
6. Improved financial management and reporting.

The *Local Government Amendment Act 2024* is now in effect and information and updates on the progress ~~on the Reform~~ of the implementation of the Reform under the Amendment Act ~~Local Government Act~~ can be found on the Department of Local Government website.

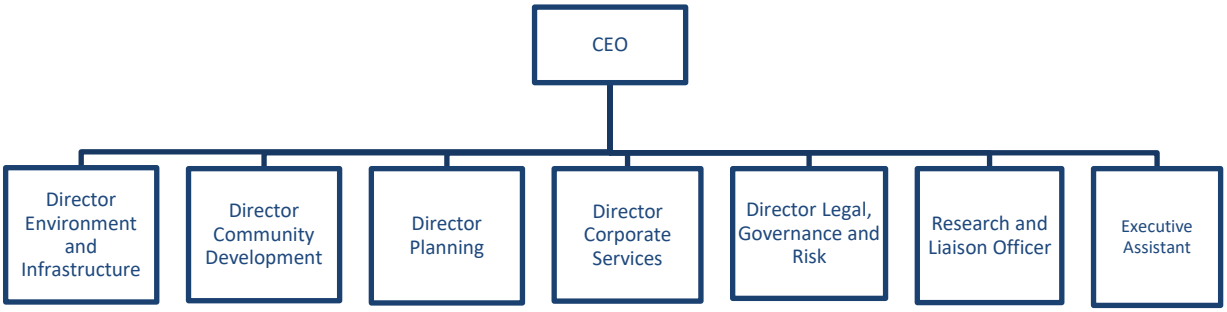
The Council, through the Governance Committee ~~will be~~ is provided with quarterly reporting on the City's progress in implementing the outcomes of the Local Government Reform process.

5 ORGANISATIONAL FRAMEWORK, DECISION MAKING PROCESSES AND ROLE DEFINITIONS

The City of Melville relies on teamwork to achieve its goals, and therefore it requires all Elected Members and employees to engage in open and honest communication and show respect for each other and others at all times. In addition to enabling a collaborative environment, good governance of the City of Melville requires all members of the organisation to understand their own role and responsibilities as well as the roles and responsibilities of others.

This section of this Governance Framework sets out the roles of key figures in the local government organisation and the principles that the City of Melville considers critical to effective working relationships between those key figures to exercise decision-making obligations and administrative functions.

In 2022/2023, a realignment of the organisation structure was undertaken to ensure appropriate separation and provide clarity in reporting arrangements. In developing the organisational structure, consideration was given to improvements in governance, planning and building functions and organisational culture. Each of these areas were identified as priority focus areas through a recent cultural review.



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5.1 Executive Leadership Team and Areas of Responsibility

The Executive Leadership Team is comprised of the Chief Executive Officer, ~~four~~ five Directors, ~~two Executive Managers~~ and support staff.

5.1.1 Executive Leadership Team

- Director Corporate: including people and culture, finance, procurement, information technology, ~~governance~~, information management, sustainability and performance and risk.
- Director Environment and Infrastructure: including waste management, fleet management, civil maintenance and construction, parks and natural areas, and engineering design.
- Director Community Development: including responsibility for community safety, ranger services, arts and culture services, community development, marketing and communications, engagement, events and customer service;
- Director Planning: including planning services, environmental health services, building services
- Director Legal, Governance and Risk: including legal services framework, governance framework, enterprise risk management framework.

5.1.2 Employees

Section 5.51A of the *Local Government Act 1995* requires the CEO to implement a Code of Conduct for employees.

In accordance with the Code of Conduct, every person at the City has a responsibility to ensure they, and those around them, work in a safe and healthy work environment. By making appropriate decisions and holding each other accountable, so as to deliver on the City values - Excellence, Participation, Integrity and Caring, which includes:

(a) acting ethically, and in accordance with the City's EPIC values;

(b) making decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;

(c) acting in good faith (i.e. honestly, for the proper purpose, and without exceeding your level of authority) in the best interests of the City and the community;

(d) dedicating their whole time and attention to the City's business requirements while working;

(e) performing duties to the best of their ability including reporting your workplace 'fit for work', which includes not being impaired by alcohol or drugs when performing your duties;

(f) complying with any lawful and reasonable directions given;

(g) not engaging in any misconduct as defined in the *Corruption, Crime and Misconduct Act 2003;*

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(h) ensuring they are familiar with and comply with applicable legislation and regulations, local laws, City policies and CEO instructions.

~~Employees are engaged to fulfill roles and complete tasks in the interest of the City of Melville and the community.~~

~~Employees promote and reflect good governance when they:~~

- ~~Uphold the City of Melville's standards and values;~~
- ~~Make decisions within the confines of their relevant delegated authorities and keeping records of such decisions;~~
- ~~Comply with the Code of Conduct – Employees, and policies and procedures for matters including disclosure of gifts, record keeping, confidentiality, professionalism in the workplace and management of conflicts of interest;~~
- ~~Use resources effectively and without waste; and~~
- ~~Perform duties capably and professionally.~~

5.2 WORKING RELATIONSHIPS

5.2.1 Effective working relationships

Good governance of the City of Melville requires effective relationships for decisions to be made and outcomes successfully delivered for the benefit of the community. Conversely, poor working relationships can result in delays or failure to make effective decisions and can result in the erosion of public confidence in the Council and the City of Melville.

Effective relationships require:

- Role clarity;
- Understanding of and respect for individual roles;
- Inclusivity and encouragement for all views to be expressed and respected; and
- Open and respectful communication, supported by the Elected Members Communication Agreement.

5.2.2 Relationships between Mayor and Councillors

The Local Government Act outlines the role of mayor in section 2.8.

~~As leader of the Council,~~ The Mayor is to provide leadership and guidance to the Council and council members and promote, facilitate and support positive and constructive working relationships amongst the Elected Members. ~~must encourage and facilitate all Councillors to express views, ensure Councillors are respectful in their dealings with and about each other and facilitate open communication between all Councillors~~.

The Mayor is the first point of contact in the event of there being disputes between Councillors and provides assistance to Councillors in relation to their roles and responsibilities. This

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advisory and support role is an important aspect of the Mayor's functions as it is a critical aspect of the efficacy of the Council and good governance of the City of Melville.

The Councillors must show respect for the Mayor's role (both in Council and the community).

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5.2.3 Relationship between Mayor and CEO

The Mayor and CEO must communicate openly, honestly and frankly about all matters concerning the City of Melville. The Local Government Act provides for the Mayor to liaise with the CEO on the local government's affairs and performance of its functions.

It is critical that they keep each other informed about all important issues or information about which they should each know to properly do their job and avoid "surprises" at events. To achieve this, the Mayor and CEO ~~should~~ liaise and meet regularly and consistently (subject to the need to ensure a clear separation of powers as to their respective roles).

Role clarity is also critical to the effective relationship between the Mayor and the CEO. In particular, understanding is required by each of them as to:

- The Mayor has status and leadership capacity but no direct authority in their own right;
- The CEO has direct authority under the Local Government Act; and
- Whilst under the Local Government Act, the Mayor has the authority to speak on behalf of the City of Melville, on occasion it is more appropriate for the CEO to do so, with the agreement of the Mayor.

5.2.4 Relationships amongst Councillors

The Local Government Act and the Code of Conduct Elected Members, Committee Members and Candidates set out matters relating to the relationship of Councillors, and community standards also set expectations for the conduct of Councillors.

Elected Members are members of a team and therefore to deliver successful outcomes to and for the benefit of the community through respectful collaboration and compromise. Elected Members should promote constructive working relationships by:

- Communicating directly and openly with each other;
- Treating each other with respect, courtesy and fairness;
- Resolving disputes or conflict respectfully;
- Recognising that the manner of their behaviour can either generate or erode their credibility and community trust in them and the Council as a whole;
- Not airing grievances publicly, in a personal attack or in a way that undermines another Councillor;
- Fostering goodwill amongst each other;
- Recognising that Councillors may advocate for matters of concern or interest to them or their constituents;
- Not using offensive or derogatory language when referring to another person;
- Not disparaging the character of another Elected Member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- An Elected Member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

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5.2.5 Relationships between CEO and Elected Members

Section 2.7(3) of the Local Government Act requires that the Council have regard to the principle that it's governing role is distinct from the CEO's executive role. It is essential tha both the Council and the CEO maintain a clear understanding and mutual respect for these separate responsibilities, ~~There must be a clear understanding between the CEO and Elected Members as to their respective roles,~~ for them to have good working relationships. Councillors must understand the CEO's legislative and delegated and legislated authority and its role in implementing the City of Melville's goals and strategies as well as supporting and advising the Council. In addition, open and frank communication, and clear structures and protocols, are critical.

5.2.6 Relationships between Elected Members and employees

Employees are employed by, and accountable to, the CEO (not the Council or any individual Councillors). Elected Members must not give direction to employees.

For there to be good working relationships between Elected Members and employees, there should be:

- Structures and protocols for appropriate communication and information exchange (in particular, advice should be sought from the CEO and senior staff rather than from employees directly);
- Clear understanding of the roles that they each perform; and
- Clear understanding of the legislative and regulatory requirements, policies and procedures that each person is required to comply with.

Elected Members should not seek to foster special relationships with employees for the purpose of seeking information that may not otherwise be available to Councillors, attempt to influence an employee or act in a threatening or abusive manner towards an employee. This includes unauthorised access to the City's administration areas.

5.3 COUNCIL'S DELEGATION OF ITS DECISION-MAKING AUTHORITY

5.3.1 Delegation to CEO

Section 5.42 of the Local Government Act enables the Council to delegate its capacity to exercise any of its powers or duties to the CEO, except for those listed in section 5.43:

- Any power or duty that requires a decision of an absolute majority of Council;
- Accepting a tender which exceeds an amount determined by the City of Melville;
- Appointing an auditor;
- Acquiring or purchasing any property valued at or above the limit determined by the City of Melville;
- Determining fees, allowances and expenses of Elected Members and committee members;
- Borrowing money on behalf of the City;
- Hearing or determining an objection of a kind referred to in section 9.5 of the Local Government Act;
- The power to authorise a person to sign documents on behalf of the City of Melville;

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- Any power or duty that requires the approval of the Minister or Governor; and
- Such other powers or duties as may be prescribed.

Where the Council delegates authority to the CEO, it must do so in writing and by absolute majority. The Council may revoke or amend a delegation, also by absolute majority resolution. The CEO must keep records of each time they exercise a delegation.

Authority can also be delegated to the CEO under other legislative instruments such as the *Public Health Act 2016 (WA*).

These delegations enable the CEO to undertake functions within the authority of any given delegation, without needing to first obtain a Council resolution. This process facilitates good governance as it ensures efficiency and enables the Council to focus on policy development, representation, strategic planning and community leadership.

5.3.2 Delegation to Employees

The Council or the CEO can delegate authority to employees to perform particular functions of the Council. This delegation of authority provides employees with the power to exercise duties and make determinations (in accordance with the scope of the relevant authority).

The CEO's delegation to an employee must be in writing, each employee must keep records of each time they exercise a delegation, and the delegations are to be reviewed on an annual basis.

This process facilitates good governance as it ensures efficiency and enables the CEO to focus on organisational management and working with the Council.

5.3.3 Delegation to Committees

Section 5.16 of the Local Government Act provides that the Council may delegate authority to committees and if so, will clearly set out the conditions of such authority and review those delegations annually.

The Council's committees do not presently have delegated authority.

5.3.4 Delegated Authority Registers

Section 5.46 of the Local Government Act requires that the City of Melville keep a register of all CEO delegations and a register of all other delegations to Committees and employees, which are published on its website.

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The registers are reviewed and updated at least once every financial year in accordance with the Local Government Act.

The City of Melville reviews its Delegations of Authority on an annual basis and the City of Melville Statutory Delegation and Authorisation Manual is available on the City's website.

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5.3.5 Authorised Persons

Section 9.10 of the Local Government Act, the CEO can appoint a person or class of persons to perform particular functions under legislation or local laws.

An appointment is made in writing by the CEO or is otherwise detailed in legislation. An authorised person must have a certificate confirming their appointment or some other form of identification to confirm that and to demonstrate their ability to perform that function.

Authorised persons are not necessarily persons with delegated authority.

Information on Authorised Persons is included in the Melville Statutory Delegation and Authorisation Manual available on the City's website.

5.4 COMMUNITY AND STAKEHOLDER ENGAGEMENT

5.4.1 Consultation

Community consultation is used to ascertain the needs and wishes of the community and other stakeholders as they relate to a certain project or development. The public may be consulted through surveys, workshops, community forums and other processes. The City of Melville administration consults the community in this manner as directed by the Council and collates information to report back to the Council.

In some instances, the City of Melville is required by the Local Government Act or Regulations to either give public notice of its intention to take a certain course of action or provide a period of public consultation prior to taking that course of action.

The City of Melville is committed to the International Association of Public Participation (IAP2) Core Values of Public Participation and utilizes these principles during stakeholder and community engagement activities:

- Recognising that those who are affected by a decision have a right to be involved in the decision-making process.
- Acknowledging how the public's contribution influences the decision.
- Recognising and communicating the needs and interests of all participants, including decision makers.
- Seeking out and facilitating the involvement of those potentially affected by or interested in a decision.
- Seeking input from participants in designing how they participate
- Providing participants with the information they need to participate in a meaningful way
- Communicating to participants how their input affected the decision.

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The City of Melville also commits to the Accountability Principles defined in the AA1000 Stakeholder Engagement Standard 2015:

- Inclusivity – people should have a say in the decisions that impact them
- Materiality – decision makers should identify and be clear about the issues that matter. A material issue is an issue that will influence the decisions, actions and performance of an organisation or its stakeholders.
- Responsiveness – organisation should act transparently on material issues.

Consultation processes are critical to good governance – they enable the City of Melville to gain an understanding of the multi-faceted community it represents and leads, and therefore ensure that its decisions reflect the expectations of the community.

5.4.2 Notices and advertising

Section 1.7 of the Local Government Act – Local Public Notice

Section 1.8 of the Local Government Act – Statewide Public Notice

In many instances, the City of Melville is required by the Local Government Act to provide notice of its intention to take a particular course of action or decision. In other instances, the City of Melville will advertise certain proposed courses of action or decisions to provide the community with an opportunity to comment or object.

Notices are available by publication on the City's website and in not less than three of the following locations:

- ~~on the City of Melville website;~~
- on the City of Melville Facebook page;
- in the local newspapers;
- on the notice boards outside the Council Administration Building (10 Almondbury Road, Booragoon) and at City of Melville Libraries; and
- in the case of state-wide notices, in the West Australian newspaper.

5.4.3 Public Participation at Council Meetings

The State Government is implementing a number of reforms to the *Local Government Act 1995* to improve transparency and accountability in local government in Western Australia and deliver benefits to ratepayers and residents.

One facet of this is the standardisation Council and Committee meeting procedures. The establishment of a consistent approach to all local government Council and Committee meetings will make it easier and simpler for people to participate in and observe council meetings, wherever they are held.

This section will be updated once the standardised meeting procedures have been implemented.

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5.4.3.1 – Public Question Time

Section 5.24 Local Government Act – Question time for public

Regulation 5 Local Government (Administration) Regulations 1996 – Question time for public, meetings that require prescribed.

Regulation 6 Local Government (Administration) Regulations 1996 – Question time for public, minimum time for.

Regulation 7 Local Government (Administration) Regulations 1996 – Question time for public procedure.

Clause 6.3 City of Melville Local Government (Meeting Procedures) Local Law 2022 – Question time for the public.

Clause 6.4 City of Melville Local Government (Meeting Procedures) Local Law 2022 – Duration of question time for the public.

Clause 6.5 City of Melville Local Government (Meeting Procedures) Local Law 2022 – General Procedures for question time for the public.

Members of the public present at Ordinary Council Meetings, Special Meetings are welcome to participate in Public Question Time, which is held at the start of proceedings.

Questions can be submitted in writing prior to the meeting, using the Public Question Time submission form available on the City of Melville's website, or alternatively, a hard copy form can be completed at the meeting. Where possible, responses will be provided at the meeting.

Public questions at Agenda Briefing Forums and Special Meetings of Council can only relate to the matter/s on the agenda for that meeting.

5.4.3.2 – Deputations

Clause 6.12 *City of Melville Local Government (Meeting Procedures) Local Law 2022* – Deputations.

The Council welcomes deputations on Reports being presented to the Council. Deputations are made at the Agenda Briefing Forum, held one week prior to the Council meeting, unless the matter is a late report. Requests to make a Deputation are made by completing the form available on the City of Melville's website and provide that to the CEO by no later than 12noon the day before the Agenda Briefing Forum.

Council Policy CP-108 Deputations to the Council provides information and guidance on making a deputation to a meeting of the Council.

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5.4.3.3 – Written Submissions

Clause 6.13 *City of Melville Local Government (Meeting Procedures) Local Law 2022* – Written submissions.

Members of the community are able to make a written submission instead of making a deputation on a matter that is before the Council for decision. A written submission is document up to four pages in length, including attachments and is circulated to Elected Members for reading and consideration prior to the relevant Agenda Briefing Forum. A written submission will be included as an attachment to the minutes of the Meeting as it is considered a public record.

5.4.3.4 – Petitions

Clause 6.11 *City of Melville Local Government (Meeting Procedures) Local Law 2022* – Petitions.

Members of the community can submit petitions to the Council on any matter that concerns local government. The Council will receive the petitions at a formal meeting of Council and, in accordance with the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, it shall acknowledge the petition and do one of the following:

(a) give due consideration to the petition when deliberating on the relevant matter listed on the same agenda; or
(b) refer it to a committee for consideration and report; or
(c) direct that a report on the matters raised be prepared by a date determined by Council; or
(d) take no further action.

5.5 Leave of absence by Councillors

Section 2.25 Local Government Act – Disqualification for failure to attend meetings

It is a critical aspect of both good governance and the success of a Councillor in their role that Elected Members attend and participate in decision-making processes. For this reason, there are stringent rules in place regarding the absence of an Elected Member.

An Elected Member who is going to be absent from a meeting must submit an apology.

Where an Elected Member requires an extended leave of absence, they should apply to the Council to grant leave of absence for that extended period. A leave of absence should not be granted in respect of more than six consecutive Ordinary Meetings, unless all such meetings fall within a three month period.

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An Elected Member who is absent, without first obtaining leave of the Council, throughout three consecutive ordinary meetings at the Council is disqualified unless all the meetings are within a two month period.

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5.6 General Meeting of Electors

Section 5.27 Local Government Act 1995 – Electors' general meetings

Section 5.33 Local Government Act 1995 – Decisions made at electors' meetings

Regulation 15 Local Government (Administration) Regulations 1996 – Matters to be discussed at general meeting

A general meeting of the electors of the City of Melville is to be held once every financial year. The Annual Electors Meeting date is set when the Annual Report is adopted by the Council. The Annual Electors Meeting agenda includes:

- Presentation of Annual Report for the previous financial year; and
- General business.

Questions or motions from Electors are invited and can be presented at the meeting. All decisions made at an electors' meeting are to be considered at the next Ordinary Council Meeting.

6 STANDARDS OF BEHAVIOUR

For the community to have confidence in the City of Melville each Elected Member and employee must behave with the highest standards of personal integrity and honesty. These principles underpin good governance of the City of Melville because of the potential for a community's perception of the organisation as a whole to be determined, positively or negatively, by the conduct of an individual or subset.

Codes of Conduct have been established by the City of Melville in the forms required by the Local Government Act to ensure that Elected Members and employees understand and meet behavioural standards. These are reviewed regularly to ensure they conform with community expectations, organisational standards and regulatory requirements.

This Part of this Governance Framework sets out the ethical and behavioural standards expected of all Elected Members and employees of the City of Melville. In setting out these expectations, this document (along with relevant Codes of Conduct) promotes good governance by providing guidance to individuals when they are making personal decisions regarding ethical matters. This ensures that such decisions are made in accordance with the high standards of integrity and honesty as are expected of them.

6.1 Ethics standards for Elected Members and employees

6.1.1 Actual, potential and perceived conflicts of interest

A conflict of interest is where an Elected Member or employee has interests outside of their role that could improperly influence, or be seen to influence, their decisions or actions in the performance of their public duties. A conflict of interest may be:

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- Actual;
- Potential; or
- Perceived or apparent.

An *actual conflict* is one which does exist.

A *potential conflict* is one which may exist in the future.

A *perceived* or *apparent conflict* is one where, when viewed objectively and reasonably by an independent person such a member of the community, it appears that there is a conflict of interest (even if there is not).

It is essential for good governance that proper processes are in place to identify and consider conflicts of interest to ensure that all decisions are made and implemented fairly, independently and in the best interests of the community. It is critical to the community's trust in the City of Melville that both Councillors and employees carefully consider in their dealings whether there is an actual, potential or perceived conflict of interest. It is also critical to that trust that they comply with their obligations under the Local Government Act and relevant Code of Conduct honestly and diligently.

The appearance of a conflict of interest can be as damaging to the community's trust in the City of Melville as an actual conflict. It is therefore particularly important for Councillors and employees to consider the risk of perceived or apparent conflicts of interest to both the public's confidence in the City of Melville as well as their individual reputation and integrity.

Councillors and employees should be mindful of conflicts of interest from relationships they form with, and when accepting gifts from, a person or company if they are (for example):

- Involved in a current or potential future tender process;
- A current or potential future grant applicant;
- Lobbying the Council in relation to any interests;
- An applicant or objector in relation to development proposal; or
- Likely to directly or indirectly benefit or be advantaged by a decision before the Council.

6.1.2 Disclosure of financial interests

Section 5.60 Local Government Act 1995 – When a person has an interest

Section 5.60A Local Government Act 1995 – Financial interest

Section 5.61 Local Government Act 1995 – Indirect financial interests

Section 5.62 Local Government Act 1995 – Closely associated persons

Section 5.63 Local Government Act 1995 – Some interests need not be disclosed

Section 5.65 Local Government Act 1995 – Members interests in matter to be discussed at meetings to be disclosed.

Section 5.66 Local Government Act 1995 – Meeting to be information of disclosures

Elected Members should carefully consider, when reviewing an agenda, whether there are any financial interests that must be disclosed by them. Employees should also consider financial interests when given a task such as report writing or providing advice.

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Elected Members, Committee Members and employees providing reports and advice or who have delegated authority have an obligation to disclose if they, or a person close to them, has a financial interest, whether direct or indirect, in a matter being discussed at Council.

A financial interest will arise in circumstances where it is reasonable to expect that there may be an actual or potential, direct or indirect, financial gain, loss, benefit or detriment to the Elected Member as a result of the decision of the Council or person with delegated authority.

A person "close to an Elected Member" includes:

- The Elected Member's employer;
- A body corporate of which the Elected Member is a director, secretary or executive officer;
- The spouse, de facto partner or child of the Elected member who is living with them;
- A person who was a client or advisor of the Elected Member within the previous 12 months;
- a person who has given a gift to an Elected Member under prescribed circumstances.

A "direct financial interest" is one where there is a matter to be dealt with and it is reasonable to expect that if dealt with in a particular way, it will result in a financial gain, loss, benefit or detriment, to the person.

Whether or not there is a "reasonable expectation" must be determined objectively, with the question to be addressed at the time the matter is dealt with – mere speculation as to future events may not be a reasonable expectation unless it is probable that those future events will occur and therefore that the financial gain, loss, benefit or detriment will follow.

An "indirect financial interest" includes:

- A reference to a financial relationship between the Elected Member or employee, and another person who is affected by a local government decision in relation to a matter;
- A matter where the Elected Member or employee reasonably expects to have a financial gain, loss, benefit or detriment if the matter is dealt with in a particular way; and
- There is no need for a financial gain, loss, benefit or detriment to be established if there is a financial relationship between the Council Member or employee (or a person they are close with) and a person who will be affected by a local government decision.

A disclosure is required to be made at each point the matter will be dealt with. For example:

- If the matter is to be dealt with by a Committee with delegated authority, it needs to be disclosed at the Committee but not at the Council, as Council will not be dealing with the matter; or
- If the matter is the subject of Committee recommendations and Council decision making, it must be disclosed at both meetings; and
- Financial interests can exist for Elected Members and be disclosable even though the matter is being dealt with by employees under delegated authority;
- Under the Local Government Act, an employee must disclose a financial interest and the extent of that prior to giving an oral report or advice at a meeting but is not required to leave the meeting. Further, they are not required under the Act to disclose that interest if they are not providing that report or advice directly to the meeting; and
- An employee with delegated authority cannot exercise that power or discharge their duty in relation to any matter in which they have an interest and must notify the CEO of a financial interest so that the CEO or another employee can act.

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An Elected Member must disclose a financial interest either in writing to the CEO prior to a meeting or at the commencement of a meeting, immediately before the matter is discussed (even if it was disclosed at the commencement of the meeting). The minutes must reflect that disclosure has been made.

The disclosure should be made with specificity as to the value of the financial interest - in its Operational Guidelines "Disclosure of Interests" document, the Department of Local Government ~~DLGSCI~~ offers suggestions for how a disclosure should be made, such as the following examples:

> *"I have shares in the company making the application, the value of which may be affected as the value of shares I have is $XX and that value may increase by XX% if the application is approved."*

> *"The application may affect the valuation of land I owned as the effect of the application being approved may be a XX% increase in the valuation of the land I own, which equates to $XX."*

The Elected Member may request to be allowed to stay in the meeting and be involved in the decision-making process but must leave the room while other members determine that request.

Elected Members can determine to allow the person to stay in the room during discussions, and can also determine the extent of the involvement of the Elected Member in speaking and voting on the matter. If they decide the interest is trivial or insignificant to not influence the Elected Member's conduct in relation to the matter, or the interest is not unique to that Elected Member, the Elected Member may be allowed to return to the meeting (and the Elected Members can decide whether or not they can speak and/or vote).

An application can also be made to the Minister for a decision as to an Elected Member's involvement in a matter once an interest has been declared.

The Local Government Act allows for prosecution of offences against these requirements of financial disclosure and imposes severe penalties for breaches, including a maximum penalty of $10,000 or two years imprisonment. In addition, an Elected Member may be disqualified from holding office if convicted of a local government offence.

The Department of Local Government ~~DLGSCI~~ has published an Operational Guidelines document Disclosure of Interests" which should be reviewed by Elected Members and employees.

6.1.3 Disclosure of proximity interests

Section 5.60B Local Government Act 1995 – Proximity interest

Elected Members and Committee Members have an obligation to disclose interests around Council matters that are near that person's land. An Elected Member must declare a proximity

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interest prior to the relevant agenda item being discussed and must not preside or participate in discussion on the matter unless allowed by the Council, Committee or the Minister (which may be permitted only in certain circumstances).

The Local Government Act provides that a person has a proximity interest in a matter if it concerns:

- A proposed change to a planning scheme affecting land that adjoins the person's land;
- A proposed change to zoning or use of land that adjoins a person's land;
- A proposed development of land (as defined by section 5.63(5) of the Local Government Act as being the development, maintenance or management of the land or of services or facilities on the land) that adjoins that person's lands.

Land (the proposed land) adjoins a person's land if:

- The proposed land, not being a thoroughfare, has a common boundary with the person's land;
- The proposed land, or any part of it, is directly across from, the person's land; or
- The proposed land is that part of the thoroughfare that has a common boundary with the person's land.

The Local Government Act allows for prosecution of offences against these requirements of proximity disclosure and imposes severe penalties for breaches, including a maximum penalty of $10,000 or two years imprisonment[28]. In addition, an Elected Member may be disqualified from holding office if convicted of a local government offence.

The ~~DLGSC~~ Department of Local Government has published an Operational Guidelines document "Disclosure of Interests" which should be reviewed by Elected Members and employees.

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6.1.4 Disclosure of Interest Employees

Section 5.70 and 5.71 – *Local Government Act 1995*

In addition to other disclosure requirements, employees, including the CEO, must disclose an interest and the nature of the interest when providing advice or a report to the Council.

The CEO is required to make disclosures relating to any gifts they may have received, and receive approval to provide advice or a report where an interest arises from a gift.

Employees with delegated authority are to disclose to the CEO any interest they may have in relation to a decision they are delegated to make. The employee is not to exercise their power or discharge the delegation in relation to that matter. The matter will be referred to another decision maker.

6.1.5 Disclosure of impartiality interests

Regulation 22 Local Government (Model Code of Conduct) Regulations 2021 – Disclosure of Interest

Clause 22 City of Melville Code of Conduct for Elected Members, Committee Members and Candidates

An impartiality interest is one which could, or could reasonably be perceived to, adversely affect the impartiality of a person having the interest. This includes an interest arising from kinship, friendship, being a member of a sporting, social or cultural association, volunteer activities, other work or engagement with the community, or otherwise.

Perceived impartiality is just as important as actual impartiality - when considering whether an interest should be disclosed, Elected Members and employees must carefully consider whether another person, acting reasonably, would believe there was an impartiality interest (even if there was not actually one). Two questions should be answered when considering this:

- If you were to participate in assessment or decision making without disclosing, would you be comfortable if the public or your colleagues became aware or your association or connection with an individual or organisation?
- Do you think there would be a later criticism of perceived undisclosed partiality if you were not to disclose?

Perceived impartiality often arises from associations with people or organisations and a disclosure will be warranted if the relevant matter involves:

- A person's spouse, de facto spouse, sibling, parents, spouse's parents, children, employer or business partner; or
- A person has an affiliation with a group or association the subject of the relevant matter,

and a disclosure may be warranted if the relevant matter involves:

- A friend or adversary, depending on the circumstances and nature of the particular relationship and the Council member or employee's answers to the two questions stated above.

Disclosure is warranted on any matters which require applications for approval, consent or a licence (eg. development applications, extensions or construction of facilities, requests for financial assistance, tenders, staff recruitment etc).

An Elected Member must disclose an impartiality interest immediately before the matter is discussed at a Council meeting, or by written notice to the CEO prior to the meeting. In its Operational Guidelines document "Disclosure of Interests Affecting Impartiality", the Department of Local Government ~~DLGSCI~~ suggests the disclosure should be made as follows:

> "*With regard to the matter in item XX, I disclose that I have an association with XXX. This association is … (nature of the interest). As a consequence, there may be a perception that my impartiality on the matter may be affected, I declare that I will consider this matter on its merits and vote accordingly."*

The impartiality disclosure must be noted in the minutes of the relevant meeting. The disclosure of an impartiality interest does not affect the right of the Elected Member to discuss or vote on a matter and the person can remain involved in the Council debate. However, the

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disclosure allows the Council to better manage the risk of any bias that could be perceived as a result of the interest than if no disclosure was made.

Employees must disclose an impartiality interest when providing advice or reports to be discussed at a Council or Committee meeting. Employees should do so prior to undertaking any work on the relevant matter by either notice to the CEO in the event of written work, or at the commencement of a meeting if discussions are to be held regarding the matter[34]. It may also be disclosed in writing in the body of the report. In its Operational Guidelines document "Disclosure of Interests Affecting Impartiality", the Department of Local Government ~~DLGSCI~~ suggests the disclosure should be made as follows:

> "*With regard to the matter in item XX, I disclose that I have an association with XXX. This association is … (nature of the interest). As a consequence, there may be a perception that my impartiality on the matter may be affected, I declare that I will consider this matter on its merits and provide advice accordingly."*

Failure by an Elected Member to disclose an impartiality interest is a minor breach which will be referred to the Local Government Standards Panel for determination. Failure by an employee to disclose will be a breach of the Employee's Code of Conduct and dealt with by the CEO.

The DLGSC has published an Operational Guidelines document "Disclosure of Interests Affecting Impartiality" which should be reviewed by Elected Members and employees.

6.1.6 Managing conflicts of interest

Regulation 19AD Local Government (Administration) Regulations 1996 – Conflicts of interest

It is critical to the good governance of the City of Melville that Elected Members disclose an interest of any kind referred to above in order for the City of Melville to manage any risk to its impartiality or reputation that may result.

The Council may manage a conflict of interest by employing the "6R" strategies of:

- Recording the interest in a register;
- Restricting the relevant Elected Member from involvement in the matter in which he or she has an interest (for example, restricting that person participating in debate and accessing information about the issue);
- Recruiting independent third parties to assist, oversee or review the integrity of the Council's decision-making process in relation to an issue;
- Removing that conflicted person from any involvement in the matter whatsoever; and/or
- Relinquishing the personal or private interests to remove the interest – such as relinquishing membership of an association.

Decisions made by the Council in relation to how an interest is managed (for example, whether an Elected Member is able to participate, vote, remain present for discussions) should be reflected in the minutes of that meeting.

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6.1.7 Related party disclosures

In accordance with Council Policy CP-104 Related Party Disclosure Policy, Elected Members and identified Key Management Personnel ~~employees~~ need to complete a Related Party Disclosure Declaration form every six months (at the end of each financial and calendar year), setting out related party relationships (where a person or entity has significant influence over the City of Melville, or the relevant Elected Member or employee).

This enables the City of Melville to assess all transactions made with those persons or entities (including fines, rates payments, application fees, disposal of property and contracts for consultancy, goods or services) to ensure that there were made on an "arm's length" basis.

6.1.8 Primary Returns and Annual Returns

Section 5.75 Local Government Act 1995 – Primary returns

Section 5.76 Local Government Act 1995 – Annual Returns

To assist in identifying actual or potential conflicts of interest, the Local Government Act requires Elected Members and certain employees to complete a Primary Return within three months of commencing office or employment. The Primary Return is a summary of a person's financial interests and other relevant personal information at that time it is submitted. It includes:

- Any interest in any real property in the City of Melville;
- Sources of income for the relevant financial year;
- Beneficial interests in any trust;
- Corporate interests;
- Certain debts; and
- Disposition of real property.

By no later than 31 August each year, Elected Members and certain employees (including those designated as a senior employee and those with delegated authority) must complete an Annual Return to disclose any changes to information submitted in the Primary Return or last Annual Return, including the disclosure of any new interests. The CEO will give written notice to each person to acknowledge having received the return.

Elected Members and employees should keep records throughout the year so that when the annual return is prepared and lodged by the deadline, no interests disclosed during a meeting or other matters are missed from the annual return.

The CEO will keep a register of financial interests contained in the returns and will remove any details from that register once a person ceases to be required to lodge a return (eg. ceases to hold a delegation or ceases to be an Elected Member or employee) but will retain such records for at least five years.

6.1.9 Gifts to Elected Members and employees

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Section 5.87A Local Government Act 1995 – Council members to disclose gifts

Section 5.87B Local Government Act 1995 – CEO to disclose gifts

Section 5.62(1B)(b)) Local Government Act 1995 – Closely associated persons

Regulation 19AB Local Government (Administration) Regulations 1996 – Prohibited gifts

Regulation 19AC Local Government (Administration) Regulations 1996 – Recording, storing, disclosure and use of information relating to gifts

Regulation 20B Local Government (Administration) Regulations 1996 – Excluded gifts prescribed

A gift is a conferral of a financial benefit (including the transfer of property) made by one person in favour of another, unless adequate monetary (or equivalent) consideration is provided.

Acceptance of a gift that is connected with a person's role as an Elected Member or employee may create a real or apparent conflict of interest, and could be seen as a bribe.

Elected Members and the CEO are required to disclose gifts, received in their official capacity, valued over $300 or are two or more gifts with a cumulative value over $300 where the gifts are received from the same donor in a 12-month period.

Employees are required to disclose gifts valued at less than $300 or where two or more gifts with a cumulative value of less than $300. An employee is not to accept a gift that is valued at more than $300.

The City of Melville maintains gift registers in accordance with the Local Government Act and associated Regulations, which are available online or at the Civic Centre.

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6.1.10 Attendance at Events

Section 5.90A Local Government Act 1995 – Policy for attendance at events

Certain gifts received by Elected Members and CEOs are specifically excluded from the conflict of interest provisions (section 5.62(1B)), including a gift that is received in accordance with an Attendance at Events policy. The Council has adopted CP-113 Attendance at Events, to provide guidance for appropriate disclosures and management of invitations to events or functions or other hospitality occasions where Elected Members and the CEO represent the City.

6.1.11 Electoral gift register

In accordance with Regulation 30G of *Local Government (Elections) Regulations 1997,* the City of Melville maintains an Electoral Gifts Register and must publish that on its website.

~~Both~~ Candidates ~~and donors~~ must disclose information about any election-related gift with a value of $300 or more that was given or promised within the six-month period prior to the election day.

Electoral gifts need to be disclosed either:

- Within 3 days of nomination if the gift is received, made or promised prior to the candidates' nomination, or
- Within 3 days of the gift being received, made or promised once the candidate has been nominated.

Electoral gift donors are closely associated persons under the Local Government Act. Prior to accepting any electoral gifts, candidates should consider how the acceptance may affect their ability to participate in future decision-making processes.

The CEO arrange for the removal from the register any gifts disclosed by a candidate who was not successful in being elected to the Council but retain those records for at least two years following the election.

6.1.12 Training of Elected Members

Section 5.126 Local Government Act 1995 – Training for council members

Candidates are required to complete a compulsory online induction program, hosted by the Department of Local Government ~~DLGSI~~, prior to nominating as candidate for election to Council. This program provides candidates with a clearer understanding of the role of an Elected Member within a local government.

The Local Government Act provides that Elected Members must undertake a further, mandatory training course within 12 months from their election to Council. Again, this course provides further education to Councillors about their role in Council and the associated responsibilities. This mandatory training includes five modules:

1. Understanding Local Government
2. Conflicts of Interest
3. Serving on Council
4. Meeting Procedures
5. Understanding Financial Reports and Budget,

In addition to this, the City will provide a program of in-house and external presentations and workshop style learning opportunities to assist new Elected Members in adjusting to their role in local government.

External professional development opportunities will also be offered to supplement and support the mandatory training requirements along with the opportunity to gain formal qualifications related to the local government environment.

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Ongoing Professional Develop

Section 5.128 Local Government Act 1995- Policy for continuing professional development.

The Council must develop and pass by absolute majority a policy in relation to continuing professional development of Elected Members – CP-092 Elected Members Professional Development. This must be published on the City of Melville's website along with a report on the training completed by the Councillors in the relevant financial year.

6.1.13 Confidentiality

Regulation 21 Local Government (Model Code of Conduct) Regulations 2021 – Disclosure of information.

Clause 21 City of Melville Code of Conduct for Elected Members, Committee Members and Candidates – Disclosure of Information.

Clause 5.1 City of Melville Code of Conduct Employees – Use of Confidential Information

Clause 6.2 City of Melville Code of Conduct Employees – Security of Information

Elected Members and employees commonly have access to or use confidential or sensitive material in the course of fulfilling their respective roles.

The City of Melville considers the preservation of such confidential material to be critical and Elected Members and employees are subject to the provisions of relevant Codes of Conduct that address the use of such confidential material. This includes a prohibition against Elected Members and employees using confidential material:

- To gain improper advantage for themselves or another person or entity in a way which is inconsistent with their obligation to act impartially in the public's interest; or
- To improperly cause harm, detriment or impairment to any person, body, the Council or the City of Melville.

6.1.12 Privacy

Privacy and Responsible Information Sharing Act 2024

The City is committed to its obligations under the *Privacy and Responsible Information Sharing Act 2024* and the responsible management of personal information held about staff, residents and organisation's with whom it interacts. Through Council Policy CP-128 Privacy Policy, the City implements practical measures and all reasonable steps to ensure the use and disclosure of personal and sensitive information is consistent with Privacy and Responsible Information Sharing (PRIS) legislation and community expectations.

6.2 Behavioural Standards for Elected Members

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Elected Members are required to comply with the Local Government Act, relevant Regulations and the Elected Members, Committee Members and Candidates Code of Conduct (as well as all other written laws).

6.2.1 Elected Members, Committee Members and Candidates Code of Conduct

The City of Melville is required under section 5.104 of the Local Government Act to adopt a code of conduct for Elected Members from the *Local Government (Model Code of Conduct) Regulations 2021.* This Code of Conduct is to apply to Elected Members, Committee Members and Candidates. The City of Melville will also extend this to apply to members of Working Groups.

As is set out in the relevant Regulations, the Elected Members Code of Conduct includes the following requirements (amongst other matters):

A duty for Elected Members, Committee Members and Candidates to:

(a) act with reasonable care and diligence;
(b) act with honesty and integrity;
(c) act lawfully;
(d) identify and appropriately manage any conflict of interest;
(e) avoid damage to the reputation of the local government.

A further duty for Elected Members and Committee Members to:

(a) act in accordance with the trust placed in them; and
(b) participate in decision making in an honest, fair, impartial and timely manner; and
(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

and to be accountable by:

(a) basing decisions on relevant and factually correct information;
(b) making decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
(c) reading all agenda papers given to them in relation to council or committee meetings; and
(d) being open and accountable to, and represent, the community in the district,

A current version of the Elected Members, Committee Members and Candidates Code of Conduct is published on the City of Melville's website.

6.3 Complaints and Breaches by an Elected Member

The Local Government Amendment Bill 2024 introduces a proposed reformed system for breach complaints, including:

- clearer definition and terminology of types of breaches
- replacing the Standards Panel with adjudicators
- improved complaint handling, including avenues to collate relevant evidence and information before decisions are made about a complaint

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- new avenues to proactively resolve breaches without use of penalties where appropriate (e.g. through mediation or assignment of a monitor)
- stronger penalties and escalating sanctions for severe instances of non-compliance.

The following information will be updated once the new breach system comes into effect.

6.3.1 Breach of the Elected Member Code of Conduct

Section 5.104 Local Government Act 1995 – Adoption of model code of conduct

The Council adopted the Code of Conduct for Elected Members, Committee Members and Candidates in May 2021. This Code outlines the expected behaviours and legislative responsibilities for appointed and prospective Elected Members.

Elected Members are required to abide by the Rules of Behaviour (Division 3) and Rules of Conduct (Division 4) outlined in the Code of Conduct

Behavioral Breaches

A person may make a complaint alleging a breach of a requirement set out in Division 3 of the Elected Member's Code of Conduct (which sets out behavioural requirements for Elected Members). A complaint must be made in writing, on the approved form, to the authorised person within one month after the occurrence of the alleged breach.

Council Policy CP-118 Code of Conduct Policy sets out the process of handling a complaint alleging a breach of Division 3 of the Elected Members Code of Conduct and includes the option for Alternative Dispute Resolution.

There are two authorised Conduct Complaints Officers for the City of Melville who are responsible for receiving Conduct Complaints and the administration of them, in accordance with policy, through to the Conduct Committee.

The Conduct Committee is established by resolution of the Council along with its terms of reference. The Conduct Committee does not have delegated authority and the Committee refers its recommendations to the Council for final determination.

A complainant may withdraw the complaint in writing at any time.

Details of complaints are confidential.

6.3.2 Breach of Rules of Conduct (minor breach)

Section 5.105 Local Government Act 1995 – Breaches by council members

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Section 5.121 Local Government Act 1995 – Register for certain complaints of minor breaches

Section 5.122 Local Government Act 1995 – Standard panels

If an Elected Member breaches Division 4 of the Elected Members Code of Conduct, which sets out the Rules of Conduct, it will be considered a minor breach and be referred to the Local Government Standards Panel ("Panel").

The Panel is a body established under Local Government Act, whose function is to objectively and impartially determine allegations of a minor breach.

A person must make a complaint within six months of the alleged breach occurring and must follow the process outlined in Part 5 Division 9 of the Local Government Act. Once a complaint is received, a report is prepared for the Panel to consider and make a determination based on the information available to it (it cannot investigate the complaint).

The Panel has the ability to make binding decision about whether or not the breach was committed, and whether to issue sanctions against the Elected Member.

Sanction options include:

- Public censure;
- Public apology;
- Participating in training; and
- Requiring the Council member to pay the Council's legal costs incurred in relation to the complaint.

All minor breach complaints are confidential. Details of a minor breach allegation are only released if the Panel determines a breach has occurred and releases their findings and decision.

The City of Melville is required to maintain a Register of Complaints (Minor Breaches) which provides details of breaches where the Local Government Standards Panel has found that a breach has occurred, and the actions taken.

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6.3.3 Breach of Local Government Act (serious breach)

Section 5.114 Local Government Act 1995 – Making complaint of serious breach

Section 5.11 Local Government Act 1995 – Complaints officer to send complaint of serious breach to Departmental CEO

If an Elected Member, while acting in their capacity as an Elected Member commits a breach of a written law it is considered a serious breach. This includes (without limitation) when an Elected Member:

- Fails to declare an interest;
- Fails to submit an annual return;
- Fails to declare a gift;
- Fails to vote; or
- Breaches confidentiality regarding a complaint.

A complaint can be made by a person to the CEO of the DLGIRS (Departmental CEO) within two years of the alleged breach taking place (unless it is a financial based complaint in which case there is no deadline).

The Departmental CEO or person authorised by the Departmental CEO will investigate the complaint and if it is found that the breach has been committed, sanctions under the Local Government Act apply (eg suspension, penalties of up to $10,000 fine or two years imprisonment).

Complaints of serious misconduct such as corruption by an Elected Member are to be made to the Corruption and Crime Commission.

6.4 Behavioural Standards for Employees

Section 5.51A of the *Local Government Act 1995* requires the CEO to implement a Code of Conduct for employees, with Part 4A of the *Local Government (Administration) Regulations 1996* providing that the following matters must be included in the Code:

- the behaviour expected of employees in relation to:
  - the performance of an employee's duties
  - dealings with other employees and the broader community
  - the use and disclosure of information acquired by the employee in the performance of their duties.
  - the use of City resources
  - the use of City finances
- how City records will be kept
- reporting mechanisms and management of suspected breaches of the Code and suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour.

The purpose of the Code is to clearly set out the expectations that employees, contractors and volunteers are to act ethically and in the best interest of our community at all times and demonstrate positive behaviour that reflects high standards of service to the community.

The Code provides clarity between acceptable and unacceptable behaviour and details the obligations for all employees, contractors and volunteers to observe in the course of their duties.

The Code is an operational document that is endorsed by the Executive Leadership Team and reviewed on a regular basis.

~~Section 5.51A Local Government Act 1995 – Code of conduct for employees~~

~~Part 4A Local Government (Administration) Regulations 1996 – Codes of conduct for local government employees.~~

~~6.4.1 Employees' Code of Conduct~~

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~~The Employees' Code of Conduct sets the standard for all the City's employees for behaviour and conduct and as is required by the Local Government Act, addresses matters prescribed in *Part 4A of the Local Government (Administration) Regulations 2021*. This includes the following (amongst other matters):~~

- ~~Behavioural standards including honesty and integrity requirements;~~
- ~~Performance standards including appropriate communications and compliance with directions;~~
- ~~Receiving gifts and keeping of records in relation to such gifts;~~
- ~~Conflicts of interest;~~
- ~~Use and disclosure of information;~~
- ~~Record keeping requirements; and~~
- ~~Use of resources and finances.~~

~~The Employee's Code of Conduct is reviewed regularly to ensure it meets community expectations, organisational standard and regulatory requirements. The current version of the Employee's Code of Conduct must be published on the City of Melville's website~~.

6.4.2 Policies and procedures

The City of Melville develops a wide range of policies and procedures for staff to follow in the course of their employment.

6.4.3 Breach of Code of Conduct

The Code of Conduct Employees sets out a process for reporting a breach, or suspected breach of the Code of Conduct, through the City's Grievance Resolution Procedure. ~~This involves first discussing a suspected breach with the CEO or the Executive Manager of People and Culture to determine the appropriate reporting mechanism.~~

The principles of privacy, confidentiality and procedural fairness will be applied in handling and resolution of a grievance.

~~The complaint must be made in writing with the prescribed information and it will then be investigated by the CEO or a person with authority delegated to them by the CEO (or the Mayor, if the complaint is about the CEO). The investigation process requires both the complainant and employee alleged to have breached the Code being interviewed, as well as anyone else who may be able to assist, and records must be kept of the investigation.~~

~~The CEO can determine that there has been no breach or alternatively, refer to the matter to an external independent advisor for determination. If the matter is one of misconduct, the CEO must notify the appropriate authority (Corruption and Crime Commission in the event of serious misconduct or the Public Sector Commission in the case of minor misconduct).~~

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7 PERFORMANCE MANAGEMENT AND ACCOUNTABILITY

The Local Government Act requires the City of Melville to comply with a number of requirements regarding reporting, financial management, strategic planning and audit processes. Compliance with the Local Government Act and further, the adoption of best practices in long term planning and financial management enables the City of Melville to achieve good financial governance. It facilitates accountability and transparency, ensures Elected Members are well-informed and aids effective and efficient decision-making against established short, medium and long term objectives.

This Part set outs the processes undertaken by the City of Melville to optimise its planning, management and review strategies.

7.2 Performance management

7.2.1 Quarterly reports

Each quarter, the CEO and administration team prepare detailed reports ~~and provide financial records~~ for review by the Audit Risk and Improvement ~~Financial Management Audit, Risk and Compliance~~ Committee. This process ensures comprehensive information is provided to the Council by the administration and allows accountability and transparency in relation to these matters.

Commencing in 2024, quarterly reports ~~will~~ are presented to ~~be prepared for~~ the Governance Committee on organisational performance and will include reports against the CEO Key Performance Indicators and legislative compliance.

7.2.2 Annual report

Section 5.53 of the Local Government Act, requires the City of Melville to produce an annual report for each financial year as a statutory requirement.

The report reflects the major activities undertaken in the preceding year. As well as providing an overview of the City of Melville's operational and financial activities, the annual report also includes an Independent Auditor report.

7.2.3 Performance review of employees

Section 5.38 Local Government Act 1995 – Annual review of employee's performance

The City of Melville is committed to continuous improvement and provides annual staff performance and development reviews to ensure that all staff understand their roles, the expectations around their performance and behaviour, are given objective feedback and have an opportunity to develop and access support.

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The ~~Personal Development~~ Performance Plan process ~~(PDP)~~ is designed to ensure each person's role aligns with organizational goals and objectives, whilst supporting individual growth and development. This process also support conversations on:

- What is going well;
- What can be improved;
- How skills knowledge and experience can continue to be developed and strengthened; and
- An opportunity to raise anything else either party wants/needs to discuss.

The People and Culture team, provides support to equip managers and supervisors who undertake performance management meetings so that these meetings are effective, fair and consistent.

7.3 Audit processes

7.3.1 Internal audit

Section 7.1A of the Local Government Act requires the City of Melville to establish an audit committee, which is known as the ~~Financial Management, Audit, Risk and Compliance~~ Audit, Risk and Improvement Committee. See further information about this committee below under the heading "Audit Risk and Improvement Committee" ~~Financial Management, Audit, Risk and Compliance Committee~~.

