



City of  
**Melville**

## **AGENDA**

### **ORDINARY MEETING OF COUNCIL**

#### **NOTICE OF MEETING**

I respectfully bring to the attention of Elected Members that an Ordinary Meeting of the Council will be held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 15 April 2025 commencing at 6:30 PM.

**Gail Bowman**  
**Chief Executive Officer**

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

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**Vision**

Vibrant, Sustainable, Inclusive Melville

**Mission**

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

**Values**

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

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

**Our Approach**

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



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

## **Making A Deputation**

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

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

## **Public Question Time**

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

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

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

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

## Contents

<b>1</b>	<b>Official Opening</b> .....	<b>7</b>
<b>2</b>	<b>Attendance and Apologies</b> .....	<b>7</b>
<b>3</b>	<b>Declarations by Members</b> .....	<b>8</b>
<b>3.1</b>	<b>Declarations by Members who have not read and given due consideration to all matters contained in the business papers presented before the Meeting</b> .....	<b>8</b>
<b>3.2</b>	<b>Declarations by Members who have received and not read the Elected Members Bulletin</b> .....	<b>8</b>
<b>4</b>	<b>Announcements by the Presiding Member (Without Discussion)</b> .....	<b>8</b>
	<b>Approved Deputations</b> .....	<b>8</b>
	<b>Approved Written Submission</b> .....	<b>8</b>
<b>5</b>	<b>Disclosure of Interest</b> .....	<b>8</b>
<b>5.1</b>	<b>Financial or Proximity Interests</b> .....	<b>8</b>
<b>5.2</b>	<b>Disclosure of Interest That May Cause a Conflict</b> .....	<b>8</b>
<b>6</b>	<b>Public Question Time</b> .....	<b>9</b>
<b>6.1</b>	<b>Questions Received with Notice</b> .....	<b>9</b>
<b>6.2</b>	<b>Questions Received at the Meeting</b> .....	<b>9</b>
<b>6.3</b>	<b>Questions Taken on Notice at Previous Meeting</b> .....	<b>9</b>
6.3.1	Mr S French, Ardross.....	9
6.3.2	Mr C Catucci, Ardross.....	12
6.3.3	Mr N Kingdon, Booragoon .....	13
6.3.4	Mr R Reading, Booragoon .....	14
<b>7</b>	<b>Awards and Presentations</b> .....	<b>16</b>
<b>8</b>	<b>Applications for New Leave of Absence</b> .....	<b>16</b>
<b>9</b>	<b>Confirmation of Minutes</b> .....	<b>16</b>
9.1