The City of Melville is committed to continuous improvement of its internal audit mechanisms and recognises the importance of independent and objective review processes to ensure that best practices and accountability mechanisms are developed and implemented across the organisation.

The CEO is to undertake a review of the appropriateness and effectiveness of the financial management system and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

7.3.2 External audit

The Office of the Auditor General appoints an auditor to conduct an annual audit of financial statements and prepare an audit report for the Council.

Part 7 of the Local Government Act and the *Local Government (Audit) Regulations 1996* require the City of Melville to:

- Do everything in its power to assist the auditor to conduct an audit and carry out other duties under the Act;
- Ensure that audits are conducted successfully and expeditiously;
- Meet with its auditor at least once a year;
- Examine the report of the auditor and determine if any matters raised require action, and therefore ensure such action is taken;
- Prepare a report of any actions taken based on the auditor's report and forward a copy of that report to the Minister within the prescribed timeframe.

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The City of Melville must submit to its auditor the balanced accounts and annual financial report by no later than 30 September each year.

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7.3.3 Annual Compliance Audit Return

It is a requirement under the Local Government Act and Regulation 14 of the *Local Government (Audit) Regulations 1996* that the City of Melville conducts an annual audit of compliance with the relevant statutory requirements in areas including local laws, tenders, meeting processes, disclosures and financial management.

A Compliance Audit Return is prepared and presented to the ~~Financial Management Audit Risk and~~ Audit, Risk and Improvement Committee for consideration and Compliance recommendation to the Council for adoption.

Once adopted by the Council the response to is submitted to the Department of Local Government ~~DLGSC~~. The annual Compliance Audit Return is submitted by the end of March each year.

7.4 ~~Financial Management, Audit, Risk and Compliance~~ Audit, Risk and Improvement Committee

7.4.1 Composition and Roles

Section 7.1A of the Local Government Act requires that a local government establishes an audit committee. The role of the audit committee is to oversee and advise the Council on matters of financial reporting, internal control structure, risk management systems, ethical accountability and internal and external audit functions.

An absolute majority resolution of Council is required to establish the committee.

The City has established the Audit Risk and Improvement ~~Financial Management, Audit, Risk and Compliance~~ Committee. This Committee does not have delegated authority, and makes recommendations to the Council for final determination.

The Committee is comprised of ~~seven~~ five Elected Members and ~~one~~ two independent members. To ensure independence and meet good governance practices of transparency and accountability, the CEO and other administration staff are not members of the committee but may report to the committee.

~~The Objectives of the Financial Management, Audit, Risk and Compliance Committee are to provide guidance and assistance to the Council as to matters under Part 7 – Audit – of the Local Government Act 1995 including:~~

- ~~The composition, delegation and decision of an audit committee~~
- ~~The appointment of auditors~~
- ~~The conduct of an audit~~
- ~~The duties of local Government with respect to audits~~

The Audit, Risk and Improvement Committee has the following responsibilities:

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- The integrity of the City's annual financial statements;
- Compliance with legal and statutory audit requirements, including the Department of Local Government annual Compliance Audit Return
- External audit;
- The City's internal audit program, including Service Reviews and improvement opportunities.
- The City's risk management framework

The auditor may make recommendations regarding matters such as:

- Assessment of accounting procedures;
- Assessment of internal controls;
- Assessment of risk;
- Compliance with the Local Government Act and Regulations;
- Performance assessments as to the efficiency and effectiveness of operations;
- Internal audit processes;
- Outcomes of the external audit prior to issue of management and audit reports; and
- Changes to accounting standards and legislation and impact of that on the City of Melville.

Where matters of significance are identified by the City of Melville's auditor, the City of Melville must take appropriate action and must prepare a report outlining the action it intends to take and must provide a copy of that report to the Minister within three months of an auditor's report being received and publish it on its website.

The Department of Local Government ~~DLGSCI~~ has published Local Government Operational Guidelines document "Audit in Local Government".

7.5 External Reporting Requirements

In addition to the Department of Local Government requirements, ~~DLGSCI~~ the City of Melville may have reporting obligations to external authorities including:

- Public Sector Commission;
- Corruption and Crime Commission;
- Equal Opportunity Commission;
- Freedom of Information Commissioner
- Ombudsman Western Australia; and
- Office of the Ombudsman Commissioner.

7.6 Complaint handling mechanisms

7.6.1 Handling misbehaviour of Councillors

As set out above in section 6.3, there are different processes in place in respect of complaints about Elected Members, depending on whether they have:

- Breached Division 3 of the Elected Members Code of Conduct, in which case the complaint will be dealt with by the Conduct Committee and appointed Conduct Complaints officers;
- Committed a breach of Division 4 of the Elected Members Code of Conduct which sets out rules of conduct (minor breach) in which case the matter will be referred to the Local

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Government Standards Panel for determination; or
- Committed a breach of the Local Government Act (serious breach), in which case the CEO of Department of Local Government ~~DLGSCI~~ will investigate the complaint.

Under the Local Government Reform, the Office of the Inspector had been announced and scheduled to formally commence from 1 January 2026. The commencement of the Office of the Inspector will supersede the information provided above.

In addition:

- Complaints about decision-making can be made to the WA Ombudsman under the Parliamentary Commissioner Act 1971. The Ombudsman investigates complaint about Western Australian public authorities including local governments.

  A complaint is an "expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required" (as defined by the *AS/NZS 10002-2014 Guidelines for Complaint Management in Organizations).*

  Information on making a complaint to the Ombudsman can be found on their website – Ombudsman Western Australian How to Make a Complaint.

- Complaints of serious misconduct by an Elected Member can be made to the Corruption and Crime Commission (the Commission).

  The Commission assesses and investigates serious misconduct in the Western Australian public sector. When someone acts corruptly they tend to show a deliberate intent, an improper purpose or motivation, and may involve conduct such as:

  - deliberately failing to perform the functions of office properly;
  - exercising power or duty for an improper purpose;
  - or dishonesty.

- Disclosures can be made under the *Public Interests Disclosure Act 2003 (WA),* disclosures of this type are also known as "whistle blower".

  The City of Melville does not tolerate corrupt or other improper conduct and is committed to the aims and objectives of the Public Interest Disclosure Act 2003 (PID Act). The PID Act recognises the value and importance of reporting as a means to identify and address wrongdoing.

  The PID Act promotes accountability within government agencies by facilitating the disclosure of public interest information involving misconduct, offences, misuse of public resources or risks to public health or safety. The PID Act is also a means to protect those who make disclosures to appropriate authorities, and those who are the subject of disclosures.

  Those wishing to make a disclosure of public interest information under the Act are encouraged to do so in writing. The Public Interest Disclosure Lodgement Form is available to assist with providing the required details of a disclosure. Disclosures can be emailed to one of the PID Officers listed on the PSC contact directory.

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PID Officers for the City of Melville are:

- Ms Gail Bowman, Chief Executive Officer (Principle Executive Officer) (TBC)
- Mr Bruce Taylor, ~~Chief of Staff~~ Research and Liaison Officer
- Ms Corrine Newman, Head of Governance

7.6.2 Complaints about administrative functions or employees

To foster transparency and accountability, it is important for the City to have a framework that ensures complaints are managed efficiently, effectively and fairly from the time of receipt through to a satisfactory resolution or final determination.

The City of Melville has developed a Complaints Management Policy which recognises that effective complaint handling is integral to customer service excellence and encourages a customer focused and proactive approach to complaints management.

The City of Melville defines a complaint as being an expression of dissatisfaction about the products, services, staff or information provided by the City, or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required.

Complaints can be lodged via

- website;
- email;
- written correspondence;
- in person; and/or
- via telephone.

In addition:

- allegations or complaints of minor misconduct of an employee can be made to the Public Sector Commission.

  The Public Sector Commission has a role under the Corruption, Crime and Misconduct Act 2003 to ensure minor misconduct matters are dealt with in an appropriate way.

  Minor misconduct by a public officer includes:

  - behaviour that is not honest or impartial
  - misuse of information they have access to in their role for personal benefit
  - breaches of trust placed with an employee by their employer

  Information of how to report suspected minor misconduct to the Public Sector Commission can be found on their website – Misconduct by Public Officers

- Complaints of serious misconduct by an employee can be made to the Corruption and Crime Commission.(the Commission).

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The Commission assesses and investigates serious misconduct in the Western Australian public sector. When someone acts corruptly they tend to show a deliberate intent, an improper purpose or motivation, and may involve conduct such as:

- deliberately failing to perform the functions of office properly;
- exercising power or duty for an improper purpose;
- or dishonesty.

7.7 Scrutiny of Local Governments

Section 8.2 Local Government Act 1995 – Minister or Departmental CEO may require information.

Section 8.3 Local Government Act 1995 – Inquiries by, or authorised by, Departmental CEO

Section 8.4 Local Government Act 1995 – Scope and duration of authorisation

Section 8.5 Local Government Act 1995 – Powers of authorised person

Section 8.13 Local Government Act 1995 – Authorised person's report

Section 8.14 Local Government Act 1995 – Copies to be given to local government and suspended council members

Part 8, Division 1A Local Government Act 1995 – Intervention by the Minister in certain circumstances

Part 8, Division 2 Local Government Act 1995 – Inquiries by Inquiry Panels

Part 8, Division 3 Local Government Act 1995 – General provisions about suspension and dismissal of councils and council members

The City of Melville is regulated by the DLGSC pursuant to the Local Government Act. This hierarchy of accountability and regulation provides good governance by ensuring accountability of the Council and the administration.

The Local Government Act provides investigatory and regulatory mechanisms for the DLGSC, including:

- The Minister or Department of Local Government ~~DLGSCI~~ CEO (Departmental CEO) may in a written notice require information to be provided about the local government, its operations or affairs and failure to comply with that notice is an offence;

- The Departmental CEO has the authority to inquire (generally or into a specific matter) into local governments and their operations and affairs;

- A person may be directed to give or produce evidence under oath;

- The Authorised Person must prepare a report on the outcome of any inquiry and that may contain appropriate recommendations, which will be given to the local government (and any suspended Elected Member) unless otherwise directed by the Minister;

- The Minister may order the local government to give effect to the recommendations contained in a report;

- The Minister has the authority in certain circumstances to suspend an Elected Member or the Council or require the Elected Member or the Council to undertake remedial action or

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recommend that the Governor dismiss an Elected Member;

- The Minister may appoint an Inquiry Panel to inquire into and report on any aspect of a local government, its operations or affairs and may in certain circumstances suspend an Elected Member or the Council while the Inquiry is held; and

- If the Council is suspended, a person (or three or five people) must be appointed to perform the powers and duties of the Council during the suspension period.

7.8 Right to information

7.8.1 Record keeping and freedom of information

The City of Melville Record Keeping Plan ensures that all correspondence, reports and related information are filed, archived and disposed of in accordance with the *State Records Act 2000* and other relevant legislation by the State Records Office of WA.

Members of the public may retrieve certain kinds of information directly from the City of Melville. Other types of information require a member of the public to lodge a Freedom of Information Application with the City of Melville.

More detailed information about this is available in the Information Statement: Freedom of Information published on the City of Melville's website.

7.9 CEO Appointment and Review

7.9.1 Model CEO Standards

The Council is responsible for the management of the CEO's performance. As is required by section 5.39A of the Local Government Act, the City of Melville has adopted a policy of the Model CEO Standards outlined in the *Local Government (Administration) Amendment Regulations 2021*.

Council Policy CP-117 Standards for CEO Recruitment, Performance and Termination provide a framework for City to select a Chief Executive Officer in accordance with the principles of merit, probity, equity and transparency and include a recruitment and selection process based on principles of fairness, integrity and impartiality.

The model standards also cover performance review standards, and process of termination in a manner which conveys fairness and transparency.

7.9.2 CEO (and senior employee) recruitment

Section 5.37 Local Government Act – Senior employees

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Section 5.39 Local Government Act – Contracts for CEO and senior employees

Section 5.39A Local Government Act – Model standards for CEO recruitment, performance and termination

The Council must develop and approve a process for the selection and appointment of a CEO prior to advertising the position. The City of Melville is required to advertise any positions for the CEO or senior employees, and ensure that remuneration and other benefits paid to the CEO are the same as what were advertised.

If the CEO proposes to dismiss or employee a senior employee, it must inform Council which may accept or reject the CEO's recommendation (and provide reasons if it rejects the CEO's recommendation).

7.9.3 CEO Performance Review

Efficient and effective local government requires efficient and effective leadership. Under s5.38 and s5.39 of the Local Government Act a review of the performance of the CEO must be carried out in an impartial and transparent manner.

The CEO Performance review process is to be agreed between local government and CEO and the local government and the CEO must agree on

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

The City of Melville Council led CEO Review Process supported by an adopted CEO Performance Review Framework. This Framework is based on the model standards, and establishes the process by which the Council measures and manages the annual CEO performance review, which includes the requirement for quarterly Performance Review Report for presentation to the Governance Committee.

In addition to the CEO Performance Review the CEO is required to comply with industrial relations legislation, including but not limited to:

- Industrial Relations Legislation 1979
- Work Health and Safety Act 2020

7.10 Continuous improvement of this document

The City of Melville is committed to continuous improvement of its governance functions which includes:

- Review of this Governance Framework in the event of changes to relevant legislation, regulations, codes of conduct, policies or procedures;
- Review of governance processes; and
- Training, education and awareness opportunities in governance for Elected Members and employees.

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8 DEFINITIONS

CEO means Chief Executive Officer of the City of Melville

Councillor means a member elected to the Council, excluding a Mayor.

Departmental CEO means the Chief Executive Officer of the Department of Local Government, , Industry Regulation and Safety ~~Sport and Cultural Industries~~

DLGIRS~~SC~~ means the Department of Local Government, Industry Regulation and Safety ~~Sport and Cultural Industries~~

Elected Member a member elected to Council including the Mayor.

Elected Members Code of Conduct means the City of Melville's Code of Conduct for Elected Members, Committee Members and Candidates.

Employees' Code of Conduct means the City of Melville Employees Code of Conduct

Local Government Act means the *Local Government Act 1995 (WA).*

Minister means the Minister for Local Government, Sport and Cultural Industries.

9 RESOURCES

The following resources have been used in the development of this Governance Framework:

- Australian Public Service Commission – APS Values and Codes of Conduct in practice (Section 5: Conflict of Interest)
- City of Melville Code of Conduct Elected Members, Committee Members and Candidates
- City of Melville Code of Conduct Employees
- City of Melville Corporate Business Plan 2020-2024
- City of Melville Directions from Young People – Youth Strategy 2022-2025
- *City of Melville Local Government (Meeting Procedures) Local Law 2022*
- City of Melville Stakeholder Engagement Policy
- City of Melville Strategic Community Plan 2020-2030
- Department of Local Government, Sport and Cultural Industries website
- *Local Government Act 1995 (WA)*
- *Local Government (Administration) Regulations 1996 (WA)*
- *Local Government (Audit) Regulations 1996 (WA)*
- *Local Government (Elections) Regulations 1997 (WA)*
- *Local Government (Financial Management) Regulations 1996 (WA)*
- *Local Government (Functions and General) Regulations 1996 (WA)*
- *Local Government (Model Code of Conduct) Regulations 2021 (WA)*
- Local Government Operational Guidelines – Audit in Local Government
- Local Government Operational Guidelines – Disclosures of Interest
- Local Government Operational Guidelines – Disclosures of Interest Affecting Impartiality
- *State Records Act 2000*
- Western Australia State Government "Conflict of Interest: Guidelines for the WA Public Sector"

The following Governance Frameworks were reviewed to assist in the development of the City of Melville Governance Framework:

- City of Bayswater Governance Framework
- City of Joondalup Governance Framework 2021
- City of Perth Governance Framework
- City of Wanneroo Corporate Governance Framework
- Shire of Kalgoorlie Boulder Governance Framework
- Townsville City Council Governance Framework

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City of Melville

LISTING OF PAYMENTS MADE UNDER DELEGATED AUTHORITY

FOR THE PERIOD OF
JULY 2025
PRESENTED TO THE
ORDINARY MEETING OF COUNCIL
TO BE HELD ON 16 SEP 2025

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Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
6979	**1300 TEMPFENCE READY INDUUSTRIES PTY LTD T/AS**			**$**	**3,315.08**
6979	Temporary fencing	45848	E130517	$	1,099.07
6979	Temporary fencing	45869	E130966	$	2,216.01
8007	**2 DEADLY FOOD AND FITNESS C.M D'ASCENZO & L.J OAKLEY T/AS**			**$**	**4,500.00**
8007	Catering services and supplies	45869	E131004	$	4,500.00
9646	**366 SOLUTIONS PTY LTD**			**$**	**412.50**
9646	IT technical services	45848	E130629	$	412.50
7359	**AARO GROUP PTY LTD**			**$**	**203,744.01**
7359	Drainage services	45848	E130527	$	167,175.88
7359	Drainage services	45869	E130984	$	36,568.13
9622	**AARON CLARINGBOLD**			**$**	**8,800.00**
9622	Photography	45848	E130626	$	7,700.00
9622	Photography	45869	E131071	$	1,100.00
0366	**ABAXA WH LOCATION SERVICES PTY LTD T/AS**			**$**	**500.50**
0366	Underground Service Location	45869	E130802	$	500.50
9071	**ABCO WATER SYSTEMS BWATER PTY LTD T/AS**			**$**	**673.20**
9071	Water treatment services	45869	E131032	$	673.20
5032	**ABORIGINAL PRODUCTIONS AND PROMOTIONS THE RICHARD WALLEY FAMILY TRUST T/AS**			**$**	**26,125.00**
5032	Entertainers - Koolangka Waangkiny various locations	45848	E130468	$	24,310.00
5032	Entertainers - Melville Midwinter	45869	E130899	$	1,815.00
4888	**ACTION GLASS & ALUMINIUM**			**$**	**886.34**
4888	Glazing supplies and services	45848	E130465	$	522.79
4888	Glazing supplies and services	45869	E130893	$	363.55
4456	**ADVANCE PRESS (2013) PTY LTD**			**$**	**4,741.00**
4456	Outsourced printing	45848	E130459	$	4,741.00
9048	**ADVERTISING - MARKETFORCE SUBSIDARY OF OMNICOM**			**$**	**972.79**
9048	Marketing and communication services	45848	E130583	$	972.79
6138	**AE HOSKINS BUILDING SERVICES THE TRUSTEE FOR M R HOSKINS FAMILY TRUST T/AS**			**$**	**384,008.63**
6138	Building construction materials and services	45848	E130482	$	195,643.72

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Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
6138	Building construction materials and services	45869	E130918	$	188,364.91
9279	**AIDAN D'ADHEMAR AIDAN MARK D'ADHEMAR T/AS**			**$**	**478.50**
9279	Community events	45869	E131047	$	478.50
6855	**AIR LIQUIDE AUSTRALIA LIMITED**			**$**	**4,453.77**
6855	Gas	45869	E130960	$	4,453.77
7444	**AIR LIQUIDE HEALTHCARE PTY LTD**			**$**	**106.20**
7444	Workplace health and safety services	45869	E130986	$	106.20
2330	**ALINTA ENERGY ALINTA SALES PTY LTD T/AS**			**$**	**1,703.70**
2330	Gas	45848	E130425	$	1,438.50
2330	Gas	45869	E130848	$	265.20
3350	**ALL GARDENING SERVICES SCHNITTER, JOCHANAN SHANOAH T/AS**			**$**	**435.00**
3350	Landscaping services and supplies	45848	E130441	$	210.00
3350	Landscaping services and supplies	45869	E130869	$	225.00
8208	**ALL GOOD GRUB GOODALL, STACEY MARIE T/AS**			**$**	**2,129.60**
8208	Catering services and supplies	45848	E130559	$	1,318.90
8208	Catering services and supplies	45869	E131008	$	810.70
8301	**ALLCOM COMMUNICATIONS ALLCOM HOLDINGS (WA) PTY LIMITED T/AS**			**$**	**497.53**
8301	Marketing and communication services	45869	E131011	$	497.53
9609	**ALLSPORTS TROPHIES ALWAYSAWINNER PTY LTD T/AS**			**$**	**7,347.00**
9609	Flowers and gifts and awards	45848	E130624	$	7,347.00
3806	**ALS LIBRARY SERVICES PTY LTD**			**$**	**7,587.58**
3806	Library Expenses	45848	E130446	$	2,089.47
3806	Library Expenses	45869	E130875	$	5,498.11
7395	**ALSCO FRESH AND CLEAN ALSCO PTY LIMITED T/AS**			**$**	**389.54**
7395	Hygiene services	45848	E130528	$	389.54
2605	**ALTUS TRAFFIC PTY LTD**			**$**	**13,396.97**
2605	Traffic control services	45848	E130429	$	13,396.97
6088	**ALYKA PTY LTD**			**$**	**2,200.00**

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Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
6088	Website expenses	45869	E130915	$	2,200.00
9653	**AMAZON WEB SERVICES AUSTRALIA PTY LTD**			**$**	**150,316.54**
9653	IT technical services	45869	E131075	$	150,316.54
2755	**AMBIUS RENTOKIL INITIAL RENTOKIL INITIAL PTY LTD T/AS**			**$**	**2,643.08**
2755	Facilities management services	45869	E130853	$	2,643.08
4064	**AMCOM PTY LTD T/AS VOCUS COMMUNICATIONS**			**$**	**1,258.40**
4064	IT and telecommunications expenses	45869	E130880	$	1,258.40
9049	**AMCS AUSTRALIA PTY LTD**			**$**	**7,727.74**
9049	IT software/licensing and maintenance	45848	E130584	$	840.13
9049	IT software/licensing and maintenance	45869	E131031	$	6,887.61
3016	**AMPOL PETROLEUM DISTRIBUTORS PTY LTD**			**$**	**1,389.44**
3016	Fuel	45869	E130859	$	1,389.44
9798	**ANDREW HUGH CHRISTIAN MCDONALD**			**$**	**325.00**
9798	Community events	45869	E131109	$	325.00
9130	**ANDREW SCOTT GREEN COUNCILLOR**			**$**	**3,248.32**
9130	Councillor expenses	45855	E130752	$	3,248.32
6113	**ANIMAL PEST MANAGEMENT SERVICES THE TRUSTEE FOR BUTCHER FAMILY TRUST T/AS**			**$**	**4,730.00**
6113	Animal management and pound expenses	45869	E130917	$	4,730.00
9401	**ANIMATRONIC ENGINEERING PTY LTD**			**$**	**726.00**
9401	Playground equipment and maintenance	45848	E130611	$	726.00
4155	**ANSER GROUP PTY LTD**			**$**	**18,348.00**
4155	Architectural and design services	45848	E130453	$	18,348.00
1149	**APACE AID INCORPORATED**			**$**	**3,232.35**
1149	Nursery supplies	45848	E130408	$	3,232.35
7659	**APE PRODUCTIONS ANDREW LOUIS PORTWINE T/AS**			**$**	**-**
7659	Event equipment hire	45840	E130184	-$	495.00
7659	Event equipment hire	45869	E130996	$	495.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
6938	**APPARATUS: PUBLIC ART AND CULTURAL SERVICES PTY LTD**			**$**	**5,494.50**
6938	Artists and artworks	45869	E130964	$	5,494.50
5333	**AQUAMONIX PTY LTD**			**$**	**4,754.20**
5333	Irrigation and watering systems	45869	E130903	$	4,754.20
6015	**AQUATIC SERVICES WA PTY LTD**			**$**	**27,020.95**
6015	Swimming pool costs	45848	E130478	$	24,202.70
6015	Swimming pool costs	45869	E130913	$	2,818.25
9081	**ARBOR CENTRE GROUP PTY LTD**			**$**	**4,092.00**
9081	Environmental consultancy services	45848	E130587	$	4,092.00
9260	**ARBOR URBAN PTY LTD**			**$**	**8,140.00**
9260	Arborists and tree services	45848	E130604	$	8,140.00
8627	**ARBOROLOGY WA ARBORICULTURAL CONSULTANTS PHILLIP GREGORY MATTHEWS T/AS**			**$**	**14,372.16**
8627	Arborists and tree services	45869	E131018	$	14,372.16
9786	**ARCHER TOBY BROUGHTON**			**$**	**9,340.00**
9786	Community events	45848	E130651	$	9,340.00
9713	**ARTBYROW PTY LTD**			**$**	**30,217.00**
9713	Artists and artworks	45869	E131086	$	30,217.00
0014	**ARTEIL (WA) PTY LTD**			**$**	**14,278.00**
0014	Furniture and Fit Out	45848	E130382	$	385.00
0014	Furniture and Fit Out	45869	E130784	$	13,893.00
9223	**ARTIFY CONSULTING PTY LTD**			**$**	**3,300.00**
9223	Artists and artworks	45848	E130601	$	3,300.00
8202	**ARTISAN ALLEY PTY LTD GATHER FOODS T/AS**			**$**	**2,200.00**
8202	Catering services and supplies	45869	E131007	$	2,200.00
9500	**ASHTON SAFETY, HEALTH, ENVIRONMENT ASHTON ENVIRONMENTAL PTY LTD T/AS**			**$**	**1,705.00**
9500	Workplace health and safety services	45869	E131062	$	1,705.00
4313	**ASPHALTECH PTY LTD**			**$**	**104,920.07**
4313	Roads and paving supplies - asphalt and bitumen	45848	E130457	$	104,920.07

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
8249	**ATI-MIRAGE TRAINING AND BUSINESS SOLUTIONS PTY LTD**			**$**	**1,548.00**
8249	External training courses	45848	E130560	$	1,548.00
8197	**ATTADALE GARDEN BAGS THE TRUSTEE FOR BOWDEN FAMILY TRUST T/AS**			**$**	**110.00**
8197	Waste collection and disposal	45848	E130558	$	110.00
6724	**AUSQ TRAINING THE TRUSTEE FOR AUSQ UNIT TRUST T/AS**			**$**	**1,488.00**
6724	Training services	45848	E130507	$	1,488.00
9034	**AUSSIE NATURAL SPRING WATER WEST COAST SPRING WATER PTY LTD T/AS**			**$**	**97.47**
9034	Office equipment - Water Filtration	45848	E130582	$	32.49
9034	Office equipment - Water Filtration	45869	E131030	$	64.98
5138	**AUST WEST AUTO ELECTRICAL PTY LTD**			**$**	**13,420.14**
5138	Vehicle Repairs and Maintenance	45869	E130900	$	13,420.14
1523	**AUSTRALIA POST PERTH**			**$**	**9,059.97**
1523	Postage	45848	E130417	$	8,416.53
1523	Postage	45869	E130837	$	643.44
4967	**AUSTRALIAN GROWN THE TRUSTEE FOR THE MCKENNA FAMILY TRUST T/AS**			**$**	**283.36**
4967	Uniforms and corporate wardrobe	45869	E130898	$	283.36
1804	**AUSTRALIAN HVAC SERVICES AUSTRALIAN HVAC SERVICES PTY LTD T/AS**			**$**	**61,346.29**
1804	Air conditioning maintenance and services - Civic Centre HVAC Upgrade	45848	E130419	$	54,921.71
1804	Air conditioning maintenance and services	45869	E130843	$	6,424.58
8381	**AUSTRALIAN MEDICAL SUPPLIES AUSMED SUPPLIES PTY LTD T/AS**			**$**	**1,765.50**
8381	Medical expenses	45855	E130748	$	1,765.50
4964	**AWB CO. PTY LTD**			**$**	**27,522.88**
4964	Building construction materials and services - Brockman Park	45848	E130467	$	27,522.88
0022	**BAILEYS FERTILISERS AKC PTY LTD T/AS**			**$**	**14,120.18**
0022	Landscaping services and supplies	45869	E130785	$	14,120.18
7171	**BAMFORD CONSULTING ECOLOGISTS AMANDA ROBIN & MICHAEL JOHN BAMFORD T/AS**			**$**	**4,950.00**
7171	Library Expenses	45848	E130523	$	4,950.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
9697	**BARRY DOWNS**			**$**	**360.00**
9697	Community events	45869	E131084	$	360.00
9489	**BAY CONCRETE GRINDING SEAN ANTHONY HOLLAND T/AS**			**$**	**4,812.50**
9489	Roads and paving supplies - concrete	45848	E130616	$	4,812.50
6652	**BCE SURVEYING PTY LTD**			**$**	**11,880.00**
6652	Surveyors	45848	E130502	$	11,880.00
9773	**BDO TRADING PTY LTD**			**$**	**2,580.00**
9773	Furniture and Fit Out	45869	E131103	$	2,580.00
5661	**BEACON EQUIPMENT BEPASSEY NOMINEES PTY LTD T/AS**			**$**	**4,846.10**
5661	General hardware and tools	45848	E130476	$	730.00
5661	General hardware and tools	45869	E130910	$	4,116.10
9118	**BEILBY DOWNING TEAL PTY LTD**			**$**	**16,995.00**
9118	Recruitment expenses	45848	E130590	$	7,920.00
9118	Recruitment expenses	45869	E131038	$	9,075.00
1073	**BENARA NURSERIES THE TRUSTEE FOR THE QUITO UNIT TRUST T/AS**			**$**	**14,781.75**
1073	Nursery supplies	45869	E130823	$	14,781.75
8400	**BETTER RENT ACCEPTANCE PTY LTD**			**$**	**1,628.00**
8400	Property rent	45848	E130567	$	426.80
8400	Property rent	45869	E131015	$	1,201.20
8027	**BETTY JOY RICHARDS**			**$**	**400.00**
8027	Creative services and graphic design	45848	E130550	$	400.00
6538	**BEYOND SOLUTION RISING SON PTY LTD T/AS**			**$**	**2,354.00**
6538	Marketing materials and promotional items	45869	E130936	$	2,354.00
4466	**BIBLIOTHECA AUSTRALIA PTY LTD**			**$**	**55,747.07**
4466	Annual Library Connect Licence renewal	45869	E130888	$	55,747.07
0027	**BLACKWOODS J BLACKWOOD & SON PTY LTD T/AS**			**$**	**1,979.20**
0027	General hardware and tools	45848	E130383	$	774.40
0027	General hardware and tools	45869	E130786	$	1,204.80

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
5352	**BLUE GUM CHILD CARE CENTRE INCORPORATED**			**$ 236.82**
5352	MCH and children services supplies and toys	45869	E130904	$ 236.82
9630	**BLUECOAST CONSULTING ENGINEERS PTY LTD**			**$ 23,196.25**
9630	Engineering consulting services	45848	E130627	$ 23,196.25
9668	**BO YOUN KIM**			**$ 250.00**
9668	Community events	45848	E130634	$ 250.00
0187	**BORAL CONSTRUCTION MATERIALS GROUP LTD**			**$ 4,185.26**
0187	Pavement construction and streetscape services	45848	E130387	$ 4,008.83
0187	Pavement construction and streetscape services	45869	E130795	$ 176.43
8185	**BOS CIVIL PTY LTD**			**$ 411,580.97**
8185	Engineering consulting services - Ogilvie Rd	45848	E130557	$ 411,580.97
7584	**BOULTS BLACK AND WHITE LIGHT BOULT NOMINEES PTY LTD T/AS**			**$ 10,946.07**
7584	Community events	45848	E130532	$ 10,946.07
1075	**BOYA EQUIPMENT PTY LTD**			**$ 2,098.52**
1075	Plant maintenance	45869	E130824	$ 2,098.52
4708	**BRIDGESTONE AUSTRALIA LTD.**			**$ 33,949.69**
4708	Tyres	45869	E130889	$ 33,949.69
6739	**BRIGHTMARK GROUP PTY LTD**			**$ 26,863.68**
6739	Commercial cleaning	45848	E130508	$ 25,072.55
6739	Commercial cleaning	45869	E130952	$ 1,791.13
0399	**BRITESHINE CLEANING SERVICES BRITESHINE CLEANING & MAINTENANCE SERVICES PTY LTD T/AS**			**$ 34,688.98**
0399	Commercial cleaning	45848	E130393	$ 23,930.56
0399	Commercial cleaning	45869	E130804	$ 10,758.42
9210	**BRODIE ABRAHAMS**			**$ 75.00**
9210	Entertainers	45848	E130599	$ 75.00
6998	**BROWNES DAIRY BROWNES FOODS OPERATIONS PTY LIMITED T/AS**			**$ 740.58**
6998	Staff supplies	45848	E130519	$ 231.36
6998	Staff supplies	45869	E130969	$ 509.22

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
8215	**BRUNO OLIVER BOOTH**			**$**	**354.52**
8215	Artists and artworks	45869	E131009	$	354.52
9804	**BUCCIARELLI GROUP WA PTY. LTD.**			**$**	**36,039.68**
9804	Rates Refund - Overpayment made	45848	E130655	$	36,039.68
0137	**BUCHER MUNICIPAL PTY LTD**			**$**	**8,546.37**
0137	Engineering consulting services	45869	E130793	$	8,546.37
9995	**BUILDING COMMISSION DEPARTMENT OF COMMERCE T/AS**			**$**	**339,709.28**
9995	Regulatory fees and government charges	45841	E130381	$	283,771.59
9995	Regulatory fees and government charges	45853	E130735	$	55,937.69
9696	**BUILT ENVIRONMENT COLLECTIVE PTY LTD**			**$**	**6,270.00**
9696	Engineering consulting services	45869	E131083	$	6,270.00
0036	**BUNNINGS GROUP LIMITED**			**$**	**11,642.06**
0036	Building construction materials and services	45848	E130384	$	3,476.49
0036	Building construction materials and services	45869	E130787	$	8,165.57
9778	**BUSINESS FOUNDATIONS LTD.**			**$**	**1,650.00**
9778	External training courses	45869	E131105	$	1,650.00
6627	**C&H SWEEPING PINESHORE HOLDINGS PTY LTD T/AS**			**$**	**5,775.00**
6627	Street sweeping services	45848	E130500	$	2,310.00
6627	Street sweeping services	45869	E130946	$	3,465.00
7201	**CAR CARE ROCKINGHAM MARIO BAELI T/AS**			**$**	**960.00**
7201	Car Cleaning - Fleet Vehicles	45848	E130524	$	160.00
7201	Car Cleaning - Fleet Vehicles	45869	E130975	$	800.00
8124	**CARLA ADAMS ADAMS, CARLA MELITA**			**$**	**11.25**
8124	Artists and artworks	45848	E130555	$	11.25
2184	**CASCADA GROUP ACCESS ICON PTY LTD T/AS**			**$**	**415.25**
2184	Drainage services	45869	E130846	$	415.25
0044	**CASTROL AUSTRALIA PTY LIMITED**			**$**	**3,687.31**
0044	Greases and oils and lubricants	45869	E130788	$	3,687.31

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
9637	**CATHARA CONSULTING PTY LTD**			**$ 54,758.00**
9637	Consulting services	45848	E130628	$ 46,508.00
9637	Consulting services	45869	E131073	$ 8,250.00
7269	**CDM AUSTRALIA PTY LTD**			**$ 28,490.89**
7269	IT and telecommunications expenses	45869	E130977	$ 28,490.89
9764	**CENTRAL REGIONAL TAFE**			**$ 2,735.70**
9764	External training courses	45848	E130649	$ 2,735.70
5529	**CHOICEONE PTY LTD**			**$ 120,137.42**
5529	Temporary labour	45848	E130475	$ 32,042.31
5529	Temporary labour	45869	E130908	$ 88,095.11
9365	**CHRIS WRIGHT CHRISTOPHER WRIGHT T/AS**			**$ 135.00**
9365	Artists and artworks	45869	E131055	$ 135.00
9675	**CHRISTOPHER GREENWOOD**			**$ 150.00**
9675	Community events	45869	E131077	$ 150.00
0442	**CHRISTOU DESIGN GROUP PTY LTD**			**$ 562,337.05**
0442	Architectural and design services	45848	E130394	$ 562,337.05
8808	**CHRYSTAL AND CO PTY LTD T/AS CATERLINK**			**$ 15,262.50**
8808	Catering services and supplies	45848	E130576	$ 10,114.50
8808	Catering services and supplies	45869	E131024	$ 5,148.00
0001	**CITY OF MELVILLE - PETTY CASH**			**$ 90.26**
0001	Local Government	45869	070948	$ 90.26
1277	**CITY OF SOUTH PERTH**			**$ 228.80**
1277	Local Government	45848	E130410	$ 228.80
1604	**CIVIL SURVEY SOLUTIONS PTY LTD**			**$ 55,390.50**
1604	External training courses	45869	E130841	$ 55,390.50
9800	**CLAIRE GUILD**			**$ 300.00**
9800	Community events	45869	E131110	$ 300.00
8114	**CLAIRE KROUZECKY KROUZECKY, CLAIRE ELISE T/AS**			**$ 62.50**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
8114	Artists and artworks	45848	E130554	$	62.50
9810	**CLARA JOYCE**			**$**	**1,700.00**
9810	Artists and artworks	45869	E131115	$	1,700.00
8599	**CLASSIC HIRE MILTOM PTY LTD T/AS**			**$**	**3,102.00**
8599	Event equipment hire	45848	E130572	$	2,761.00
8599	Event equipment hire	45869	E131017	$	341.00
0391	**CLEANAWAY CO PTY LTD**			**$**	**8,451.55**
0391	Waste collection and disposal	45869	E130803	$	8,451.55
2774	**CLEANAWAY DANIELS SERVICES PTY LTD**			**$**	**164.45**
2774	Hazardous materials and sharps and chemical waste	45869	E130854	$	164.45
3393	**CLIMATE CHANGE RESPONSE PTY LTD**			**$**	**3,520.00**
3393	Business and management consulting and services	45869	E130870	$	3,520.00
7962	**CLIVE ROSS COUNCILLOR**			**$**	**3,248.32**
7962	Councillor expenses	45855	E130745	$	3,248.32
0754	**COCKBURN CEMENT LIMITED**			**$**	**1,047.20**
0754	Building construction materials and services	45869	E130814	$	1,047.20
7341	**COHERA-TECH PTY LIMITED**			**$**	**4,773.60**
7341	Library Expenses	45869	E130983	$	4,773.60
8107	**COLE BAXTER PHOTOGRAPHY COLE BAXTER T/AS**			**$**	**4,675.00**
8107	Photography	45848	E130553	$	4,675.00
9429	**COLLEGE OF PROFESSIONAL DEVELOPMENT CPD TRAINING PTY LTD T/AS**			**$**	**3,000.00**
9429	External training courses	45848	E130613	$	3,000.00
6526	**COLONIAL PRINT AND PROMOTIONS ORIANNA PTY LTD T/AS**			**$**	**5,200.80**
6526	Marketing materials and promotional items	45869	E130935	$	5,200.80
9192	**COMMERCIAL PEST MANAGEMENT SERVICES PTY LTD**			**$**	**9,408.52**
9192	Pest & Weed Control	45848	E130598	$	6,290.02
9192	Pest & Weed Control	45869	E131044	$	3,118.50

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
7074	**COMPLETE OFFICE SUPPLIES**			**$**	**11,619.27**
7074	Stationery	45869	E130973	$	11,619.27
9688	**COMPUTERS NOW PTY LTD THE TRUSTEE FOR COMPUTERS NOW UNIT TRUST T/AS**			**$**	**1,974.96**
9688	IT technical services	45848	E130636	$	1,974.96
9523	**CONTINENTAL PICTURE FRAMERS J.N CRAVEN & N CRAVEN T/AS**			**$**	**585.00**
9523	office and workplace supplies	45869	E131063	$	585.00
3935	**CONTRA-FLOW PTY LTD**			**$**	**102,479.31**
3935	Traffic control services	45848	E130450	$	51,343.92
3935	Traffic control services	45869	E130877	$	51,135.39
9110	**COOPER & OXLEY GROUP PTY LTD**			**$**	**32,145.74**
9110	Building construction materials and services - Leisure Fit Booragoon	45848	E130589	$	32,145.74
7070	**CORSIGN WA PTY LTD**			**$**	**1,248.50**
7070	Road signs	45848	E130521	$	1,248.50
0275	**COUNCIL ON THE AGEING WA INC**			**$**	**2,974.40**
0275	Membership Renewal	45869	E130799	$	2,974.40
7250	**COUNTRY CLUB INTERNATIONAL PTY LTD**			**$**	**415.80**
7250	Sport and recreation equipment	45869	E130976	$	415.80
6831	**COVS GPC ASIA PACIFIC T/AS**			**$**	**4,282.13**
6831	Plant purchase/Parts	45848	E130512	$	341.13
6831	Plant purchase/Parts	45869	E130956	$	3,941.00
8669	**CRANETECH**			**$**	**2,064.42**
8669	Plant hire	45869	E131021	$	2,064.42
8043	**CRAWLIN CROCODILE TYROWN JAMES WAIGANA T/AS**			**$**	**396.00**
8043	Artists and artworks	45869	E131005	$	396.00
7325	**CRISTY BURNE**			**$**	**3,300.00**
7325	Library Stock	45848	E130526	$	3,300.00
7859	**CS LEGAL THE PIER GROUP PTY LTD T/AS**			**$**	**5,763.80**
7859	Debt collection services	45848	E130545	$	5,763.80

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
8547	**CURULLI PLUMBING ITALIAN JOB (WA) PTY LTD ATF D & L CURULLI TRUST T/AS**			**$ 5,450.50**
8547	Landscaping services and supplies	45848	E130571	$ 5,450.50
9738	**CUSTOM QUIP ENGINEERING PTY LTD**			**$ 3,099.06**
9738	Vehicles and trailers	45869	E131091	$ 3,099.06
2612	**CUSTOMER SERVICE INSTITUTE OF AUSTRALIA**			**$ 13,685.45**
2612	External training courses	45848	E130430	$ 13,685.45
4913	**DANIEL GRANT PHOTOGRAPHY GRANT, DANIEL JAMES T/AS**			**$ 750.00**
4913	Photography	45869	E130894	$ 750.00
2009	**DARREN HUTCHENS ILLUSTRATOR HUTCHENS, DARREN T/AS**			**$ 3,465.00**
2009	Artists and artworks	45848	E130421	$ 3,465.00
2131	**DATA#3 LIMITED**			**$ 39,929.80**
2131	IT software/licensing and maintenance	45848	E130423	$ 17,157.12
2131	IT software/licensing and maintenance	45869	E130845	$ 22,772.68
9779	**DAVID ESBJOERN VIKMAN**			**$ 450.00**
9779	Entertainers	45869	E131106	$ 450.00
0101	**DAVID GRAY & CO PTY LTD**			**$ 401.50**
0101	Bin supply	45869	E130791	$ 401.50
9744	**DAVID PHILIP RICHARDSON**			**$ 6,793.75**
9744	Entertainers	45869	E131095	$ 6,793.75
9737	**DEFINET PTY LTD**			**$ 3,256.00**
9737	IT software/licensing and maintenance	45848	E130641	$ 3,256.00
3107	**DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS**			**$ 385.00**
3107	Community events	45869	E130862	$ 385.00
4051	**DEPARTMENT OF FIRE AND EMERGENCY SERVICES**			**$ 125,021.76**
4051	Regulatory fees and government charges - ESL Remittance	45869	E130879	$ 125,021.76
0401	**DEPARTMENT OF JUSTICE**			**$ 39,600.00**
0401	Debt collection services	45869	E130805	$ 39,600.00

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
3857	**DEPARTMENT OF PLANNING, LANDS AND HERITAGE**			**$ 0.02**
3857	Regulatory fees and government charges	45848	E130449	$ 0.02
8141	**DETAIL MARKETING COMMUNICATIONS PTY LTD DETAIL MARKETING & COMMUNICATIONS PTY LTD T/AS**			**$ 40,233.60**
8141	The Ville Publication 2025	45869	E131006	$ 40,233.60
3250	**DIEBACK TREATMENT SERVICES GLEVAN PTY LTD AS THE TRUSTEE FOR THE EVAN BROWN FAMILY T/AS**			**$ 36,536.50**
3250	Dieback Treatment and mapping program 24-25	45848	E130439	$ 36,536.50
3746	**DIGITALES DIGITAL EDUCATION SERVICES PTY LTD**			**$ 6,899.97**
3746	Membership - Library	45869	E130874	$ 6,899.97
6147	**DISMANTLE**			**$ 4,719.00**
6147	Community services and respite	45848	E130483	$ 4,719.00
9756	**DMC CLEANING THE TRUSTEE FOR PANICH FAMILY TRUST T/A**			**$ 4,246.00**
9756	Commercial cleaning	45848	E130647	$ 3,159.20
9756	Commercial cleaning	45869	E131099	$ 1,086.80
4756	**DO NOT USE - ECO RESOURCES PTY LTD THE TRUSTEE FOR THE M & S UNIT TRUST T/AS**			**$ 9,684.28**
4756	Landfill management services	45848	E130463	$ 5,349.47
4756	Landfill management services	45869	E130890	$ 4,334.81
9054	**DO NOT USE - MIDLAND MINI CRETE HIGGO NOMINEES PTY LTD T/AS**			**$ 2,345.00**
9054	Roads and paving supplies - concrete	45848	E130585	$ 1,990.00
9054	Roads and paving supplies - concrete	45855	E130749	$ 355.00
6541	**DONOVAN PAYNE ARCHITECTS (A)POD PTY LTD T/AS**			**$ 54,095.25**
6541	Architectural and design services - Variation Leisure Fit Booragoon	45848	E130497	$ 12,870.00
6541	Architectural and design services - Tompkins Park	45869	E130937	$ 41,225.25
0213	**DORMAKABA AUSTRALIA PTY LTD**			**$ 1,476.14**
0213	Maintenance and services	45848	E130388	$ 336.34
0213	Maintenance and services	45869	E130797	$ 1,139.80
6693	**DOWSING GROUP PTY LTD**			**$ 695,489.60**
6693	Roads and paving supplies - quarry products and rubble	45848	E130505	$ 593,819.60
6693	Roads and paving supplies - quarry products and rubble	45869	E130948	$ 101,670.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
8474	**DP STAMPALIA STAMPALIA, DARREN PHILLIP & DP EARTHMOVING WA T/AS**			**$**	**14,256.00**
8474	Plant hire	45848	E130569	$	14,256.00
3309	**DRAINFLOW SERVICES PTY LTD**			**$**	**41,134.50**
3309	Drainage services	45848	E130440	$	9,834.00
3309	Drainage services	45869	E130867	$	31,300.50
9808	**DULUXGROUP (AUSTRALIA) PTY LTD**			**$**	**190.10**
9808	Office and workplace supplies	45869	E131114	$	190.10
6794	**DURACRAFT ACCIDENT REPAIR CENTRE DURACRAFT PTY LTD T/AS**			**$**	**1,710.24**
6794	Vehicle Repairs and Maintenance	45848	E130510	$	1,512.24
6794	Vehicle Repairs and Maintenance	45869	E130953	$	198.00
0986	**E & MJ ROSHER PTY LTD**			**$**	**6,432.38**
0986	Plant purchase/Parts	45869	E130818	$	6,432.38
6654	**ECLIPSE SOILS PTY LTD**			**$**	**6,963.00**
6654	Nursery supplies	45848	E130503	$	6,963.00
7816	**ECOBLUE INTERNATIONAL ECOLBLUE INTERNATIONAL PTY LTD ATF ECOBLUE UNIT TRUST**			**$**	**2,694.27**
7816	Fuel	45869	E131000	$	2,694.27
7240	**ECOCYCLE PTY LTD**			**$**	**1,758.24**
7240	Waste expenses	45848	E130525	$	1,758.24
9236	**ECOSCAPE AUSTRALIA PTY LTD**			**$**	**9,293.90**
9236	Landscape design and architecture services - Goolugatup	45848	E130603	$	9,293.90
9101	**ECOWHITE PTY LTD ECO-WHITE PTY LTD T/AS**			**$**	**1,067.00**
9101	Electricity Infrastructure Maintenance or Installation	45869	E131037	$	1,067.00
9743	**EDWARD CHARLES MARCUS**			**$**	**330.00**
9743	Community events	45869	E131094	$	330.00
6445	**ELEMENT ADVISORY PTY LTD**			**$**	**10,399.61**
6445	Architectural and design services - Booragoon City Centre	45869	E130929	$	10,399.61
9665	**ELITE COMPLIANCE PTY LTD**			**$**	**880.00**
9665	Surveyors	45848	E130633	$	880.00

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
6230	**ELITE LOCK SERVICE PERTH SECURITY SOLUTIONS ATF SIMS FAMILY TRUST T/AS**			**$ 5,718.37**
6230	Locksmith supplies and services	45848	E130486	$ 4,023.03
6230	Locksmith supplies and services	45869	E130921	$ 1,695.34
9514	**ELLA JEAN NAPIER**			**$ 340.00**
9514	Photography	45848	E130618	$ 340.00
9165	**ELLENBY TREE FARM ELLENBY PTY LTD T/AS**			**$ 2,055.79**
9165	Nursery supplies	45869	E131040	$ 2,055.79
9320	**EMMA STIRLING STIRLING, EMMA VERONICA T/AS**			**$ 340.00**
9320	Artists and artworks	45848	E130608	$ 340.00
1380	**EMSO MAINTENANCE CRAB CLAW HOLDINGS P/L ATF EMSO INVESTMENT TRUST T/AS**			**$ 120,351.99**
1380	Building construction materials and services	45848	E130412	$ 53,368.54
1380	Building construction materials and services	45869	E130831	$ 66,983.45
0091	**ENGINE PROTECTION EQUIPMENT**			**$ 1,333.58**
0091	Parts and Repairs as required	45848	E130385	$ 311.29
0091	Parts and Repairs as required	45869	E130790	$ 1,022.29
7316	**ENSIGN SERVICES (AUST.) PTY. LTD**			**$ 281.16**
7316	Laundering and dry cleaning	45869	E130981	$ 281.16
4493	**ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INC**			**$ 1,100.00**
4493	Subscriptions to professional organisations	45848	E130460	$ 1,100.00
9332	**ENVIROPATH PTY LTD**			**$ 9,362.69**
9332	Street sweeping services	45869	E131051	$ 9,362.69
7842	**EPIC SIGNS EPIC SIGNS PTY LTD T/AS**			**$ 19,855.00**
7842	Signage and sign writing	45848	E130544	$ 19,855.00
6989	**ESSENTIAL COFFEE PTY LTD**			**$ 3,529.96**
6989	Facilities management services	45848	E130518	$ 1,537.09
6989	Facilities management services	45869	E130968	$ 1,992.87
9541	**EV CHARGING SYSTEMS PTY LTD**			**$ 924.00**
9541	Electrical and lighting maintenance supplies and services	45869	E131066	$ 924.00

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
8965	**EVENT HEALTH MANAGEMENT**			**$**	**466.40**
8965	Workplace health and safety services	45848	E130579	$	466.40
6489	**EXCEL KERBING PTY LTD TRUSTEE FOR EXCEL KERBING TRUST T/AS**			**$**	**8,210.18**
6489	Roads and paving supplies	45848	E130495	$	8,210.18
6833	**EXEUS PTY LTD**			**$**	**715.00**
6833	Architectural and design services	45869	E130957	$	715.00
0235	**EXTERIA AND MODUS AUSTRALIA LANDMARK ENGINEERING & DESIGN PTY LTD T/AS**			**$**	**21,679.90**
0235	Outdoor furniture and shades and exercise equipment	45848	E130390	$	21,679.90
0531	**FEDEX EXPRESS AUSTRALIA PTY LTD**			**$**	**2,930.68**
0531	Courier Charges	45848	E130396	$	707.29
0531	Courier Charges	45869	E130808	$	2,223.39
9691	**FIONNA TEH COSGROVE**			**$**	**700.00**
9691	Community events	45869	E131081	$	700.00
7335	**FLEET FITNESS O'SHAUGHNESSY FAMILY TRUST T/AS**			**$**	**264.00**
7335	Sport and recreation equipment	45869	E130982	$	264.00
8338	**FLEXI STAFF FLEXI STAFF GROUP PTY LTD**			**$**	**17,157.34**
8338	Temporary labour	45848	E130565	$	11,111.76
8338	Temporary labour	45869	E131012	$	6,045.58
0204	**FLICK ANTICIMEX**			**$**	**348.71**
0204	Hygiene services	45869	E130796	$	348.71
9632	**FN FOCUS PTY LTD**			**$**	**9,680.00**
9632	Community events	45869	E131072	$	9,680.00
9758	**FORLANO DESIGN PENELOPE FORLANO T/AS**			**$**	**26.25**
9758	Artists and artworks	45848	E130648	$	26.25
9803	**FREDERIC HOCKING**			**$**	**250.00**
9803	Entertainers	45869	E131112	$	250.00
6332	**FULL CIRCLE DESIGN SERVICES**			**$**	**50,930.00**

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
6332	Environmental consultancy services - Audit of City Buildings	45848	E130490	$	50,930.00
3227	**FULTON HOGAN INDUSTRIES PTY LTD**			**$**	**147,586.06**
3227	Building construction materials and services - Riseley St	45848	E130438	$	106,532.98
3227	Building construction materials and services - Redwood Shops Carpark	45869	E130866	$	41,053.08
7757	**FURNITURE OPTIONS PTY LTD**			**$**	**1,375.00**
7757	Furniture and Fit Out	45848	E130540	$	1,375.00
6824	**GFG TEMP ASSIST GLENN FLOOD GROUP PTY LTD T/AS**			**$**	**53,501.31**
6824	Temporary labour	45848	E130511	$	9,585.40
6824	Temporary labour	45869	E130954	$	43,915.91
8158	**GILLIAN M CLARK**			**$**	**1,600.00**
8158	Library Expenses	45848	E130556	$	1,600.00
4943	**GISSA INTERNATIONAL PTY LTD**			**$**	**2,538.80**
4943	Memberships	45869	E130895	$	2,538.80
7017	**GLYNIS BARBER COUNCILLOR**			**$**	**3,248.32**
7017	Councillor expenses	45855	E130743	$	3,248.32
9024	**GO ORGANICS JD ORGANICS PTY LTD T/AS**			**$**	**316.80**
9024	Landscaping services and supplies	45869	E131029	$	316.80
5101	**GRAFFITI SYSTEMS AUSTRALIA THE TRUSTEE FOR ROBTHOR UNIT TRUST T/AS**			**$**	**7,501.03**
5101	Graffiti removal services	45848	E130469	$	7,501.03
9742	**GREEN SHOOTS INVESTIGATIONS PTY LTD**			**$**	**866.25**
9742	Workplace health and safety services	45869	E131093	$	866.25
6874	**GREENHOUSE DESIGN STUDIOS ASHLEY JANE GREENHOUGH T/AS**			**$**	**3,366.00**
6874	Marketing and communication services	45869	E130962	$	3,366.00
9775	**HANNAH MCLARTY**			**$**	**3,192.00**
9775	Sustainability services	45869	E131104	$	3,192.00
7756	**HANSON CONSTRUCTION MATERIALS PTY LTD**			**$**	**2,217.79**
7756	Building construction materials and services	45869	E130998	$	2,217.79

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
9183	**HART SPORT AUSTRALIA PTY LTD**			**$**	**4,478.77**
9183	Sport and recreation equipment	45848	E130597	$	2,746.07
9183	Sport and recreation equipment	45869	E131043	$	1,732.70
9300	**HARVEY NORMAN AV/IT O'CONNOR THE TRUSTEE FOR OCOCENTA NO 2 TRUST T/AS**			**$**	**1,557.00**
9300	Appliances and whitegoods	45848	E130606	$	1,557.00
9310	**HAUL GROUP INFILLR PTY LTD T/AS**			**$**	**85,431.31**
9310	Sand Area Measurement for City Sand	45848	E130607	$	24,901.80
9310	Structural Assessment - City's Platform and bridge assets	45869	E131048	$	60,529.51
4312	**HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD**			**$**	**109,576.07**
4312	Temporary labour	45848	E130456	$	29,111.13
4312	Temporary labour	45869	E130886	$	80,464.94
9718	**HAZE TECHNICAL PTY LTD**			**$**	**9,548.00**
9718	Business and management consulting and services	45869	E131087	$	9,548.00
0599	**HEAVY AUTOMATICS PTY LTD**			**$**	**5,398.52**
0599	Maintenance and services	45848	E130397	$	2,666.13
0599	Maintenance and services	45869	E130810	$	2,732.39
9214	**HFM ASSET MANAGEMENT PTY LTD**			**$**	**5,544.00**
9214	Business and management consulting and services	45848	E130600	$	5,544.00
4637	**HIRE SOCIETY THE TRUSTEE FOR EDGAR PITTER FAMILY TRUST T/AS**			**$**	**1,704.36**
4637	Event equipment hire	45848	E130461	$	1,704.36
6705	**HODGE COLLARD PRESTON ARCHITECTS HODGE COLLARD PRESTON UNIT TRUST T/AS**			**$**	**9,638.75**
6705	Architectural and design services	45848	E130506	$	2,763.75
6705	Architectural and design services	45869	E130951	$	6,875.00
9768	**HOLLY BALLAM**			**$**	**2,160.50**
9768	Entertainers	45869	E131101	$	2,160.50
8295	**HOOP HOOP HOORAY ELISE ALEXANDRA HINKLEY T/AS**			**$**	**409.00**
8295	Community events	45869	E131010	$	409.00
5489	**HORIZON WEST LANDSCAPE & IRRIGATION PTY LTD**			**$**	**78,747.80**
5489	Irrigation and watering systems	45848	E130474	$	70,420.80

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
5489	Irrigation and watering systems	45869	E130907	$	8,327.00
6183	**HUMAN SYNERGISTICS AUSTRALIA PTY LIMITED**			**$**	**869.00**
6183	Consulting services	45848	E130485	$	869.00
9553	**HUME CITY COUNCIL**			**$**	**4,005.10**
9553	Sustainability services	45869	E131067	$	4,005.10
9062	**HYDROQUIP PUMPS & IRRIGATION PTY LTD**			**$**	**15,186.06**
9062	Irrigation and watering systems	45848	E130586	$	15,186.06
9745	**IAIN ANDREW GRANDAGE**			**$**	**990.00**
9745	Entertainers	45848	E130643	$	990.00
7744	**ICON AUDIOVISUAL KPR PRODUCTIONS PTY LTD**			**$**	**15,766.00**
7744	Event equipment hire	45848	E130539	$	15,766.00
9730	**ICON TOURISM CONSULTING PTY LTD**			**$**	**12,650.00**
9730	Consulting services	45848	E130640	$	12,650.00
6839	**IES ENVIRO-SCAPES INDIGENOUS ECONOMIC SOLUTIONS PTY LTD T/AS**			**$**	**1,193.50**
6839	Environmental consultancy services	45848	E130513	$	1,193.50
8825	**IMAGINARY LEAPS**			**$**	**1,000.00**
8825	Artists and artworks	45848	E130577	$	1,000.00
0114	**INDUSTRIAL PROTECTIVE PRODUCTS (WA) JELLOR PTY LTD T/AS**			**$**	**5,887.95**
0114	General hardware and tools	45848	E130386	$	1,510.75
0114	General hardware and tools	45869	E130792	$	4,377.20
6016	**INDUSTRIAL RECRUITMENT PARTNERS IRP PTY LTD T/AS**			**$**	**20,170.88**
6016	Temporary labour	45848	E130479	$	7,275.30
6016	Temporary labour	45869	E130914	$	12,895.58
0009	**INITIAL HYGIENE SOLUTIONS RENTOKIL INITIAL PTY LTD T/AS**			**$**	**1,797.75**
0009	Hygiene services	45869	E130783	$	1,797.75
6615	**INSTANT TOILETS & SHOWERS INSTANT PRODUCTS HIRE T/AS**			**$**	**437.01**
6615	Event equipment hire	45848	E130499	$	121.00
6615	Event equipment hire	45869	E130943	$	316.01

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
4326	**INTELIFE GROUP LIMITED**			**$**	**5,439.49**
4326	Commercial cleaning	45848	E130458	$	5,439.49
6985	**INTERIA DESIGN PTY LTD CRADDOCK FAMILY TRUST T/AS**			**$**	**371.80**
6985	Furniture and Fit Out	45869	E130967	$	371.80
6544	**INTERNATIONAL ART SERVICES IAS FINE ART LOGISTICS PTY LTD T/AS**			**$**	**8,973.25**
6544	Artists and artworks	45869	E130938	$	8,973.25
3811	**IPWEA - AUSTRALASIA LIMITED INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA LTD T/AS**			**$**	**4,400.00**
3811	External training courses	45848	E130447	$	4,400.00
9649	**IRREX LISA SEMMENS T/AS**			**$**	**7,865.00**
9649	Irrigation and watering systems	45848	E130630	$	7,865.00
4815	**ISUBSCRIBE PTY LIMITED**			**$**	**11,742.15**
4815	Subscriptions	45869	E130891	$	11,742.15
9747	**JACK HALBERT COLLARD**			**$**	**2,100.00**
9747	Entertainers	45869	E131096	$	2,100.00
8278	**JACK WILSON**			**$**	**340.00**
8278	Community events	45848	E130562	$	340.00
4872	**JACKSON MCDONALD**			**$**	**53,962.69**
4872	Legal and conveyancing services	45848	E130464	$	10,800.90
4872	Legal and conveyancing services	45869	E130892	$	43,161.79
9795	**JAMES BERLYN**			**$**	**4,000.00**
9795	Artists and artworks	45848	E130653	$	4,000.00
9707	**JAMES MCGOVERN**			**$**	**1,500.00**
9707	Training services	45869	E131085	$	1,500.00
7967	**JANE EDINGER COUNCILLOR**			**$**	**3,248.32**
7967	Councillor expenses	45855	E130746	$	3,248.32
1406	**JB HI FI COMMERCIAL JB HI-FI GROUP PTY LTD T/AS**			**$**	**47,095.00**
1406	IT hardware	45848	E130413	$	45,851.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
1406	IT hardware	45869	E130832	$	1,244.00
7971	**JENNIFER SPANBROEK COUNCILLOR**			**$**	**3,248.32**
7971	Councillor expenses	45855	E130747	$	3,248.32
9525	**JHT AUSTRALIA JOHNSON HEALTH TECH. AUSTRALIA PTY. LTD. T/AS**			**$**	**372.06**
9525	Sport and recreation equipment	45869	E131064	$	372.06
6827	**JLL PUBLIC SECTOR VALUATIONS PTY LTD JONES LANG LASALLE PUBLIC SECTOR VALUATIONS PTY LTD T/AS**			**$**	**4,950.00**
6827	Valuation services	45869	E130955	$	4,950.00
9600	**JOHN LE CRAS & ASSOCIATES PTY LTD**			**$**	**11,424.29**
9600	Public relations	45848	E130623	$	11,424.29
1490	**JONAS LEISURE PTY LTD**			**$**	**11,000.00**
1490	IT software/licensing and maintenance	45869	E130835	$	11,000.00
8546	**JULUWARLU GROUP ABORIGINAL CORPORATION**			**$**	**483.75**
8546	Artists and artworks	45848	E130570	$	483.75
9639	**KAREN RAUBENHEIMER**			**$**	**389.00**
9639	Library Expenses	45869	E131074	$	389.00
6279	**KAREN WHEATLAND COUNCILLOR**			**$**	**5,193.73**
6279	Councillor expenses	45855	E130740	$	5,193.73
9544	**KATE MOSS KATHERINE ANNE MOSS T/AS**			**$**	**1,500.00**
9544	Artists and artworks	45848	E130620	$	1,500.00
2898	**KATHERINE MAIR COUNCILLOR**			**$**	**9,886.29**
2898	Councillor expenses	45848	E130435	$	101.72
2898	Councillor expenses	45855	E130736	$	9,784.57
9751	**KATHERINE SHAW**			**$**	**900.00**
9751	Entertainers	45848	E130645	$	900.00
9740	**KATRIN DEN ELZEN**			**$**	**325.00**
9740	Community events	45869	E131092	$	325.00
6394	**KENNARDS HIRE PTY LTD**			**$**	**300.00**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
6394	Event equipment hire	45848	E130491	$	300.00
6453	**KENTICO SOFTWARE PTY LTD**			**$**	**59,796.00**
6453	IT and telecommunications expenses	45869	E130932	$	59,796.00
6701	**KIMBERLY BROSZTL COM EMPLOYEE**			**$**	**405.95**
6701	staff reimbursements	45869	E130950	$	405.95
8950	**KRISTY NITA BROWN BROWN, KRISTY NITA T/AS**			**$**	**414.00**
8950	Library Expenses	45869	E131026	$	414.00
7064	**KYOCERA DOCUMENT SOLUTIONS AUSTRALIA PTY LTD**			**$**	**5,711.02**
7064	Printers and multifunction devices	45869	E130972	$	5,711.02
8660	**LA PALETA**			**$**	**919.80**
8660	Food and beverages for resale	45848	E130573	$	457.80
8660	Food and beverages for resale	45869	E131020	$	462.00
8635	**LADYBIRD ENTERTAINMENT**			**$**	**947.78**
8635	Artists and artworks	45869	E131019	$	947.78
7292	**LAMINAR CAPITAL PTY. LTD**			**$**	**550.00**
7292	Accounting and financial services	45869	E130979	$	550.00
1115	**LANDGATE WESTERN AUSTRALIA LAND INFORMATION AUTHORITY T/AS**			**$**	**1,670.04**
1115	Regulatory fees and government charges	45848	E130407	$	1,638.44
1115	Regulatory fees and government charges	45869	E130827	$	31.60
0688	**LAUNDRY EXPRESS THE TRUSTEE FOR TEMA TRUST T/AS**			**$**	**709.50**
0688	Laundering and dry cleaning	45848	E130400	$	709.50
4955	**LEISURE INSTITUTE OF WA AQUATIC**			**$**	**1,680.00**
4955	External training courses	45869	E130896	$	1,680.00
0618	**LES MILLS AEROBICS**			**$**	**15,188.00**
0618	Community events	45869	E130812	$	15,188.00
4311	**LESLIE'S CURTAINS & BLINDS LESLIE'S CURTAINS PTY LTD T/AS**			**$**	**250.00**
4311	Blinds and curtains	45869	E130885	$	250.00

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
1544	**LGIS BROKING JARDINE LLOYD THOMPSON PTY LTD T/AS**			**$ 2,425.50**
1544	Insurance premiums	45869	E130839	$ 2,425.50
0490	**LGISWA**			**$ 1,129,020.91**
0490	Insurance premiums	45869	E130807	$ 1,129,020.91
5241	**LIGHTSPEED COMMUNICATIONS & ELECTRICAL LIGHTSPEED COMMUNICATIONS AUSTRALIA PTY LTD T/AS**			**$ 27,239.75**
5241	Furniture	45848	E130471	$ 27,239.75
9237	**LITTLE TREASURES COMPANY PTY LTD**			**$ 2,544.00**
9237	Community events	45869	E131046	$ 2,544.00
6451	**LIVING TURF GREENSHED PTY LTD T/AS**			**$ 14,793.90**
6451	Turf and Equipment	45848	E130493	$ 11,792.00
6451	Turf and Equipment	45869	E130931	$ 3,001.90
9702	**LKS CONSTRUCTIONS (WA) PTY LTD**			**$ 169,568.30**
9702	Bicton Bath Changerooms and Path Refurbishments	45848	E130637	$ 169,568.30
5475	**LOCHNESS LANDSCAPE SERVICES LLS AUST. PTY LTD ATF THE LOCHNESS UNIT TRUST T/AS**			**$ 65,750.50**
5475	Landscaping services and supplies	45848	E130473	$ 63,330.50
5475	Landscaping services and supplies	45869	E130906	$ 2,420.00
8367	**LO-GO APPOINTMENTS HELENE PTY LTD T/AS**			**$ 16,384.04**
8367	Recruitment expenses	45848	E130566	$ 16,384.04
7719	**LOUNGE BACKLINE**			**$ 1,980.00**
7719	Event equipment hire	45848	E130537	$ 1,980.00
1343	**M P ROGERS & ASSOCIATES PTY LTD**			**$ 1,598.06**
1343	Engineering consulting services	45848	E130411	$ 1,598.06
9714	**M TOURE & M VELOSO ONETOUCHFC T/AS**			**$ 2,420.96**
9714	Community events	45848	E130638	$ 2,420.96
9749	**MABEL IVY GIBSON**			**$ 500.00**
9749	Community events	45848	E130644	$ 500.00
7722	**MADELEINE ANTOINE**			**$ 500.00**
7722	Entertainers	45848	E130538	$ 500.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
1723	**MAIN ROADS WA**			**$**	**123,392.18**
1723	Pavement construction and streetscape services	45848	E130418	$	106,621.65
1723	Pavement construction and streetscape services	45869	E130842	$	16,770.53
0141	**MAJOR MOTORS PTY LTD THE TRUSTEE FOR MAJOR MOTORS UNIT TRUST T/AS**			**$**	**1,765.96**
0141	Light Vehicle purchase	45869	E130794	$	1,765.96
6037	**MARQUEE MAGIC TUTAKI UNIT TRUST T/AS**			**$**	**9,053.00**
6037	Event equipment hire	45848	E130480	$	9,053.00
5232	**MATTHEW WOODALL COUNCILLOR**			**$**	**3,248.32**
5232	Councillor expenses	45855	E130739	$	3,248.32
2678	**MAXWELL AND ROBINSON AND PHELPS THE TRUSTEE FOR TEEKMAR FAMILY TRUST T/AS**			**$**	**208.45**
2678	Pest & Weed Control	45848	E130433	$	208.45
9324	**MCLEODS LAWYERS PTY LTD**			**$**	**18,776.45**
9324	Legal and conveyancing services	45848	E130609	$	10,276.97
9324	Legal and conveyancing services	45869	E131050	$	8,499.48
9752	**MELANIE ROBINSON**			**$**	**900.00**
9752	Entertainers	45869	E131098	$	900.00
1060	**MELVILLE CARES**			**$**	**5,077.39**
1060	Donations, Sponsorship & Contributions	45869	E130822	$	5,077.39
5223	**MELVILLE CITY HOCKEY CLUB**			**$**	**6,000.00**
5223	Sport and recreation subsidies	45869	E130901	$	6,000.00
0373	**MELVILLE COCKBURN CHAMBER OF COMMERCE INC**			**$**	**8,525.00**
0373	Memberships	45848	E130392	$	8,525.00
9423	**MELVILLE CRICKET CLUB INC**			**$**	**15,959.63**
9423	Sport and recreation equipment	45869	E131059	$	15,959.63
7291	**MELVILLE HYUNDAI & MELVILLE VOLKSWAGEN AL MELVILLE PTY LTD T/AS**			**$**	**617.34**
7291	Vehicle Repairs and Maintenance	45869	E130978	$	617.34
9225	**MELVILLE KIA MELVILLE MOTORS A PTY LTD & MELVILLE MOTORS S PTY LTD T/AS**			**$**	**176.90**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
9225	Car Servicing, repairs and maintenance	45869	E131045	$	176.90
6519	**MELVILLE MAZDA INTEGRATED MANAGEMENT CONSULTANTS PTY LTD T/AS**			**$**	**987.85**
6519	Car Servicing, repairs and maintenance	45869	E130934	$	987.85
6638	**MELVILLE TOYOTA SERVCO AUSTRALIA MELVILLE PTY LTD T/AS**			**$**	**1,817.72**
6638	Car Servicing, repairs and maintenance	45848	E130501	$	1,342.93
6638	Car Servicing, repairs and maintenance	45869	E130947	$	474.79
6161	**MEND CONSULTING PTY LTD**			**$**	**16,324.12**
6161	Engineering consulting services	45848	E130484	$	16,324.12
9166	**MESSAGENET BY SINCH MESSAGEMEDIA MESSAGE4U PTY LTD T/AS**			**$**	**220.00**
9166	IT and telecommunications expenses	45869	E131041	$	220.00
1603	**MESSAGES ON HOLD MESSAGES ON HOLD AUSTRALIA PTY LTD T/AS**			**$**	**1,064.97**
1603	Marketing and communication services	45869	E130840	$	1,064.97
8997	**METAL ARTWORK BADGES D&L STUDIO PTY LTD T/AS**			**$**	**324.50**
8997	Office equipment	45869	E131027	$	324.50
7306	**MICROWAY ATF THE DAVID LOOKE FAMILY TRUST T/AS**			**$**	**15,230.23**
7306	IT and telecommunications expenses	45869	E130980	$	15,230.23
9802	**MIDLAND MINICRETE FUTURO NOMINEES PTY LTD T/AS**			**$**	**2,956.50**
9802	Roads and paving supplies - concrete	45848	E130654	$	462.00
9802	Roads and paving supplies - concrete	45869	E131111	$	2,494.50
1480	**MILES NOEL NOEL, MILES FELIX T/AS**			**$**	**3,151.50**
1480	Photography	45848	E130416	$	825.00
1480	Photography	45869	E130834	$	2,326.50
7022	**MILLENNIUM KIDS INC**			**$**	**5,500.00**
7022	Sustainability services	45869	E130970	$	5,500.00
8969	**MILLIYAAN ABORIGINAL SERVICES YARRAN, CYRIL T/AS**			**$**	**2,922.63**
8969	Artists and artworks	45848	E130580	$	2,922.63
9228	**MINIQUIP HIRE THE TRUSTEE FOR FENTON FAMILY TRUST T/AS**			**$**	**6,261.75**
9228	Plant hire	45848	E130602	$	6,261.75

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
6694	**MINTERELLISON**			**$**	**4,872.67**
6694	Legal and conveyancing services	45869	E130949	$	4,872.67
8391	**MIRACLE RECREATION EQUIPMENT SUPERIOR NOMINEES PTY LTD T/AS**			**$**	**1,496.00**
8391	Playground equipment and maintenance	45869	E131014	$	1,496.00
7943	**MMJ REAL ESTATE (WA) PTY LTD THE TRUSTEE FOR THE LAKE CRYOV UNIT TRUST T/AS**			**$**	**4,950.00**
7943	Real estate and property management	45848	E130548	$	4,950.00
2865	**MMM WA PTY LTD**			**$**	**32,673.25**
2865	Supply and install retaining wall	45869	E130857	$	32,673.25
8768	**MODE DESIGN CORP PTY LTD**			**$**	**3,330.80**
8768	Architectural and design services	45848	E130575	$	3,330.80
7423	**MODERN MOTOR TRIMMERS THE SPOUGE FAMILY TRUST T/AS**			**$**	**992.86**
7423	Technical equipment	45869	E130985	$	992.86
7462	**MONAGHAN SURVEYING JOHN TIMOTHY MONAGHAN T/AS**			**$**	**1,344.00**
7462	Surveyors	45848	E130530	$	1,344.00
6622	**MOORE AUSTRALIA (WA) PTY LTD AS AGENT**			**$**	**19,508.81**
6622	Auditing services	45869	E130945	$	19,508.81
9741	**MULTISPARES LIMITED**			**$**	**4,035.90**
9741	Plant purchase/Parts	45848	E130642	$	4,035.90
4646	**MURDOCH UNIVERSITY**			**$**	**1,650.00**
4646	Donations, Sponsorship & Contributions	45848	E130462	$	1,650.00
0259	**MYAREE CAR HIRE DAVIOT SC & SL PTY LTD T/AS**			**$**	**544.50**
0259	Plant hire	45848	E130391	$	544.50
5921	**MYSTERY CUSTOMER UNDERCOVER CUSTOMER PTY LTD T/AS**			**$**	**1,709.40**
5921	Business and management consulting and services	45869	E130912	$	1,709.40
9777	**NATHANIEL MARTIN WOOD**			**$**	**750.00**
9777	Entertainers	45848	E130650	$	750.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
7940	**NATURAL AREA CONSULTING MANAGEMENT SERVICES NATUURAL AREA HOLDINGS PTY LTD**			**$**	**13,616.85**
7940	Bush regeneration	45848	E130547	$	7,067.63
7940	Bush regeneration	45869	E131003	$	6,549.22
7881	**NEXXIS TECHNOLOGY PTY LTD**			**$**	**6,820.00**
7881	Plant hire	45869	E131001	$	6,820.00
9459	**NGALAK NIDJA BOUNDRY, JAYDEN MATTHEW T/AS**			**$**	**1,200.00**
9459	Community events	45869	E131060	$	1,200.00
9784	**NICK TURNER**			**$**	**389.00**
9784	Entertainers	45869	E131107	$	389.00
2969	**NICOLE ROBINS COUNCILLOR**			**$**	**3,248.32**
2969	Councillor expenses	45855	E130737	$	3,248.32
9726	**NOBUO HARA**			**$**	**800.00**
9726	Community services and respite	45869	E131089	$	800.00
6515	**NON-ADVERTISING MARKETFORCE PTY LTD**			**$**	**16,043.78**
6515	Advertising and media buy	45848	E130496	$	4,386.23
6515	Advertising and media buy	45869	E130933	$	11,657.55
7658	**NORDA ARCHITECTS PTY LTD NORDA ARCHITECTS PTY LTD T/AS**			**$**	**14,162.50**
7658	Architectural and design services	45848	E130535	$	8,607.50
7658	Architectural and design services	45855	E130744	$	1,155.00
7658	Architectural and design services	45869	E130995	$	4,400.00
9687	**NORTH STAR SECURITY**			**$**	**94,025.80**
9687	Security systems/Monitoring	45848	E130635	$	6,603.30
9687	Civic Centre control and security system - Admin Access	45869	E131079	$	87,422.50
3408	**NORTHLAKE ELECTRICAL PTY LTD NORTH LAKE ELECTRICAL PTY LTD T/AS**			**$**	**135,861.31**
3408	Electrical and lighting maintenance supplies and services	45848	E130442	$	92,586.30
3408	Electrical and lighting maintenance supplies and services	45869	E130871	$	43,275.01
5866	**NRP ELECTRICAL SERVICES**			**$**	**1,310.10**
5866	Electrical and lighting maintenance supplies and services	45848	E130477	$	1,310.10
1020	**NUTRIEN WATER TOTAL EDEN PTY LIMITED T/AS**			**$**	**22,293.69**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
1020	Irrigation and watering systems	45848	E130404	$	188.10
1020	Irrigation and watering systems	45869	E130820	$	22,105.59
9689	**OFFICE FITOUT PROFESSIONALS PTY LTD**			**$**	**44,900.00**
9689	Furniture and Fit Out	45869	E131080	$	44,900.00
7543	**ON TAP PLUMBING & GAS PTY LTD**			**$**	**35,913.32**
7543	Plumbing maintenance supplies and services	45848	E130531	$	22,626.11
7543	Plumbing maintenance supplies and services	45869	E130989	$	13,287.21
3187	**ONE MUSIC AUSTRALIA APRA - AUSTRALASIAN PERFORMING RIGHT ASSOC LTD T/AS**			**$**	**20,543.77**
3187	Licences	45869	E130864	$	20,543.77
8676	**OVERDRIVE AUSTRALIA PTY LTD**			**$**	**5,670.00**
8676	Library Stock	45848	E130574	$	5,670.00
2629	**PAPERBARK TECHNOLOGIES PTY LTD**			**$**	**15,100.00**
2629	Nursery supplies	45848	E130431	$	700.00
2629	Nursery supplies	45869	E130850	$	14,400.00
6488	**PARAMOUNT SECURITY SERVICES SILVERBACK ENTERPRISES PTY LTD T/AS**			**$**	**7,497.05**
6488	Security services	45848	E130494	$	7,497.05
9175	**PATRICK SIMS SIMS, PATRICK JAMES T/AS**			**$**	**495.00**
9175	Architectural and design services	45869	E131042	$	495.00
9565	**PAUL JORGE BOYE**			**$**	**142.50**
9565	Creative services and graphic design	45869	E131068	$	142.50
6091	**PAUL MOLONY COM EMPLOYEE**			**$**	**242.00**
6091	Staff reimbursements	45869	E130916	$	242.00
6851	**PAVE MIX PALOMA MANAGEMENT PTY LTD ATF THE PAVE MIX UNIT TRUST T/AS**			**$**	**149,776.00**
6851	Roads and paving supplies - concrete	45848	E130514	$	138,468.00
6851	Roads and paving supplies - concrete	45869	E130958	$	11,308.00
9672	**PAXUS AUSTRALIA PTY LIMITED**			**$**	**18,630.48**
9672	Recruitment expenses	45855	E130754	$	18,630.48
0082	**PENSKE AUSTRALIA PTY LTD**			**$**	**1,021.33**

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
0082	Vehicle Repairs and Maintenance	45869	E130789	$	1,021.33
3681	**PERFEKT PTY LTD THE TRUSTEE FOR BERTRIKA TRUST & OTHERS T/AS**			**$**	**150,672.83**
3681	IT technical services	45869	E130873	$	150,672.83
9344	**PERTH CORPORATE MASSAGE COLLETTE JANE LYNCH T/AS**			**$**	**2,300.00**
9344	Workplace health and safety services	45869	E131053	$	2,300.00
6305	**PERTH ENERGY PTY LTD**			**$**	**26,573.86**
6305	Gas	45848	E130488	$	26,573.86
9498	**PERTH HIRE SHOP ROMANA INVESTMENTS PTY LTD T/AS**			**$**	**1,713.25**
9498	Plant hire	45848	E130617	$	1,713.25
9013	**PERTH MATTRESS & FURNITURE RECYCLING COMPANY SC GREIG & SM GREIG T/AS**			**$**	**8,382.00**
9013	Waste collection and disposal	45848	E130581	$	8,382.00
9149	**PHASE 3 MAINTENANCE PTY LTD**			**$**	**4,042.50**
9149	Landscape design and architecture services	45848	E130593	$	1,617.00
9149	Landscape design and architecture services	45869	E131039	$	2,425.50
6089	**PINEY LAKES COMMUNITY GARDEN INC.**			**$**	**1,035.60**
6089	Donations, Sponsorship & Contributions	45848	E130481	$	1,035.60
1079	**PIRTEK (FREMANTLE) PTY LTD**			**$**	**2,974.81**
1079	Pipes and fittings services	45848	E130406	$	299.07
1079	Pipes and fittings services	45869	E130825	$	2,675.74
9722	**PIXELCASE GROUP PTY. LTD**			**$**	**24,000.00**
9722	IT software/licensing and maintenance	45848	E130639	$	24,000.00
2648	**PLANNING INSTITUTE AUSTRALIA**			**$**	**1,140.00**
2648	Advertising and media buy	45869	E130851	$	1,140.00
0413	**PLANTECH GROUNDS MAINTENANCE ATF BRANDON PROPERTY TRUST T/AS**			**$**	**683.13**
0413	Park maintenance charges	45869	E130806	$	683.13
1298	**PLASDENE GLASS-PAK PTY. LIMITED**			**$**	**580.69**
1298	Hazardous materials and sharps and chemical waste	45869	E130830	$	580.69

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
9695	**PMS TRANSPORT NEELAS INVESTMENTS PTY LTD T/AS**			**$**	**330.00**
9695	Bus and coach charter	45869	E131082	$	330.00
0461	**PORTER CONSULTING ENGINEERS THE TRUSTEE FOR THE CONSULTING ENGINEERING UNIT TRUST T/AS**			**$**	**11,000.00**
0461	Engineering consulting services	45848	E130395	$	11,000.00
9488	**PTG CONSULTING PTY LTD**			**$**	**9,625.00**
9488	Engineering consulting services	45848	E130615	$	4,290.00
9488	Engineering consulting services	45869	E131061	$	5,335.00
3693	**QED ENVIRONMENTAL SERVICES PTY LTD**			**$**	**2,645.50**
3693	Environmental consultancy services	45848	E130444	$	2,645.50
0977	**QUALITY PRESS THE TRUSTEE FOR ALBA UNIT TRUST T/AS**			**$**	**7,159.35**
0977	Outsourced printing	45848	E130402	$	866.25
0977	Outsourced printing	45869	E130816	$	6,293.10
6280	**QUANTUM BUILDING SERVICES PTY LTD**			**$**	**36,428.60**
6280	Roofing services	45848	E130487	$	13,477.75
6280	Roofing services	45869	E130922	$	22,950.85
9340	**RACHAEL CANNING CANNING, RACHAEL MARIE TAYLOR T/AS**			**$**	**425.00**
9340	Artists and artworks	45869	E131052	$	425.00
9731	**RACHAEL ELIZABETH ROBERTSON**			**$**	**729.00**
9731	Artists and artworks	45869	E131090	$	729.00
7599	**RED TENT EVENTS KYLIE WHEATLEY T/AS**			**$**	**165.00**
7599	Community events	45869	E130991	$	165.00
3217	**REDFISH TECHNOLOGIES PTY LTD**			**$**	**20,815.92**
3217	Membership renewal	45869	E130865	$	20,815.92
7445	**REINO INTERNATIONAL PTY LIMITED**			**$**	**883.34**
7445	Parking meters	45848	E130529	$	883.34
9397	**RENASCENT WESTERN AUSTRALIA PTY LIMITED**			**$**	**790,216.72**
9397	Blue Gum Community Centre and Len Shearer Reserve Refurbishments	45848	E130610	$	790,216.72
9725	**RENEWABLE ENERGY AND RECYCLING COMPANY PTY LTD**			**$**	**3,000.00**

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
9725	Sustainability services	45869	E131088	$	3,000.00
0979	**RENTOKIL INITIAL PTY LTD**			**$**	**385.00**
0979	Hygiene services	45869	E130817	$	385.00
3858	**REPLANTS.COM PTY LTD**			**$**	**2,750.00**
3858	Nursery supplies	45855	E130738	$	2,750.00
7528	**REPLAS WA REPEAT PLASTICS WA ATF THE HERBERT FAMILY TRUST T/AS**			**$**	**3,767.50**
7528	General recycling	45869	E130987	$	3,767.50
8510	**RESOURCE FURNITURE**			**$**	**952.05**
8510	Library Furniture	45869	E131016	$	952.05
2203	**RESOURCE RECOVERY GROUP**			**$**	**913,089.79**
2203	Waste expenses	45848	E130424	$	166,891.29
2203	Waste expenses	45869	E130847	$	746,198.50
9406	**RESTORE ADVISORY SERVICES PTY LTD**			**$**	**6,930.00**
9406	Property purchase	45848	E130612	$	6,930.00
6853	**RETRO ROADS TAGSAT PTY LTD T/AS**			**$**	**3,385.65**
6853	Road line marking	45869	E130959	$	3,385.65
8276	**RILEY ASHA BILLYEALD**			**$**	**922.50**
8276	Community events	45848	E130561	$	922.50
7776	**ROMEO PLUMBING PTY LTD**			**$**	**1,151.00**
7776	Plumbing maintenance supplies and services	45869	E130999	$	1,151.00
7535	**ROSMECH SALES & SERVICES PTY LTD**			**$**	**2,355.35**
7535	Vehicle Repairs and Maintenance	45869	E130988	$	2,355.35
3986	**ROYAL WOLF AUSTRALIA UNITED RENTALS AUSTRALIA PTY LTD T/AS**			**$**	**1,007.97**
3986	General hardware and tools	45848	E130452	$	732.83
3986	General hardware and tools	45869	E130878	$	275.14
6773	**SABRINA HAHN - HORT WITH HEART SABRINA SUE HAHN T/AS**			**$**	**389.00**
6773	Training services	45848	E130509	$	389.00

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
9681	**SAFE ROADS CONSULTANTS PTY LTD**			**$**	**15,454.56**
9681	Traffic control services	45869	E131078	$	15,454.56
9577	**SAFEGUARDING CENTRAL PTY LTD**			**$**	**5,568.75**
9577	Community services and respite	45869	E131069	$	5,568.75
9658	**SAFEGUARDING TRAINING AUSTRALIA PTY LTD**			**$**	**1,028.50**
9658	Training services	45848	E130631	$	825.00
9658	Training services	45869	E131076	$	203.50
9621	**SAFETY SOLUTIONS WA SAFSOLWA PTY LTD T/AS**			**$**	**2,282.50**
9621	Workplace health and safety services	45848	E130625	$	2,282.50
9753	**SAMANTHA INIGO NERIDA**			**$**	**1,600.00**
9753	Entertainers	45848	E130646	$	1,600.00
7664	**SANDY JAMIESON**			**$**	**300.00**
7664	Community events	45848	E130536	$	300.00
0615	**SATELLITE SECURITY SERVICES**			**$**	**53,288.67**
0615	Security systems/Monitoring	45848	E130398	$	3,438.60
0615	Security systems/Monitoring	45869	E130811	$	49,850.07
2955	**SAVI SOUND AUDIO VISUAL INTERGRATION SYSTEMS RISUCCI, DOMENIC T/AS**			**$**	**59,059.75**
2955	AV equipment and cameras	45848	E130436	$	5,012.70
2955	AV equipment and cameras	45869	E130858	$	54,047.05
6160	**SCAPE-ISM PTY LTD THE TRUSTEE FOR REES FAMILY TRUST T/AS**			**$**	**550.00**
6160	Artists and artworks	45869	E130919	$	550.00
7762	**SCB GROUP THE TRUSTEE FOR SOFT FURNISHINGS AUSTRALIA TRUST T/AS**			**$**	**6,784.80**
7762	Blinds and curtains	45848	E130541	$	6,784.80
0911	**SCOTT PRINTERS PTY LTD**			**$**	**1,602.70**
0911	Outsourced printing	45848	E130401	$	1,127.50
0911	Outsourced printing	45869	E130815	$	475.20
6677	**SECURITY MANAGMENT AUSTRALASIA PTY LTD**			**$**	**2,818.20**
6677	Security systems/Monitoring	45848	E130504	$	2,818.20

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
9547	**SENSEN NETWORKS OPERATIONS PTY LTD**			**$ 33,924.00**
9547	IT technical services	45848	E130621	$ 33,924.00
9003	**SERCUL SOUTH EAST REGIONAL CENTRE FOR URBAN LANDCARE INC T/AS**			**$ 15,000.00**
9003	Landscape design and architecture services	45869	E131028	$ 15,000.00
6550	**SHRED-X PTY LTD**			**$ 105.95**
6550	Records management services	45869	E130939	$ 105.95
7882	**SIFTING SANDS CHELLEW HAWLEY PTY LTD T/AS**			**$ 52,285.64**
7882	Playground equipment and maintenance	45848	E130546	$ 52,014.78
7882	Playground equipment and maintenance	45869	E131002	$ 270.86
6447	**SIGMA TELFORD GROUP CROMAG PTY LTD T/AS**			**$ 4,326.42**
6447	Water chemicals	45869	E130930	$ 4,326.42
5122	**SIGNATURE PAVING AND EARTHWORKS PTY LTD**			**$ 24,104.08**
5122	Building construction materials and services	45848	E130470	$ 24,104.08
8685	**SITE ENVIROMENTAL AND REMEDATION SERVICES (WA) PTY LTD**			**$ 7,480.00**
8685	Environmental consultancy services	45869	E131022	$ 7,480.00
4214	**SLATER GARTRELL SPORTS ATF GARTRELL FAMILY TRUST T/AS**			**$ 1,727.00**
4214	Sport and recreation equipment	45869	E130884	$ 1,727.00
6407	**SLAVIN ARCHITECTS PTY LTD**			**$ 5,192.00**
6407	Engineering consulting services	45848	E130492	$ 1,782.00
6407	Engineering consulting services	45869	E130928	$ 3,410.00
9532	**SOLO 2 PTY LTD THERAQUATICS T/AS**			**$ 397.30**
9532	Sport and recreation equipment	45869	E131065	$ 397.30
9139	**SOO JEONG HONG COUNCILLOR**			**$ 3,248.32**
9139	Councillor expenses	45855	E130753	$ 3,248.32
6324	**SOURCE SEPARATION SYSTEMS PTY LTD**			**$ 6,532.45**
6324	Bin supply	45869	E130925	$ 6,532.45
5606	**SOUTH METROPOLITAN TAFE**			**$ 15,706.64**
5606	External training courses	45869	E130909	$ 15,706.64

CONFIRMED

				Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Payment Amount
5327	**SOUTH SHORE SWIMMING CLUB INC.**			**$ 31,532.97**
5327	Swim Coach Services May 2025	45848	E130472	$ 17,341.30
5327	Swim Coach Services June 2025	45869	E130902	$ 14,191.67
6173	**SOUTH SIDE WIRE SEAGRIM, PHILIP LESLIE T/AS**			**$ 660.00**
6173	Temporary fencing	45869	E130920	$ 660.00
3969	**SPANDEX ASIA PACIFIC PTY LTD**			**$ 910.71**
3969	Signage and sign writing	45848	E130451	$ 910.71
7813	**SPECTRUM ARTS B MITCHELL & G MITCHELL T/AS**			**$ 220.00**
7813	Artists and artworks	45848	E130543	$ 220.00
9458	**SPINIFEX SHEDS SNK CONSTRUCTION PTY LTD T/AS**			**$ 21,840.00**
9458	Building construction materials and services	45848	E130614	$ 21,840.00
4153	**SPORTSWORLD OF WA THE TRUSTEE FOR SPORTSWORLD UNIT TRUST T/AS**			**$ 257.40**
4153	Sport and recreation equipment	45869	E130881	$ 257.40
1220	**ST JOHN AMBULANCE WESTERN AUSTRALIA LTD**			**$ 1,513.38**
1220	External training courses	45848	E130409	$ 1,054.38
1220	External training courses	45869	E130829	$ 459.00
9791	**ST JOHN ASHER STANYFORD COWCHER**			**$ 450.00**
9791	Entertainers	45869	E131108	$ 450.00
7808	**STANTEC AUSTRALIA PTY LTD**			**$ 34,650.00**
7808	Creative services and graphic design	45848	E130542	$ 34,650.00
6617	**STATE WIDE TURF SERVICES JERRA NOMINEES PTY LTD & NB NORRISH PTY LTD T/AS**			**$ 51,040.00**
6617	Turf and Equipment	45869	E130944	$ 51,040.00
8079	**STEVE DAVIOT**			**$ 174.05**
8079	Real estate and property management	45848	E130552	$ 174.05
9661	**STEVEN DAVID AITON**			**$ 3,720.00**
9661	Artists and artworks	45848	E130632	$ 3,720.00
1472	**STILES ELECTRICAL & COMMUNICATION SERVICES STILES ELECTRICAL & COMMUNICATION SERVICES PTY LTD T/AS**			**$ 72,439.40**

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
1472	Electrical and lighting maintenance supplies and services	45848	E130414	$	72,439.40
3877	**STONERIDGE QUARRIES LUNARD PTY LTD T/AS**			**$**	**4,490.55**
3877	Building construction materials and services	45869	E130876	$	4,490.55
9593	**STORMBOX GLOBAL1 PTY LTD T/AS**			**$**	**2,895.20**
9593	Advertising and media buy	45869	E131070	$	2,895.20
7635	**STRATAGREEN STRATA CORPORATION PTY LTD T/AS**			**$**	**32,605.92**
7635	Landscaping services and supplies	45848	E130534	$	2,048.78
7635	Landscaping services and supplies	45869	E130993	$	30,557.14
9352	**STREEM PTY LTD**			**$**	**9,845.00**
9352	Marketing and communication services	45869	E131054	$	9,845.00
9524	**STRIVE CIVIL ENGINEERS PTY LTD**			**$**	**7,087.86**
9524	Engineering consulting services	45848	E130619	$	7,087.86
1956	**STRUCTERRE CONSULTING ENGINEERS YOUNG PURICH & HIGHAM UNIT TRUST T/AS**			**$**	**11,022.00**
1956	Engineering consulting services	45848	E130420	$	11,022.00
9750	**SULTAN'S TREASURE SENE COLLECTION PTY LTD T/AS**			**$**	**980.00**
9750	Community events	45869	E131097	$	980.00
5875	**SUPERCRANE SERVICE PARTS & TRAINING PTY LTD**			**$**	**327.25**
5875	Plant maintenance	45869	E130911	$	327.25
3539	**SUPERIOR PAK PTY LTD**			**$**	**17,349.66**
3539	Truck Repairs and maintenance	45848	E130443	$	5,435.43
3539	Truck Repairs and maintenance	45869	E130872	$	11,914.23
9289	**SUSTAINABLE OUTDOORS THE TRUSTEE FOR S & F PAWLEY FAMILY TRUST T/AS**			**$**	**544.50**
9289	Landscaping services and supplies	45848	E130605	$	544.50
2599	**SYLEX ERGONOMICS SYLEX DISTRIBUTORS PTY LTD T/AS**			**$**	**2,071.30**
2599	Office equipment	45848	E130428	$	2,071.30
6605	**SYNERGY ELECTRICITY GENERATION & RETAIL CORPORATION T/AS**			**$**	**556,830.14**
6605	Electricity	45848	E130498	$	425,240.08
6605	Electricity	45869	E130941	$	131,590.06

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
9317	**TABLE TENNIS FREMANTLE DISTRICT INC**			**$**	**800.00**
9317	Sport and recreation equipment	45869	E131049	$	800.00
2856	**TACTILE INDICATORS (PERTH) PTY LTD**			**$**	**13,446.00**
2856	Paving supplies and services	45848	E130434	$	2,628.00
2856	Paving supplies and services	45869	E130856	$	10,818.00
5409	**TAFE NSW TECHNICAL AND FURTHER EDUCATION COMMISSION T/AS**			**$**	**2,541.00**
5409	External training courses	45869	E130905	$	2,541.00
8756	**TANGO INFORMATION TECHNOLOGY PTY**			**$**	**13,356.20**
8756	IT project management and consultancy	45869	E131023	$	13,356.20
8021	**TASHI HALL HALL, TASHI ANNE T/AS**			**$**	**2,950.00**
8021	Photography	45848	E130549	$	2,950.00
6881	**TASTY FRESH PTY LTD**			**$**	**206.80**
6881	Food and beverages for resale	45848	E130515	$	61.60
6881	Food and beverages for resale	45869	E130963	$	145.20
8917	**TEAM GLOBAL EXPRESS PTY LTD**			**$**	**459.95**
8917	Couriers	45848	E130578	$	459.95
6341	**TECHNOGYM AUSTRALIA PTY LTD**			**$**	**5,511.94**
6341	Sport and recreation equipment	45869	E130927	$	5,511.94
8870	**TECHNOLOGY ONE LIMITED**			**$**	**1,182.50**
8870	IT software/licensing and maintenance	45869	E131025	$	1,182.50
9372	**TELSTRA LIMITED**			**$**	**17,572.94**
9372	Telecommunication services	45869	E131057	$	17,572.94
6307	**TENDERLINK.COM ILLION AUSTRALIA PTY T/AS**			**$**	**1,425.67**
6307	Advertising and media buy	45869	E130923	$	1,425.67
9128	**TERRENCE TECK SUN LEE COUNCILLOR**			**$**	**3,327.32**
9128	Councillor expenses	45848	E130591	$	79.00
9128	Councillor expenses	45855	E130750	$	3,248.32

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
9748	**TESLA MOTORS AUSTRALIA PTY LTD**			**$**	**289,303.50**
9748	Supply of 5 Fleet electric vehicles	45855	E130755	$	289,303.50
8279	**TESSA MEGAN VAN RAALTE**			**$**	**250.00**
8279	Entertainers	45848	E130563	$	250.00
4187	**TESTO PTY LTD**			**$**	**1,051.60**
4187	General hardware and tools	45869	E130883	$	1,051.60
9792	**THE FILMMAKER FIONN MULHOLLAND T/AS**			**$**	**5,241.60**
9792	Promotional videos	45848	E130652	$	5,241.60
9771	**THE MIGHTY BOOTHS DUNCAN WHEATON T/AS**			**$**	**600.00**
9771	Community events	45869	E131102	$	600.00
9367	**THE REAL GOOD COMPANY PTY LTD**			**$**	**1,395.00**
9367	Workplace health and safety services	45869	E131056	$	1,395.00
8311	**THE TRUSTEE FOR GPS GEO GUARD TRUST**			**$**	**3,049.20**
8311	Security services	45848	E130564	$	3,049.20
2791	**THE WORM SHED**			**$**	**660.00**
2791	Other waste expenses	45869	E130855	$	660.00
9418	**TIGER CONTAINERS THE TRUSTEE FOR THE TIGER CONTAINERS UNIT TRUST T/AS**			**$**	**396.00**
9418	Sea freight	45869	E131058	$	396.00
2076	**TIGER TEK PTY LTD**			**$**	**5,526.07**
2076	General hardware and tools	45848	E130422	$	907.50
2076	General hardware and tools	45869	E130844	$	4,618.57
1019	**TITAN FORD PERTH AUTO ALLIANCE PTY LTD T/AS**			**$**	**755.05**
1019	Vehicle Repairs and Maintenance	45848	E130403	$	438.10
1019	Vehicle Repairs and Maintenance	45869	E130819	$	316.95
2528	**TNS PAYMENT PLATFORMS PTY LIMITED**			**$**	**621.71**
2528	Cash collection services	45848	E130427	$	621.71
7007	**TOMAS FITZGERALD COUNCILLOR**			**$**	**3,248.32**
7007	Councillor expenses	45855	E130742	$	3,248.32

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
1478	**TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOC.**			**$**	**1,540.00**
1478	Venue hire	45848	E130415	$	1,540.00
1478	Venue hire - Rejected Payment	45852	E130415	-$	1,540.00
1478	Venue hire	45869	E130833	$	1,540.00
8415	**TOP NOTCH FENCING & MAINTENANCE THE TRUSTEE FOR THE WATSON FAMILY TRUST 2 T/AS**			**$**	**16,680.40**
8415	Fencing supplies and services	45848	E130568	$	16,680.40
9099	**TOTAL TOOLS O'CONNOR TOOLCO PTY LTD T/AS**			**$**	**4,833.90**
9099	General hardware and tools	45848	E130588	$	2,547.90
9099	General hardware and tools	45869	E131036	$	2,286.00
2663	**TOTALLY WORKWEAR FREMANTLE THE TRUSTEE FOR OMAC UNIT TRUST T/AS**			**$**	**8,886.72**
2663	Uniforms and corporate wardrobe	45848	E130432	$	3,665.22
2663	Uniforms and corporate wardrobe	45869	E130852	$	5,221.50
0214	**T-QUIP TURF EQUIPMENT SOLUTIONS TOCOJEPA PTY LTD T/AS**			**$**	**767.74**
0214	Turf and Equipment	45848	E130389	$	660.20
0214	Turf and Equipment	45869	E130798	$	107.54
1113	**TRAILER PARTS PTY LTD**			**$**	**277.11**
1113	Other vehicles and trailers	45869	E130826	$	277.11
7037	**TREE CARE WA WESTWORKS GROUP PTY LTD AFT USSHERIDAN TRUST T/AS**			**$**	**231,871.27**
7037	Arborists and tree services	45848	E130520	$	43,203.73
7037	Arborists and tree services	45869	E130971	$	188,667.54
4271	**TREE PLANTING & WATERING BARONESS HOLDINGS PTY LTD T/AS**			**$**	**333.69**
4271	Arborists and tree services	45848	E130455	$	333.69
4158	**TRITON ELECTRICAL CONTRACTORS PTY LTD**			**$**	**2,783.00**
4158	Electrical and lighting maintenance supplies and services	45848	E130454	$	2,359.50
4158	Electrical and lighting maintenance supplies and services	45869	E130882	$	423.50
7588	**TRUCK CENTRE WA PTY LTD**			**$**	**20,295.04**
7588	Truck Repairs and maintenance	45848	E130533	$	9,759.66
7588	Truck Repairs and maintenance	45869	E130990	$	10,535.38
3835	**TSYR CHIAT CHEW COM EMPLOYEE**			**$**	**55.70**

CONFIRMED

					Over $25,000.00
Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
3835	Saff reimbursements	45848	E130448	$	55.70
6320	**TURNER & TOWNSEND PTY LTD**			**$**	**2,750.00**
6320	Business and management consulting and services	45869	E130924	$	2,750.00
1531	**TUSCOM SUBDIVISION CONSULTANTS PTY LTD**			**$**	**1,040.60**
1531	Building construction materials and services	45869	E130838	$	1,040.60
0310	**TWW CANNING VALE GLOBAL WORKWEAR INVESTMENTS PTY LTD T/AS**			**$**	**578.84**
0310	Uniforms and corporate wardrobe	45869	E130800	$	578.84
8070	**UDLA UDLA PTY LTD ATF UDLA UNIT TRUST T/AS**			**$**	**5,189.80**
8070	Landscape design and architecture services	45848	E130551	$	5,189.80
4960	**ULTIMO CATERING & EVENTS PTY LTD**			**$**	**27,626.85**
4960	Catering services and supplies	45848	E130466	$	8,626.75
4960	Catering services and supplies	45869	E130897	$	19,000.10
9164	**UNITING GLOBAL PTY LTD**			**$**	**21,943.31**
9164	Commercial cleaning	45848	E130594	$	21,943.31
7674	**UNIVERUS SOFTWARE PTY LTD**			**$**	**682.00**
7674	IT software/licensing and maintenance	45869	E130997	$	682.00
9572	**VARLEY STRINGS PTY LTD**			**$**	**610.00**
9572	Entertainers	45848	E130622	$	610.00
6941	**VEEV GROUP VEEV GROUP PTY LTD T/AS**			**$**	**25,520.00**
6941	IT project management and consultancy	45848	E130516	$	25,520.00
9087	**VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD**			**$**	**70,046.74**
9087	General recycling	45869	E131033	$	70,046.74
7644	**VISIMAX BUCCI HOLDINGS PTY LTD T/AS**			**$**	**813.01**
7644	Lifting and height and other safety apparatus	45869	E130994	$	813.01
9089	**VISION INTELLIGENCE VISION INTELLIGENCE PTY LTD T/AS**			**$**	**1,948.10**
9089	Security systems/Monitoring	45869	E131034	$	1,948.10
6683	**VOCUS PTY LTD T/AS VOCUS COMMUNICATIONS**			**$**	**12,172.02**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
6683	Data cabling services	45855	E130741	$	12,172.02
8364	**WA FIRE PTY LTD**			**$**	**3,250.50**
8364	Training services	45869	E131013	$	3,250.50
3325	**WA HINO SALES & SERVICE THE TRUSTEE FOR TRUCK UNIT TRUST T/AS**			**$**	**5,861.33**
3325	Truck Repairs and maintenance	45869	E130868	$	5,861.33
0577	**WA LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA**			**$**	**4,110.00**
0577	Regulatory fees and government charges	45869	E130809	$	4,110.00
2334	**WATER CORPORATION**			**$**	**56,592.84**
2334	Water	45848	E130426	$	27,659.18
2334	Water	45869	E130849	$	28,933.66
1195	**WATTLEUP TRACTORS NANCY & SUSAN P ZUVELA T/AS**			**$**	**4,026.79**
1195	Plant maintenance	45869	E130828	$	4,026.79
9181	**WCP CIVIL PTY LTD**			**$**	**23,823.48**
9181	Building construction materials and services	45848	E130596	$	23,823.48
0674	**WEST COAST TURF SARATOGA HOLDINGS PTY LTD ATF THE JPD TRUST T/AS**			**$**	**19,756.00**
0674	Turf and Equipment	45848	E130399	$	10,939.50
0674	Turf and Equipment	45869	E130813	$	8,816.50
3112	**WEST COAST WATERFILTER MAN**			**$**	**1,485.00**
3112	Catering services and supplies	45869	E130863	$	1,485.00
6873	**WESTERN AUSTRALIA POLICE**			**$**	**54.00**
6873	HR and workforce services	45869	E130961	$	54.00
6610	**WESTERN AUSTRALIAN BIRDS OF PREY CENTRE THE RAPTOR TRUST T/AS**			**$**	**690.00**
6610	Community events	45869	E130942	$	690.00
1033	**WESTERN IRRIGATION PTY LTD**			**$**	**15,928.31**
1033	Irrigation and watering systems	45848	E130405	$	15,928.31
0311	**WESTERN POWER ELECTRICITY NETWORKS CORPORATION T/AS**			**$**	**40,615.00**
0311	Street lighting design and implementation	45869	E130801	$	40,615.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference		Payment Amount
4399	**WESTON ROAD SYSTEMS**			**$**	**1,001.00**
4399	Traffic control services	45869	E130887	$	1,001.00
3782	**WEST-SURE GROUP**			**$**	**754.45**
3782	Parking meters	45848	E130445	$	754.45
9177	**WHITNEY CONSULTING MAHJAE PTY LTD T/AS**			**$**	**7,700.00**
9177	Training services	45848	E130595	$	7,700.00
9805	**WHITTSEND SERVICES CARINA DALE WHITTINGTON T/AS**			**$**	**9,504.00**
9805	Business and management consulting and services	45869	E131113	$	9,504.00
6956	**WINENERGY WINCONNECT PTY LTD T/AS**			**$**	**87.39**
6956	Electricity	45869	E130965	$	87.39
3080	**WOODLANDS DISTRIBUTORS PTY LTD**			**$**	**21,038.38**
3080	Landscaping services and supplies	45848	E130437	$	14,762.88
3080	Landscaping services and supplies	45869	E130861	$	6,275.50
1509	**WORKPOWER INCORPORATED**			**$**	**1,107.43**
1509	Arborists and tree services	45869	E130836	$	1,107.43
6328	**WORMALD AUSTRALIA PTY LTD**			**$**	**44,259.78**
6328	Fire equipment and maintenance services	45848	E130489	$	14,511.93
6328	Fire equipment and maintenance services	45869	E130926	$	29,747.85
7103	**WOW WIPES ATF LAWRENCE FAMILY & MACLACHLAN TRUST T/AS**			**$**	**2,090.00**
7103	Hygiene services	45848	E130522	$	1,045.00
7103	Hygiene services	45869	E130974	$	1,045.00
7633	**WREN OIL THE TRUSTEE FOR WREN FAMILY TRUST T/AS**			**$**	**528.00**
7633	Waste collection and disposal	45869	E130992	$	528.00
6603	**WRIGHTS HEAVY RECOVERY SC & KM WRIGHT T/AS**			**$**	**4,070.00**
6603	Vehicle Recovery	45869	E130940	$	4,070.00
9090	**YABINI KICKETT MCDOWELL, ESTHER MARY T/AS**			**$**	**350.00**
9090	Artists and artworks	45869	E131035	$	350.00
9760	**ZENITH EXECUTIVE SEARCH PTY LTD**			**$**	**14,857.02**

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
9760	IT technical services		45869	E131100	$	14,857.02
9129	**ZHI HOONG LIM COUNCILLOR**				**$**	**3,985.19**
9129	Councillor expenses		45848	E130592	$	736.87
9129	Councillor expenses		45855	E130751	$	3,248.32
1045	**ZIPFORM PTY LTD**				**$**	**1,881.75**
1045	Outsourced printing		45869	E130821	$	1,881.75
3023	**ZIRCODATA PTY LTD**				**$**	**3,650.71**
3023	Document storage and archive		45869	E130860	$	3,650.71
9996	**SUNDRY TRUST CREDITOR**				**$**	**131,100.00**
9996	Tranago Holdings Pty Ltd	Verge Bond Refund	45839	E130358	$	1,900.00
9996	Mrs P S Chow	Verge Bond Refund	45839	E130359	$	1,900.00
9996	Petit Homes Pty Ltd	Verge Bond Refund	45839	E130360	$	1,900.00
9996	Create Homes Pty Ltd	Verge Bond Refund	45839	E130361	$	1,900.00
9996	Hartree & Associates Architects	Verge Bond Refund	45839	E130362	$	1,900.00
9996	Freedom Pools & Spas	Verge Bond Refund	45839	E130363	$	1,900.00
9996	Averna Pty Ltd	Verge Bond Refund	45839	E130364	$	1,900.00
9996	Averna Pty Ltd	Verge Bond Refund	45839	E130365	$	1,900.00
9996	Linq Construction WA Pty Ltd	Verge Bond Refund	45839	E130366	$	1,900.00
9996	Exceptional Homes Group Pty Ltd	Verge Bond Refund	45839	E130367	$	1,900.00
9996	Mr B A Singh	Verge Bond Refund	45839	E130368	$	1,900.00
9996	N Barrett	Verge Bond Refund	45839	E130369	$	1,900.00
9996	Ms J S Kwa	Verge Bond Refund	45839	E130370	$	1,900.00
9996	Perth Better Homes	Verge Bond Refund	45839	E130371	$	1,900.00
9996	Australian Outdoor Living (Wa) Pty Ltd	Verge Bond Refund	45839	E130372	$	1,900.00
9996	Civil Con Holdings Pty Ltd	Verge Bond Refund	45839	E130373	$	1,900.00
9996	Ms H J Antipas	Verge Bond Refund	45839	E130374	$	1,900.00
9996	Mr S L Norrie PO Box 904	Verge Bond Refund	45839	E130375	$	1,900.00
9996	Mr K Thavarasan	Verge Bond Refund	45839	E130376	$	1,900.00
9996	Tyla Williams - Construct Services	Verge Bond Refund	45839	E130377	$	1,900.00
9996	Mrs S E Riddell	Verge Bond Refund	45839	E130378	$	1,900.00
9996	Louvre Shade	Verge Bond Refund	45839	E130379	$	1,900.00
9996	Mr J McDonald	Verge Bond Refund	45839	E130380	$	1,900.00
9996	Ms T K R Singh	Verge Bond Refund	45853	E130710	$	1,900.00
9996	Green Start Consulting Pty Ltd	Verge Bond Refund	45853	E130711	$	1,900.00
9996	Ashmy Pty Ltd	Verge Bond Refund	45853	E130712	$	1,900.00
9996	101 Residential Pty Ltd	Verge Bond Refund	45853	E130713	$	1,900.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
9996	Ashmy Pty Ltd	Verge Bond Refund	45853	E130714	$	1,900.00
9996	101 Residential Pty Ltd	Verge Bond Refund	45853	E130715	$	1,800.00
9996	101 Residential Pty Ltd	Verge Bond Refund	45853	E130716	$	1,900.00
9996	Addstyle Constructions Pty Ltd	Verge Bond Refund	45853	E130717	$	1,900.00
9996	101 Residential Pty Ltd	Verge Bond Refund	45867	E130760	$	1,900.00
9996	101 Residential Pty Ltd	Verge Bond Refund	45867	E130761	$	1,900.00
9996	101 Residential Pty Ltd	Verge Bond Refund	45867	E130762	$	1,900.00
9996	Freedom Pools & Spas	Verge Bond Refund	45867	E130763	$	1,900.00
9996	101 Residential Pty Ltd	Verge Bond Refund	45867	E130764	$	1,900.00
9996	Mr S Sivanathan	Verge Bond Refund	45867	E130765	$	1,900.00
9996	Freedom Pools & Spas	Verge Bond Refund	45867	E130766	$	1,900.00
9996	Nash Builders	Verge Bond Refund	45867	E130767	$	1,900.00
9996	Persona Homes Pty Ltd	Verge Bond Refund	45867	E130768	$	1,900.00
9996	Mrs S L Contera	Verge Bond Refund	45853	E130718	$	1,900.00
9996	Nash Builders	Verge Bond Refund	45853	E130719	$	1,900.00
9996	Danmar Homes Pty Ltd	Verge Bond Refund	45853	E130720	$	1,900.00
9996	Laurkel Pty Ltd	Verge Bond Refund	45853	E130721	$	1,900.00
9996	Mr K J Robb	Verge Bond Refund	45867	E130769	$	1,900.00
9996	Activa Homes Group Pty Ltd	Verge Bond Refund	45867	E130770	$	1,900.00
9996	Character Living Pty Ltd	Verge Bond Refund	45867	E130771	$	1,900.00
9996	Rapid Building Group Pty Ltd	Verge Bond Refund	45853	E130724	$	1,900.00
9996	Mr S A Hancock	Verge Bond Refund	45853	E130725	$	1,900.00
9996	Classic Home & Garage Innovations Pty Lt	Verge Bond Refund	45867	E130773	$	1,900.00
9996	Ms Y T D Santoso	Verge Bond Refund	45853	E130726	$	1,900.00
9996	Elmsdale Holdings Pty Ltd	Verge Bond Refund	45867	E130774	$	1,900.00
9996	Softwoods Timberyards Pty Ltd T/A Patio	Verge Bond Refund	45867	E130775	$	1,900.00
9996	SNK Construction Pty Ltd	Verge Bond Refund	45853	E130727	$	1,900.00
9996	Mr T D Keating	Verge Bond Refund	45867	E130776	$	1,900.00
9996	Soltex Pty Ltd	Verge Bond Refund	45853	E130728	$	1,900.00
9996	Civil Con Holdings Pty Ltd	Verge Bond Refund	45853	E130729	$	1,900.00
9996	Mr M Malaspina	Verge Bond Refund	45853	E130730	$	1,900.00
9996	Task WA Pty Ltd	Verge Bond Refund	45867	E130777	$	1,900.00
9996	Mrs A L Beyer	Verge Bond Refund	45867	E130778	$	1,900.00
9996	Mr S F Brown	Verge Bond Refund	45853	E130731	$	1,900.00
9996	Mrs M M Biddle	Verge Bond Refund	45853	E130732	$	1,900.00
9996	Mr C O Osborne	Verge Bond Refund	45853	E130733	$	1,900.00
9996	Mrs N Pearce	Verge Bond Refund	45867	E130779	$	1,900.00
9996	Mr L B Hutcheson	Verge Bond Refund	45867	E130780	$	1,900.00
9996	Mr M R Valsecchi	Verge Bond Refund	45853	E130734	$	1,900.00
9996	JAG Demolition	Verge Bond Refund	45867	E130781	$	1,900.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
9996	Endeavour Constructions (Wa) Pty Ltd	Verge Bond Refund	45867	E130772	$	1,900.00
9996	Jaymat Constructions Pty Ltd	Verge Bond Refund	45853	E130723	$	1,900.00
9996	Activa Homes Group Pty Ltd	Verge Bond Refund - Cancelled Payment	45855	E130722	-$	1,900.00
9996	Activa Homes Group Pty Ltd	Verge Bond Refund	45853	E130722	$	1,900.00
9996	101 Residential Pty Ltd	Verge Bond Refund	45867	E130782	$	100.00
9998	**SUNDRY EFT CREDITOR**				**$**	**72,267.45**
9998	Pascale Giorgi	Cancelled payment	45839	E130290	-$	37.50
9998	Louise Wood	Cancelled payment	45840	E130275	-$	54.00
9998	Louise Wood	National Police Clearance Reimbursement	45848	E130656	$	54.00
9998	Pascale Giorgi	Goolugatup Shop Sales - May 2025	45848	E130657	$	37.50
9998	Paul McAllister	Staff Reimbursement - Parking	45848	E130658	$	19.18
9998	Carol Walsh	FOI Refund - Application withdrawn	45848	E130659	$	30.00
9998	Kate Parker	Staff Reimbursement Exhibition supplies	45848	E130660	$	82.49
9998	Santa Maria College Parent Council	My Community Grant SM12	45848	E130661	$	2,200.00
9998	Friends of Wireless Hill	Reimbursements	45848	E130662	$	3,669.18
9998	Kane and Karen Wotherspoon	rates refund - extra payments made	45848	E130663	$	560.00
9998	Simon Wende and Imelda O'Brien	Rates Refund UGP Credit	45848	E130664	$	34.32
9998	Patrick William O'Connor	Staff Reimbursement	45848	E130665	$	2,419.00
9998	AB and NM Smith	Rates Refund - extra payments made	45848	E130666	$	291.22
9998	Gavin Smith	Rates Refund - Duplicate payment made	45848	E130667	$	515.94
9998	G Platell	Bond Refund - Bob Gordon Reserve 29/06	45848	E130668	$	333.00
9998	Coast Homes (WA) Pty Ltd	BA-2025-1086 - Overpayment	45848	E130669	$	246.00
9998	Sam Pash	Library Promotional Program	45848	E130670	$	250.00
9998	Clarissa Sandjaja	Youth Steering Group - June 2025	45848	E130671	$	75.00
9998	Louie Cabutaje	Youth Steering Group - June 2025	45848	E130672	$	75.00
9998	Lauren Hardbottle	Youth Steering Group - June 2025	45848	E130673	$	75.00
9998	Oliver Lim	Youth Steering Group - June 2025	45848	E130674	$	75.00
9998	Ruby Smith	Youth Steering Group - June 2025	45848	E130675	$	75.00
9998	Zest Hunter	Youth Steering Group - June 2025	45848	E130676	$	75.00
9998	Alfred Pozzi	Cancelled payment	45848	E130677	$	1,053.88
9998	Brian Walker	Staff Reimbursement - Catering	45848	E130678	$	73.50
9998	Maybe Together	Artist Fee - Biophilic Public Art Lab	45848	E130679	$	1,800.00
9998	EMMA BENICHOU	Biophilic Public Art Lab - Honorarium	45848	E130680	$	1,200.00
9998	Patricia Jane Barwell	Biophilic Public Arts Lab	45848	E130681	$	1,200.00
9998	Luke M Davey	Documentation Fee - Biophilic Public Art	45848	E130682	$	1,320.00
9998	Robert Browne-Cooper	Biophilic Public Artist Lab	45848	E130683	$	330.00
9998	An Chung	Duplicated instalment prior to settlement	45848	E130684	$	882.50
9998	Housing Authority	Refund due to updated GRV	45848	E130685	$	1,679.45
9998	Coast to Coast Settlement Trust Account	Refund due to over payment at settlement	45848	E130686	$	451.15

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
9998	Alida Ferreira	Parking reimbursement	45848	E130687	$	22.72
9998	ABN Residential WA Pty Ltd	BA-2025-681 Refund of Certified fees	45848	E130688	$	2,565.57
9998	Kevin Malcolm McLean	DA-2023-570 Permitted Development – 75%	45848	E130689	$	330.75
9998	Santelli Chong Architects Pty Ltd	DA-2020-813 Refund of Overpayment	45848	E130690	$	514.00
9998	Sam De Vries	DA-2023-853 Lodged in Error	45848	E130691	$	441.00
9998	Clinton John Gardner	BA-2024-2117 BSL to be refunded only.	45848	E130692	$	61.65
9998	Megan Smith Poulton	2 x Units - Study Claim Reimbursement	45848	E130693	$	3,344.83
9998	Martha Godber	Cancelled payment	45848	E130694	$	51.65
9998	Louise Bond	Youth Sport Grant - YSG357 - Presley Lin	45848	E130695	$	200.00
9998	Rebecca McGregor	Youth Sport Grant - YSG390 - Charlotte M	45848	E130696	$	200.00
9998	Joanna Nelson	Youth Sport Grant - YSG401 - James Nelson	45848	E130697	$	200.00
9998	Maria Wilson	Youth Sport Grant - YSG402 - Aiden Wilso	45848	E130698	$	200.00
9998	Catherine Dumont	Youth Sport Grant - YSG403 - Amelie Dumo	45848	E130699	$	200.00
9998	Megan Marie Martin	Youth Sport Grant - YSG407 - Luke Martin	45848	E130700	$	200.00
9998	Catherine Dumont	Youth Sport Grant - YSG408 - Zoe Dumont	45848	E130701	$	200.00
9998	Elina Kovacheva	Youth Sport Grant - YSG409 - Ana-Maria K	45848	E130702	$	200.00
9998	Li Heen Yim	Youth Sport Grant - YSG410 - Idelia Lim	45848	E130703	$	200.00
9998	Allison Miller	Youth Sport Grant - YSG412 - Matilda Mil	45848	E130704	$	200.00
9998	Xin Yi Law	Youth Sport Grant - YSG413 - Xin Yi (Tay	45848	E130705	$	200.00
9998	Bianca Teo	Youth Sport Grant - YSG414 - Nikki Teo-B	45848	E130706	$	200.00
9998	KORO SHARDLOW BROWN	Goolugatup Shop Sales - June 2025	45848	E130707	$	555.00
9998	Tia Tokic	Goolugatup Shop Sales (BOSA & VOLIM) - J	45848	E130708	$	258.75
9998	Gurjot Kaur	Goolugatup Shop Sales - June 2025	45848	E130709	$	34.50
9998	Alfred Pozzi	Cancelled payment	45852	E130677	-$	1,053.88
9998	Martha Godber	Cancelled payment	45852	E130694	-$	51.65
9998	Caillin Thompson	Site Visit Entrance fee	45855	E130756	$	6.20
9998	Hayley Elizabeth Phillips	Sterilisation Refund	45855	E130757	$	30.00
9998	Matthew Pryce	Staff Reimbursement - Police Clearance	45855	E130758	$	54.00
9998	Christopher Jon Yeats	Sterilisation Refund Request - 789339	45855	E130759	$	100.00
9998	Alfred Pozzi	Rates Refund - Rates in Credit	45869	E131116	$	1,053.88
9998	Martha Godber	Sterilisation Refund	45869	E131117	$	51.65
9998	LGIS Workcare	Debtor Refund - Overpayment inv 75234	45869	E131118	$	295.41
9998	Kirby Roach	Reimbursement - Replacement Shoes	45869	E131119	$	140.00
9998	R Niblett	Bond Refund - Deep Water Point - 04/06	45869	E131120	$	326.00
9998	Michael Ferrero	Rates Refund - Overpayment Made	45869	E131121	$	110.96
9998	Russell Penfold	BA-2024-1885 - Application withdrawn	45869	E131122	$	171.65
9998	David John Wolfenden	BA-2025-280 - Application withdrawn	45869	E131123	$	171.65
9998	Eleni Caltsounis	Age Friendly Melville Assistance - 2025	45869	E131124	$	300.00
9998	Christopher Dunlop	Age Friendly Melville Assistance - 2025	45869	E131125	$	300.00
9998	Samuel Limianto	Age Friendly Melville Assistance - 2025	45869	E131126	$	300.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
9998	Angela McIntosh	Age Friendly Melville Assistance - 2025	45869	E131127	$	203.50
9998	Ian Mcintosh	Age Friendly Melville Assistance - 2025	45869	E131128	$	300.00
9998	Andrew Mikowiec	Age Friendly Melville Assistance - 2025	45869	E131129	$	300.00
9998	Christine Seah	Age Friendly Melville Assistance - 2025	45869	E131130	$	300.00
9998	Christopher Seah	Age Friendly Melville Assistance - 2025	45869	E131131	$	300.00
9998	Eng Tan	Age Friendly Melville Assistance - 2025	45869	E131132	$	300.00
9998	Karen Tan	Age Friendly Melville Assistance - 2025	45869	E131133	$	300.00
9998	Yulia Christie	Staff Reimbursement	45869	E131134	$	100.00
9998	J B Haeysman	Crossover Subsidy	45869	E131135	$	495.00
9998	Tangea Tansley	Author in conversation 03/06/2025	45869	E131136	$	325.00
9998	K Featherstone	Bunnings - Staff Reimbursement	45869	E131137	$	42.97
9998	Lucy Boothey	Staff Reimbursement - Fuel	45869	E131138	$	58.91
9998	Helena Birch	Age Friendly Melville Assistance - 2025	45869	E131139	$	300.00
9998	Rosalina Caporn	Age Friendly Melville Assistance - 2025	45869	E131140	$	300.00
9998	Wai Min Ch'ng	Age Friendly Melville Assistance - 2025	45869	E131141	$	300.00
9998	Johanna Coetzee	Age Friendly Melville Assistance - 2025	45869	E131142	$	300.00
9998	Robert Dobson	Age Friendly Melville Assistance - 2025	45869	E131143	$	300.00
9998	David Foster	Age Friendly Melville Assistance - 2025	45869	E131144	$	300.00
9998	Matko Marijan	Age Friendly Melville Assistance - 2025	45869	E131145	$	300.00
9998	Joo Hiang Tan	Age Friendly Melville Assistance - 2025	45869	E131146	$	300.00
9998	Janette Torrance	Age Friendly Melville Assistance - 2025	45869	E131147	$	300.00
9998	Renai Morton	Health Licence 3177/MOV overpaid	45869	E131148	$	7.20
9998	Advanced Patios	BA-2025-340 Application Withdrawn	45869	E131149	$	61.65
9998	Eric Zverev	Reimbursement of Fuel	45869	E131150	$	53.13
9998	Derek Nannup	Performance fee, fire custodianship	45869	E131151	$	1,500.00
9998	Jamie Diggle	Rates - Overpaid	45869	E131152	$	3,000.00
9998	Mireen Pty Ltd	BA-2025-487 Overpayment	45869	E131153	$	513.50
9998	Davley Building Pty Ltd	Overpayment – BA-2025-954	45869	E131154	$	48.00
9998	Patio Kits WA	BA-2024-1489 Application withdrawn	45869	E131155	$	171.65
9998	Robyn Jean	Photographic artworks, Dancing of the Dr	45869	E131156	$	2,400.00
9998	Felix Ross	Youth event catering snacks	45869	E131157	$	29.80
9998	Leeming Sports Association	Debtor refund for invoice 77465	45869	E131158	$	914.55
9998	Giuseppe Macri	Refund of Parking Fee	45869	E131159	$	5.60
9998	FO KEN HURST PARK	CATERING FOR PLANTING EVENT	45869	E131160	$	80.30
9998	Zoe Zmitkova	Travel to APAX Conference, Darwin	45869	E131161	$	765.98
9998	Lucia Chipper	Age Friendly Melville Assistance 00069	45869	E131162	$	300.00
9998	Jill Gandini	Age Friendly Melville Assistance 00083	45869	E131163	$	300.00
9998	Ronald Griffiths	Age Friendly Melville Assistance 00081	45869	E131164	$	300.00
9998	Anna Lay	Age Friendly Melville Assistance 00072	45869	E131165	$	300.00
9998	Nina Mcphee	Age Friendly Melville Assistance 00079	45869	E131166	$	300.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
9998	Ronald Mcphee	Age Friendly Melville Assistance 00078	45869	E131167	$	300.00
9998	Anthony Smith	Age Friendly Melville Assistance 00084	45869	E131168	$	300.00
9998	Beverly Vaughan	Age Friendly Melville Assistance 00073	45869	E131169	$	300.00
9998	Brian Wood	Age Friendly Melville Assistance 00080	45869	E131170	$	300.00
9998	Nicole Marie Ripper	WPA-2025-30 Advice sought not a planning	45869	E131171	$	73.00
9998	Sarah Mylotte	LG Professionals Membership 2026	45869	E131172	$	190.00
9998	Lisa Hounshell	Crochet Workshop 21/07/2025	45869	E131173	$	300.50
9998	Advanced Tools	Purchase of Refrigerant Recovery Machine	45869	E131174	$	2,391.00
9998	Michael Childs	Study reimbursement - Unit 1 Semester 1	45869	E131175	$	3,622.81
9998	Antonino Maio	Refund of Infringement payment P0217111	45869	E131176	$	90.00
9998	Ruth Mary De Courcier	Harpist - 28/06/2025	45869	E131177	$	150.00
9998	Luke Hoehn	Study Reimbursement Semester 2 2025	45869	E131178	$	1,118.00
9998	Ben Ashwood	Staff Reimbursement - Parking	45869	E131179	$	10.00
9998	Department of Education	Overpayment made to Invoice 77395	45869	E131180	$	715.60
9998	Wei Guan	WWC Renewal and Police Check	45869	E131181	$	74.80
9998	J and J Belke	Sterilisation Refund 798298	45869	E131182	$	30.00
9998	Aventedge	Enabling First Nations Voices	45869	E131183	$	3,077.80
9998	Yone Kin Lee	Animal Registration Refund	45869	E131184	$	100.00
9998	Vyom Developers Pty Ltd	DA-2024-893 App withdrawn	45869	E131185	$	2,985.00
9998	Janine Delaney	Animal Registration refund 80243(9)	45869	E131186	$	100.00
9998	Jennifer Jeffery	Sterilisation refund 79153(3)	45869	E131187	$	10.00
9998	Harold Arnold	Age Friendly Melville Assistance 00012	45869	E131188	$	300.00
9998	Helen Margaret Carey	Age Friendly Melville Assistance 00019	45869	E131189	$	300.00
9998	Peter John Carey	Age Friendly Melville Assistance 00018	45869	E131190	$	300.00
9998	Colleen Charnock	Age Friendly Melville Assistance 00031	45869	E131191	$	235.00
9998	Harish Chopra	Age Friendly Melville Assistance 00003	45869	E131192	$	300.00
9998	Christopher Rose	Age Friendly Melville Assistance 00004	45869	E131193	$	300.00
9998	Suzanne Smith	Age Friendly Melville Assistance 00032	45869	E131194	$	300.00
9998	Dorothea Ferrall	Age Friendly Melville Assistance 00011	45869	E131195	$	300.00
9998	Anne Hall	Age Friendly Melville Assistance 00016	45869	E131196	$	300.00
9998	Darryl Kirk	Age Friendly Melville Assistance 00023	45869	E131197	$	300.00
9998	Craig Lawrence	Age Friendly Melville Assistance 00017	45869	E131198	$	300.00
9998	Gregory Luce	Age Friendly Melville Assistance 00006	45869	E131199	$	242.10
9998	Robyn May	Age Friendly Melville Assistance 00013	45869	E131200	$	300.00
9998	Daniel Abdel Messeh	Age Friendly Melville Assistance 00020	45869	E131201	$	298.00
9998	Kerry Rose	Age Friendly Melville Assistance 00007	45869	E131202	$	300.00
9998	Iyoko Scanlan	Age Friendly Melville Assistance 00010	45869	E131203	$	300.00
9998	Christine Smith	Age Friendly Melville Assistance 00024	45869	E131204	$	300.00
9998	Eng Tan	Age Friendly Melville Assistance 00013	45869	E131205	$	300.00

CONFIRMED

Over $25,000.00

Supplier Number	Supplier Name - Description of Supply		Payment Date	Payment Reference		Payment Amount
9999	**SUNDRY CHEQUE CREDITOR**				**$**	**600.00**
9999	Antonius Braat	Age Friendly Melville Assistance 00036	45869	070949	$	300.00
9999	Sharon Braat	Age Friendly Melville Assistance 00033	45869	070950	$	300.00

Cancelled Payme	7	-$	5,132.03
Cheque Payment	3	$	690.26
EFT Payments	848	$	12,701,907.38
Total Payments	858	$	12,697,465.61

CONFIRMED

Payroll Payments made for July 2025		
Pay 1		**2/07/2025**
Westpac Bank		$1,608,956.92
Taxation		$475,862.27
Creditors		$364,903.35
Advances		$0.00
	Total	**$2,449,722.54**
Pay 2		**16/07/2025**
Westpac Bank		$1,627,326.89
Taxation		$479,715.00
Creditors		$375,005.29
Advances		$396.47
	Total	**$2,482,443.65**
Pay 3		**30/07/2025**
Westpac Bank		$1,640,698.00
Taxation		$490,513.00
Creditors		$381,311.51
Advances		$0.00
	Total	**$2,512,522.51**
Total Pays		**$7,444,688.70**

Direct Payments made for May 2025

Payee	Description	Bank Reference	Payment Amount
Maxxia Pty Ltd	Input tax credits for July	138421937	$ 236.94
EasiSalary	Input tax credits for July	138421925	$ 1,913.49
Department of Transport	Department of Transport 11124191193	137938975	$ 71,603.15
Richardson Strata	Richardson Strata MAY25-RS	137938677	$ 2,254.16
WATC	WATC	137782163	$ 3,915.24
		Total	**$ 79,922.98**

CONFIRMED

The list of payments made using Corporate and Purchase Cards during June 2025

Payee	Description	Date	Amount
MULTISPARES LTD KWINANA BEACH AU	Spare Brake Components	9/06/2025	$ 1,282.23
AUTOBARN O'CONNOR O'CONNOR AU	Kits to Repair Tyres	20/06/2025	$ 98.97
TOTAL TOOLS OCONNOR O'CONNOR AU	Spare Tools	23/06/2025	$ 90.00
mycar Tyre Auto Sydney AU	Repair	30/06/2025	$ 279.00
FACEBK *6UPGRSUBG2 fb.me/ads IE	Advertising	26/06/2025	$ 16.44
SQ *MOVAT PTY LTD ATF 1800595310 AU	SMS - May 2025	3/06/2025	$ 100.20
BIBRA LAKE PHARMACY BIBRA LAKE AU	Medi Freeze	6/06/2025	$ 34.99
OFFICEWORKS Bentleigh Eas AU	Stationary Supplies	13/06/2025	$ 86.99
SWARTS TOOLS SEVEN HILLS AU	Electric Chainsaw Sharpener	18/06/2025	$ 300.00
TOTALTOOLSONLINEPTYLTD PORTMELBOURNE AU	Battery & Straps	20/06/2025	$ 1,016.00
BUNNINGS 317000 MELVILLE AU	Stores Equipment	23/06/2025	$ 1,327.66
STIHL SHOP COCKBURN CE JANDAKOT AU	Files & Chains	23/06/2025	$ 632.44
TELSTRA SERVICES MELBOURNE AU	Fixed Internet Service	23/06/2025	$ 85.00
Nandos MYAREE Myaree AU	Catering	23/06/2025	$ 113.45
Dick Smith ALW3RVDZ Melbourne AU	USB-C G5 Dock	26/06/2025	$ 820.27
BUNNINGS GROUP LTD HAWTHORN EAST AU	Rope Super Silver Grunt	26/06/2025	$ 129.20
STIHL SHOP OSBORNE PAR OSBORNE PARK AU	Notch Big Shot Trigger	26/06/2025	$ 218.00
PAYPAL *LED TORCHES 0390291997 AU	Torches for MelSafe	23/06/2025	$ 1,844.55
EZI*VisiMax MERREDIN AU	Notepads & Cover for MelSafe Service	23/06/2025	$ 819.35
BUNNINGS 317000 MELVILLE AU	Cleaning	23/06/2025	$ 15.30
CARD FEE	Card Fee	2/07/2025	$ 10.00
DMIRS EAST PERTH EAST PERTH AU	HRWL Renewal	13/06/2025	$ 44.00
WALLF.LY EVENTS CAIRNS AU	Treenet Conference	18/06/2025	$ 411.07
KEEN BROS WA MADDINGTON AU	Licence Fee	30/06/2025	$ 890.00
STH METROPOLITAN TAFE FREMANTLE AU	Staff Training	2/07/2025	$ 364.13
CITYMELVILLE CIVIC BOORAGOON AU	Biophilic Lab Event	4/06/2025	$ 33.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Biophilic Lab Event	5/06/2025	$ 26.60
KMART 1162 BOORAGOON AU	MMW Stage Equipment	11/06/2025	$ 34.00
WALDECKS MYAREE AU	Blak Dingo Club Equipment	11/06/2025	$ 127.92
GARDENFRESHB/125 RISEL BOORAGOON AU	MMW Mulled Wine	17/06/2025	$ 4.65
COLES 0332 BOORAGOON AU	MMW Catering Drinks	17/06/2025	$ 196.80
COLES 0332 BOORAGOON AU	MMW Mulled Wine	17/06/2025	$ 30.33
WOOLWORTHS/GARDEN CITY BOORAGOON AU	MMW Catering	17/06/2025	$ 74.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	MMW Catering	19/06/2025	$ 230.90
BREAD CRAFT O'CONNOR AU	MMW Catering	23/06/2025	$ 42.00
IGA WILLAGEE WILLAGEE AU	MMW Catering	23/06/2025	$ 28.76
IGA WILLAGEE WILLAGEE AU	MMW Catering	23/06/2025	$ 9.00
DEPT OF RACING GAMIN EAST PERTH AU	City Beats Disco Liquor License	2/07/2025	$ 60.50
SQ *GOTCHA SECURITY SY 1800595310 AU	Cameras for Foreshore Monitoring	9/06/2025	$ 1,992.90
SQ *GOTCHA SECURITY SY 1800595310 AU	Camera Monitoring Accessories	10/06/2025	$ 400.75
IGA WILLAGEE WILLAGEE AU	Office Supplies	25/06/2025	$ 3.39
IGA WILLAGEE WILLAGEE AU	Office Supplies	1/07/2025	$ 3.39
COLES 0332 BOORAGOON AU	Service Voucher	5/06/2025	$ 105.95
CASA LEVY PHILLIP AU	Piloted Aircraft Rego	5/06/2025	$ 40.00
PTA SMARTRIDER EAST PERTH AU	Smartrider Automatic Top Up	5/06/2025	$ 50.00
PUBLIC SECTOR NETWORK CHIPPENDALE AU	UX Masterclass	11/06/2025	$ 889.80
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Staff Appreciation	12/06/2025	$ 257.95
PAYPAL *STEAM GAMES 35314369001 GB	To Be Refunded in July	16/06/2025	$ 9.24
WESTERN POWER PERTH AU	Power - POINT INTERSECTION BICTON	16/06/2025	$ 498.91
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	19/06/2025	$ 167.85
PRALINE PATISSERIE MOUNT PLEASAN AU	Team Building	20/06/2025	$ 195.86
PRALINE PATISSERIE MOUNT PLEASAN AU	Team Building	20/06/2025	$ 38.46
MISS MAUD BOORAGOON AU	Catering	20/06/2025	$ 69.45
EZI*GREEN BUILDING COU BARANGAROO AU	Staff Training	20/06/2025	$ 85.00
EZI*GREEN BUILDING COU BARANGAROO AU	Staff Training	20/06/2025	$ 85.00
ASN CONFERENCES FITZROY AU	IPWEA Conference	1/07/2025	$ 1,893.38
OMAC ENTERPRISES PTY L MYAREE AU	Staff Uniform	2/07/2025	$ 439.09
MYO*THE TRUSTEE FOR LA BIBRA LAKE AU	Coffee Beans CD *4 receipts	18/06/2025	$ 977.55
CARD FEE	Card Fee	2/07/2025	$ 10.00
LOYVERSE.COM LONDON GB	POS Subscription	4/06/2025	$ 8.01
Deputy deputy.com AU	Staff Scheduling App	5/06/2025	$ 90.75
GOOD GROCER/39 ARDROSS APPLECROSS AU	Catering Artist Talk	5/06/2025	$ 11.28
BERNINA SEWING CENTRE CANNINGTON AU	Sewing Machine Parts for Workshop	9/06/2025	$ 111.50
WOOLWORTHS/857 CANNING MT PLEASANT AU	Catering Artist Talk	12/06/2025	$ 37.70
ST JOHN AMBULANCE AUST BELMONT AU	First Aid Training	13/06/2025	$ 340.00
DEPT OF RACING GAMIN EAST PERTH AU	Liquor license Goolugatup Sounds	16/06/2025	$ 60.50
Express Online Trainin 61282590320 AU	Staff Training	17/06/2025	$ 29.43
SCUTTI FRESH MARKETS APPLECROSS AU	Catering Artist Talk	18/06/2025	$ 39.95

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Payee	Description	Date	Amount
ST JOHN AMBULANCE AUST BELMONT AU	First Aid Supplies	19/06/2025	$ 35.90
Intuit Mailchimp Sydney AU	Mailing Subscription	23/06/2025	$ 70.19
WOOLWORTHS/857 CANNING MT PLEASANT AU	Catering Artist Talk	25/06/2025	$ 23.97
SP BEAN BAGS R US SCARBOROUGH AU	New Event Bean Bag Covers	25/06/2025	$ 779.10
SP KRAFTKOLOUR THOMASTOWN AU	Creative Learning Materials	30/06/2025	$ 260.08
OFFICEWORKS Bentleigh Eas AU	Stationary & Office Supplies	30/06/2025	$ 142.35
Live Payments Barangaroo AU	Workers Comp Taxi to Work	12/06/2025	$ 109.32
KMART 1039 ROCKINGHAM AU	Staff Uniform	18/06/2025	$ 22.00
PLATYPUS ROCKINGHAM ROCKINGHAM AU	Staff Uniform	19/06/2025	$ 169.99
PAYPAL *NEWAIMPTYLT 4029357733 AU	Water Dispenser for Reception Lounge	23/06/2025	$ 260.99
BUNNINGS GROUP LTD HAWTHORN EAST AU	Blow Mould Tables	23/06/2025	$ 1,085.00
NISBETS AUSTRALIA SMEATON GRANG AU	Function Drink Dispensers	26/06/2025	$ 321.68
CHEMISTWAREHOUSE ONLIN Preston AU	Library Materials	24/06/2025	$ 66.42
AMAZON AU SYDNEY SOUTH AU	Library Materials	30/06/2025	$ 39.81
COLES 7545 HILTON AU	Catering for Library Event	4/06/2025	$ 134.36
LIQUORLAND 2855 HILTON AU	Catering for Library Event	4/06/2025	$ 123.00
COLES 7545 HILTON AU	Catering for Library Event	5/06/2025	$ 141.71
COLES 7545 HILTON AU	Catering for Library Event	6/06/2025	$ 16.00
CITYMELVILLE PARKING BOORAGOON AU	Parking for COM Workshop	10/06/2025	$ 10.60
COLES 0352 MELVILLE AU	Catering for Library Event	11/06/2025	$ 115.20
LIQUORLAND 2469 BICTON AU	Catering for Library Event	11/06/2025	$ 48.00
COLES 7545 HILTON AU	Catering for Library Event	12/06/2025	$ 209.25
COLES 0352 MELVILLE AU	Catering for Library Event	12/06/2025	$ 2.55
COLES 7545 HILTON AU	Catering for Library Event	26/06/2025	$ 20.70
Little Olive Leaf Willagee AU	Catering	6/06/2025	$ 24.50
SP BW TRIBAL PTY LTD LOGANLEA AU	NAIDOC Week Event	11/06/2025	$ 346.50
SP CLOTHING THE GAPS PRESTON AU	NAIDOC Week Event	12/06/2025	$ 370.00
Little Olive Leaf Willagee AU	Catering	13/06/2025	$ 39.00
NAM HANG HOLDINGS PT WILLAGEE AU	RAP Working Group Catering	18/06/2025	$ 50.30
LS Jayleas Patisserie Willagee AU	Catering	18/06/2025	$ 10.67
LS Jayleas Patisserie Willagee AU	Catering	18/06/2025	$ 5.59
IGA WILLAGEE WILLAGEE AU	Catering	18/06/2025	$ 6.50
RED DOT STORES FREMANTLE AU	Young People Ponchos	24/06/2025	$ 7.47
GILBERTS FRESH HILTON HILTON AU	Catering	24/06/2025	$ 149.98
IGA WILLAGEE WILLAGEE AU	Catering	25/06/2025	$ 24.25
NAM HANG HOLDINGS PT WILLAGEE AU	Catering	25/06/2025	$ 25.00
NAM HANG HOLDINGS PT WILLAGEE AU	Catering	25/06/2025	$ 9.00
GILBERTS FRESH HILTON HILTON AU	NAIDOC Week Event	26/06/2025	$ 319.92
SQ *PANTANO BAR Willagee AU	Team Meeting - Food Only	26/06/2025	$ 86.00
EZI*Movie Tkts Rowville AU	Place Names Film tickets	27/06/2025	$ 98.60
IGA WILLAGEE WILLAGEE AU	Catering	27/06/2025	$ 17.99
NAM HANG HOLDINGS PT WILLAGEE AU	Catering	27/06/2025	$ 35.80
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Local Stock Purchases	26/06/2025	$ 26.54
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchases	27/06/2025	$ 36.31
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchases	30/06/2025	$ 6.79
AMAZON AU RETAIL SYDNEY AU	Local Stock Purchases	30/06/2025	$ 26.60
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Local Stock Purchases	3/06/2025	$ 387.68
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Local Stock Purchases	3/06/2025	$ 193.84
U.NU/CSND* CLICKSEND.C SOUTH PERTH AU	sms service for events	5/06/2025	$ 50.00
PREZZEE/AU12D8A353 SYDNEY AU	Voucher	9/06/2025	$ 20.00
PREZZEE/AUD429534A SYDNEY AU	Voucher	9/06/2025	$ 50.00
PREZZEE/AUE12A92AE SYDNEY AU	Voucher	9/06/2025	$ 100.00
PREZZEE/AU286A69F0 SYDNEY AU	Voucher	9/06/2025	$ 20.00
SKED SOCIAL MELBOURNE AU	Social Media Management Tool	23/06/2025	$ 990.00
KMART Mulgrave AU	Refund	4/06/2025	-$ 66.00
COLES 0332 BOORAGOON AU	Council Meetings	4/06/2025	$ 198.30
Nosh Gourmet Food an East Victoria AU	Councillors Birthdays	5/06/2025	$ 41.49
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Chocolates for Melville Meets	5/06/2025	$ 92.80
SQ *SUPPA CLUB Myaree AU	Catering	5/06/2025	$ 155.00
COLES 0332 BOORAGOON AU	Melville Meets	6/06/2025	$ 60.80
SP HYDROFLASK.COM.AU CURRUMBIN WAT AU	Catering Supplies	6/06/2025	$ 251.92
KMART Mulgrave AU	Staff Uniform	6/06/2025	$ 88.00
T2 - Booragoon Booragoon AU	Catering	10/06/2025	$ 59.00
KMART 1162 BOORAGOON AU	Catering Supplies	10/06/2025	$ 24.00
KMART 1162 BOORAGOON AU	Catering Supplies	10/06/2025	$ 7.50
COLES 0332 BOORAGOON AU	Catering	11/06/2025	$ 8.00
SQ *TAM BAKES CAKES Beeliar AU	Catering	12/06/2025	$ 111.90
GARDEN CITY NEWS BOORAGOON AU	Catering Supplies	12/06/2025	$ 9.99
AUSTRALIAN GROWN WILLETTON AU	Staff Uniform	16/06/2025	$ 59.29
COLES 0332 BOORAGOON AU	Catering Supplies	18/06/2025	$ 37.20
MANDARIN WOK BOORAGOON AU	Catering	18/06/2025	$ 35.28
COLES 0332 BOORAGOON AU	Office supplies	19/06/2025	$ 62.10

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Payee	Description	Date	Amount
SP SIMPLY SCRUBS AUS WANGARA AU	Staff Uniform	23/06/2025	$ 81.33
SP LUNA EVENTS BAYSWATER AU	Function and Event Linen	26/06/2025	$ 265.28
COLES 0332 BOORAGOON AU	Chocolates for Council Meetings	2/07/2025	$ 238.00
TWILIO SENDGRID WWW.TWILIO.CO US	Sendgrid Subscription	4/06/2025	$ 144.47
FACEBK *VA5AWS8MS2 fb.me/ads IE	Advertising	5/06/2025	$ 1,287.50
KMART Mulgrave AU	Consumables	10/06/2025	$ 48.00
APE MEDICAL BALCATTA AU	Consumables	10/06/2025	$ 353.54
JB HI FI BOORAGOON BOORAGOON AU	Charging Cables	16/06/2025	$ 119.85
MYZONE* MYZONE WA AU	MyZone Sub	16/06/2025	$ 182.92
iStock.com INTERNET AU	Advertising Images	18/06/2025	$ 136.40
KMART Mulgrave AU	HM Equipment	18/06/2025	$ 70.00
ACTIMED AUSTRALIA OSBORNE PARK AU	HM Equipment	18/06/2025	$ 91.85
SQ *RENZ CAFE Melville AU	Community Catering	19/06/2025	$ 50.50
CHRISTMAS PRESENCE MYAREE AU	Consumables	20/06/2025	$ 32.75
Coles Online Hawthorn East AU	Consumables	23/06/2025	$ 142.50
BUNNINGS 317000 MELVILLE AU	Cleaning Equipment	23/06/2025	$ 89.98
PILATES REFORMERS AUST SMEATON GRANG AU	Equipment	25/06/2025	$ 798.24
Soundtrack Your Brand Stockholm SE	Commercial Music Licence	27/06/2025	$ 1,442.10
2XU PTY LTD CREMORNE AU	Uniform	2/07/2025	$ 149.75
CPP REGAL PLACE PERTH AU	Staff Interview	6/06/2025	$ 16.15
SIDRA SOLUTIONS. Greythorn AU	Traffic and Road Safety	10/06/2025	$ 759.00
ENGAGEMENT INSTITUTE TOOWONG AU	Conference	16/06/2025	$ 545.00
WALGA EVENTS WEST LEEDERVI AU	WALGA Conference	18/06/2025	$ 3,043.80
CPP CONVENTION CENTRE PERTH AU	State Budget Event	23/06/2025	$ 22.72
RADHE KRISHNA VENTURE BOORAGOON AU	Team Recognition	27/06/2025	$ 6.50
GOOGLE*CLOUD R964GV CC GOOGLE.COM AU	Platform and API's	3/06/2025	$ 152.27
DOCUPRINT FREMANTLE FREMANTLE AU	Waterproof Stickers for Access Cards	18/06/2025	$ 436.29
CARD FEE	Card Fee	2/07/2025	$ 10.00
AURUGS.COM AURUGS.COM US	Rugs for Ngoolark	19/06/2025	$ 441.87
Kogan.com 6CPCLPV8 Melbourne AU	Air fryer for kitchenette	19/06/2025	$ 268.98
SP IVORY DEENE 301 SUMMERHILL AU	Bag Filling for Ngoolark	20/06/2025	$ 289.57
SP INDIGENOUSRESOURCES SMEATON GRANG AU	Tables & Chairs for Ngoolark	20/06/2025	$ 643.12
SP BASIL BANGS MANLY AU	bean bags Ngoolark	20/06/2025	$ 527.50
CPP CULTURAL CENTRE PERTH AU	Parking	16/06/2025	$ 11.11
SP HOMECRAFTTEXTILES ST JAMES AU	Black Fabric for hoardings	17/06/2025	$ 699.00
OFFICEWORKS 0616 O'CONNOR AU	Clipboards	17/06/2025	$ 124.76
HOMECRAFT TEXTILES ST JAMES AU	Needles, Waxed thread	18/06/2025	$ 21.97
Dominos Pizza East Fre EAST FREMANTL AU	Catering	23/06/2025	$ 221.49
GARDEN CITY NEWS BOORAGOON AU	Stamps for Scribe Station	23/06/2025	$ 42.98
SILVER SPRINGS HOLDING BOORAGOON AU	Envelope Printing	23/06/2025	$ 271.90
MYO*THE ROWING CLUB MOUNT PLEASAN AU	Rowing Club Hire	24/06/2025	$ 203.85
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Office supplies	5/06/2025	$ 13.85
SQ *SALINA BOOKS 1800595310 AU	Local History Reference Publication	5/06/2025	$ 31.50
COLES 0332 BOORAGOON AU	Catering for Life Drawing Workshop	10/06/2025	$ 94.40
OFFICEWORKS 0616 O'CONNOR AU	HDMI Cable for Museum	11/06/2025	$ 49.00
SQ *ROSA GLEN FARM Harvey AU	Beverage for Exhibition Openings	11/06/2025	$ 1,908.00
SETON GREYSTANCES AU	Freight Cost	13/06/2025	$ 437.80
SETON GREYSTANCES AU	Collection Equipment	13/06/2025	$ 1,592.38
OTHERSIDE CO MYAREE AU	Beverage for Exhibition Openings	13/06/2025	$ 290.40
IGA WILLAGEE WILLAGEE AU	Catering	18/06/2025	$ 32.93
IGA WILLAGEE WILLAGEE AU	Catering	18/06/2025	$ 18.54
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Office Supplies	23/06/2025	$ 37.30
ST JOHN AMBULANCE AUST BELMONT AU	First Aid Training	23/06/2025	$ 360.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering for Museum Workshop	26/06/2025	$ 45.40
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering for Museum Workshop	26/06/2025	$ 17.45
WILSON PARKING AUSTRAL FREMANTLE AU	Parking	10/06/2025	$ 12.17
WILSON PARKING AUSTRAL PERTH AU	Ministers Briefing	16/06/2025	$ 30.41
SP CITY WEST WEST PERTH AU	Parking	19/06/2025	$ 4.09
QANTAS AIR 0814413501 NSW AU	Updated flight - NGA	23/06/2025	$ 35.00
QANTAS AIR 0814413501 NSW AU	Updated flight - NGA	23/06/2025	$ 70.00
CPP CONVENTION CENTRE PERTH AU	Post Budget Event	23/06/2025	$ 15.14
QANTAS AIR 0812372074 NSW AU	Updated flight - NGA	23/06/2025	$ 98.78
QANTAS AIR 0814413500 NSW AU	Updated flight - NGA	23/06/2025	$ 99.00
EAST HOTEL GRIFFITH AU	Card Fee	30/06/2025	$ 1,410.85
TICKETS*YACTIVATE BELROSE AU	Refund	9/06/2025	-$ 50.00
SPOTLIGHT MELVILLE MYAREE AU	Seniors Event Materials	10/06/2025	$ 34.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Seniors Event Catering	12/06/2025	$ 33.99
LOCAL GOVERNEMENT MANA MT HAWTHORN AU	Webinar	19/06/2025	$ 100.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	24/06/2025	$ 16.45
MATOPOS PTY LTD WELSHPOOL AU	Spray valves	9/06/2025	$ 33.00
MATOPOS PTY LTD WELSHPOOL AU	Spray parts	12/06/2025	$ 25.52
OMAC ENTERPRISES PTY L MYAREE AU	Staff Uniform	12/06/2025	$ 143.22

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Payee	Description	Date	Amount
MATOPOS PTY LTD WELSHPOOL AU	Quick spray hose	16/06/2025	$ 1,298.74
MATOPOS PTY LTD WELSHPOOL AU	Quick spray valves	26/06/2025	$ 115.50
AGC CATERING EQUIPMENT GREENACRE AU	Sugar/Coffee Dispensers	6/06/2025	$ 49.60
SP ARMOR-X.COM HONG KONG HK	iPad covers for Trucks	13/06/2025	$ 197.76
DOLCE AND SALATO BUL BULL CREEK AU	Staff Meeting	17/06/2025	$ 197.00
DOLCE AND SALATO BUL BULL CREEK AU	Catering	27/06/2025	$ 74.00
Woolworths Online BELLA VISTA AU	Catering	27/06/2025	$ 88.50
COLLINS RESTAURANTS MURDOCH AU	Catering	30/06/2025	$ 76.80
GOOD GROCER/916 CANNIN APPLECROSS AU	Supplies for Grants Training	12/06/2025	$ 7.98
IGA WILLAGEE WILLAGEE AU	Event catering	20/06/2025	$ 10.39
SP ALEJANDRO LAUREN EDGEWORTH AU	First Nations & Pride Inclusion Prints	27/06/2025	$ 161.00
SP ARMANDO SPORTS SHOP OCONNOR AU	Table Tennis Replacements	30/06/2025	$ 949.99
SP ARMANDO SPORTS SHOP OCONNOR AU	Table Tennis Replacements	30/06/2025	$ 949.99
SP ARMANDO SPORTS SHOP OCONNOR AU	Table Tennis Table	30/06/2025	$ 949.99
HAMILTON HILL IGA HAMILTON HILL AU	Office Supplies	12/06/2025	$ 6.50
HAMILTON HILL IGA HAMILTON HILL AU	Office Supplies	19/06/2025	$ 6.50
COLES 0352 MELVILLE AU	Office Supplies	19/06/2025	$ 5.00
MELVILLE NEWSPOWER BICTON AU	Replacement Newspapers	20/06/2025	$ 7.00
COLES 0352 MELVILLE AU	Office Supplies	20/06/2025	$ 6.00
PREZZEE/AU9C0BDA3F SYDNEY AU	Staff Appreciation	26/06/2025	$ 202.53
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Pet microchip scanner	9/06/2025	$ 281.66
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Pet microchip scanner	9/06/2025	$ 140.83
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Pet microchip scanner	9/06/2025	$ 281.66
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Pet microchip scanner	9/06/2025	$ 281.66
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Pet microchip scanner	9/06/2025	$ 281.66
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Pet microchip scanner	10/06/2025	$ 248.04
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Pet microchip scanner	11/06/2025	$ 281.66
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Pet microchip scanner	11/06/2025	$ 281.66
DEPT OF JUSTICE-CTG PA PERTH AU	Court Lodgement Fee	12/06/2025	$ 189.00
DEPT OF JUSTICE-CTG PA PERTH AU	Court Hearing Lodgement	12/06/2025	$ 189.00
DEPT OF JUSTICE-CTG PA PERTH AU	Court Hearing Lodgement	12/06/2025	$ 189.00
SP MODERN FURNITURE DINGLEY VILLA AU	Office Equipment	12/06/2025	$ 1,613.00
Westfield Booragoon Booragoon AU	Service Recognition	12/06/2025	$ 252.95
GARDEN CITY NEWS BOORAGOON AU	Service Recognition	16/06/2025	$ 5.99
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	30 x Card holders	16/06/2025	$ 695.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Chocolates for Reward Giveaways	30/06/2025	$ 35.25
IGA WILLAGEE WILLAGEE AU	Willagee Youth drop in	4/06/2025	$ 109.23
KMART 1162 BOORAGOON AU	Willagee youth drop in	5/06/2025	$ 70.70
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	6/06/2025	$ 14.01
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	9/06/2025	$ 30.86
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	10/06/2025	$ 90.98
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	12/06/2025	$ 28.56
POST WILLAGEE CENTRAL WILLAGEE AU	Willagee youth drop in	12/06/2025	$ 4.20
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	13/06/2025	$ 47.77
Dick Smith 32XLV9TY Melbourne AU	Willagee youth drop in	16/06/2025	$ 56.84
The Butcher Shop Perth AU	Willagee youth drop in	16/06/2025	$ 77.85
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	17/06/2025	$ 68.37
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	17/06/2025	$ 15.55
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	18/06/2025	$ 16.29
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	19/06/2025	$ 18.38
Little Olive Leaf Willagee AU	Team Building	19/06/2025	$ 19.00
WWC-COMMUNITIES EAST PERTH AU	Working with Children Check Renewal	20/06/2025	$ 87.00
Little Olive Leaf Willagee AU	Team building	20/06/2025	$ 36.50
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	20/06/2025	$ 24.88
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	23/06/2025	$ 12.53
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	24/06/2025	$ 43.66
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	24/06/2025	$ 13.20
ARMANDOS SPORTS O'CONNOR AU	Willagee youth drop in	24/06/2025	$ 359.85
KMART 1162 BOORAGOON AU	Willagee youth drop in	24/06/2025	$ 447.35
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	26/06/2025	$ 39.91
OFFICEWORKS 0616 O'CONNOR AU	Willagee youth drop in	30/06/2025	$ 116.83
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	30/06/2025	$ 52.61
IGA WILLAGEE WILLAGEE AU	Willagee youth drop in	1/07/2025	$ 27.65
SP AUSTRALIAN GEOGRAPH REDFERN AU	Games	11/06/2025	$ 39.90
SP VAULT GAMES BNE BRISBANE AU	Games	11/06/2025	$ 494.44
SP GAMES EMPIRE AU CASTLE HILL AU	Games	11/06/2025	$ 461.92
SP P417GAMEOLOGY SYNDAL AU	Games	12/06/2025	$ 249.85
SP HAPPY GUMNUT SUNNYBANK AU	Resin Specimens	12/06/2025	$ 197.71
AUST ENTO SUPPLIES SOUTH MURWILL AU	Resin Insect Specimens	12/06/2025	$ 237.25
EZI*Southern Biologica SOUTH MELBOUR AU	Resin Specimens	13/06/2025	$ 257.73
DYMOCKS ONLINE SYDNEY AU	Children's Books	16/06/2025	$ 79.96
CANPRINT COMMUNICATION FYSHWICK AU	Your Home Books	16/06/2025	$ 217.97

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Payee	Description	Date	Amount
BOOKTOPIA ST PETERS AU	Children's Books	26/06/2025	$ 175.75
PLANNING INSTITUTE AUS BARTON AU	Conference	13/06/2025	$ 85.00
ST JOHN AMBULANCE AUST BELMONT AU	First Aid Training	16/06/2025	$ 136.00
SQ *ESCAPE HUNT PERTH 1800595310 AU	Planning Directorate Staff Event	18/06/2025	$ 720.00
SQ *ESCAPE HUNT PERTH 1800595310 AU	Planning Directorate Staff Event	18/06/2025	$ 760.00
COLES 0332 BOORAGOON AU	Quarterly Recognition	19/06/2025	$ 274.75
MYO*THE TRUSTEE FOR LA BIBRA LAKE AU	Office Supplies	20/06/2025	$ 178.40
COLES 0332 BOORAGOON AU	Quarterly Award	23/06/2025	$ 109.90
REPCO ROWVILLE AU	Tow Balls	30/06/2025	$ 78.00
WOOLWORTHS/CNR STOCK R MELVILLE AU	Office Supplies	2/07/2025	$ 184.00
MYAREE IGA/4/67 NORTH MYAREE AU	Catering	4/06/2025	$ 80.00
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering	4/06/2025	$ 59.36
MYAREE IGA/4/67 NORTH MYAREE AU	Catering	4/06/2025	$ 39.97
COLES 0332 BOORAGOON AU	Catering	9/06/2025	$ 76.10
Rym Tarng Perth AU	Catering	9/06/2025	$ 43.35
MARY STREET BAKERY PERTH AU	Write Club Meeting	11/06/2025	$ 17.00
Little Olive Leaf Willagee AU	Write Club Meeting	11/06/2025	$ 46.45
FREMANTLE PRESS FREMANTLE AU	Books for Student Kits	19/06/2025	$ 680.83
OFFICEWORKS Bentleigh Eas AU	Creative Learning Materials	20/06/2025	$ 228.10
KMART 1162 BOORAGOON AU	MMW Blankets	23/06/2025	$ 45.00
COLES 0332 BOORAGOON AU	MMW Catering	23/06/2025	$ 45.05
SP KAKADU-PLUM-CO EAST BRIGHTON AU	Materials	27/06/2025	$ 739.70
SP MELBOURNE ETCHING S FITZROY AU	Creative Learning Materials	27/06/2025	$ 624.40
SP THESYDNEYARTSTORE BOTANY AU	Creative Learning Materials	27/06/2025	$ 296.55
OFFICEWORKS Bentleigh Eas AU	Creative Learning Materials	27/06/2025	$ 126.00
REALGAMES BROOKVALE AU	Creative Learning Materials	27/06/2025	$ 285.67
SP THEBEDROOM.COM.AU SANS SOUCI AU	Creative Learning Materials	27/06/2025	$ 264.20
EDUCATIONAL ART SUPP NEDLANDS AU	Creative Learning Materials	30/06/2025	$ 361.79
SP ZARTART.COM.AU HALLAM AU	Creative Learning Materials	30/06/2025	$ 896.78
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Office Supplies	9/06/2025	$ 8.55
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Newspapers - West Australian	11/06/2025	$ 5.00
KMART 1162 BOORAGOON AU	Bubble Blower for Storytime	11/06/2025	$ 10.00
WIZ PHY GARDEN 2 BOORAGOON AU	RAT tests	2/07/2025	$ 19.99
POST CANNING BRIDGE AP APPLECROSS AU	Postage	9/06/2025	$ 10.95
POST CANNING BRIDGE AP APPLECROSS AU	Postage	9/06/2025	$ 18.95
POST CANNING BRIDGE AP APPLECROSS AU	Postage	9/06/2025	$ 110.18
GOOD GROCER/916 CANNIN APPLECROSS AU	Office Supplies	9/06/2025	$ 16.80
GOOD GROCER/916 CANNIN APPLECROSS AU	Office Supplies	9/06/2025	$ 9.29
W A LIBRARY SUPPLIES FORRESTDALE AU	Civic Library Book Boxes	12/06/2025	$ 254.50
WOOLWORTHS/857 CANNING MT PLEASANT AU	Office Supplies	19/06/2025	$ 16.80
GOOD GROCER/916 CANNIN APPLECROSS AU	Office Supplies	27/06/2025	$ 16.80
POST CANNING BRIDGE AP APPLECROSS AU	Postage	30/06/2025	$ 18.95
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Team celebration BBQ	11/06/2025	$ 215.19
SCARFO'S MEATING PLC MYAREE AU	Team celebration BBQ	11/06/2025	$ 198.55
KMART 1162 BOORAGOON AU	Eco Hub chalk and step stool	5/06/2025	$ 37.00
COLES 0332 BOORAGOON AU	Eco Hub pantry supplies	5/06/2025	$ 60.25
EZI*Stainless Flat Pac Cotton Tree AU	Eco Hub nursery bench	10/06/2025	$ 1,448.90
EZI*Stainless Flat Pac Cotton Tree AU	Eco Hub nursery bench	16/06/2025	$ 1,448.90
LinkedIn P632367204 North Sydney AU	CAAR EOI Link in ad	3/06/2025	$ 40.94
JB HI FI BOORAGOON BOORAGOON AU	Media Equipment	9/06/2025	$ 701.00
SETON GREYSTANCES AU	PPE	16/06/2025	$ 390.72
MYAREE IGA/4/67 NORTH MYAREE AU	Consumables - Jan to Jun	19/06/2025	$ 1,835.35
SETON GREYSTANCES AU	PPE	19/06/2025	$ 20.99
SETON GREYSTANCES AU	PPE	19/06/2025	$ 61.18
SETON GREYSTANCES AU	PPE	19/06/2025	$ 62.92
JB HI FI MYAREE HOME BOORAGOON AU	Charging Cord	20/06/2025	$ 9.00
BUNNINGS 751000 BELMONT AU	Safety Barriers	23/06/2025	$ 169.80
KMART 1162 BOORAGOON AU	Swim School Consumables	25/06/2025	$ 22.50
SETON GREYSTANCES AU	PPE	26/06/2025	$ 20.99
SP MEDSHOP-AUSTRALIA PRESTON AU	First Aid Supplies	27/06/2025	$ 143.90
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Young People Event Catering	6/06/2025	$ 51.05
TEMU.COM PARRAMATTA AU	School Holiday Materials	13/06/2025	$ 111.19
AMAZON AU RETAIL SYDNEY AU	NRW Storytime Kit	16/06/2025	$ 19.21
DYMOCKS ONLINE SYDNEY AU	Book Week Prizes	23/06/2025	$ 33.98
AMAZON AU RETAIL SYDNEY AU	Book Week Prizes	24/06/2025	$ 23.68
OFFICEWORKS 0616 O'CONNOR AU	School Holiday Materials	26/06/2025	$ 41.98
AMAZON AU RETAIL SYDNEY AU	NRW Storytime Kit	26/06/2025	$ 38.50
COLES 0347 YOKINE AU	School Holiday Materials	26/06/2025	$ 87.35
WOOLWORTHS/BULLCREEK S BULLCREEK AU	School Holiday Catering	27/06/2025	$ 42.40
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Youth Prizes	1/07/2025	$ 102.63
LUCKY CHARM BULL CREEK BULL CREEK AU	Replacement Newspapers	5/06/2025	$ 7.00
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Office Supplies	5/06/2025	$ 21.60

CONFIRMED

Payee	Description	Date	Amount
LUCKY CHARM BULL CREEK BULL CREEK AU	Replacement Newspapers	9/06/2025	$ 7.00
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Office Supplies	10/06/2025	$ 1.55
BILBY YARNS WILLAGEE AU	Wool for wet felting workshop-display	10/06/2025	$ 34.00
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Office Supplies	11/06/2025	$ 2.95
LUCKY CHARM BULL CREEK BULL CREEK AU	Replacement Newspaper	12/06/2025	$ 2.50
LUCKY CHARM BULL CREEK BULL CREEK AU	Replacement Newspapers	18/06/2025	$ 7.00
LUCKY CHARM BULL CREEK BULL CREEK AU	Replacement Newspapers	20/06/2025	$ 7.00
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Office Supplies	24/06/2025	$ 1.55
BUNNINGS 317000 MELVILLE AU	Material Terrarium Workshop	27/06/2025	$ 85.42
BUNNINGS 317000 MELVILLE AU	Material Terrarium Workshop	27/06/2025	$ 3.45
SQ *AMANTE & CO Fremantle AU	MMW - Artist Catering	9/06/2025	$ 14.10
Marmion St Fresh and Melville AU	Arts - LAB Artist Catering	11/06/2025	$ 323.15
Marmion St Fresh and Melville AU	Arts - LAB Artist Catering	11/06/2025	$ 494.36
Marmion St Fresh and Melville AU	Arts - LAB Artist Catering	11/06/2025	$ 301.40
CITYMELVILLE PARKING BOORAGOON AU	Events	11/06/2025	$ 9.79
Marmion St Fresh and Melville AU	Arts - LAB Artist Catering	11/06/2025	$ 585.10
COLES 0332 BOORAGOON AU	AAG - Artist Catering	30/06/2025	$ 34.90
INDUSTRIAL PROTECTIV MYAREE AU	Disposable Respirator	10/06/2025	$ 96.80
INDUSTRIAL PROTECTIV MYAREE AU	Disposable Respirator	12/06/2025	$ 128.04
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Catering	16/06/2025	$ 51.15
EHA WA ELLENBROOK AU	Membership Renewal	20/06/2025	$ 405.00
EHA WA ELLENBROOK AU	Membership Renewal	20/06/2025	$ 405.00
EHA WA ELLENBROOK AU	Membership Renewal	23/06/2025	$ 405.00
EHA WA ELLENBROOK AU	Membership Renewal	23/06/2025	$ 405.00
EHA WA ELLENBROOK AU	Membership Renewal	23/06/2025	$ 405.00
EHA WA ELLENBROOK AU	Membership Renewal	23/06/2025	$ 405.00
ASIC SYDNEY AU	Bought for infringement - PW1175809	25/06/2025	$ 10.00
FLUIDRA GROUP AUSTRALI BALCATTA AU	Palin test	30/06/2025	$ 309.39
JB HI-FI DIRECT SOUTHBANK AU	Office Supplies	30/06/2025	$ 115.00
KMART 1162 BOORAGOON AU	Replacement Kettle	4/06/2025	$ 38.00
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	4/06/2025	$ 78.83
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	4/06/2025	$ 58.50
AMAZON AU SYDNEY SOUTH AU	Library Resources	4/06/2025	$ 77.19
AMAZON AU SYDNEY SOUTH AU	Library Resources	4/06/2025	$ 26.95
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	4/06/2025	$ 614.49
AMAZON AU RETAIL SYDNEY AU	Library Resources	5/06/2025	$ 45.60
WANEWSDTI Osborne Park AU	Newspaper Subscription	5/06/2025	$ 172.80
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	5/06/2025	$ 28.73
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	5/06/2025	$ 28.17
AMAZON MARKETPLACE AU SYDNEY SOUTH AU	Library Resources	5/06/2025	$ 10.14
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	6/06/2025	$ 28.21
PAYPAL *MERCURYRETA TH 0412041808 AU	Library Resources	9/06/2025	$ 32.37
PAYPAL *BIG W 4029357733 AU	Library Resources	9/06/2025	$ 157.00
PAYPAL *BLACKWELLBO 35314369001 GB	Library Resources	9/06/2025	$ 26.56
PAYPAL *MERCURYRETA TH 0412041808 AU	Library Resources	9/06/2025	$ 24.69
AMAZON AU SYDNEY SOUTH AU	Library Resources	11/06/2025	$ 243.52
WANEWSDTI Osborne Park AU	Newspaper Subscription	11/06/2025	$ 150.00
AMAZON AU SYDNEY SOUTH AU	Library Resources	11/06/2025	$ 111.92
AMAZON AU SYDNEY SOUTH AU	Library Resources	11/06/2025	$ 18.25
BUNNINGS GROUP LTD HAWTHORN EAST AU	trolley for central services	11/06/2025	$ 93.60
AMAZON AU RETAIL SYDNEY AU	Library Resources	12/06/2025	$ 59.25
GOOD GROCER/916 CANNIN APPLECROSS AU	Newspapers	13/06/2025	$ 7.00
AMAZON AU SYDNEY SOUTH AU	Library Resources	17/06/2025	$ 26.93
AMAZON AU RETAIL SYDNEY AU	Library Resources	18/06/2025	$ 74.78
AMAZON AU RETAIL SYDNEY AU	Library Resources	18/06/2025	$ 18.25
AMAZON AU RETAIL SYDNEY AU	Library Resources	19/06/2025	$ 14.99
AMAZON AU SYDNEY SOUTH AU	Library Resources	24/06/2025	$ 228.43
AMAZON AU RETAIL SYDNEY AU	Library Resources	30/06/2025	$ 14.99
PAYPAL *BIG W 4029357733 AU	Chair Mats for Central Services	30/06/2025	$ 70.00
EVENTBRITE PRO SUB EVENTBRITE.CO US	Bookings Subscription	2/07/2025	$ 15.45
Google GSUITE_melville Sydney AU	Email Service	3/06/2025	$ 11.09
EASYPARK MELBOURNEVIC AU	Staff Parking	3/06/2025	$ 252.70
PAYPAL *BIG W 4029357733 AU	Library Resources	3/06/2025	$ 160.00
PAYPAL *KMARTAUSTRA 4029357733 AU	Office Supplies	3/06/2025	$ 131.00
FANTASTIC FURNITURE CHULLORA AU	PlayTime Party Chair	10/06/2025	$ 295.00
JOTFORM PTY LTD MORTLAKE AU	Annual Subscription	11/06/2025	$ 1,321.19
SP BIZ DISPLAY ELITE WOLLI CREEK AU	Barrier Posts	13/06/2025	$ 342.29
SPOTLIGHT MELVILLE MYAREE AU	PlayTime Party Chair Pillow	16/06/2025	$ 12.00
BUNNINGS 317000 MELVILLE AU	Court Accessories	16/06/2025	$ 63.04
OFFICEWORKS LTD BENTLEIGH EAS AU	Meeting Room Whiteboard	19/06/2025	$ 425.95
BUNNINGS 317000 MELVILLE AU	PlayTime Party Chair Protection	23/06/2025	$ 6.40
SP WHOLESALE MOVEACT BRUNSWICK EAS AU	Reformer Socks	24/06/2025	$ 880.69

CONFIRMED

Payee	Description	Date	Amount
Retravision South Bunbury AU	PlayTime Fridges	26/06/2025	$ 721.00
CITY OF PERTH PERTH AU	Parking	23/06/2025	$ 15.14
QANTAS AIR 0812372553 NSW AU	Conference	1/07/2025	$ 624.00
LUCKY CHARM BULL CREEK BULL CREEK AU	Newspaper Replacement	16/06/2025	$ 7.00
SP CBCA MERCHANDISE SOUTH BRISBAN AU	Display Materials	18/06/2025	$ 399.42
SP CD-SOFT YAKAMIA AU	Citizen Science ALIA shipping	1/07/2025	$ 594.00
WIZ PHY GARDEN 1 BOORAGOON AU	Magic Potions Workshop	1/07/2025	$ 18.76
BIGW ONLINE BELLA VISTA AU	Prizes for July	1/07/2025	$ 109.00
MISTER MAGNETSMISTER P TULLAMARINE AU	BRT and ST Magnets	1/07/2025	$ 1,638.00
ALQUEMIE LCS PL BOORAGOON AU	Lego Gift Voucher	1/07/2025	$ 30.10
WOOLWORTHS/BULLCREEK S BULLCREEK AU	Office Supplies	1/07/2025	$ 34.55
KMART Mulgrave AU	July Prizes	2/07/2025	$ 121.50
IGA WILLAGEE WILLAGEE AU	Youth Meeting	27/06/2025	$ 12.00
Woolworths Online BELLA VISTA AU	Supplies	30/06/2025	$ 95.00
APPLECROSS PIZZA BAR APPLECROSS AU	Youth Meeting - Food Only	30/06/2025	$ 126.90
PREZZEE/AUE1016892 SYDNEY AU	Recognition 5 yr service	13/06/2025	$ 162.02
OHS ALERT SYDNEY AU	OHS News Alert	30/06/2025	$ 131.16
INDUSTRIAL PROTECTIV MYAREE AU	Staff PPE	2/07/2025	$ 65.73
FACEBK *AF5W7T8MS2 fb.me/ads IE	Advertising	9/06/2025	$ 1,287.50
FACEBK *7M7UETCMS2 fb.me/ads IE	Advertising	13/06/2025	$ 1,287.50
FACEBK *FPXFGT4MS2 fb.me/ads IE	Advertising	17/06/2025	$ 1,287.50
FACEBK *5E25ST4MS2 fb.me/ads IE	Advertising	23/06/2025	$ 1,287.50
FACEBK *R8A5FU8MS2 fb.me/ads IE	Advertising	26/06/2025	$ 1,287.50
FACEBK *58NTQU8MS2 fb.me/ads IE	Advertising	30/06/2025	$ 1,287.50
FACEBK *M9D7TU8MS2 fb.me/ads IE	Advertising	1/07/2025	$ 150.35
FACEBK *KU85LTCNC2 fb.me/ads IE	Advertising	12/06/2025	$ 1,287.50
Canva* 04552-13569921 Sydney AU	Marketing	20/06/2025	$ 584.39
FACEBK *HBK4FSUNC2 fb.me/ads IE	Advertising	1/07/2025	$ 587.57
BOLINDA PUBLISHING TULLAMARINE AU	Library Resources	5/06/2025	$ 480.02
AMAZON AU RETAIL SYDNEY AU	Library Resources	18/06/2025	$ 15.99
AMAZON AU RETAIL SYDNEY AU	Library Resources	25/06/2025	$ 158.38
BLACKWELLS LTD LONDON GB	Replacement Library Resources	3/06/2025	$ 53.91
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Catering & Consumables	4/06/2025	$ 97.75
AUSSIE NATURAL SPRIN WANGARA AU	Water Supply	4/06/2025	$ 21.66
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Consumables	4/06/2025	$ 4.90
KMART 1162 BOORAGOON AU	Biophilic Art Lab	4/06/2025	$ 18.50
SLOWDOUGH PIZZAS WILLAGEE AU	Catering - Artist Rider	9/06/2025	$ 257.00
OFFICEWORKS 0616 O'CONNOR AU	Easel - Atwell	9/06/2025	$ 183.14
NAVA Woolloomooloo AU	NAVA Membership	11/06/2025	$ 400.00
MYAREE IGA/4/67 NORTH MYAREE AU	Catering	12/06/2025	$ 16.28
KMART 1162 BOORAGOON AU	Atwell Equipment	17/06/2025	$ 49.00
KMART 1162 BOORAGOON AU	Atwell Equipment	17/06/2025	$ 55.00
DYMOCKS GARDEN CITY BOORAGOON AU	Book voucher - Place Competition	18/06/2025	$ 50.00
THE GOOD GUYS WEB STOR SOUTHBANK AU	Water Urn	1/07/2025	$ 136.00
WALGA EVENTS WEST LEEDERVI AU	Honours Awards Event	10/06/2025	$ 180.00
TRYBOOKING*NATIONAL GR SOUTH YARRA AU	NGA Alliance Congress	2/07/2025	$ 500.50
BUSINESS NEWS PTY LT PERTH AU	Corp Train - Budget Breakfast	9/06/2025	$ 1,760.00
ASANA.COM SYDNEY AU	Business Subscription Service	24/06/2025	$ 829.80
COLES 0332 BOORAGOON AU	Event Catering	4/06/2025	$ 52.80
COLES 0332 BOORAGOON AU	Office Supplies	17/06/2025	$ 14.75
WOOLWORTHS/GARDEN CITY BOORAGOON AU	Event Catering	25/06/2025	$ 11.90
U.NU/CSND* CLICKSEND.C SOUTH PERTH AU	Click Send Fee - messaging service	30/06/2025	$ 50.00
		Total	**$ 113,985.17**

CONFIRMED

STATEMENT OF FINANCIAL ACTIVITY
For the period 1 July 2025 to 31 July 2025

	July Actual $	*YTD Rev. Budget $*	*YTD Actual $*	*Variance $*	*Variance %*	*Annual Budget $*
OPERATING ACTIVITIES						
Revenue from operating activities						
Grants & Contributions	48,760	393,550	48,760	(344,790)	-88%	5,518,314
Fees & Charges	4,342,273	4,092,819	4,342,273	249,454	6%	19,556,875
Service Charges	6,178,871	6,182,227	6,178,871	(3,356)	0%	6,186,810
Investment Earnings	589,888	599,995	589,888	(10,107)	-2%	7,922,369
Other Revenue	160,885	142,835	160,885	18,050		1,026,881
	11,320,677	11,411,426	11,320,677	(90,749)		40,211,248
Expenditure from operating activities						
Employee Costs	(5,949,170)	(5,921,414)	(5,949,170)	(27,756)	0%	(72,190,946)
Materials & Contracts	(3,444,645)	(4,208,592)	(3,444,645)	763,947	-18%	(46,323,379)
Utilities	(311,883)	(376,064)	(311,883)	64,181	-17%	(4,496,931)
Insurance	(705,554)	(714,893)	(705,554)	9,339	-1%	(1,439,875)
Depreciation	(3,070,057)	(3,268,285)	(3,070,057)	198,228	-6%	(39,297,378)
Finance Costs	(2,059)	(2,059)	(2,059)	0	0%	(41,501)
Other Expenditure	61,399	39,207	61,399	22,191	57%	(2,707,774)
	(13,421,969)	(14,452,099)	(13,421,969)	1,030,130		(166,497,784)
Non-cash amounts excluded from operating activities						
(Profit)/Loss on Asset Disposals	(41,745)	(42,250)	(41,745)	505	-1%	90,600
Depreciation on Assets	3,070,057	3,430,445	3,070,057	(360,388)	-11%	39,660,672
Plant Capital Charge	-	-	-	-	100%	-
Plant Investment Provision						235,305
Movement in Deferred Rates	(17,927)	-	(17,927)	(17,927)	100%	-
	3,010,385	3,388,195	3,010,385	(377,811)		39,986,577
Investing Activities						
Capital grants, subsidies and contributions	(279,652)	-	(279,652)	(279,652)		9,848,879
Proceeds from Disposal of Assets	41,745	42,250	41,745	(505)	-1%	2,100,300
Recoup from self-supporting loans	68,021	68,022	68,021	(1)	0%	175,711
Purchase of Furniture & Equipment	(153,291)	(27,500)	(153,291)	(125,791)	457%	(3,299,644)
Purchase of Plant & Equipment	(250,017)	(249,144)	(250,017)	(873)	0%	(5,541,241)
Purchase of Land & Buildings	628,670	(119,000)	628,670	747,670	-628%	(17,408,158)
Purchase of Infrastructure Assets	78,559	(101,027)	78,559	179,586	-178%	(34,248,942)
	134,035	(386,399)	134,035	520,435		(48,373,095)
Financing Activities						
Repayment of Carawatha Equity	-	-	-	-		-
Repayment of self supporting loans	- 4,731	(4,731)	(4,731)	(0)	0%	(202,993)
Transfer to reserve accounts	-	-	-	-	100%	(35,743,410)
Transfer from reserve accounts	-	-	-	-	100%	55,755,595
Carry Forward Funds	-		-	-	100%	
	(4,731)	(4,731)	(4,731)	(0)		19,809,192
Estimated surplus / (deficit) - B/Fwd	319,037	-	319,037			
Estimated (surplus) / deficit - C/Fwd	(115,482,312)	(114,046,700)	(115,482,312)			
Amount to be raised from general rates	**(114,124,878)**	**(114,090,308)**	**(114,124,878)**			**(114,863,860)**

CONFIRMED

STATEMENT OF COMPREHENSIVE INCOME
For the period 1 July 2025 to 31 July 2025

	July Actual $	*YTD Rev. Budget $*	*YTD Actual $*	*Variance $*	*Variance %*	*Annual Rev. Budget $*
Revenue						
Rates	114,124,878	114,090,308	114,124,878	34,570	0%	114,863,860
Grants & Contributions	48,760	393,550	48,760	(344,790)	-88%	5,718,964
Fees & Charges	4,342,273	4,092,819	4,342,273	249,454	6%	19,556,875
Service Charges	6,178,871	6,182,227	6,178,871	(3,356)	0%	6,186,810
Interest Earnings	589,888	599,995	589,888	(10,107)		7,922,369
Other Revenue	119,139	100,585	119,139	18,554	18%	1,117,481
	125,403,810	125,459,484	125,403,810	(55,674)	0%	155,366,358
Expenses						
Employee Costs	(5,949,170)	(5,921,414)	(5,949,170)	(27,756)	0%	(72,190,946)
Materials & Contracts	(3,444,645)	(4,208,592)	(3,444,645)	763,947	-18%	(46,524,029)
Utilities	(311,883)	(376,064)	(311,883)	64,181	-17%	(4,496,931)
Insurance	(705,554)	(714,893)	(705,554)	9,339	-1%	(1,439,875)
Depreciation	(3,070,057)	(3,268,285)	(3,070,057)	198,228	-6%	(39,219,417)
Finance Costs	(2,059)	(2,059)	(2,059)	0	0%	(41,501)
Other Expenditure	61,399	39,208	61,399	22,191	57%	(2,888,586)
	(13,421,969)	(14,452,099)	(13,421,969)	1,030,130	-7%	(166,801,285)
	111,981,841	**111,007,385**	**111,981,841**	**974,456**	**1%**	**(11,434,926)**
Grants/Contributions for the Development of Assets						
Non-Operating Grants, Subsidies and Contributions	(279,652)	-	(279,652)	(279,652)	100%	9,848,879
(Profit)/Loss on Disposal of Assets						
Proceeds on Disposal	41,745	42,250	41,745	(505)	-1%	2,100,300
Net Book Value from Disposal of Assets	-	-	-	-	100%	(2,190,900)
	41,745	42,250	41,745	(505)	-1%	(90,600)
NET RESULT	**111,743,934**	**111,049,635**	**111,743,934**	**694,299**	**1%**	**(1,676,647)**
Other Comprehensive Income	-	-	-			-
Total Other Comprehensive Income	-	-	-			-
TOTAL COMPREHENSIVE INCOME	**111,743,934**	**111,049,635**	**111,743,934**			**(1,676,647)**

CONFIRMED

REPRESENTATION OF NET WORKING CAPITAL AS AT 31 JULY 2025					
Net Current Assets Represented by	***31 JULY 2025***			***30 JUNE 2025***	
Current Assets					
Cash & Cash Equivalents					
Cash in Hand	2,690			2,690	
Cash at Bank/(Overdraft)	1,201,413			3,952,974	
Investments	146,842,142			154,942,142	
		148,046,244			158,897,806
Trade & Other Receivables					
Debtors - Rates	112,974,852			4,240,118	
Debtors - Security Charge	2,843,776			106,571	
Debtors - Pool Inspection Fee	612,531			18,243	
Debtors - Instalment Fee	18			18	
Debtors - UGP	3,150,700			55,814	
Debtors - Refuse	1,892,785			60,362	
FESA Levy Debtors	20,667,385			791,999	
Pensioner Rebates	1,903,914			1,530,307	
Sundry Debtors	739,120			428,089	
Less : Provision for Doubtful Debts	(43,702)			(43,702)	
		144,741,378			7,187,818
Inventories	178,405	178,405		178,059	178,059
Other Financial Assets					
Accrued Income	1,613,440			2,308,129	
Prepayments	241,889			1,729,853	
Other	0			0	
GST Claim (Net)	314,929			1,379,453	
		2,170,259			5,417,436
Total Current Assets		**295,136,287**			**171,681,118**
Current Liabilities					
Trade & Other Payables					
FESA Levy Payable	21,804,507			1,323,201	
Sundry Creditors	15,105,263			23,667,961	
Amount Received in Advance	274,733			1,979,343	
		37,184,504			26,970,506
Provisions					
Provision for Long Service Leave	4,304,241			4,225,472	
Provision for Annual Leave	5,085,150			5,030,420	
Accrued Wages	17,449			2,122,108	
		9,406,840			11,378,000
Total Current Liabilities		**46,591,343**			**38,348,506**
Net Current Assets		**248,544,943**			**133,332,612**
Less: Restricted Assets					
Reserves	133,062,631			133,070,058	
		133,062,631			133,070,058
Timing Difference					(56,483)
Net Working Capital		**115,482,312**			**319,037**

CONFIRMED

NET WORKING CAPITAL RECONCILIATION
FOR THE MONTH OF JULY 2025

	YTD Actual $
Net Result	**111,743,934**
Add:	
Surplus B/Fwd.	319,037
Proceeds on disposal of Assets	41,745
Carry Forward Reserve Transfers	-
Reserve: Funds to be Used	-
Self Supporting Loans - Principal (Net)	63,290
Depreciation Written back	3,070,057
Plant Capital Charge	-
(Profit)/Loss on Asset Disposal	(41,745)
Sub Total	**115,196,318**
Less:	
Acquisition of Fixed assets	(225,362)
Proceeds from Carawatha Equity	-
Expenditure on Infrastructure assets	(78,559)
Reserve: Funds to be Set Aside	-
Non Current Adjustments	17,927
Sub Total	**(285,994)**
Net Working Capital	**115,482,312**

CONFIRMED

Notes to the Statement of Financial Activity
Financial Year-To-Date Ending 31 July 2025

This report provides commentary on the year-to-date variances identified in attachment 6002B –Statement of Financial Activity by Nature, for the period ended 31 July 2025.

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 2025-2026 Annual Budget, a level of 10% or $100,000 (whichever is the greater) was adopted for the reporting of material variances for the 2025-2026 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.

It should be noted that end of financial year adjustments for 2024-2025 are yet to be completed at the time of writing this report. Consequently, 2024-2025 capital works project budgets and other budgets to be carried forward for inclusion in the 2025-2026 financial year, have not been finalised at the time of reporting.

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

Grants and Contributions	YTD Budget $	YTD Actual $	YTD Budget Variance $
	393,550	**48,760**	**(344,790)**
Federal Assistance Grants show a timing variance of $352,833 not received in July as anticipated.			*(352,833)*
The remaining variance relates to other various minor amounts.			*8,043*

Fees and Charges	YTD Budget $	YTD Actual $	YTD Budget Variance $
	4,092,819	**4,342,273**	**249,454**
Resource Recovery shows a positive variance related mainly to domestic refuse collection charges, with $155,514 related to residents who have opted to upgrade their 140L general waste bin to a 240L general waste bin.			*191,844*
Healthy Melville shows a positive variance related mainly to membership fees being higher than anticipated for this time of year.			*108,027*
Other service areas show a net negative variance made up of minor amounts.			*(50,417)*

CONFIRMED

Notes to the Statement of Financial Activity
Financial Year-To-Date Ending 31 July 2025

Operating Expenditure

Materials and Contracts	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(4,208,592)	**(3,444,645)**	**763,947**
City Buildings and Projects shows a positive variance made up mainly of contractors ad-hoc across the City's various facilities.			*296,902*
Engineering shows a positive variance made up mainly of contractors underspends across the City's various facilities.			*112,105*
Natural Areas and Parks shows a positive variance made up mainly of contractors ad-hoc across the City's parks and reserves.			*106,495*
The remaining variance relates to minor amounts in other service areas.			*248,445*

Capital Income

Non-Operating Grants, Subsidies and Contributions	YTD Budget $	YTD Actual $	YTD Budget Variance $
	0	**(279,652)**	**(279,652)**
Non-Operating Grants, Subsidies and Contributions shows a negative variance related to the reversal of a 2024-2025 year end adjustment for a National Black Spot grant related to low cost traffic treatments. The actual funds will be received over the coming months.			*(279,652)*

Capital Expenditure

Purchase of Furniture and Equipment	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(27,500)	**(153,291)**	**(125,791)**
Furniture and Equipment shows a negative timing variance of $121,300 related to the upgrade of the access control systems at the Civic and Operations Centres.			*(121,300)*
The remaining net negative variance relates to various minor amounts.			*(4,491)*

CONFIRMED

Notes to the Statement of Financial Activity
Financial Year-To-Date Ending 31 July 2025

Capital Expenditure (cont.)

Purchase of Land and Buildings	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(119,000)	**628,670**	**747,670**
Melville Bowling Club building compliance works positive timing variance as the project is scheduled to commence later than budgeted.			*119,000*
A positive variance amounting to $725,070 relates to the reversal of 2024-2025 financial year end adjustments. This variance will reduce over the coming months when the actual invoices are received and settled.			*725,070*
The remaining net negative variance relates to minor positive and negative amounts across several building projects.			*(96,400)*

Purchase of Infrastructure Assets	YTD Budget $	YTD Actual $	YTD Budget Variance $
	(101,027)	**78,559**	**179,586**
A positive variance amounting to $533,145 relates to the reversal of 2024-2025 financial year end adjustments. These amounts are included in the category variances identified below. The variance resulting from the accrual reversal is expected to reduce over the coming months when invoices are received and settled.			
Drainage			*(11,295)*
Environmental			*(1,743)*
Foreshore Facilities			*(17)*
Irrigation			*0*
Lighting			*25,794*
Parks Streetscapes Structures – Positive variance of $315,217 relates to the reversal of 2024-2025 financial year end adjustments for the Goolugatup Lower Lands development project.			*281,998*
Paths – The Blackwall Reach Parade Footpath renewal project shows a negative timing variance of $110,882. This will be resolved when budgets to be carried forward from 2024-2025 are processed following Council approval.			*(121,278)*
Playgrounds			*(1,994)*
Roads			*8,121*

CONFIRMED

STATEMENT OF FINANCIAL POSITION AS AT 31 JULY 2025		
	2025-2026 31 July 2025 $	***2024-2025 30 June 2024 $***
Current assets		
Cash & cash equivalents	12,345,321	23,194,177
Trade and other receivables	146,680,706	9,836,739
Other financial assets	135,876,603	135,876,603
Inventories	178,405	178,059
Contract assets	-	-
Other assets	241,889	218,378
Total current assets	**295,322,925**	**169,303,955**
Non current assets		
Trade and other receivables	1,952,379	2,174,961
Other financial assets	15,601,457	15,810,968
Property, plant & equipment	498,623,591	498,238,923
Infrastructure	756,059,902	688,582,764
Investment property	64,197,754	60,846,541
Total non current assets	**1,336,435,083**	**1,265,654,157**
TOTAL ASSETS	**1,631,758,007**	**1,434,958,112**
Current liabilities		
Trade and other payables	34,094,353	17,897,713
Other liabilities	-	-
Contract liabilities	3,101,108	2,469,608
Borrowings	175,680	175,680
Employee related provisions	9,406,840	8,576,957
Total current liabilities	**46,777,982**	**29,119,959**
Non current liabilities		
Trade and other payables	295,562	316,476
Other liabilities	-	-
Borrowings	2,051,378	2,260,847
Employee related provisions	948,611	970,742
Other provisions	7,037,896	6,893,140
Total non current liabilities	**10,333,447**	**10,441,205**
TOTAL LIABILITIES	**57,111,429**	**39,561,164**
NET ASSETS	**1,574,646,578**	**1,395,396,949**
Equity		
Retained surplus	501,083,566	355,631,191
Reserve accounts	133,070,058	137,347,904
Revaluation surplus	940,492,954	902,417,853
TOTAL EQUITY	**1,574,646,578**	**1,395,396,949**

CONFIRMED

City of Melville

SUMMARY OF DEBTORS
FOR THE PERIOD ENDING : 31 July 2025

Detail	Actuals Current Month YTD	Actuals Previous Month YTD	*% Diff Current Mth to Previous Mth*	Actuals This Month Last Year YTD	*% Diff Current Mth to Current Mth Last Yr*
RATE DEBTORS					
Opening Balance - 1 July	4,240,118	4,269,129	*-1%*	4,269,129	*-1%*
Rates & Charges Raised	114,045,402	109,922,485	*4%*	106,836,520	*7%*
Payments Received	(5,310,668)	(109,951,775)	*-95%*	(7,192,944)	*-26%*
Closing Balance	112,974,852	4,239,838	*2565%*	103,912,706	*9%*
REFUSE DEBTORS					
Opening Balance - 1 July	60,362	55,013	*10%*	55,013	*10%*
Rates & Charges Raised	1,887,253	1,773,020	*6%*	1,747,794	*8%*
Payments Received	(54,830)	(1,767,671)	*-97%*	(112,950)	*-51%*
Closing Balance	1,892,785	60,362	*3036%*	1,689,857	*12%*
FESA DEBTORS					
Opening Balance - 1 July	791,999	813,475	*-3%*	813,475	*-3%*
Rates & Charges Raised	20,606,638	19,522,755	*6%*	19,184,671	*7%*
Payments Received	(731,251)	(19,544,232)	*-96%*	(1,432,889)	*-49%*
Closing Balance	20,667,385	791,999	*2510%*	18,565,257	*11%*
UNDERGROUND POWER DEBTORS					
Opening Balance - 1 July	55,814	166,494	*-66%*	166,494	*-66%*
Rates Raised	3,169,301	(36,305)	*-8830%*	519	*610156%*
Payments Received	(74,416)	(74,375)	*0%*	(9,774)	*661%*
Closing Balance	3,150,700	55,814	*5545%*	157,240	*1904%*
POOL DEBTORS					
Opening Balance - 1 July	18,243	17,903	*2%*	17,903	*2%*
Rates & Charges Raised	658,971	495,630	*33%*	497,178	*33%*
Payments Received	(64,683)	(495,290)	*-87%*	(55,829)	*16%*
Closing Balance	612,531	18,243	*3258%*	459,252	*33%*
SECURITY DEBTORS (SECL)					
Opening Balance - 1 July	106,571	103,829	*3%*	103,829	*3%*
Rates & Charges Raised	3,030,861	2,804,022	*8%*	2,774,295	*9%*
Payments Received	(293,655)	(2,801,281)	*-90%*	(343,283)	*-14%*
Closing Balance	2,843,776	106,571	*2568%*	2,534,841	*12%*
INSTALMENT FEE DEBTORS					
Opening Balance - 1 July	18	22	*-20%*	22	*-19%*
Rates & Charges Raised	0	0	*0*	0	*0%*
Payments Received	0	(4)	*-100%*	(3)	*-100%*
Closing Balance	18	18	*0%*	19	*-9%*

SUMMARY OF RATE DEBTOR MOVEMENT

Detail	Actuals Current Month YTD	Actuals Previous Month YTD	*% Diff Current Mth to Previous Mth*	Actuals This Month Last Year YTD	*% Diff Current Mth to Current Mth Last Yr*
Opening Balance - 1 July	5,273,124	5,425,866	*-3%*	5,425,866	*-3%*
Debtors Raised	143,398,427	134,481,608	*7%*	131,040,977	*9%*
Payments Received	(6,529,504)	(134,634,629)	*-95%*	(9,147,670)	*-29%*
Closing Balance	142,142,047	5,272,844	*2596%*	127,319,173	*12%*

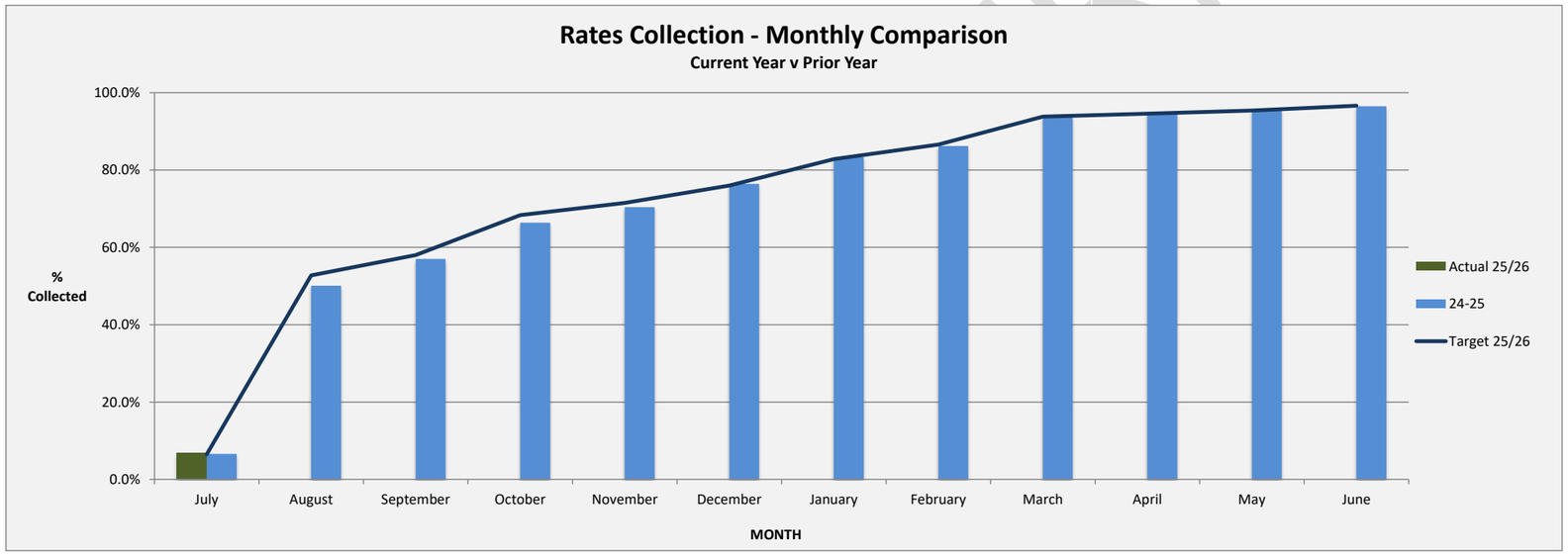
SUMMARY OF SUNDRY DEBTOR MOVEMENT

Detail	Actuals Current Month YTD	Actuals Previous Month YTD	*% Diff Current Mth to Previous Mth*	Actuals This Month Last Year YTD	*% Diff Current Mth to Current Mth Last Yr*
Opening Balance - 1 July	428,089	565,184	*-24%*	565,184	*-24%*
Invoices Raised	958,936	4,206,418	*-77%*	912,718	*5%*
Receipts	(692,169)	(4,293,590)	*-84%*	(488,693)	*42%*
Prepayments	44,264	(30,636)	*-244%*	(2,667)	*-1760%*
Closing Balance	739,120	447,376	*65%*	986,542	*-25%*

NOTED

Rates Collection Progress

Month	TARGET Target 25/26	CURRENT Actual 25/26	% Diff Curr v Tar	Prior Year 24-25	% Diff Curr V Prev	23/24	22/23	21/22	20/21	19/20	18/19	17/18	16/17	15/16	14/15	13/14	12/13	11/12	10 / 11	09/10	08/09	06/07	3 year average
July	6.5%	6.9%	*-0.4%*	6.6%	-0.3%	6.3%	6.5%	6.4%	1.5%	7.9%	2.6%	9.0%	10.2%	7.4%	27.5%	13.0%	23.3%	11.3%	0.0%	6.6%	13.9%	25.5%	6.5%
August	52.8%		*52.8%*	50.1%	50.1%	53.8%	54.4%	55.4%	21.1%	56.5%	57.0%	55.4%	56.2%	57.5%	60.8%	60.0%	55.5%	61.3%	56.2%	58.4%	65.0%	69.1%	52.8%
September	58.0%		*58.0%*	57.0%	57.0%	58.2%	58.8%	60.5%	54.5%	59.8%	60.3%	60.5%	61.9%	63.0%	64.8%	65.1%	61.3%	63.9%	62.3%	61.2%	67.4%	71.2%	58.0%
October	68.3%		*68.3%*	66.4%	66.4%	69.1%	69.4%	67.7%	62.8%	68.9%	69.5%	70.4%	70.6%	71.6%	74.2%	74.2%	72.6%	73.0%	69.1%	73.1%	74.0%	78.0%	68.3%
November	71.5%		*71.5%*	70.4%	70.4%	72.0%	72.1%	71.7%	67.3%	72.3%	72.4%	71.8%	73.2%	73.8%	76.0%	76.1%	76.8%	75.8%	75.6%	75.0%	75.3%	79.3%	71.5%
December	76.0%		*76.0%*	76.4%	76.4%	75.6%	75.9%	77.0%	69.7%	75.7%	76.4%	75.5%	81.7%	81.4%	80.1%	79.9%	79.8%	80.9%	78.5%	82.4%	81.3%	85.5%	76.0%
January	82.8%		*82.8%*	83.3%	83.3%	82.7%	82.5%	82.7%	78.6%	81.0%	82.1%	82.2%	84.2%	83.8%	84.9%	85.2%	83.8%	84.7%	84.0%	84.3%	83.7%	88.2%	82.8%
February	86.6%		*86.6%*	86.2%	86.2%	87.0%	86.6%	86.7%	81.7%	84.8%	85.8%	86.8%	86.8%	92.0%	89.4%	89.0%	88.7%	88.2%	86.2%	88.7%	86.6%	94.5%	86.6%
March	93.8%		*93.8%*	93.8%	93.8%	93.8%	93.8%	93.0%	90.9%	90.8%	92.3%	94.3%	94.2%	94.5%	95.5%	94.8%	94.6%	94.9%	94.0%	93.6%	91.9%	95.5%	93.8%
April	94.6%		*94.6%*	94.7%	94.7%	94.5%	94.6%	94.9%	92.4%	91.4%	93.2%	94.7%	94.8%	95.8%	96.1%	95.7%	95.4%	95.8%	95.5%	94.5%	92.6%	95.9%	94.6%
May	95.4%		*95.4%*	95.5%	-95.5%	95.0%	95.7%	94.8%	93.2%	91.9%	93.9%	95.1%	95.9%	96.5%	96.5%	96.8%	96.1%	96.4%	96.2%	95.1%	93.1%	96.3%	95.4%
June	96.6%		*96.6%*	96.5%	*-96.5%*	96.8%	96.6%	95.8%	94.4%	92.7%	94.7%	96.6%	96.7%	97.3%	97.2%	97.6%	97.1%	97.5%	97.2%	96.2%	94.0%	97.0%	96.6%



SUMMARY OF GENERAL DEBTORS AGED 90 DAYS OR GREATER
FOR THE MONTH ENDED 31 JULY 2025

Debtor Number	Debtor Name	Amount	Comments and subsequent events
Accounts with Recoveries Legal - There are currently no account with Recoveries Legal.			
Payment arrangements			
832568	Individual	$11,098	Arrangement to pay $200.00 per fortnight maintained.
862151	South Perth Futsal Club	$4,112	Arrangement to pay $200.00 per month maintained.
862342	Perth AFC Futsal	$10,237	Arrangement of $1,500 per month maintained.
863209	Individual	$1,608	Arrangement to pay $250.00 per fortnight maintained.
864132	Individual	$3,655	Arrangement to pay $130.00 per fortnight maintained.
873752	Individual	$500	Arrangement made with requesting officer to pay in July.
873760	Individual	$500	Arrangement made with requesting officer to pay in July.
874115	Jimmy and Gau Pty Ltd	$23,093	Payment Plan with Fines Enforcement for $600.00 per month starting September 2025.
	Total on Payment Arrangement	**$54,803**	
Ordinary Debtors			
505388	City of Canning	$1,959	Paid invoice 46134 in June. Responsible officer is investigating remaining invoice as he has been on leave.
861732	Healthcare WA	$10,062	Debtor was on a Payment Arrangement of $50.00 per fortnight. Nothing received since 27 May 2025. Voicemail left 23 July 2025.
855783	Advanced Traffic Management	$920	Grant Thornton have advised that they are unable to estimate timing and quantum of a return.
862573	Profutsal	$3,348	Matter is closed with CS Legal. Many attempts have been made to contact debtor with no response to letters or emails.
869826	WA State Futsal Club	$33,179	Matter is closed with CS Legal. Debtor cannot be found. Multiple postal and emails addresses tried. Unable to locate.
872952	Individual	$2,580	File closed by CS Legal, not economical to proceed. Waiting on approval to write off.
	Total Ordinary Debtors	**$52,047**	
Sporting & Community Organisations			
506014	Brentwood Karoonda Sporting Association	$34,397	Email received from responsible officer 13 May 2025 stating that they are developing a Sponsorship and Naming Rights Agreement which is aimed to help Clubs generate other avenues of financial assistance. Payment of $6,789.60 received 26 June 2025.
520239	Winnacott (Kats) Junior Football Club	$1,089	Club is requesting fee relief from the City. Expecting and update by the end of August 2025.
834549	Melville Cricket Club	$7,530	Responsible ofiice radvised that a grant for the club will be considered at the November/December council meeting.
	Total Sporting & Community Organisations	**$43,016**	
Loans			
507491	Tompkins Park & Recreational Association	$89,533	Loan 399.
	Total Loans	**$89,533**	
GRAND TOTAL	**Total 90 Days and over**	**$239,399**	
	Total Sundry Debts Outstanding	**$739,120**	
	90 Days and Over % of Total Debt	**32%**	
	90 Days and over -Total No. of Debtors (excl Loans)	**17**	

CONFIRMED

WARNING!
BOUNDARY RE-ESTABLISHMENT SURVEY
REQUIRED TO CONFIRM LOT BOUNDARY
POSITION AND DIMENSIONS.

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE	FILE
27-May-2025	569-25

LOT 110/111

1,012m²/1,012m²

SERVICE INFORMATION

AREA	ESTABLISHED		
SEWERAGE	YES	DEPTH	N/A
WATER	YES	PRELAID	L
ELECTRICAL	YES	UG	
TELECOM	YES		
GAS	TBC		
DRAFTED	DF	SURVEYOR	MR

SERVICE LEGEND

SURVEY
- DATUM
- PF PEG FOUND
- PG PEG GONE

SEWERAGE
- SEW SEWER MANHOLE
- IO INSPECTION OPENING
- IS INSPECTION SHAFT

WATER
- M WATER METER
- HF HYDRANT
- FLUSH POINT
- V STOP VALVE

ELECTRICAL
- D POWER DOME/PILLAR
- P POWER POLE
- L LAMP POST
- C CONSUMER POLE
- A STAY WIRE ANCHOR

STORMWATER
- STORMWATER MANHOLE
- GRATE
- SIDE ENTRY PIT

GAS
- G GAS METER
- S SERVICE VALVE

TELECOM
- T COMMUNICATION PIT
- TMH TELSTRA MANHOLE

SEWER CONNECTION POSITION

SEWER NOT LOCATED AT TIME OF SURVEY

LOT 1 SITE COVERAGE

ZONED	R40
% ALLOWED	65%
SITE AREA	184.98m2
SITE COV. AREA	122.50m2

SITE COV. =66.2%

COMMON AREA (374m2 / 9) 42m2
SITE AREA + COMMON AREA 227m2

ADJUSTED SITE COVERAGE = 54.07%

LOT 2 SITE COVERAGE

ZONED	R40
% ALLOWED	65%
SITE AREA	184.98m2
SITE COV. AREA	122.50m2

SITE COV. =66.2%

COMMON AREA (374m2 / 9) 42m2
SITE AREA + COMMON AREA 227m2

ADJUSTED SITE COVERAGE = 54.07%

LOT 3 SITE COVERAGE

ZONED	R40
% ALLOWED	65%
SITE AREA	184.98m2
SITE COV. AREA	122.50m2

SITE COV. =66.2%

COMMON AREA (374m2 / 9) 42m2
SITE AREA + COMMON AREA 227m2

ADJUSTED SITE COVERAGE = 54.07%

LOT 4 SITE COVERAGE

ZONED	R40
% ALLOWED	65%
SITE AREA	194.19m2
SITE COV. AREA	122.26m2

SITE COV. =63.0%

COMMON AREA (374m2 / 9) 42m2
SITE AREA + COMMON AREA 236m2

ADJUSTED SITE COVERAGE = 51.86%

LOT 7 SITE COVERAGE

ZONED	R40
% ALLOWED	65%
SITE AREA	179.98m2
SITE COV. AREA	128.97m2

SITE COV. =71.7%

COMMON AREA (374m2 / 9) 42m2
SITE AREA + COMMON AREA 222m2

ADJUSTED SITE COVERAGE = 58.21%

LOT 5 SITE COVERAGE

ZONED	R40
% ALLOWED	65%
SITE AREA	179.98m2
SITE COV. AREA	128.97m2

SITE COV. =71.7%

COMMON AREA (374m2 / 9) 42m2
SITE AREA + COMMON AREA 222m2

ADJUSTED SITE COVERAGE = 58.21%

LOT 8 SITE COVERAGE

ZONED	R40
% ALLOWED	65%
SITE AREA	179.98m2
SITE COV. AREA	128.97m2

SITE COV. =71.7%

COMMON AREA (374m2 / 9) 42m2
SITE AREA + COMMON AREA 222m2

ADJUSTED SITE COVERAGE = 58.21%

LOT 6 SITE COVERAGE

ZONED	R40
% ALLOWED	65%
SITE AREA	179.98m2
SITE COV. AREA	128.97m2

SITE COV. =71.7%

COMMON AREA (374m2 / 9) 42m2
SITE AREA + COMMON AREA 222m2

ADJUSTED SITE COVERAGE = 58.21%

LOT 9 SITE COVERAGE

ZONED	R40
% ALLOWED	65%
SITE AREA	180.47m2
SITE COV. AREA	128.97m2

SITE COV. =71.5%

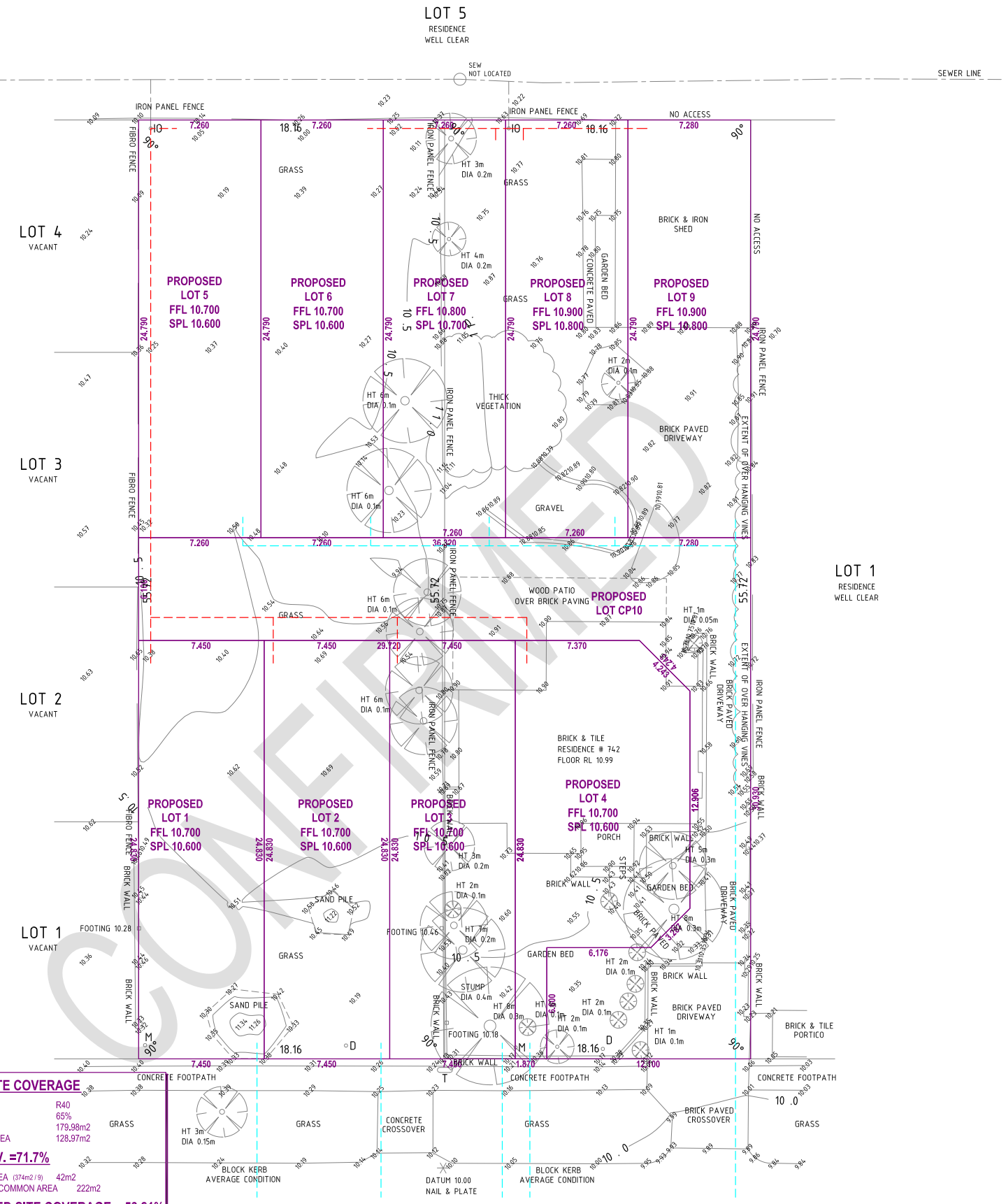
COMMON AREA (374m2 / 9) 42m2
SITE AREA + COMMON AREA 222m2

ADJUSTED SITE COVERAGE = 58.08%

CP10 SITE COVERAGE

ZONED	R40
% ALLOWED	55%
SITE AREA	374.24m2
SITE COV. AREA	0.00m2

SITE COV. =0.0%



PROPOSED NINE (9) LOT SURVEY STRATA SUBDIVISION
WITH COMMON PROPERTY
ZONED R40

TOTAL SITE CLEAR

PROPOSED SEWER LINES
MODIFIED AT PLUMBERS DISCRETION

PROPOSED WATER LINES
MODIFIED AT WATER CORPORATIONS DISCRETION

CLIENT: ACTION DEVELOPMENTS
ADDRESS: LOT 110/111 (#740/742) CANNING HIGHWAY, APPLECROSS
PLAN: P5059 C/T: 1090/820/1101/655 AUTHORITY: CITY OF MELVILLE
DATE: 24/09/2024 JOB REFERENCE: TSA5860 - FS

H. Grid : LOCAL	Local level : 10.00	A.H.D. value	Distance
V. Datum : LOCAL	A.H.D. level :	derived from :	from Datum :

VERSION	DATE	DESCRIPTION	APPROVED BY

A| U4/3 Wicks Street, Bayswater WA 6053
P| PO Box 102, Bassendean WA 6934
M| 0433 304 648
E| admin@tsasurveys.com.au
W| www.tsasurveys.com.au
ABN| 56 645 650 666

IMPORTANT NOTES:
1. The information on this drawing is current at the date of survey.
2. All services are to be confirmed with relevant authorities. This include without limitation; Sewerage / Water / Drainage / Electrical / Gas & Communications
3. Further Limitations / Interests / Encumbrances / Notifications may be listed on the Certificate of Title.
4. Original lot dimensions taken from Landgate Survey Plans.
5. Boundary Re-establishment Survey required to confirm lot boundary position and dimensions.
6. The sole purpose of this plan is for presentation to WAPC for process of application for subdivision to produce a conditional approval.
7. Final lot numbers, dimensions and areas may vary due to WAPC requirements, government authority conditions and final field survey.
8. This plan is for the purpose of application and in no way represents WAPC conditional approval.
9. TSA Surveys does not accept liability for loss or damage to any person or corporation who may rely on this plan for any purpose.
10. Permission is required from TSA Surveys for the reproduction or copying of this plan.

Scale: 1:200 at A2 (0 5 7.5 10 15)

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COTTAGE MUSIC INSTITUTE

1a Latham Street,
Alfred Cove,
WA 6154

8th July 2025

Melville City Council
10, Almondbury Road,
Booragoon,
WA 6154

To whom it may concern:

Please find attached my development application for the operation of a home business.

In accordance with LPS6 and the operation of a home business in a 'mixed use' R50 zone, the Cottage Music Institute:

- Has one employee (although from time to time I may want to employ up to two people).
- Car parking. Parking is carefully managed, and parents receive a traffic management plan. There is ample public parking within walking distance (400-500m) distance of the school (300 parking spots, 200 of which are empty and available during the day).
- Does not result in traffic difficulties as a result of inadequacy of parking or an increase in traffic volumes in the neighbourhood. Classes are minimal, and run for just half of the year. Traffic and parking are carefully managed, and all clients are known to me personally.
- Does not cause injury or adversely affect the amenity of the neighbourhood. The school has the signed support of my neighbours.
- Does not require signage.
- There are no deliveries.
- Does not occupy an area greater than 50m2 (the studio space is a little under 50m2; there is a small storage space for my private use – it is not used in the running of the business).
- Does not involve the retail sale, display or hire of any goods.
- Does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight.
- Does not involve the use of an essential service that is greater than the use normally required in a zone in which the dwelling is located.

EXECUTIVE SUMMARY - ATTACHMENTS

1. **COTTAGE MUSIC INSTITUTE**
2. **HOURS OF OPERATION**
3. **PARKING and SIGNAGE**
4. **NUMBER OF STUDENTS**
5. **ACOUSTIC REPORT BY NORBERT GABRIELS**
6. **LETTER ANNA STEVENS**
7. **LETTER GÉZA SZILVAY**
8. **LETTER LISA O'MALLEY MLA**
9. **LETTER OF SUPPORT FROM NEIGHBOURS**
10. **SITE PLAN**
11. **FLOOR PLAN**
12. **LETTER FROM JENNY GAUCI and CITY OF MELVILLE re ZONING**
13. **EXCERPTS FROM LOCAL PLANNING SCHEME 6.0**

Yours faithfully,

Micheál McCarthy

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Attachment 1 - Cottage Music Institute:

Cottage Music Institute was founded in 1998 and has been offering specialist classes for children aged 2-16 for some 28 years. It is the only school of its kind in Australia. The school has taught some 3,500 students in this time, with many going on to study music at tertiary level both in Australia and in post-graduate programmes overseas.

Many of our students have gone on to become leading performers and teachers in Australian and overseas. I was Senior Lecturer in Music at the Western Australian Academy of Performing Arts for 28 years, where I taught some 4,000 students, many of whom have come to observe lessons at the Cottage Music Institute. Many of the parents that attend my classes were students of mine at university. My programmes are therefore being taken up by the 'next-generation' of musicians, so we have wide support from the WA Arts community.

From 1998 until the year 2000, the Cottage Music Institute Musicianship programmes were taught in Nedlands and in Mosman Park. During Covid, the school offered classes online from the studio in Alfred Cove, and in 2021 the school began offering its classes in the Alfred Cove location in a 'mixed use' R50 zone suitable for the operation of children's education services.

The Cottage Music Studio was purpose-built in 2018 for the purpose of music education and related research. The studio was designed and constructed to be fully sound-proofed (see acoustic report by Mr. Norbert Gabriels, Director of Gabriels, Hearne, Farrell Pty Ltd. The final page of the report states that with 18 students the studio would be well inside the acceptable 'noise' regulation levels.

In terms of space (and according to this acoustics report) the studio can comfortably cater for up to 18 students at a time. There is also space for up to 12 parents or observers.

The school currently offers:

1. Specialist Musicianship/Music Theory tuition for children aged 2-16 years.
2. Professional development for music teachers.
3. Research into the education of Deaf children.
4. Pedagogical materials for use in schools

Classes at the Cottage Music Studio are conducted over 4 terms, with 8 weeks in terms 1 and 3, and 6 weeks in terms 2 and 4. This amounts to a total of 28 weeks of teaching. While classes may be conducted between 7 am and 7 pm, Monday to Saturday, the school normally operates between 10 am and 12 noon, and between 4 pm and 7 pm, on two mornings, and two afternoons.

During the rest of the year I focus my attention on the development of teaching resources for teachers in schools. This work is conducted at the Cottage Music studio. This material will be made available to all schools in Australia, a unique service in world terms.

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Attachment 2 - Hours of Operation:

The hours of operation need to be flexible enough to allow trading during the hours of 07:00 to 19:00, Monday to Saturday, although classes would typically operate between 9.45 am and 12.45 pm, and/or between 3.50 pm and 7 pm. Classes are held for 28 weeks of the year, as I also offer other programmes in the wider community.

The reason why flexibility in terms of the hours of operation are as follows:

Parents are always keen to have lessons on Saturdays, so it should be an option. There are a number of other music schools in the local area offering various forms of music tuition from 9 am until 5.30 pm on Saturdays, so my school should be able to offer the same if needs be. None of these schools offer specialist Musicianship training.

Some students need private tuition before school (7 am to 8am) or immediately after school (3 pm to 4 pm). There are individual students that require expert tuition in the area of Aural Perception (an area within Music that upper High school students often struggle with), and this is one of my areas of expertise.

Adult learners often prefer to have classes early in the morning before getting children ready for school or doing school drop-offs.

Home-school children also need expert Music tuition. Classes during the day work well for them, often during normal “school hours”, 9 am to 3 pm.

In July 2024 I ran an International professional development course for music teachers from Malaysia. This week-long course ran from 8 am until 6 pm, with the teachers staying locally, within walking distance of the studio. They are now running a program based on my methods in Johor, Malaysia.

I am conducting research into the teaching of music to Deaf children. It is necessary for these children to come to my studio during school hours, so that I can do one-to-one work with the parent and child. There is currently no pedagogy regarding the teaching of music to Deaf children anywhere in the world, so this is an important area of investigation/inclusion.

The Cottage Music Institute studio is the home base for the Cottage Music Foundation, a charitable organisation offering mentoring to inexperienced music teachers in schools. Training of mentors can take place at the studio.

The Foundation offers mentoring to teachers in Early-Childhood, Primary Schools, and High Schools, also Early Learning centres, including home settings. We provide teaching materials and methods, listening material, rhymes, songs, games, and classroom activities for parents and teachers. All of this work is based on over 30 years of research, and will be made available to teachers all over Australia in due course, and mentoring will take place all over the country, including remote and desert communities.

All of these services are invaluable to the local, national or international community.

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Attachment 3 – Parking:

I have been teaching at the Cottage Music Studio since 2021. Parking has not been an issue.

I have done everything I can to ensure that parents are fully aware of their parking obligations, and it is made very clear to them that there is to be no disturbance of neighbours: Parents are given extensive information regarding where they can and cannot park.

2024 Building Issues:

In 2024, there were some road-parking issues relating to dozens of trades people working on the Disability units at 567, Canning Highway needing to park. Many parked their vehicles on Latham St (often illegally). There was also a house under construction directly opposite 1a Latham St (2B Latham Street, now complete), so there were also vehicles needing to access that property. However, now that these projects have been completed, there are no issues with cars parking on the street. Parents attending park on the verge at 1a Latham, and NOT on the street.

2025 Neighbour Support:

The neighbours that live at my end of Latham Street have recently signed a letter supporting my music school (see attachment 9 – I have 12 signed copies). They are satisfied with my parking plan, and they know that any cars that park on the street around this part of the street are <u>not</u> attending my studio. One neighbour did have an issue with someone parking near their driveway in 2024, but they are satisfied that the car was not related to my business, and they have stated that there has been no such issue since then. I have created a 'Customer Parking Notice' that can be displayed on the dashboard to identify cars that <u>do</u> belong to my school. Parents need to register their car registration with me if they are planning on parking on the verge or near the studio.

Aerial photo: Cottage Music Institute = circled, I have signed letters of support from the owners of the houses marked 'X'.

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Students attending the Cottage Music Studio fall into six categories:

1. Local students walking, cycling, or scooting to the class. Over the past few years more and more people in the local community have heard about the programme, which increases the number of students/parents walking, cycling or scooting to the classes.

2. Students that arrive by public transport. Bus services 910, 111, 148 and 158 have stops less than 40 metres from the studio on the Canning Highway. Buses 915, 160 and 115 have stops near Kitchener Road and Marmion Street, which are relatively close to the studio.

3. Park-and-ride. It is natural that over time parents and their children attending classes form friendships. They organise car-pooling and/or organise park-and-ride, where they arrange to meet before the class for a play date at a local park such as Marmion Reserve, Kadidjiny Park, or Tompkins Park and then share a ride to one of the many parking locations within 400-500m of the studio, and then walk/cycle/scoot from there.

4. Students that arrive by car and park at local parks and public car parking areas (such as Bill Sweet Park car-parking bays or roadside parallel parking), and then walk to the studio - areas that are within 400-500 metres of the studio. There are ample parking spots within this distance of the studio.

5. Park-and-cycle/scoot. Parents can park at one of the locations that are between 500m and 1k away from the studio, and the child/parent can walk, scoot or cycle.

6. Students that are drop-and-drive (usually parents of high school students, where numbers are small). Parents may stop and drop their child off on the verge at the studio, and then pick them up afterwards from the verge). Parents can also arrange to have another parent supervise and accompany their primary-school-aged child to their parents' car for pickup from a suitably-safe nearby location.

7. Students that arrive with their parents that park on the verge at the studio (maximum, 4 cars). I encourage parents with young babies and prams to park on the verge, or, older people that have difficulty walking to the studio.

In a survey earlier in the year, the following emerged:

- Tues 9.45-10.30 am: 2-3 Year-Olds. There were 3 students in the class, and 1 arrived by car.
- Tues 10.45-11.30 am: 3-4 Year-Olds. There were 9 students in the class, 3 arriving by car.
- Tues 3.55-4.35 pm: 5-7 Year-Olds. There were 11 students in the class, 3 arriving by car.
- Tues 4.45-5.30 pm: 6-9 Year-Olds. There were 7 students in the class, 2 arriving by car.
- Wed 3.55-4.35 pm: 6-7 Year-Olds: There were 12 students in the class, 3 arriving by car.
- Wed 4.45-5.30 pm: 8-9 Year-Olds: There were 9 students in the class, 3 arriving by car.
- Wed 5.40-6.20 pm: 9-11 Year-Olds: There were 8 students in the class, 3 arriving by car.
- Wed. 6.30-7.00 pm: 12-14 Year-Olds: There were 6 students in the class, 2 arriving by car.

I have taken the following steps to ensure that parking is not an issue:

1. Classes are infrequent. I offer just a few classes on a few mornings and on a few afternoons a week, for these operate for about half of the year. For the rest of the year I focus on Cottage Music Foundation projects in schools.

2. Parents are encouraged to make use of the many public transport options.

3. There is a break between classes of 10 minutes.

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4. The classes are scheduled so that they are not at peak hours.

5. Parents are given an extensive 'Parking Plan' (see below) in which they are asked to park responsibly, and avoid impacting on my neighbours.

6. Parents parking at the studio are asked to park on the verge of the studio, and not on the street.

7. Parents are asked not to park on neighbouring properties.

8. Parents are encouraged to park locally, and then park-and-ride or park-ride-cycle/scoot.

9. The neighbouring dental practice has given permission for parents to park in their car park when there is a need (but that has not been necessary at any stage).

10. Parents parking nearby are asked to register their car registration with me, and to display a 'Customer Parking' notice on the dashboard.

Cars and Parking:

The number of cars does not reflect the number of students. I surveyed the parents attending my class earlier in the year, and it showed the following:

30% of the parents arrived by public transport (buses 910, 111, 148, 158, 915, 160 and 115)
40% of the parents walked to the studio
30% of the parents arrived by car and park on the verge or in the local area

Between 40-50% of parents bring 2 of their children to my class.

Some parents car-pool, taking turns at driving a number of children to the classes.

There is ample parking available locally, both within walking distance (400-500m) and within 'park and-ride' or 'park-and-cycle/scoot' distances (500m-1k). I go to great lengths to ensure that there is no issue with traffic of parking. I advise all parents that are planning on coming to my classes where they can and where they cannot park (see Cottage Music Institute Parking Options below).

Of those that drive to the class, some may choose to park on the verge outside the studio, and others may choose to park in parking bays (or on the road) at Bill Sweet Park (some 200 metres away).

Typically, parents park for one hour before leaving again. Drop-and-drive works for high school-age students, where parents can stop on the verge, and then leave, returning to pick the student up after the class – this can also work for primary school-aged students if a parent arranges for another parent to supervise and accompany the child to the parents' car at a suitably-safe nearby location.

Some parents like to bring their child to a local playground or dog-exercise area, so some of the areas I have identified suits their needs.

I instruct parents NOT to park on the road at Latham Street. I have communicated this information to my neighbours, so that they understand (if a car happens to park on the road) that the person is not attending my studio. To aid this I have developed a 'Customer Parking' identification system.

I have written permission from Dr. Anna Stevens (owner of Polar Dental), to park at her neighbouring Dental practice (557, Canning Highway) between 7 am and 9 am, after 5 pm, and on weekends – there is room for some 8 cars to park there. To date, no parent has had to avail of this

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kind offer by Dr. Stevens, as there has never a parking issue at the studio (see attachment 6).

As I usually offer just 2 classes in a morning or afternoon, there is just one 10-minute period where parents and children are coming and going from the studio. This is a tiny number in the greater scheme of people and traffic movement within the City of Melville. Parents are highly aware of the need for safety.

For Cottage Music Institute parking options see the next page.

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Cottage Music Institute Studio – Parking Options:

PARKING

THANK YOU FOR YOUR COOPERATION REGARDING PARKING. WE REALLY APPRECIATE IT!! ☺
WHILE PARKING IS THE RESPONSIBILITY OF PARENTS, WE PROVIDE THE FOLLOWING INFORMATION TO MAKE IT EASIER FOR PARENTS TO PLAN THEIR PARKING ARRANGEMENTS IN ADVANCE.

PLEASE DO NOT PARK ON THE ROAD OUTSIDE OUR STUDIO - THE STREET IS QUITE NARROW, AND IT CREATES DIFFICULTY BOTH FOR NEIGHBOURS AS WELL AS PASSING TRAFFIC.

PLEASE DON'T PARK ON THE VERGE OF NEIGHBOURING PROPERTIES - IT WILL HAVE A NEGATIVE IMPACT ON OUR BUSINESS IF NEIGHBOURS ARE IMPACTED BY PARENTS' PARKING WHEN COMING TO CLASSES. ☺

If you have difficulty walking, or if you have a small baby, or if you are running late, and if there is room…then you are welcome to park on our verge (we have room there for about 3 or 4 cars, best done facing the picket fence). We would prefer that people park elsewhere if possible.

If you are planning to park on the verge at the studio, or very near the studio, I would appreciate it if you can provide us with your car registration number, so that we know that those that are parking near the studio are customers of the Cottage Music Institute. Also, if you could print and display the 'CUSTOMER PARKING' notice and place it on your dashboard, then it will be clear that your car belongs to our music school. This way, if someone else (that is not a customer of ours) parks on the road, or anywhere that is causing a disturbance, it will be clear that they are NOT customers of the Cottage Music Studio.

The best parking options fall under these categories:

1. Parking on the verge at the studio. If parking on the verge, please display a 'Customer Parking' notice on your dashboard, and register your car registration with the Cottage Music Institute, so we can identify your vehicle.

2. Parking within 400-500 metres and walking to the studio. There are some 300 parking spots available within walking distance (400-500m) of the school, of which 200 are available during my school teaching hours.

3. Parking 500m and 1k of the studio and cycle/scoot/walk. There are some 587 parking spots available within this distance of the school and are available during my school teaching hours.

4. Ride-sharing. Meet with another parent and park some 500m and 1k from the studio; ride-share to a closer parking location and then walk, cycle or scoot to the class.

5. Car pooling - parents may decide turns driving their child and a friend's child to the classes.

Public Transport:
We encourage parents to use public transport. Buses 910, 111, 148, 158 stop on Canning Highway, 30 meters from the studio. There are also buses that stop near Kitchener Road/North Lake Road and Marmion Street - buses 915, 160 and 115.

Types of parking location:

The verge at the Cottage Music Studio, facing the fence (not the verge of neighbouring properties).
Public parking bays.
Public parks and amenities.
Street parking.
Parking at a shopping areas (if you are doing business with a local proprietor, and if there is ample parking available).

Parking Guidelines:

The following examples serve as a guide for parking.

1. Bill Sweet Park – Parking Guidelines:

(i) You may park in one of the 9 designated parking bays on Kennedy Street.

(ii) You may park on the road if all 4 wheels are on the road (if you are not causing an obstruction) on Lambert Street. There is room for some 15 cars on Lambert Street. Signs say: "No verge parking". However parallel parking on the road by the verge is permitted. Similarly, there is space for 4 or 5 cars to park on Lambert Place.

(iii) You **are not** allowed to park on the footpath, or on the grass verge.

2. Atwell House, Canning Highway:
There are many parking bays at Atwell House, and 50% or more of the parking is available during my teaching hours. There are 34 car bays plus overflow parking on the grass behind the gallery.

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3. Behind the Mai Thai restaurant, Canning Highway (if frequenting a business in the area). You can get to this parking area from North Lake Road, behind the Caltex garage (corner of North Lake Road & Canning Highway).

4. Street parking (see the following guidelines from the Melville City Council).

Parking guidelines – Street parking:

If parking on the street, Melville City Council guidelines are as follows:

1. You **can** park on the street for up to 24 hours, so long as you are not creating an obstruction. According to the council, one has to use "common sense" when deciding if it is causing an obstruction or not. It is probably a good idea to vary where you park too.

2. It is illegal to have part of the car on the verge, and part of the car on the road.

3. You can't park within 10 meters of any intersection.

4. You can't park on the verge of another property, unless you have permission of the owner.

Customer Parking Notice:

Please display this notice when parking on the verge at the studio, or when parking nearby.

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CUSTOMER PARKING.

COTTAGE MUSIC INSTITUTE

www.cottagemusicinstitute.com

Local parking options:

Cottage Music Institute parents have a range of parking options. They fall into four categories:

1. Walking distance (park and walk - between 400-500m of the studio: 300 car parking spots
2. Car pool, and park within walking distance of between 400m-500m of the studio: (same 300)
3. Park-and-ride-share, or Park-and-cycle/scoot/walk - between 500m-1k of the studio: 584 car parking spots.
4. Park-and-ride-share - between 1k-2k of the studio: 110 parking spots.

1. Walking distance (within 400-500m) of the Cottage Music Studio (or, car pooling or park-and-ride) – there are 300 car parking spots, of which 200 are free during my school hours:

Cottage Music Studio: (4)
Verge parking, 4-5 cars.
Latham Street, 10 cars.

Bill Sweet Park, Alfred Cove: (35)
Kennedy Street between Latham St. and North Lake Road (alongside the park), 9 car bays.
Kennedy Street (northern side of the street), street parking 6 cars.
Lambert Street, between North Lake Road and Latham Street, street parking 15 cars.
Lambert Place, between Kennedy Street and Lambert Street, 5 cars.

Holman Street, between Latham Street and North Lake Road: (6)
Street parking, 6 cars.

Kennedy Street, between Latham Street and Rome Road: (10)
Street parking, 10 cars

Lamond Street, Alfred Cove: (20)
Lamond Street, between Latham Street and North Lake Road, street parking, 12 cars.
Lamond Street, between Latham Street and Rome Road, street parking, 8 cars.

Atwell Gallery, Canning Highway: (44)
Gallery parking, 30 car parking bays.
Behind the gallery, on-grass parking for 10 cars.
** Parents will need to cross the Canning Highway at the traffic lights at North Lake Road, or at the walkway near Latham Street.*

Groves Avenue, Attadale: (17)
Public car spaces by Mick Jahn park, 3 cars (2 hr parking)
Street car bays opposite the park, 10 cars.
Street parking on the same side as the park, nearer Lentona Street, 4 cars.
** Parents will need to cross the Canning Highway at the traffic lights at the walkway near Latham Street.*

Doney Road, Alfred Cove: (10)
Street parking, 10 cars.

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Cowan Street, off Doney Road, Alfred Cove: (10)
Street parking, 10 cars.

Ince Road, Attadale: (34)
On southern end, by the Canning Highway, 9 car parking bays.
On northern end of the street, 5 cars.
On the southern end near the service road, 4 car parking bays.
On the service road running off Ince Road (a loop), 20 car parking bays.
** Parents will need to cross the Canning Highway at the traffic lights at the walkway near Latham Street, or at the traffic lights near Hislop Road.*

525 Canning Highway: (28)
Canning Highway Service Road, off Rome Road, 18 car parking bays.
Canning Highway Service Road, west of Rome Road, and east of Curtis Street, 10 cars.

Attadale Hospital, Attadale: (14) (10)
Hislop Road, outside the Attadale Hospital, street parking for 10 cars
Hislop Road, just before the Attadale Hospital, street parking for 4 cars
** Parents will need to cross the Canning Highway at the traffic lights at the walkway near Latham Street, or at the traffic lights near Hislop Road.*

Hislop Road, Attadale: (14)
Opposite the Olive Sacred Heart Hospital on Hislop Road, 2 parking bays.
Public parking bays on east side the café/bar/shops zone, on Hislop Road, 12 car bays
** Parents will need to cross the Canning Highway at the traffic lights at the walkway near Latham Street, or at the traffic lights near Hislop Road.*

Car park behind Mai Thai restaurant (if doing business with these businesses): (40)
Car park (for people that are doing business with these businesses) 40 car parking bays

2. 'Park-and-ride' or 'Park-and-cycle/scoot/walk' (between 500m and 1k of the Cottage Music Institute studio): (584 possible car parking spots)

Tompkins Park, Alfred Cove: (90)
Outside Melville Bowling Club, 90 car bays.
** Parents will need to cross the Canning Highway at the traffic lights at North Lake Road, or at the walkway near Latham Street.*

Tompkins Park, Alfred Cove: (36)
Palmyra Rugby Club/Melville Cricket Club (west side), 36 car parking bays
** Parents will need to cross the Canning Highway at the traffic lights at North Lake Road, or at the walkway near Latham Street.*

Tompkins Park, Alfred Cove: (46)
Palmyra Rugby Club/Melville Cricket Club (east side), 46 car parking bays
** Parents will need to cross the Canning Highway at the traffic lights at North Lake Road, or at the walkway near Latham Street.*

Dunkley Avenue, Alfred Cove: (43)
Dunkley Avenue, between Francis Road and Cantray Avenue, 43 car parking bays.

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Troy Park, off Burke Drive, Attadale: (108)
Football oval and netball courts, 108 car parking bays.

Kadidjiny Park, Melville: (35)
Kadidjiny Park car park, 25 car parking bays
Kadidjiny Park, on Kitchener Road, 10 car parling bays

Cotrill Street, Alfred Cove: (2)
Cotrill Street, off Kitchener Road, 2 car parking bays

Harry Clemens Reserve: (20)
Mullings Way, Alfred Cove, verge parking for 12 cars, and street parking for 8 cars, total 20.

Marmion Reserve: (135)
Mullings Way, opposite the IGA/Good Grocer, 55 car parking bays
Stammers Place, verge parking for 60 cars
Marmion Football Club clubroom parking, by the playground, 20 car parking bays

Curtis Road, Melville: (15)
Curtis Road, street parking, 15 cars.

Holman Street, Melville: (8)
Holman Street, between Rome Road and Curtis Road, street parking, 8 cars

Kennedy Street, Melville: (8)
Kennedy Street, between Rome Road and Curtis Road, street parking, 8 cars.

Dandenong Road, Attadale: (8)
Dandenong Road, street parking, 8 cars

Bricknell Road, Attadale: (10)
Bricknell Road, street parking, 10 cars

Kingsall Road, Attadale: (10)
Kingsall Road, street parking 10 cars

Warragoon Crescent, Attadale: (10)
Warragoon Crescent, street parking 10 cars

3. 'Park-and-ride-share' (between 1k and 2k from the studio): (110)

Burke Drive, Attadale: (50)
Burke Drive, alongside the dog park, space for 50 cars parking on the verge.

Kadidjiny Park, Melville: (60)
Curtis Road, near Kitchener Road, 46 car parking bays
Curtis Road, near Marmion Street outside Melville Primary School, 14 car parking bays
(15m restriction 8-9 am and 3-4 pm on school days)

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SIGNAGE:

At this stage I don't have any plan for signage, but will comply with council regulations if and when the time comes to display any permanent signage. I use removable small core-flute signs at the moment, and they are displayed inside the property boundary.

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Attachment 4 – Numbers of Students:

Cottage Music class sizes have ranged in size (in terms of student numbers) from as few as 3 up to 18 in number. According to the acoustic report maximum number of students that can be accommodated is 18 **(see final page of the report)** – with this number, there is still ample room for parents and visitors to observe).

Note that there is ample space in the studio for parents and observers.

I have been running these classes for 28 years. From my experience, class sizes take time to build. Numbers vary, and there needs to be flexibility in terms of class sizes, BECAUSE….

Organic growth:
It is natural for a class to grow organically, as parents hear about my teaching. Parents of children aged 5 take a sudden interest in music for their child, so a class can grow to the point where I need to split the group into two classes – I can only do that when there are enough students to make for two viable classes, rather than two small classes that simply do not pay enough to run.

Unpredictability:
Parents can be fickle, and can drop out with little or no advance warning for a legitimate reason (for example, their child has decided to do ballet…). For my school to survive, I need sometimes to have an additional few students to allow for that sort of drop off. So there is a need for flexibility. I think I do quite a good job of managing the numbers of children in any given class, and I know when it is time to offer a new class to balance numbers.

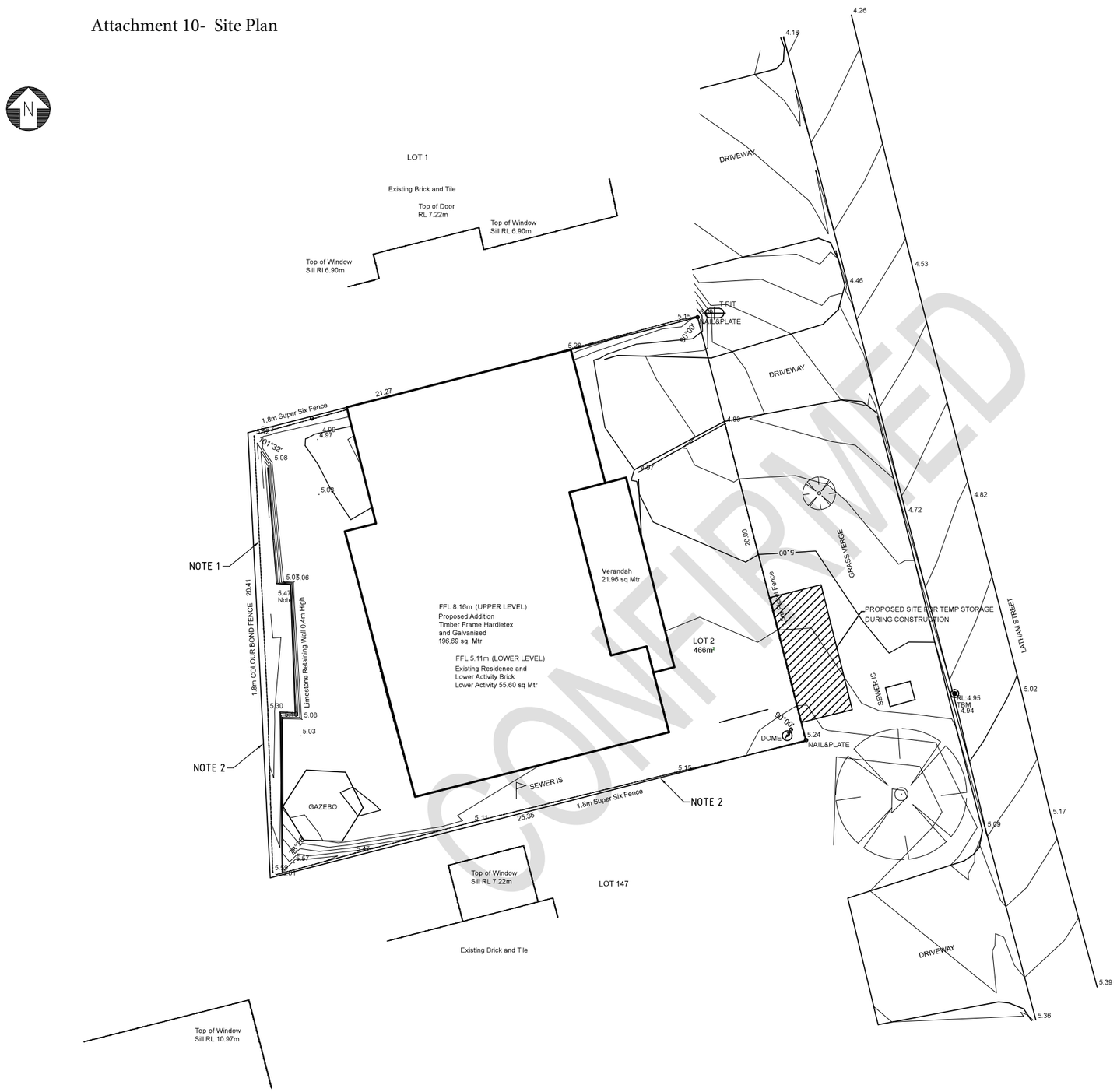
Visitors:
Visitors fall into the following categories: parents, siblings, babies, visiting relatives, trial classes for new students, children with disabilities, teachers observing classes, international visitors attending professional development programmes.

Parents:
Some parents stay and watch classes, and others drop the child and come back after. Some arrange for another parent to supervise their child.
Siblings: It saves parents the cost of a babysitter if the child's sibling can observe a lesson.
Babies: Again, it saves the parent the cost of a babysitter if a baby can be brought along.
Visiting relatives: Some visiting grandparents are keen to see their grandchildren learning.
Trial classes: I do not charge parents for attending a trial class.
Children with disabilities: Class places can be made available free of charge if classes are not heavily restricted in number.
Teacher observation: Teachers in schools needing professional development can observe for free.
International observers: Teachers attending a professional development course with me.

Local service:
As the classes have only (relatively) recently been offered in Alfred Cove, the number of people that walk to my classes will in fact increase, as in recent times more people in the immediately-local area have come to know about my classes. This will grow in time, as people hear about the school by word of mouth.

CONFIRMED

Attachment 10- Site Plan



NOTES:
1. DASHED LINE REPRESENTS EXISTING BOUNDARY FENCE
2. SOLID LINE REPRESENTS TRUE BOUNDARY
3. -
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4. -

CONFIRMED

FILE: A1.DWG

DRAWING NO	REFERENCE DRAWINGS	NO.	DATE	REVISION	E.W.R. NO.	DRAWN	CHKED	ENG.	PROJ. ENG
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-	-	A	10.11.17	ISSUED FOR USE	-	---	--	-	-

COMPASS DRAFTING

CAD-A1

DRAWN: ---	DATE: 10 Mar 18
CHECKED: --	DATE: -
ENGINEER: -	DATE: -
PROJECT ENGINEER: -	DATE: -

Mr. & Mrs M. McCarthy
LOT 2 #1A Latham St. ALFRED COVE
SITE PLAN OF PROPOSED ADDITIONS

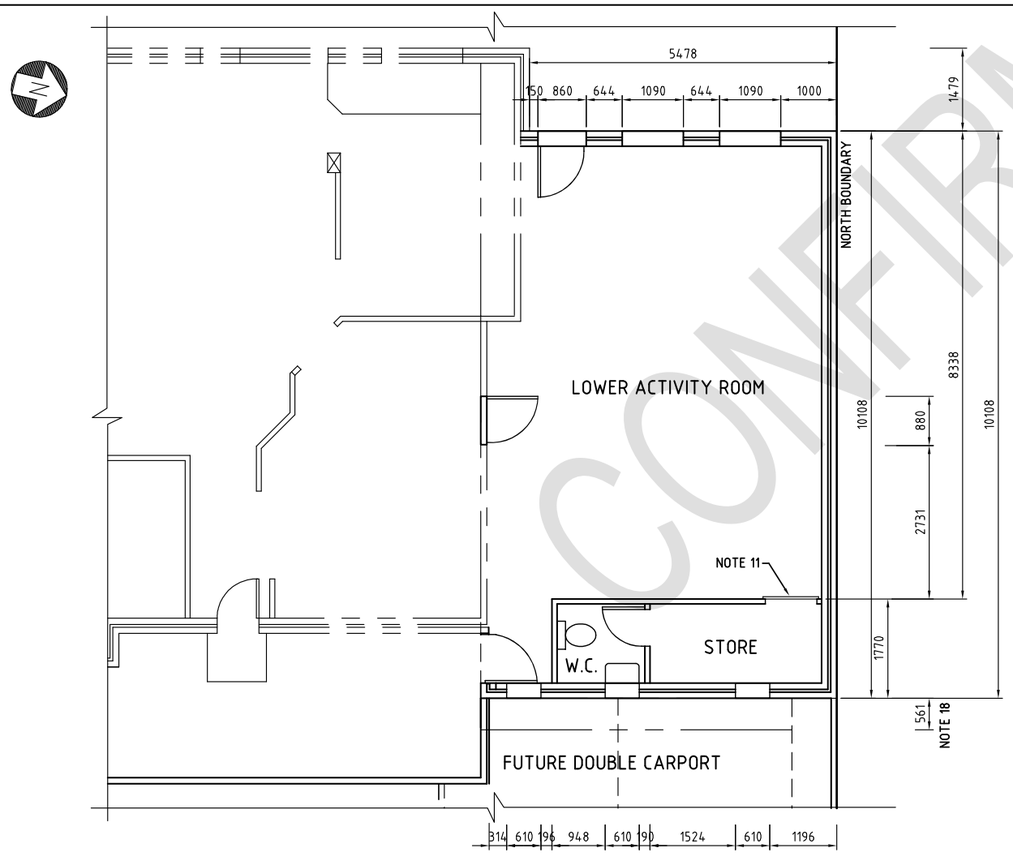
SCALE.	DRG.NO.		REV.
1:200	009-1	29	0

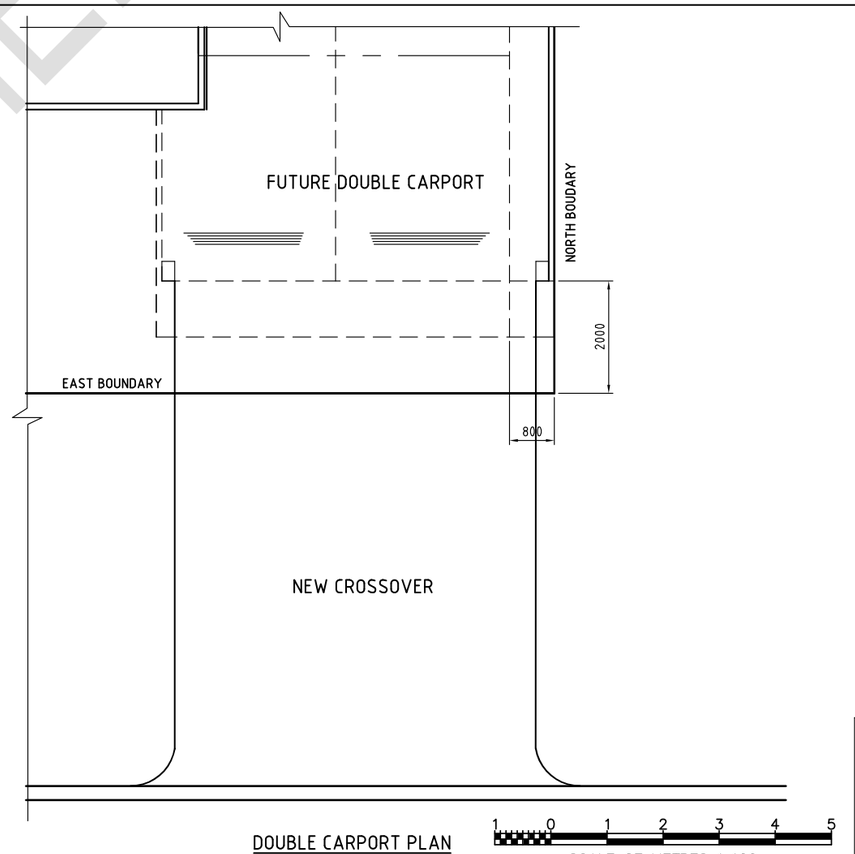
FILE No. ---
LAST UPDATE ---

ELEVATION LOOKING WEST

NOTES:

1. GENERAL NOTES AND DETAILS ON DWG 010
2. ALL PHANTOM LINEWORK IS CURRENT LOWER STOREY
3. PARAPET WALL DOUBLE BRICK - FOOTINGS SEE DWG 010
4. VERANDAH SUPPORTED ON 230 x 230 BRICK COLUMNS
5. CARPORT FLOOR AND CROSSOVER NEW CONCRETE
6. 230 x 350 BRICK PIER
7. EXISTING LOWER BRICKWORK TO BE RENDERED TO CLIENTS COLOUR
8. UPPER STOREY EXTERNAL WALLS HARDIEWRAP WEATHER BARRIER
9. UPPER STOREY INTERNAL WALL COVERING 12mm GYPROCK
10. ALL NEW CEILINGS 10mm GYPROCK
11. NEW SLIDING DOOR
12. FACIA 500mm DEEP SET BACK UNDER VERANDAH SUPPORT BEAM
13. ROOF PITCH IS 20 DEGREES
14. FUTURE STEEL COLUMN AND SUPPORT BEAM
15. 50 x 50 PAILINGS AS PANELS TYP. COMPLY WITH BCA PART 3.9.2
16. CORBELING AS TO CLIENTS REQUEST AROUND DWELLING
17. SCYON LINEA WEATHERBOARD FRONT OF UPPER PART OF DWELLING ONLY
18. UPPER BED 1 CANTILEVER
19. BOXED STEEL BEAM SEE DETAIL DWG 007
20. THIS EAVE ONLY - 450mm TO COMPLY WITH FIRE REGULATIONS





DOUBLE CARPORT PLAN

SCALE OF METRES 1:100

FILE No. - - -
LAST UPDATE - PVDL

FILE: A1.DWG

DRAWING NO	REFERENCE DRAWINGS	NO.	DATE	REVISION	E.W.R. NO.	DRAWN	CHKED	ENG.	PROJ. ENG
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-	-	A	30.08.17	ISSUED FOR REVIEW	-	PvdL	MM	-	-

COMPASS DRAFTING

CAD-A1

DRAWN: PVDL	DATE: 30 Aug 17
CHECKED: MM	DATE: -
ENGINEER: -	DATE: -
PROJECT ENGINEER: -	DATE: -

Mr. & Mrs M. McCarthy
LOT 2 #1A Latham St. ALFRED COVE
2ND STOREY - ELEVTN & FLOOR PLAN

SCALE:	DRG.NO.		REV.
1:100	004	30	A

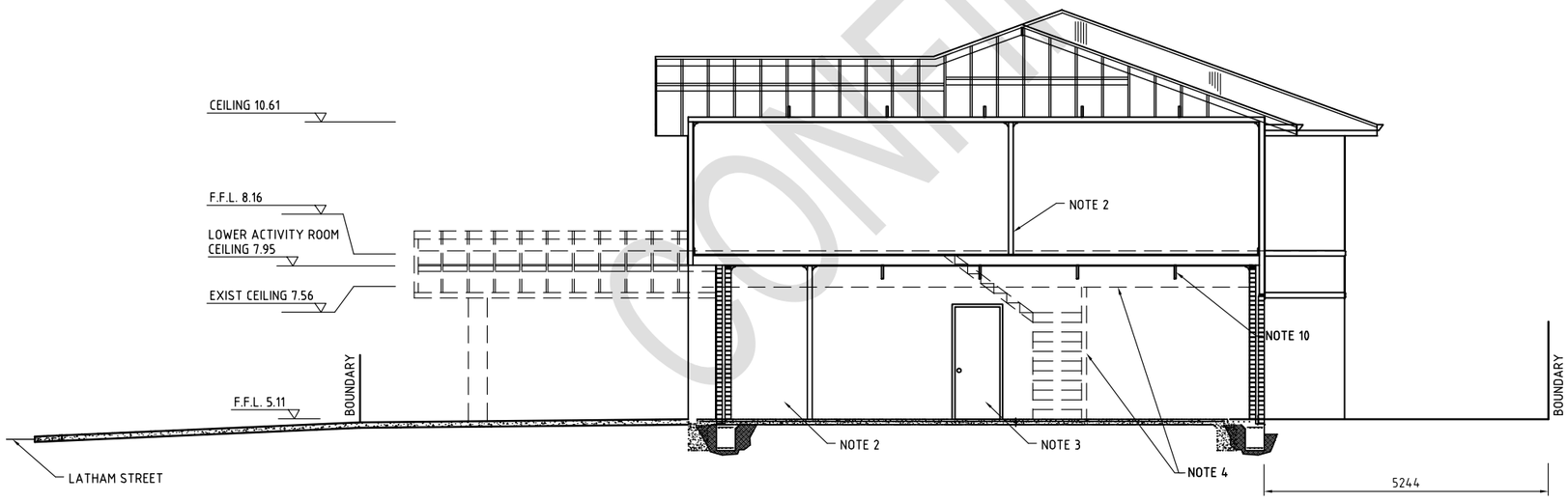
CONFIRMED

Attachment 10 Site Plan

ELEVATION LOOKING EAST

NOTES:

1. GENERAL NOTES AND DETAILS ON DWG 010
2. STUD WALL
3. NEW DOOR TO EXISTING LOWER FLOOR LEVEL
4. HIDDEN LINEWORK SHOWS CEILING HEIGHT AND NEW STAIRS IN EXISTING LOWER FLOOR LEVEL NEXT ROOM
5. EXISTING FOUNDATIONS AND FLOOR RAFT
6. NEW FOUNDATIONS AND FLOOR RAFT
7. DIMENSIONS FOR NEW LOWER ACTIVITY ROOM OUTER WALL
8. HIDDEN LINEWORK REPRESENTS INTERNAL FLOOR AND WALLS (UPPER EDGE OF TOP CORBELLING REPRESENTS FFL.)
9. BOX GUTTER WITH DOWNPIPE EACH END
10. EXPOSED BEAMS IN LOWER ACTIVITY ROOM



SECTION A 1:100 004

SCALE OF METRES 1:100

FILE No.: --
LAST UPDATE : PVDL

FILE: A1.DWG

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COMPASS DRAFTING

CAD-A1
DRAWN: PVDL DATE: 30 Aug 17
CHECKED: MM DATE: -
ENGINEER: - DATE: -
PROJECT ENGINEER: - DATE: -

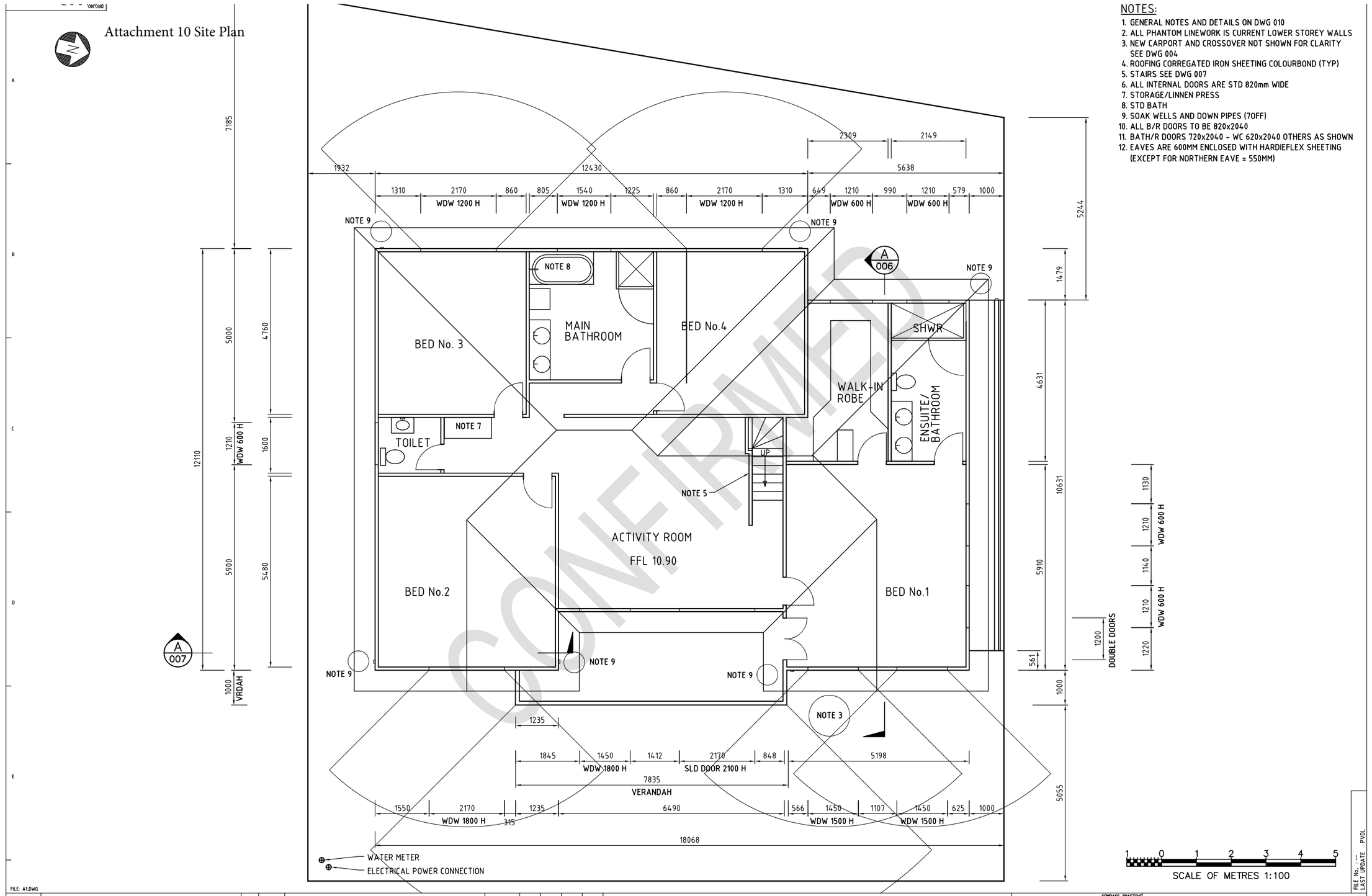
Mr. & Mrs M. McCarthy
LOT 2 #1A Latham St. ALFRED COVE
ELEVATION - SECTION

SCALE: 1:100 | DRG.NO. 006 | 31 | REV. A

CONFIRMED

NOTES:

1. GENERAL NOTES AND DETAILS ON DWG 010
2. ALL PHANTOM LINEWORK IS CURRENT LOWER STOREY WALLS
3. NEW CARPORT AND CROSSOVER NOT SHOWN FOR CLARITY SEE DWG 004
4. ROOFING CORREGATED IRON SHEETING COLOURBOND (TYP)
5. STAIRS SEE DWG 007
6. ALL INTERNAL DOORS ARE STD 820mm WIDE
7. STORAGE/LINNEN PRESS
8. STD BATH
9. SOAK WELLS AND DOWN PIPES (7OFF)
10. ALL B/R DOORS TO BE 820x2040
11. BATH/R DOORS 720x2040 - WC 620x2040 OTHERS AS SHOWN
12. EAVES ARE 600MM ENCLOSED WITH HARDIEFLEX SHEETING (EXCEPT FOR NORTHERN EAVE = 550MM)



CONFIRMED

DRAWING NO	REFERENCE DRAWINGS	NO.	DATE	REVISION	E.W.R. NO.	DRAWN	CHKED	ENG.	PROJ. ENG
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FILE: A1.DWG

COMPASS DRAFTING

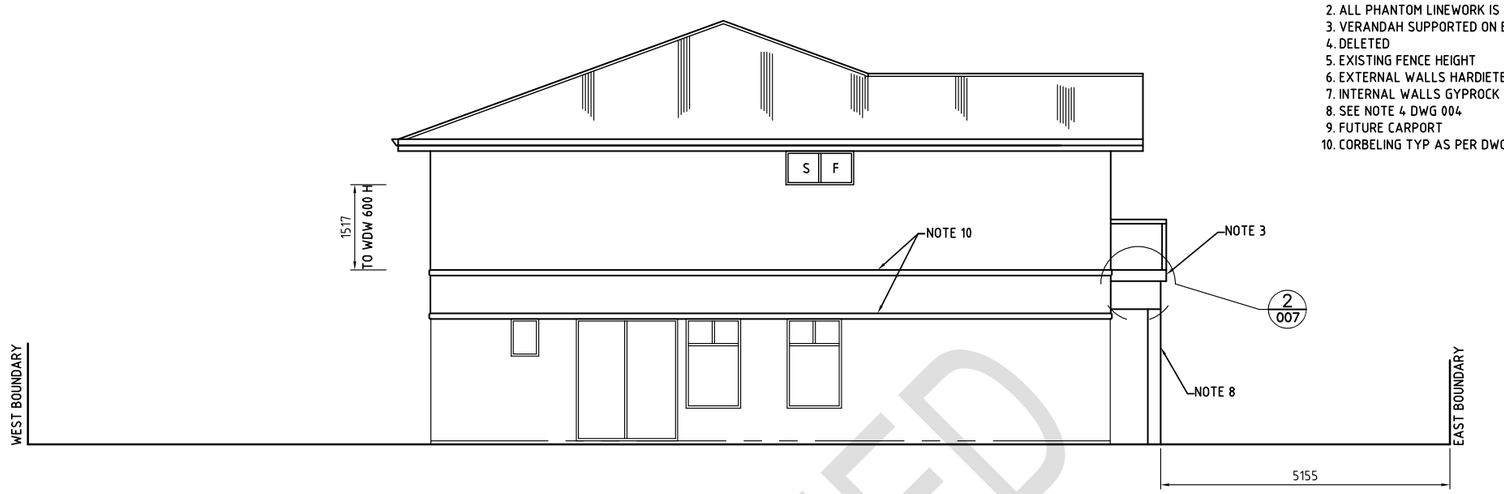
CAD-A1
DRAWN PVDL DATE: 30 Aug 17
CHECKED: MM DATE: -
ENGINEER: - DATE: -
PROJECT ENGINEER: - DATE: -

Mr. & Mrs M. McCarthy
LOT 2 #1A Latham St. ALFRED COVE
2ND STOREY FLOOR PLAN

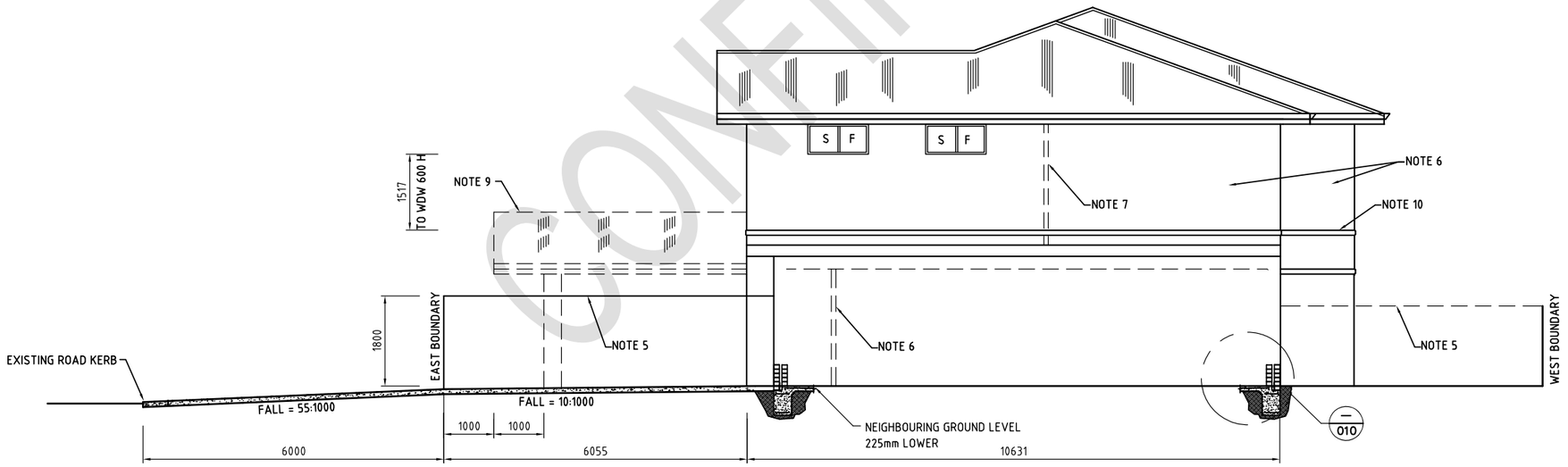
SCALE: 1:100 | DRG.NO. 003 32 | REV. A

FILE No. - - -
LAST UPDATE - PVDL

NOTES:
1. GENERAL NOTES AND DETAILS ON DWG 010
2. ALL PHANTOM LINEWORK IS CURRENT LOWER STOREY
3. VERANDAH SUPPORTED ON BEAMS EXTENDED FROM ACTIVITY ROOM
4. DELETED
5. EXISTING FENCE HEIGHT
6. EXTERNAL WALLS HARDIETEX CEMENT FIBRE SHEETING SIDES AND BACK
7. INTERNAL WALLS GYPROCK
8. SEE NOTE 4 DWG 004
9. FUTURE CARPORT
10. CORBELING TYP AS PER DWG 4



ELEVATION LOOKING NORTH



ELEVATION LOOKING SOUTH

1 0 1 2 3 4 5
SCALE OF METRES 1:100

CONFIRMED

FILE: A1.DWG

DRAWING NO	REFERENCE DRAWINGS	NO.	DATE	REVISION	E.W.R. NO.	DRAWN	CHKED	ENG.	PROJ. ENG
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-	-	A	30.08.17	ISSUED FOR REVIEW	-	PvdL	MM	-	-

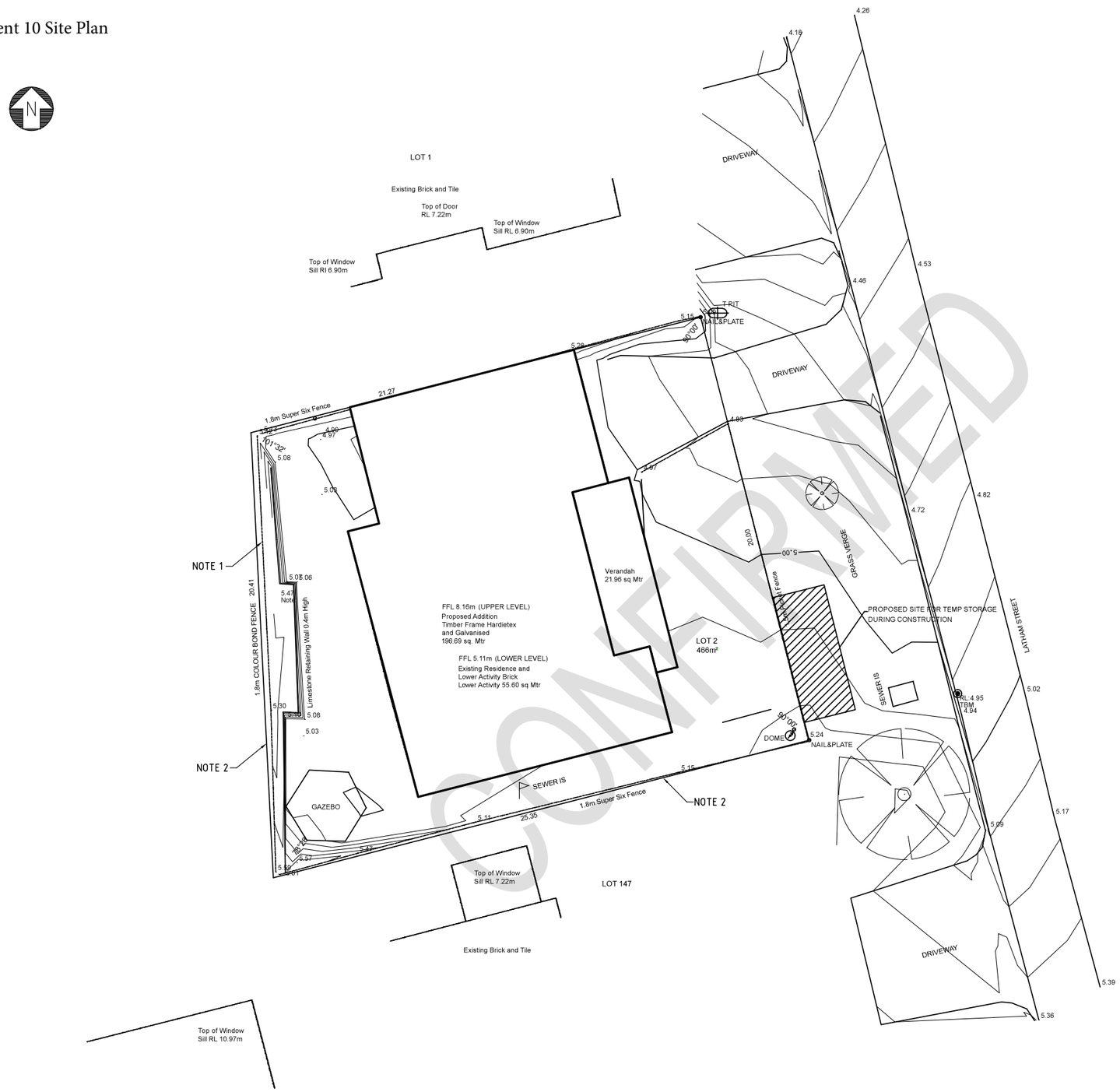
COMPASS DRAFTING
CAD-A1
DRAWN: PVDL DATE: 30 Aug 17
CHECKED: MM DATE: -
ENGINEER: - DATE: -
PROJECT ENGINEER: - DATE: -

Mr. & Mrs M. McCarthy
LOT 2 #1A Latham St. ALFRED COVE
2ND STOREY ELEVATIONS

SCALE: 1:100
DRG.NO. 005 33
REV. A

FILE No. - - - LAST UPDATE - PVDL

Attachment 10 Site Plan



NOTES:
1. DASHED LINE REPRESENTS EXISTING BOUNDARY FENCE
2. SOLID LINE REPRESENTS TRUE BOUNDARY
3. -
   -
4. -

CONFIRMED

FILE: A1.DWG

DRAWING NO	REFERENCE DRAWINGS	NO.	DATE	REVISION	E.W.R. NO.	DRAWN	CHKED	ENG.	PROJ. ENG
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-	-	A	10.11.17	ISSUED FOR USE	-	---	--	-	-

COMPASS DRAFTING

CAD-A1

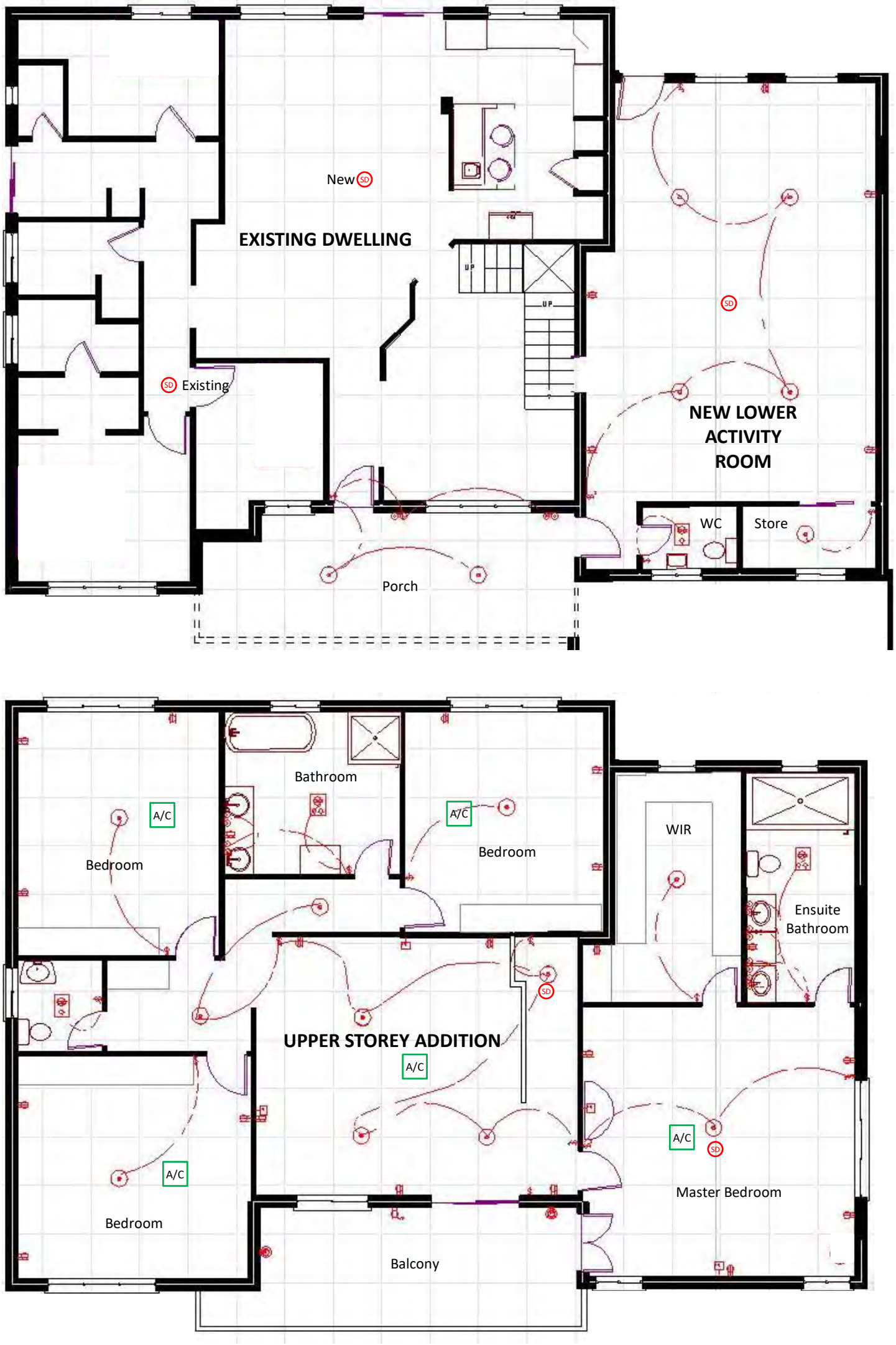
DRAWN: ---	DATE: 10 Mar 18
CHECKED: --	DATE: -
ENGINEER: -	DATE: -
PROJECT ENGINEER: -	DATE: -

Mr. & Mrs M. McCarthy
LOT 2 #1A Latham St. ALFRED COVE
SITE PLAN OF PROPOSED ADDITIONS

SCALE.	DRG.NO.		REV.
1:200	009-1	34	0

FILE No. ---
LAST UPDATE ---

Attachment 10 Site Plan

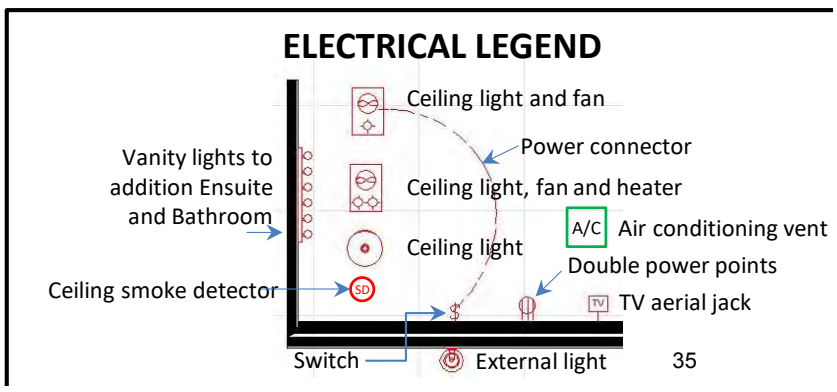


ELECTRICAL PLAN

Lot 2 #1A Latham Street
Alfred Cove

SCHEMATIC ONLY

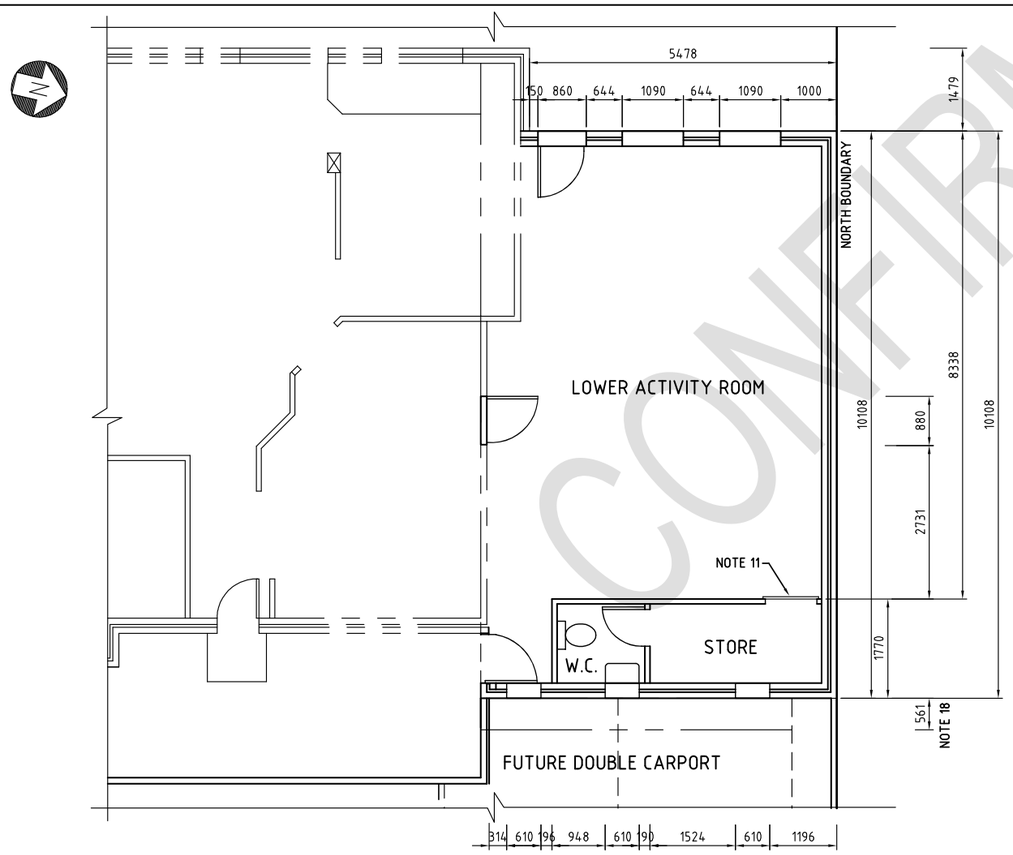
Approximate Scale 1:100

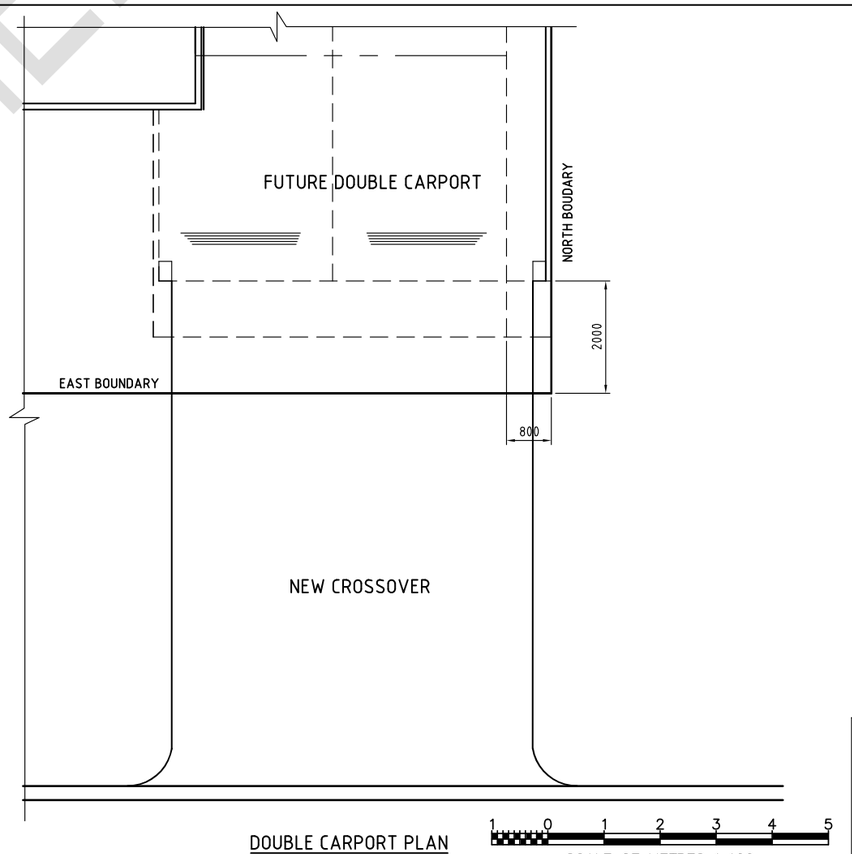


ELEVATION LOOKING WEST

NOTES:

1. GENERAL NOTES AND DETAILS ON DWG 010
2. ALL PHANTOM LINEWORK IS CURRENT LOWER STOREY
3. PARAPET WALL DOUBLE BRICK - FOOTINGS SEE DWG 010
4. VERANDAH SUPPORTED ON 230 x 230 BRICK COLUMNS
5. CARPORT FLOOR AND CROSSOVER NEW CONCRETE
6. 230 x 350 BRICK PIER
7. EXISTING LOWER BRICKWORK TO BE RENDERED TO CLIENTS COLOUR
8. UPPER STOREY EXTERNAL WALLS HARDIEWRAP WEATHER BARRIER
9. UPPER STOREY INTERNAL WALL COVERING 12mm GYPROCK
10. ALL NEW CEILINGS 10mm GYPROCK
11. NEW SLIDING DOOR
12. FACIA 500mm DEEP SET BACK UNDER VERANDAH SUPPORT BEAM
13. ROOF PITCH IS 20 DEGREES
14. FUTURE STEEL COLUMN AND SUPPORT BEAM
15. 50 x 50 PAILINGS AS PANELS TYP. COMPLY WITH BCA PART 3.9.2
16. CORBELING AS TO CLIENTS REQUEST AROUND DWELLING
17. SCYON LINEA WEATHERBOARD FRONT OF UPPER PART OF DWELLING ONLY
18. UPPER BED 1 CANTILEVER
19. BOXED STEEL BEAM SEE DETAIL DWG 007
20. THIS EAVE ONLY - 450mm TO COMPLY WITH FIRE REGULATIONS





DOUBLE CARPORT PLAN

SCALE OF METRES 1:100

FILE No. - - -
LAST UPDATE - PVDL

FILE: A1.DWG

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COMPASS DRAFTING

CAD-A1
DRAWN: PVDL DATE: 30 Aug 17
CHECKED: MM DATE: -
ENGINEER: - DATE: -
PROJECT ENGINEER: - DATE: -

Mr. & Mrs M. McCarthy
LOT 2 #1A Latham St. ALFRED COVE
2ND STOREY - ELEVTN & FLOOR PLAN

SCALE: 1:100 | DRG.NO. 004 | 36 | REV. A

CONFIRMED

Attachment 6:.

POLAR DENTAL
557 Canning Highway, Alfred Cove, 6154
PH: (08) 6333 8009 email: admin@polardental.com.au
Dr Anna Stevens
BDS, ADEL; MSCMED (PAIN MGT OROFACIAL) USYD, ABDSM

9th September 2024

Dear Sir/Madam,

I have recently discussed with Mr Micheál McCarthy the issue of parking for his music business, Cottage Music Industry. I can confirm that I am happy for his students to use our on-site parking at my adjoining business premises (Polar Dental Alfred Cove, 557 Canning Hwy) as overflow parking outside our business hours.

Kind regards,

Dr Anna Stevens
BDS, ADEL; MSCMED (PAIN MGT OROFACIAL) USYD
Provider number: 272 002 PA

25

Attachment 7 :

To: Micheál McCarthy
Director, Cottage Music Institute,
1a Latham Street,
Alfred Cove,
WA 6154,
Australia

30th June, 2025

Dear Sirs - "Music should belong to everyone."

Micheál McCarthy intends to realise the high expectations set by the famous Hungarian music pedagogue, Zoltán Kodály.

His group-Musicianship teaching successfully complements individual instrumental teaching in music education.

The numbers of a group are restricted in instrumental pedagogy because the teachers should have free access to each member of the group in order to correct the playing position of each player.

Similar restriction or limitation should not apply to Musicianship classes.

“A Musicianship class is more than a class. Music classes are places of belonging and places of sanctuary - places where you can momentarily escape the world and recharge.”

These thoughts of Prof. Vaughan Fleischfresser should be appreciated.

With cordial greetings,

Géza

Géza Szilvay
President, ESTA (European String Teachers Association)

ESTA (European String Teachers Association) is a non-governmental organisation enjoying consultative status with the Council of Europe. In 1972 a small group of eminent string teachers (Marianne Kroemer, Max Rostal and Yehudi Menuhin), founded ESTA to promote the highest standards in teaching and to enable the sharing of ideas among string teachers and players of all distinctions throughout Europe. ESTA is an umbrella organisation of over 32 national branches involving more than 5000 individual teachers of violin, viola, cello and double bass. Géza Szilvay is a world-leading string pedagogue, and co-founder of the Colourstrings Method. Micheál McCarthy has provided the Musicianship component of Professor Szilvay’s professional development workshops for string teachers in Australia.

CONFIRMED

Attachment 8:

To whom it may concern,

Letter of Support: Micheál McCarthy, Cottage Music Institute

I write to you today in support of Micheál McCarthy and the Cottage Music Institute (CMI) and to call attention to the unique nature, and positive impact of this home-based business. I understand that at times groups of more than 6 students are necessary in order to effectively deliver these important programs for local children, students and adults.

The CMI has a long and proud history. Since its founding in 1998, the CMI has provided a unique and expert education in the area of Aural-Musicianship for children aged 2-16. Many students have received Secondary and Tertiary scholarships at both national and international levels and then gone on to professional orchestras and bands as conductors and composers.

Furthermore, the CMI's Director, Micheál McCarthy is one of Australia's leading aural and choral training specialists and music educators. He graduated with the highest-level qualification from the Kodály Institute of the Liszt Academy in Hungary. Micheál has begun to develop novel pedagogy for the teaching of music to Deaf children – a significant advancement for those living with auditory impairments.

The CMI makes a valuable contribution to the growth and prosperity of small businesses throughout our local community. As a small business, the CMI helps develop a more vibrant and inclusive community for all and makes what is already an attractive place for small businesses even more so.

As such, I would like to again express my support Micheál McCarthy and the Cottage Music Institute as a unique local business to continue providing an important musical education for children and students.

Thank you for your consideration, and if you require any further information, please do not hesitate to reach out.

Yours sincerely,

Lisa O'Malley MLA
Member for Bicton
Shop 4, Stammers Marketplace
265 Canning Highway, Palmyra 6157
P: 9319 1732 E: bicton@mp.wa.gov.au

CONFIRMED

COTTAGE MUSIC INSTITUTE

Greetings.

My name is Micheál McCarthy, and I am the Director of the Cottage Music Institute.

I have been a Senior Lecturer at the Western Australian Academy of Performing Arts (WAAPA) for over 27 years, and I have been director of the Cottage Music Institute for 30 years – it is the only music school of its kind in Australia, and offers specialised music training for children aged 2-16 years.

I am Applying to the Melville City Council to run a home business offering specialist music theory and musicianship to children aged 2-3, 3-4, 4-7, 8-11, and 12-16.

The school is called the Cottage Music Institute, and is situated at 1a Latham Street. The premises is next door to the Polar Dental practice (corner of Latham Street and Canning Highway) and has the same 'mixed-use' R-50 zoning, allowing for residential-commercial use.

These music classes incorporate pitch, rhythm, reading, writing, singing, gross-motor skills development, and are held on Tuesday and Thursday mornings for 2 hours, also Tuesday and Wednesday afternoons for 2-3 hours.

The classes run for just over half of the year, over 28 weeks during school terms. Terms 1 and 3 are 8 weeks. Terms 2 and 4 are 6 weeks.

The studio is soundproofed, so there is no sound coming from the classes.

We take great care to avoid any disruption to neighbours. We ask parents to park locally at parks (see map), with space for 3 or 4 on the verge at the studio. Parents of children in my school are also asked not to park on the street.

I appreciate the support of residents in the local area.

Regards,

Micheal McCarthy
1a Latham Street, Alfred Cove.
mmc@cottagemusicinstitute.co
www.cottagemusicinstitute.com

Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: E. L. Hill. Address: 1/1 Latham St. Alfred Cove

Signature: E. L. Hill. Date: 21/7/24

COTTAGE MUSIC INSTITUTE

Greetings.

My name is Micheál McCarthy, and I am the Director of the Cottage Music Institute.

I have been a Senior Lecturer at the Western Australian Academy of Performing Arts (WAAPA) for over 27 years, and I have been director of the Cottage Music Institute for 30 years – it is the only music school of its kind in Australia, and offers specialised music training for children aged 2-16 years.

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I appreciate the support of residents in the local area.

Regards,

Micheal McCarthy
1a Latham Street, Alfred Cove.
mmc@cottagemusicinstitute.co
www.cottagemusicinstitute.com

Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: DIANE YOUNG Address: UNIT 2 / 1A THAM ST. ALFRED COVE 6154

Signature: D. G. Young Date: 29-06-25

COTTAGE MUSIC INSTITUTE

Greetings.

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Regards,

Micheal McCarthy
1a Latham Street, Alfred Cove.
mmc@cottagemusicinstitute.co
www.cottagemusicinstitute.com

Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: J Lewis Address: 3/1 Latham St, Alfred Cove

Signature: J LEWIS Date: 24/7/25

COTTAGE MUSIC INSTITUTE

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: Liv

Address: 8/1 Latham St Alfred Cove

Signature:

Date: 6-7-2025

COTTAGE MUSIC INSTITUTE

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: A. KOVACEVIC Address: 7/1 LATHAM ST

Signature: A. Kovacevic Date: 28/6 2025

(ANNISA)

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www.cottagemusicinstitute.com

Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: Daniela Scaletta Address: 2A Latham St Alfred Cove

Signature: Date: 29/6/25

COTTAGE MUSIC INSTITUTE

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: chiara scafetta-

Address: 24 Latham Street

Signature:

Date: 25.06.25

COTTAGE MUSIC INSTITUTE

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: ADAM McCEAD Address: 2B LATHAM ST ALFRED

Signature: Date: 28-6-25

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: Antony Tufilli Address: 2c Latham St Alfred Cove

Signature: ATufilli Date: 23/6/25.

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: DANIEL NORTON Address: 2D LATHAM ST. ALFRED COVE

Signature: Date: 18-6-2025

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Name: Gavin Orcar Address: 2E Latham St

Signature: Date: 17-Jun-25

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: Paul Gasmick Address: 4 Latham Street

Signature: [signature] Date: 27/6/2025.

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: Anna Stevens Address: 557 Canning Highway Alfred Cove

Signature: Date: 23.6.2025

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: MATT CURRELL

Address: 1/3 (3/1) Latham Street

Signature:

Date: 25/06/25

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Yes, I support the application for the running of this home business - Cottage Music Institute classes 1a Latham Street, Alfred Cove.

Name: Matthew Proctor

Address: 2/3 LATHAM STREET

Signature:

Date: 19/6/25

GABRIELS HEARNE FARRELL

REPORT: 24-091b

ACOUSTIC REPORT

Cottage Music

Studio Noise Emissions
Noise Management Plan

11 March 2025

For

Cottage Music
1a Latham Street
Alfred Cove 5154

UNIT 3 / 2 HARDY STREET, SOUTH PERTH 6151 TEL: 9474 5966 EMAIL: reception@gabriels.net.au
GABRIELS HEARNE FARRELL PTY LTD ACN 608 956 734 ATF GHF UNIT TRUST

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CONFIRMED

1. INTRODUCTION

Gabriels Hearne Farrell Pty Ltd was commissioned to provide a Noise Management Plan for the environmental noise emission associated with existing Cottage Music at 1A Latham Street, Alfred Cove. The purpose of this assessment is to ensure that noise emission associated with teaching activities carried out by Cottage Music in the music studio, fully comply with the Environmental Protection (Noise) Regulations 1997.

2. BACKGROUND

The site is located on 1A Latham Street, Alfred Cove, ≈ 30 metres from Canning Highway. The zoning of the site is "Mixed Use" The site is surrounded with:

- Commercial building directly to the North and located on Canning Highway.
- Residential block to the West has the residence located directly on Canning Highway and barely visible from the Backyard directly outside the Studio
- Residential buildings to the East at a distance of 30m across Latham Street, are also located 30 to 50 metres from Canning Highway.
- Residential area to the south is well protected by the existing 2 storey residence. Noise emission to this area is significantly less than to the areas to the North, East and West.

The Music Studio is sized 8m x 6m x 2.7m high. The external wall of the studio is constructed of insulated cavity brick construction:

- The parapet wall facing the commercial property to the North has no windows.
- The West wall facing the backyard has 2 windows and a glazed door which is ≈ 8m from the fence.
- The front Façade wall facing East to the residences across Latham street at a distance of ≈ 30m and has 4 small awning windows to a store area adjoining the Studio.
- The Studio is mainly located under 2nd storey of the residence. The small area of roof over the Studio from the side of the residence above to the Parapet is a metal roof with plasterboard ceiling, constructed with additional acoustic insulation.

This assessment specifically addresses expected environmental noise emission from the proposed music studio to ensure compliance with the requirements of the Environmental Protection (Noise) Regulations 1997 is achieved.

3. ACOUSTIC DESIGN CRITERIA

3.1 Environmental Protection (Noise) Regulations 1997

In Western Australia, noise emission from one property to another is governed by the Environmental Protection (Noise) Regulations 1997. These Regulations establish the 'Assigned Levels', which are defined as the noise levels that cannot be exceeded at surrounding commercial and noise sensitive premises.

3.2 Determining the Assigned Level

The site specific 'Assigned Noise Level' criteria is established by the Environmental Protection (Noise) Regulations 1997. The Regulations describe a procedure for establishing the Assigned Level based on Influencing Factors that impact on the general ambient noise level in the area; ie traffic flow and land zoning within the 'inner circle' 100m radius and the 'outer circle' of 450 metre radius of the relevant receiver locations.

CONFIRMED

3.3 Influencing Factors

Traffic Flow

- Canning Highway is a major road within the 100metre inner circle with a traffic flow of 32,000 to 35,000 vehicles per day

Land Zoning

The small strip of land adjoining Canning Highway is Zoned Mixed Use. However the surrounding area within the 450 metre radius is mainly Residential.

3.4 Determined Assigned Level

The determination of the Assigned Level is based on both the commercial and residential buildings having

- *Traffic Flow* Major road in the inner circle (within 100m radius) (Canning Highway) which provides an Influencing factor of + 6dB
- *Land Zoning* The Area in the 100m and 450m radius is Residential with very small proportion of commercial. As such the Influencing Factor of 0 dB has been applied

This results in a total Influencing Factor of 6 dB for the residential buildings adjoining the existing Cottage Music facility. The surrounding commercial facilities are required to meet the designated Assigned Level for Commercial premises. The Assigned Levels are set out below in Table 1.

Part of premises receiving noise	Time of day	Assigned Level (dB)		
		L_{A10}	L_{A1}	$L_{A\ max}$
Adjoining Residential Buildings	0700 to 1900 hours Monday to Saturday	51	61	71
	0900 to 1900 hours Sunday and public holidays	46	56	71
	1900 to 2200 hours all days	46	56	61
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays	41	51	61
Commercial premises or: Locations further than 15 metres from a building directly associated with a noise sensitive use	All hours	66	81	86

Table 1 ASSIGNED NOISE LEVELS

The sound level parameters used to describe the noise environment are defined as:

- L_{A10} is the 'A' weighted noise level which is not to be exceeded for more than 10% of the time, e.g. for more than 10 minutes in 100 minutes
- L_{A1} is the 'A' weighted noise level which is not to be exceeded for more than 1% of the time, e.g. for more than 1 minutes in 100 minutes
- L_{Amax} is the 'A' weighted noise level which is not to be exceeded at any time.

The Assigned Level for 0700 to 1900 hours Monday to Saturday applicable to this project are therefore:

- Adjacent Residential Areas to West and East L_{A10} 51 dB
- Adjoining Commercial Facility to North: L_{A10} 66 dB

3.5 Tonality & Modulation

Regulation 7 of the Environmental Protection (Noise) Regulations requires that the noise emission must be 'free' of annoying characteristics, namely tonality (e.g whining, droning), modulation (like a siren), and impulsiveness (e.g. thumping). Where noise emissions exhibit the above noise characteristics, an adjustment is made to the measured/calculated noise level:

- *Tonality* 5 dB is added to the measured level
- *Modulation* 5 dB is added to the measured level
- *Impulsiveness* 10 dB is added to the measured level
- *Music – Non Impulsive* 10 dB is added to the measured level
- *Music – Impulsive* 15 dB is added to the measured level

Note these adjustments are only made to the measured noise level where these characteristics are audible. No adjustments are made if the noise is not clearly audible and measurable at a receiver location.

4. ENVIRONMENTAL NOISE EMISSION

4.1 Instrumentation

Noise measurements were carried out using a fully calibrated B&K Analyser Type 2270, Serial No.2644641. The Type 2270 Analyser was field calibrated before and after measurement and found to be within +/- 0.5 dB. Field calibration of the analyser was carried out with a Norsonics NOR 1256 Calibrator, which was itself laboratory calibrated 17 Sept, 2024.

4.2 Noise Source

The Music studio is used for early childhood music education for children 2 to 11 years old. It is important to note that Cottage Music does not teach instrumental music but concentrates on aural musicianship through the fundamental elements of music through listening, singing, rhythm, movement and games.

The Music Studio normally operates within the prescribed Daytime Hours being Monday to Saturday between the hours 7AM to 7PM. The Assigned Level for this Daytime time period is:

- Adjoining Commercial Facilities to North L_{A10} 66 dB
- Boundary to residential Premises: L_{A10} 51 dB

The music education is in small groups of 4 to 8 children. The sound level of music within the Studio as presented in the classes is relatively quiet to maintain a quiet atmosphere for these young children. Music level of the instruments used were measured at:

Piano:	70 dB(A) at 1metre
Keyboard:	65 dB(A) at 1 metre
Small Stereo:	68 dB(A) at 1 metre from speaker

None of these source are deemed to be impulsive in character.

CONFIRMED

4.3 Operational Hours

Cottage music offers:

2 classes on Tuesday mornings, and 1 in the afternoon
4 classes Wednesday afternoons, and
2 Classes on Thursday Mornings

Classes operate for 28 weeks per year.

4.4 Noise level Measurements during Classes..

The ambient Noise outside as well as the Internal noise levels were measured during classes to establish the level of the noise source within the Studio:

Date / Scenario	Internal Noise Levels	External Noise Levels	
11 Feb. 25	In Music Studio	North Boundary	West Courtyard
Traffic Noise levels prior to class		L_{A10} 62 dB	L_{A10} 57 dB
Internal noise during class *(5 off 4 to 6 year old students with parents)*	L_{A10} 55 to 71 dB	not Audible	not audible
Traffic noise level after class (incl some aircraft noise)		L_{A10} 68 dB	L_{A10} 61 dB
19 Feb:25	In Music Studio	North Boundary	West Boundary
Traffic Noise levels during class		L_{A10} 63dB	L_{A10} 57 dB
Internal noise during class *(7 off - 9 to 11 year old students)*	L_{A10} 73 dB	not Audible	not audible

5. NOISE REDUCTION OF MUSIC STUDIO CONSTRUCTION

5.1 Noise Reduction of Studio enclosure – Inside to Outside

In all the measurements taken outside during normal class activities, the internal noise was either not audible or only just audible but well below the background traffic noise from Canning ighway. In addition the ambient level of noise (due to Traffic) was generally above the Assigned Level for the surrounding residential area.

To clearly establish if the noise emission from the Studio meets the Assigned levels, a Sound Reduction Test with a high noise level Sound Source located within the Studio was carried out.

5.2 Determination of the Sound Reduction Performance of the Studio Construction

To determine the energy average sound pressure level difference provided by the Music Studio enclosure and the outside measurement points, a constant high sound level pink noise source was set up within the Studio and average sound level within the studio determined. The external noise level due to noise emission from within the Studio was then measured at the

- North Boundary to the commercial facility,
- East Boundary of the property to the residence on the other side of Latham Street, and
- West Boundary where the residence is located directly on Canning Highway.

Prior to these measurement, a 15 minute measurements was taken of the traffic noise on the North Boundary. The external ambient level due to traffic was measured at L_{A10} 58 dB

Noise level of the Pink noise Reference Sound Source within the Studio **97 dB(A)**

CONFIRMED

Noise level measured outside with the internal 97 dB(A) Sound Source "ON" are set out below. The Sound reduction performance determined in terms of the Weighted Sound Level Difference is also provided:

	Outdoor Sound Level	Sound Reduction
• North Boundary facing Commercial building	56 dB(A)	Dw 38
• East Boundary to residences facing Latham Street	54 dB(A)	Dw 39
• West Boundary to residence located directly on Highway-	57 dB(A)	Dw 35

It should be noted that these external noise levels of 54 to 57 dB(A) with the internal noise Source "ON" were within the traffic noise levels measured prior to this test in the order of 55 to 60 dB(A). And this is with an internal noise level of 97 dB(A), being more than 25 dB(A) above the normal operational level of classes in the Studio.

5.3 Calculated Level of Noise Emission from Music Studio

In determining the noise emission from within the Studio we used the highest internal noise level measured within the Studio due to Class activities of 70 dB(A), i.e. $\mathbf{L_{A10}}$ 73 dB (See cl. 4.4)

Given the Sound Reduction established in cl. 5.2 above, the calculated level of noise emission from the Music Studio were then determined. The calculations were done using 1/3 octave measurement data. The expected external noise level due to the $\mathbf{L_{A10}}$ 73 dB activity noise level within the music Studio are determined as:

- North Boundary facing Commercial building $\mathbf{L_{A10}}$ 29 dB(A)
- East Boundary to residences facing Latham Street $\mathbf{L_{A10}}$ 31 dB(A)
- West Boundary to residence located directly on Highway- $\mathbf{L_{A10}}$ 33 dB(A)

These determined levels of noise emission are more than 15 dB below the Assigned level of

- 51 dB(A) at residential Boundaries
- 66 dB(A) at the commercial boundary

Note that even if 'music' emission is at times just audible and adjusted by +10dB, compliance is still easily achieved

5.4 Compliance at Residential Boundary

It is evident that noise emission with activity noise levels within the Music Studio at 70 dB(A) i.e. $\mathbf{L_{A10}}$ 73 dB results in external environmental noise levels at a maximum of $\mathbf{L_{A10}}$ 33 dB(A). This is more than 15 dB(A) below the Assigned Levels of

- 51 dB(A) at residential Boundaries
- 66 dB(A) at the commercial boundary

Based on this assessment, it is clear that:

Noise emission from Cottage Music at 1a Latham Street Alfred Cove fully complies with the Assigned levels as established in the Environmental Protection (Noise) Regulations 1997 (as amended)

CONFIRMED

6. CONCLUSION

Noise emission from the Cottage Music classes at 1a Latham Street, Alfred Cove have been assessed to determine compliance with the Environmental Protection (Noise) Regulations 1997

Cottage Music does not teach instrumental music, but concentrates on aural musicianship through the fundamental elements of music through listening, singing, rhythm, movement and games. The highest 'in studio' noise level measured for a specific activity during the classes was L_{A10} 73 dB

The receiver premises surrounding the Cottage Music site include:

Commercial premises to the North facing Canning Highway
Residential premises to the West
Residential premises across Latham Street to the East.

The external ambient noise was controlled by Traffic noise from Canning Highway located only 30 metres from the North Boundary of the Cottage Music studio.

Considering noise emission from the classes in the music studio were either not audible or only just audible within the ambient traffic noise from Canning Highway, it was decided to determine the average Sound Level Difference provided by the construction of the music studio to allow calculation of noise levels at each receiver premises.

This was achieve by establishing a high level reference noise source (97 dB(A)) within the studio and measuring the internal and external noise levels. With this data the calculated noise level from classroom activities at L_{A10} 73 dB(A) was determined.

The results of this assessment clearly demonstrate that the noise emission from class activities within the Cottage Music Studio were more than 15 dB(A) below the Assigned Levels. As such:

The noise emission from Cottage Music at 1a Latham Street Alfred Cove fully complies with the Assigned Levels as established in the Environmental Protection (Noise) Regulations 1997 (as amended)

Norbert Gabriels
Director B.Arch F.A.A.S.

GABRIELS HEARNE FARRELL PTY LTD
Member Firm - Association of Australian Acoustical Consultants
Ph: (08) 9474 5966 Mob: 0407 470 860 www.gabriels.net.au
E: norbert@gabriels.net.au

CONFIRMED

Amended Calculation based on 18 students:

HI Michael

The calculations carried out in the report, were based on the highest noise level measured; ie 73 dB(A) in the studio with 7 students. See Table in clause 4.4, and clause5.3 para.1.

The report states that with these 7 students the noise level was "more than 15 dB below the Assigned level of 51 dB(A) at residential Boundary". Clause 5.3 para. 4

If the number of students were to increase from 7 to 18 students, then the noise level will increase by a calculated 4.1 dB(A). *(by logarithmic addition)*
This is still more than 10 dB below the Assigned level of 51 dB(A) at residential Boundary

To summarise:
If the number of students were to increase to 18, based on the noise levels as measured:

The noise emission from Cottage Music at 1a Latham Street Alfred Cove will still fully comply
with the Assigned Levels as established in the Environmental Protection (Noise) Regulations 1997 (as amended)

Kind Regards
Norbert Gabriels

GABRIELS HEARNE FARRELL Pty Ltd
Unit 3, 2 Hardy Street, South Perth 6151
Mob: 0407 470 860

CONFIRMED

Re: Application for running of a home business at 1a Latham Street, Alfred Cove.

Hi Tony,

Regarding my recent application for the running of a home business, I thought I might give you more information about what happens at the studio over the course of the year. It might help to show that my studio has a minimal impact on the neighbourhood.

I offer four services at the studio, and I also do work in schools (so not at the studio):

At the studio:
1. Specialist Musicianship/Music Theory tuition for children aged 2-16.
2. Professional development for music teachers.
3. Research into the education of Deaf children.
4. Pedagogical materials for use in schools.

In schools:
5. Workshops in schools.
6. Mentoring of teachers in schools.
7. Professional development for music teachers.
8. Administration and Marketing of the Cottage Music Foundation.

Specialist Musicianship/Music Theory tuition for children aged 2-16:

These classes are taught by me. Student numbers vary from 3 to 12. Typically, classes will have between 7 and 10 students, however it is important to have the flexibility to allow for a few more students, as if a students drop out for whatever reason, the classes need to be viable. These classes operate for 28 weeks a year, and are 45 minutes long. I offer 9 classes a week, so the total number of hours per annum is 189. I have infrequent classes for 30 mins on Wed 6.30-7 pm (minimal hours per annum).

Classes are run in 4 terms, lining up with the beginning of normal school terms:

Term 1 is 8 weeks
Term 2 is 6 weeks
Term 3 is 8 weeks
Term 4 is 6 weeks.

The rest of the work and the hours involved can be found on the table below.

Kind regards,

Micheál McCarthy
Director, Cottage Music Institute

CONFIRMED

Cottage Music Institute Stuiso - 1a Latham Street, Alfred Cove		
Working hours - Micheál McCarthy (Cottage Music Institute)		
Number of weeks	48	
Hours per day	9	
Days per week	5.5	
Hours per week	49.5	
Hours per annum	**2376**	
Hours per annum at Cottage Music Studio		**% of hours p. a.**
Musicianship hours p. annum	**189**	**8**
Musicianship hours per class	0.75	
Musicianship classes per week	9	
Musicianship hours per week	6.75	
Musicianship weeks per annum	28	
Note: Musicianship schedule for 28 weeks a year	*Hrs p. week*	*% of hours p.a.*
Tuesday mornings 2 x 45 minutes classes 9.45 am and 10.45 am	*1.5*	*0.06*
Tuesday afternoons 2 x 45 minutes classes 3.55 pm and 4.45 pm	*1.5*	*0.06*
Wednesday afternoons 3 x 45 minute classes 3.55, 4.45, 5.40 pm*	*2.25*	*0.09*
Thursday mornings 2 x 45 minute classes 9.45 am and 10.45 am	*1.5*	*0.06*
** I have occasional lessons for 2 students Wed 6.30-7.00 pm*	*0.5*	*0.02*
Professional development for teachers (1 to 1 tuition, 2 hours a week)	**96**	**4**
Research into the education of Deaf children (one to one tuition)	**160**	**7**
Pedagogical material for use in schools (12 hrs per week)	**576**	**24**
Hours p.a. in other locations (in schools)		**% of hours p. a.**
Workshops in schools 5 hours per week)	240	**10**
Mentoring of teachers (12 hours per week, 40 weeks)	480	**20**
Professional development for teachers (4 hours x 12 sessions0	48	**2**
Admin & Marketing (12 hrs p. week)	576	**24**
Total % hours per annum		**100**

19 March 2025
Enquiries: Denver Crossie – 08 9364 0215
Our Reference: DA-2024-681

Mr M A McCarthy
1A Latham St
ALFRED COVE WA 6154

Dear Resident,

Planning Approval

Proposed Development:	Retrospective Home Occupation - Musicianship/Music Theory Tuition
Application Number:	DA-2024-681
Property Details:	1A Latham Street, ALFRED COVE WA 6154
Owner Details:	Mr M A McCarthy and Mrs L B McCarthy
Applicant:	Mr M A McCarthy
Date of Decision:	19 March 2025

We refer to your Application for Planning Approval, received by the City of Melville on 14 August 2024 and advise that approval has now been **granted** under the provisions of the City of Melville Local Planning Scheme No. 6 and the Metropolitan Region Scheme.

This approval constitutes a **planning approval only**. The planning approval does not, however, remove the need for approvals, licences, permits etc. that may be required under other legislation.

This Approval to Commence Development requires the development to be undertaken in accordance with the submitted application, enclosed floor plan stamped as approved on 19 March 2025 and is subject to compliance with the following conditions:

Conditions

1. The development the subject of this approval must comply with the approved plans at all times unless otherwise approved in writing by the City.
2. The Home Business shall employ no more than 2 non-resident persons at any one time.
3. No retail sale, display or hire of goods of any nature is to occur.
4. No signage shall be displayed at the premises that exceeds 0.2m².

CONFIRMED

General Enquiries **Tel** 1300 635 845 **Fax** 08 9364 0285 **www** melvillecity.com.au
Street Address 10 Almondbury Road Booragoon WA 6154 **Postal Address** Locked Bag 1 Booragoon WA 6954
National Relay Service **Tel** 133 677 (TTY) 1300 555 727 (speech relay) **www** relayservice.com.au

5. A maximum of 1 client at any one time is permitted to visit the property.

6. Development approval is granted exclusively to the applicant and is not transferable to another person or property.

7. All materials and/or equipment used in relation to the Home Business must be stored within the residence, shed and/or rear yard, behind property fences, at all times.

8. All pick-up and deliveries of goods or materials associated with the approved Home Business activity are to be carried out by the Applicant with no clients or delivery vehicles visiting the premises.

9. The Home Business shall only conduct classes between the hours of 10:00 to 12:00 and 16:00 to 19:00 during the week.

10. The development shall operate in accordance with the recommendations set out in the Acoustic Report 24-091b to the satisfaction of the City.

Advice Notes

i. This planning decision is confined to the authority of the *Planning and Development Act 2005* and the City of Melville Local Planning Scheme No. 6. This decision does not remove the obligation of the applicant and/or property owner to ensure that all other required approvals are first obtained, applicable State and Federal legislation is complied with, and any restrictions, easements or encumbrances are adhered to.

ii. Any proposed changes which are not in accordance with the original application or conditions of approval will require further approval.

iii. This planning decision relates to the development as specified on the planning application form. This approval does not infer approval of any other unauthorised development or development which has been constructed contrary to its planning approval which may be depicted on the approved plans.

Appeal

If you are aggrieved by this decision, then a right of appeal may exist. Such an appeal should be made in accordance with Part 14 of the *Planning and Development Act 2005.*

If you require any further information or clarification regarding this matter, please do not hesitate to contact Denver Crossie on 08 9364 0215 or via email to denver.crossie@melville.wa.gov.au.
Yours sincerely

Tom Geddes
Senior Statutory Planner
Enc

CONFIRMED

General Enquiries **Tel** 1300 635 845 **Fax** 08 9364 0285 **www** melvillecity.com.au
Street Address 10 Almondbury Road Booragoon WA 6154 **Postal Address** Locked Bag 1 Booragoon WA 6954
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COTTAGE MUSIC INSTITUTE

APPLICANTS COPY

CITY OF MELVILLE
APPROVED
REF: DA-2024-681
DATE: 19 March 2025

1a, Latham Street,
Alfred Cove,
WA 6154

6th September, 2024

Melville City Council Planning Department
10, Almondbury Road,
Booragoon,
WA 6154

Ref: DA-2024-681 – Retrospective Home Occupation – Musicianship/Music Theory Tuition, 1a Latham Street, Alfred Cove, WA 6154

To whom it may concern:

I hereby provide the additional information required for the above application. Attached are details containing the Site plan, Floor plan, and Parking and Signage information.

Here is a description of the business:

I have been a Senior Lecturer in Music at the Western Australian Academy of Performing Arts for some 27 years. I established the Cottage Music programme in 1998 to offer specialist Musicianship/Music Theory tuition to children. From 1998 until recently, the programme was offered in Nedlands. However, as there has been a lot of interest from residents close to Alfred Cove, I developed a Music studio (see Lower Activity Room on the Site Plan, now called the Cottage Music Institute Studio). This studio is the only room in the house used for tuition.

Cottage Music Institute is the only school of its kind in Australia, offering highly-specialised Musicianship/Music Theory classes to children. It has gained a national and international reputation as a programme of excellence (see Attachments 4 and 6).

The Cottage Music Institute studio offers the following services:

1. A School Music Mentoring Programme. This involves my visiting Primary Schools in Perth in order to mentor inexperienced music teachers new to the job. This service is not offered at the 1a Latham Street site, but is offered at the Primary Schools.
2. It is the official premises of a not-for-profit (charity) called the Cottage Music Foundation. This Foundation aims to provide funding for the above-mentioned School Music Mentoring Programme (said programme to be offered all over Australia in due course), and also scholarships for new-and-emerging young music talent (again, all over Australia). These services are no offered at 1a Latham Street, but the administration of the programme is conducted from the Cottage Music Institute Studio.

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CITY OF MELVILLE
APPROVED
REF: DA-2024-681
DATE: 19 March 2025

3. Online lessons for individuals and mentoring for teachers overseas (see Attachment 6).
4. Musicianship/Music Theory classes for children, offered at the Cottage Music Studio.

Hours of Operation:
The official hours of operation for the Cottage Music Studio is 7 am to 7 pm. However, classes are only conducted between 10 am and 12 noon, and between 4 and 7 pm on select days of the week (e.g. 2 mornings and 3 afternoons). The classes are only offered for 28 weeks of the year.

Number of Employees:
There is just one employee, and that is myself.

Car Parking:
See Attachment 3.

Delivery Information:
There are no deliveries.

Client visitation:
On average are approximately 20 students attending the studio per day, spread over 2 to 3 hours, for 3 days a week.

In accordance with LPS6 and a Home Business:

Cottage Music Institute Studio

- Does not employ more than 2 people.
- Will not cause injury or adversely affect the amenity of the nighbourhood.
- Does not occupy an area greater than 50m2 (the studio space is a little under 50m2, as there is a small store room and toilet in that area).
- Does not involve the retail sale, display or hire of any goods.
- Does not resuilt in traffic difficulties as a result of inadequacy of parking or an increase in traffic volumes in the neighbourhood (see attached information re Parking).
- Does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight.
- Does not involve the use of an essential service that is greater than the use normally required in a zone in which the dwelling is located.

If I can provide any further information please let me know.

Yours faithfully,

Micheál McCarthy
Director, Cottage Music Institute

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CITY OF MELVILLE
APPROVED
REF: DA-2024-681
DATE: 19 March 2025

Parking and Signage:

PARKING:

I am the only staff member employed at the Cottage Music Institute, and I have one car, Honda Civic 1ESA347.

Students attending the Cottage Music Studio fall into five categories:

1. Local students walking to the class.
2. Students that arrive by public transport – we are serviced by a number of bus services (910, 111, 148 and 158) on a major route that stops less than 50 metres from the studio. Bus 915 is another regular service that stops near Marmion Reserve, and is used by some students.
3. Students that are drop-and-drive (parents stop and drop their child off near the studio, and then pick them up afterwards).
4. Students that arrive by car and park at local parks and public car parking areas (such as Tomkins Park), and then walk to the studio.
5. Students that arrive with their parents that park on the verge at the studio (these are at a minimum, perhaps 4 cars in total).

Not many parents need to park at the studio – it tends to be parents that have a younger child.

I have taken the following steps to ensure that parking is not an issue:

1. Classes are infrequent. I offer just a few classes on a few mornings and on a few afternoons a week, for these operate for half of the year only.
2. The classes are scheduled so that they are not at peak hours.
3. Parents that need to park at the studio park on the verge, and not on the street.
4. Parents are asked not to park on neighbouring properties.
5. The neighbouring dental practice has given permission for parents to park in their car park when there is a need (but that has not been necessary at any stage).

Cars that park on the street tend to be owned by workers that are involved in the building of the apartments near 569-571 Canning Highway. Many of these workers park on the corner block on the corner of Latham St/Canning Highway, and others park for short periods on Latham Street. In due course, these cars will not need to park there. These cars have not caused any issue for parents attending my studio.

Work on the site opposite the studio (2b Latham Street) has now been completed, and this also reduces the number of vehicles in the area.

SIGNAGE:

CONFIRMED

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CITY OF MELVILLE
APPROVED
REF: DA 2024/681
DATE: 19 March 2025

Attachment 3 – re 1a Latham Street, Alfred Cove

At this stage I don't have any plan for signage, but will comply with council regulations if and when the time comes to display any permanent signage. I use removable small corflute signs at the moment, and they are displayed inside the property boundary.

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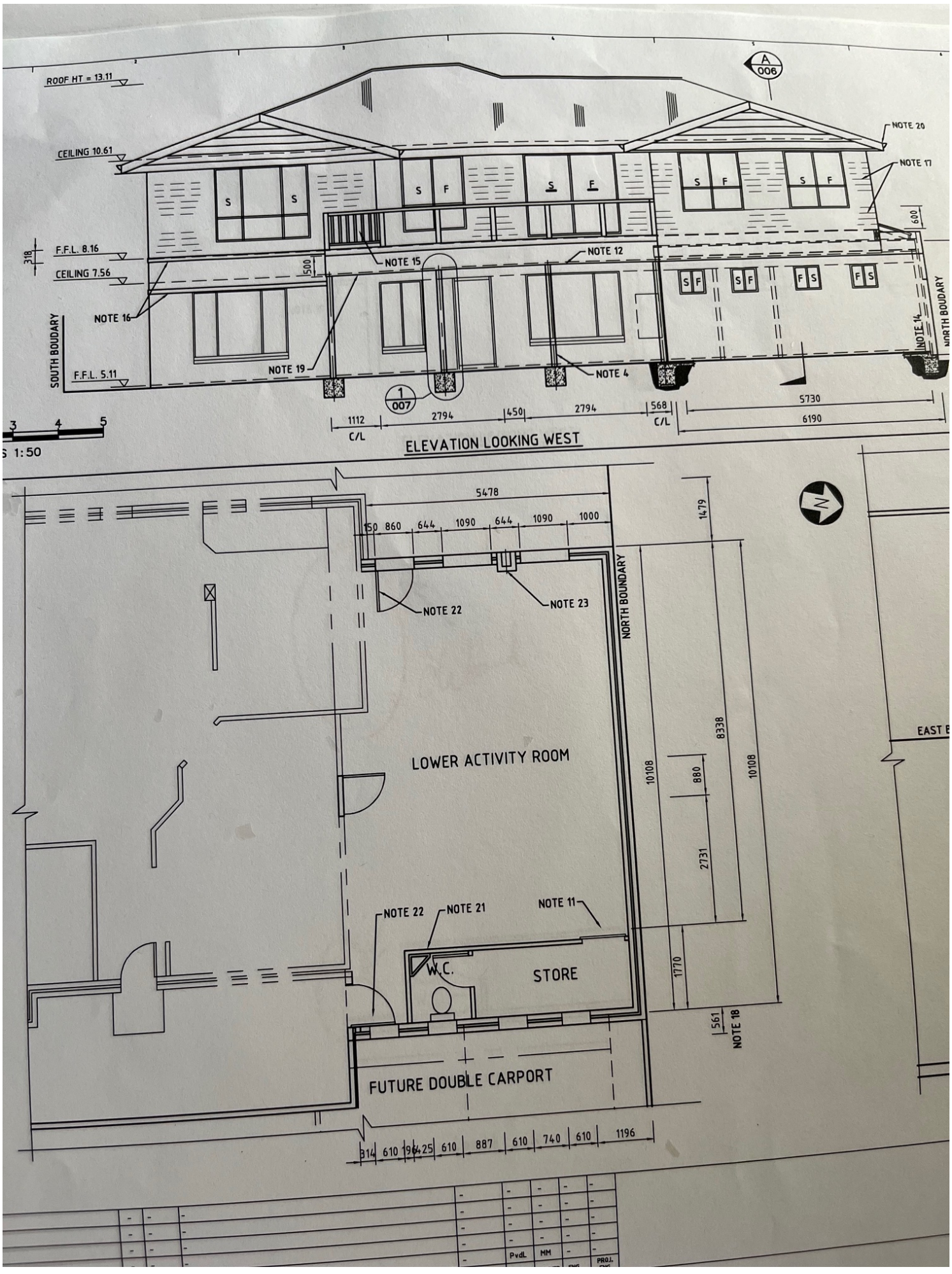
CITY OF MELVILLE
APPROVED
REF: DA-2024-681
DATE: 19 March 2025



4 June 2025
Enquiries: Tom Geddes– 08 9364 0225
Our Reference: DA-2024-681/A

M A McCarthy
1A Latham St
ALFRED COVE WA 6154

Dear Sir/Madam

Amended Planning Approval

Proposed Development:	Amendment to DA-2023-DA-2024-681 – Retrospective Home Business - Musicianship/Music Theory Tuition
Application Number:	DA-2024-681/A
Property Details:	1A Latham Street, Alfred Cove WA 6154
Owner Details:	Mr M A McCarthy and Mrs L B McCarthy
Applicant:	Mr M A McCarthy
Date of Decision:	4 June 2025

We refer to your request for an amendment to Planning Approval DA-2023-681, received by the City of Melville on 27 March 2025.

Amended Planning Approval has been **granted** under the provisions of the City of Melville Local Planning Scheme No. 6 and the Metropolitan Region Scheme.

This approval constitutes a **planning approval only**.

This application to Commence Development is approved subject to compliance with the following:

A) The previous development approval DA-2024-681 dated 19 March 2025 (including remaining conditions (1-4, 6-8 and 10) and advice notes);

B) Conditions 5 and 9 of development approval DA-2024-681 being modified as follows:
5. A maximum of 6 clients at any one time are permitted to visit the property; and

9. The home business shall only conduct classes between the hours of 07:00 to 19:00 Monday to Saturday.

CONFIRMED

General Enquiries **Tel** 1300 635 845 **Fax** 08 9364 0285 **www** melvillecity.com.au
Street Address 10 Almondbury Road Booragoon WA 6154 **Postal Address** Locked Bag 1 Booragoon WA 6954
National Relay Service **Tel** 133 677 (TTY) 1300 555 727 (speech relay) **www** relayservice.com.au

C) Additional conditions 11, 12, and 13 being added as follows:

11. Prior to the commencement of the Home Business Hereby approved, the applicant shall provide a parking management plan to the satisfaction of the City. The parking management plan shall address the following matters:
    - the instruction to park on the property or verge of the property to visitors to the property;
    - specific drop-off and pick up management directive to minimise on-street parking conflicts;
    - the instruction if parking within the street, to adhere to parking restrictions and permitted locations; and
    - details of any formal reciprocal parking agreement (i.e. legal agreement) with neighbouring properties.

12. Notwithstanding condition 1, the Home Business use hereby approved is to cease operating within 12 months of the date of this approval.

13. The classes are to be spaced 10 minutes apart to allow for sufficient drop off and pick up of students.

Advice Notes

i. If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

ii. This planning decision is confined to the authority of the *Planning and Development Act 2005* and the City of Melville Local Planning Scheme No. 6. This decision does not remove the obligation of the applicant and/or property owner to ensure that all other required approvals are first obtained, applicable State and Federal legislation is complied with, and any restrictions, easements or encumbrances are adhered to.

iii. This planning decision relates to the development as specified on the planning application form. This approval does not infer approval of any other unauthorised development or development which has been constructed contrary to its planning approval which may be depicted on the approved plans.

iv. Regarding condition 12 if the temporary use is to continue beyond the approved 12 month period, the applicant may submit a separate application for Planning Approval to continue the Home Business use. The applicant is encouraged to lodge any such application three months (minimum) prior to the expiry of the approval and include details as to whether any part of the development site has been altered since its original approval.

CONFIRMED

Decision Disclaimer

The City advises:

a) It does not undertake to ascertain the validity of the signatures nor the authority of the persons nominated as owners.

b) Where the subject land is part of a strata or survey strata scheme, the applicant must ensure that authority is obtained to carry out the development (or building work) where required, under the bylaws of the relevant strata company and any other relevant laws.

c) This Planning Approval does not remove or modify an existing Restrictive Covenant on the property's Certificate of Title.

d) This approval is based on the plans and information provided by the Applicant and issued in reliance on the accuracy of that information. If the information provided by the Applicant is inaccurate, you may be liable to prosecution if the development is undertaken.

If you require any further information or clarification regarding this matter, please do not hesitate to contact Tom Geddes on 08 9364 0225 or via email to tom.geddes@melville.wa.gov.au.

Yours sincerely

Kate Bainbridge
Manager Development Approvals

Enc

CONFIRMED

General Enquiries **Tel** 1300 635 845 **Fax** 08 9364 0285 **www** melvillecity.com.au
Street Address 10 Almondbury Road Booragoon WA 6154 **Postal Address** Locked Bag 1 Booragoon WA 6954
National Relay Service **Tel** 133 677 (TTY) 1300 555 727 (speech relay) **www** relayservice.com.au

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s the responsibility of the Builder / Applicant incorporate all conditions of the Planning roval into revised documentation submitted upport an application for a Building Permit.

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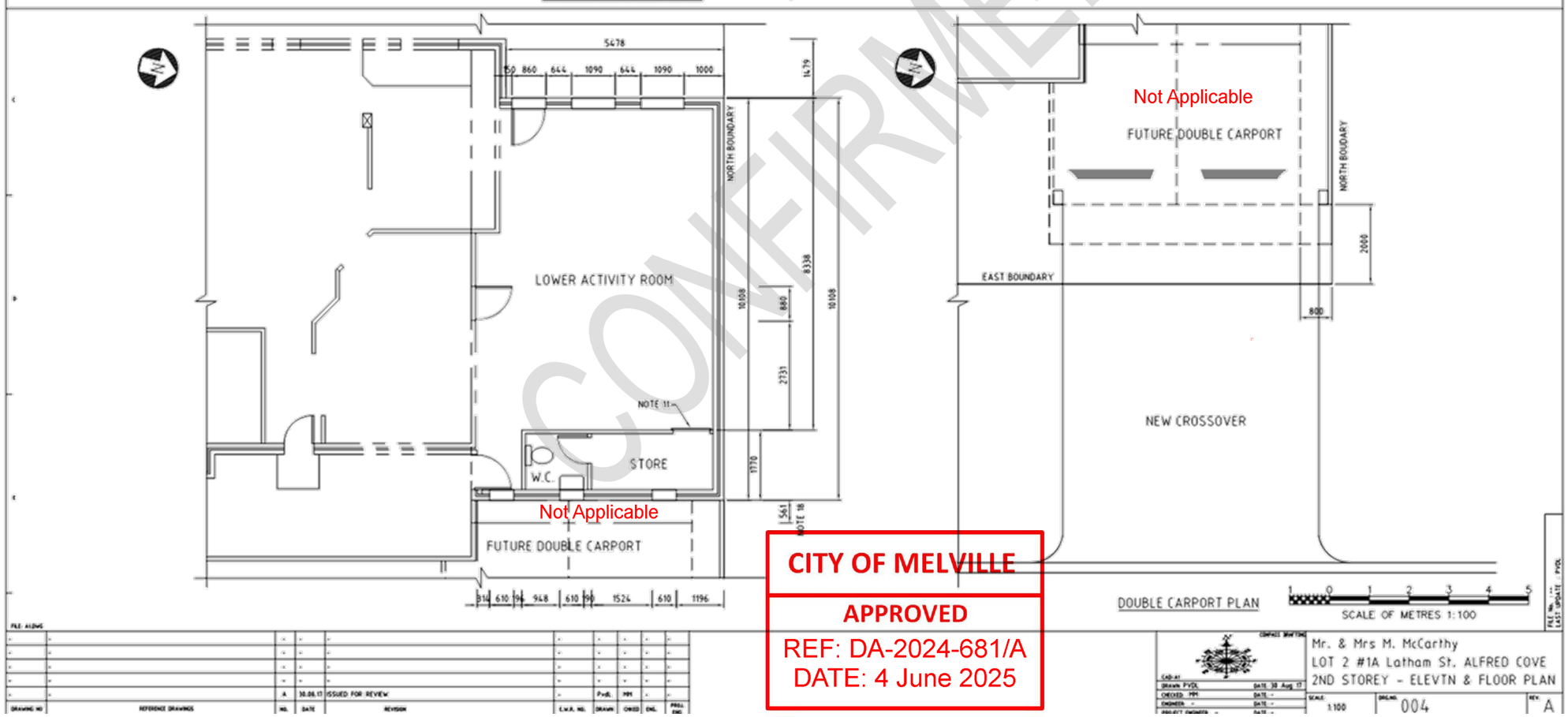
ELEVATION LOOKING WEST

NOTES:
1. GENERAL NOTES AND DETAILS ON DWG 010
2. ALL PHANTOM LINEWORK IS CURRENT LOWER STOREY
3. PARAPET WALL DOUBLE BRICK - FOOTINGS SEE DWG 010
4. VERANDAH SUPPORTED ON 230 x 230 BRICK COLUMNS
5. CARPORT FLOOR AND CROSSOVER NEW CONCRETE
6. 230 x 350 BRICK PIER
7. EXISTING LOWER BRICKWORK TO BE RENDERED TO CLIENTS COLOUR
8. UPPER STOREY EXTERNAL WALLS HARDIEWRAP WEATHER BARRIER
9. UPPER STOREY INTERNAL WALL COVERING 12mm GYPROCK
10. ALL NEW CEILINGS 10mm GYPROCK
11. NEW SLIDING DOOR
12. FACIA 500mm DEEP SET BACK UNDER VERANDAH SUPPORT BEAM
13. ROOF PITCH IS 20 DEGREES
14. FUTURE STEEL COLUMN AND SUPPORT BEAM
15. 50 x 50 PAILINGS AS PANELS TYP. COMPLY WITH BCA PART 3.9.2
16. CORBELING AS TO CLIENTS REQUEST AROUND DWELLING
17. SCYON LINEA WEATHERBOARD FRONT OF UPPER PART OF DWELLING ONLY
18. UPPER BED 1 CANTILEVER
19. BOXED STEEL BEAM SEE DETAIL DWG 007
20. THIS EAVE ONLY - 450mm TO COMPLY WITH FIRE REGULATIONS



DOUBLE CARPORT PLAN

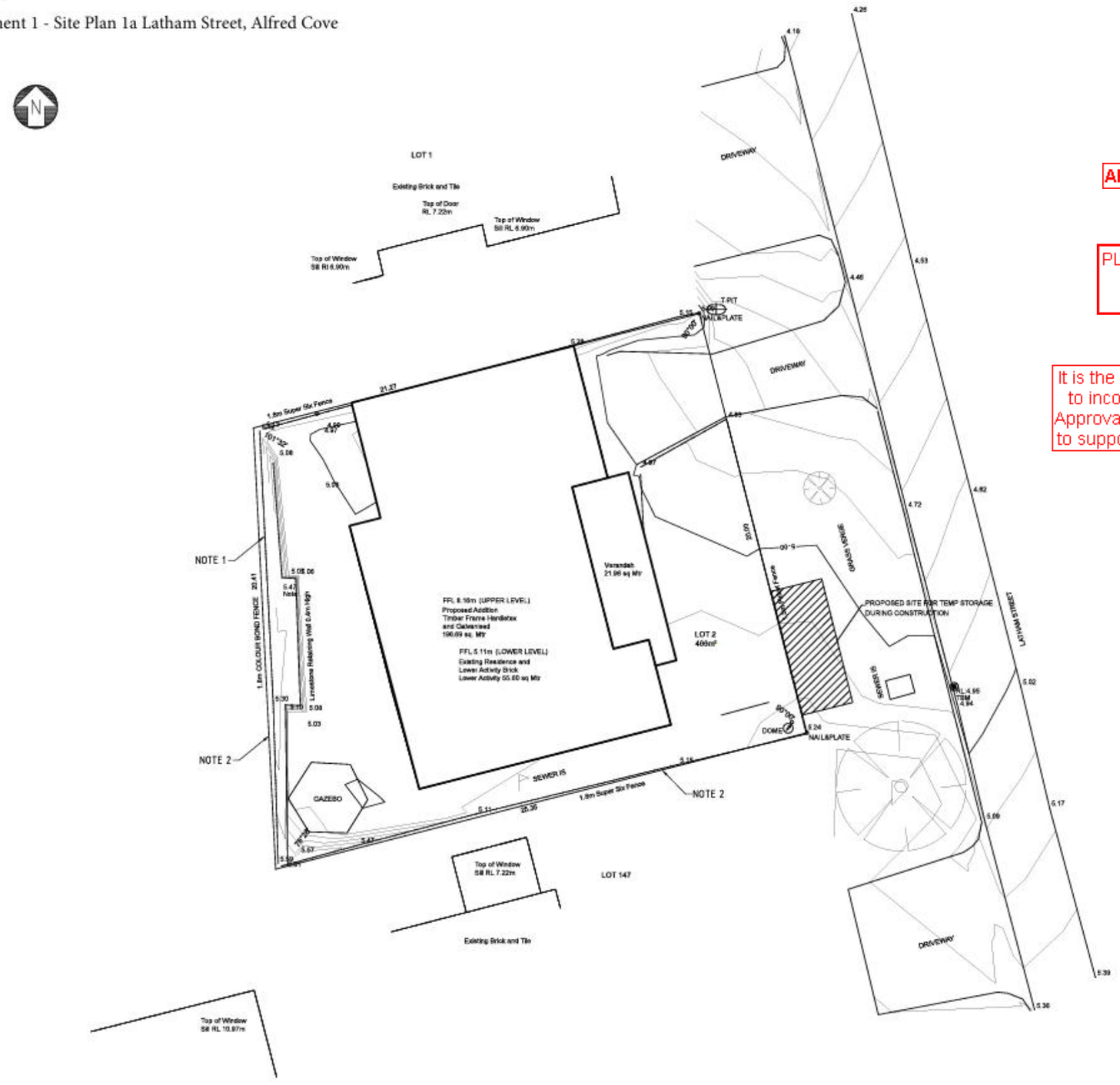
SCALE OF METRES 1:100

CITY OF MELVILLE
APPROVED
REF: DA-2024-681/A
DATE: 4 June 2025

Mr. & Mrs M. McCarthy
LOT 2 #1A Latham St. ALFRED COVE
2ND STOREY - ELEVTN & FLOOR PLAN
SCALE: 1:100
DRG.NO: 004
REV: A

CONFIRMED

Attachment 1 - Site Plan 1a Latham Street, Alfred Cove



NOTES:
1. DASHED LINE REPRESENTS EXISTING BOUNDARY FENCE
2. SOLID LINE REPRESENTS TRUE BOUNDARY
3. -
4. -

APPLICANTS COPY

PLANNING APPROVAL ONLY
THIS IS NOT A
BUILDING PERMIT

It is the responsibility of the Builder / Applicant to incorporate all conditions of the Planning Approval into revised documentation submitted to support an application for a Building Permit.

CITY OF MELVILLE

APPROVED
REF: DA-2024-681/A
DATE: 4 June 2025

NO.	REFERENCE DRAWINGS	NO.	DATE	REVISION	E.M.R. NO.	DRAWN	CHKD	ENG.	PROJ.
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	A	16.11.17	ISSUED FOR USE	-	---	--	-	-

CAD-A1
DRAWN: --- DATE: 10 May 18
CHECKED: --- DATE: -
ENGINEER: - DATE: -

Mr. & Mrs M. McCarthy
LOT 2 #1A Latham St. ALFRED COV
SITE PLAN OF PROPOSED ADDITIONS

SCALE: 1:200 DRG.NO. 009-1 REV.

ALTERNATIVE MOTION (TO OFFICER RECOMMENDATION)
Submitted in accordance with clause 7.3 of the
City of Melville Local Government (Meeting Procedures) Local Law 2022

Presented to	Ordinary Meeting of Council to be held on Tuesday, 16 September 2025
Related to Item	UP25/85 Amendment to DA-2024-618/A, Home Business – Modification to Condition of Approval at Lot (no 1A) Latham Street, Alfred Cove
Submitted by	Cr C Ross
Attachments	Nil

CONFIRMED

MOTION

That the Council approves the amendment application for a Home Business at Lot 2 (No. 1A) Latham Street, Alfred Cove, subject to the following:

1. **The Home Business complying with the previous development approvals, referenced DA-2024-681 dated 19 March 2025 and DA-2024-681/A dated 4 June 2025 (including approved plans, conditions and advice notes); and**
2. **Condition 5 of development approval DA-2024-681/A being modified as follows:**

   5. A maximum of 12 clients at any one time are permitted to attend the property.

3. **Condition 12 of development approval DA-2024-681/A being deleted.**

Reason for the Alternative Motion

1. The City has already approved the home business to have up to 6 clients. However, 6 clients are not sufficient to make the business financially viable or to provide the best learning environment. Increasing the number by an additional six clients will make the business viable and provide a better environment without any impacts on the amenity of the location.
2. This is a home business that teaches deaf children about music and that will not continue if this business cannot continue to operate.
3. This business is providing a rare and unique service to the community, and it should be encouraged and supported and not be unnecessarily restricted.
4. The applicant has provided extensive information to the City including letters of support from surrounding residents.
5. Evaluating this home business in the same category as a primary or high school is inappropriate as the two are fundamentally different despite belonging to the same broad category - similar to comparing an ant to an elephant.
6. Condition 12 of DA-2024-681/A requires the home business use to cease operating within 12 months of the date of the approval which was 4 June 2025. There are no reasons given as to why such a condition is necessary or reasonable. Mandating the cessation of a business use regardless of the home business use being compliant with all other terms and conditions is beyond the authority of the City of Melville.
7. At all times the City is able to review the approval in circumstances where any non compliance is determined, consequently the condition serves no purpose.

Presented to	Ordinary Meeting of Council to be held 16 September 2025
Related to Item	UP25/85
Submitted by	Acting Director Planning
Attachments	Nil.

The information provided below is intended to provide additional officer advice in relation to the alternative motion proposed by Cr Ross, as follows:

MOTION

That the Council approves the amendment application for a Home Business at Lot 2 (No. 1A) Latham Street, Alfred Cove, subject to the following:

1. **The Home Business complying with the previous development approvals, referenced DA-2024-681 dated 19 March 2025 and DA-2024-681/A dated 4 June 2025 (including approved plans, conditions and advice notes); and**
2. **Condition 5 of development approval DA-2024-681/A being modified as follows:**

   5. A maximum of 12 clients at any one time are permitted to attend the property.

3. **Condition 12 of development approval DA-2024-681/A being deleted.**

As outlined within the Consequence section of the officer report, it is open to Council to approved the application as a Home Business and to permit 12 clients to attend the site, by modifying condition 5 as proposed.

With respect to the proposed deletion of Condition 12, which places a limitation on the approval to a 12 month period, this condition is used by the City in situations where the City is unsure of the potential impact, that the business will have. Thus, it allows the business to operate, effectively as a trial to determine if any issues arise. In this case those issues relate to traffic in the street and the lack of parking provided on site. As this business has been in operation for some time now (a number of years), and with no objections having been received from neighbours during the latest round of consultation, it is open to the Council to form the view that the business won't have an adverse impact on the amenity of the street and that the 12 month trial period is not warranted.

If Condition 12 is retained, a new approval would be required to be obtained by 4 June 2026, it would be reasonable to expect that the approval would be granted if no complaints were received and no objections were lodged during any further consultation process.

CONFIRMED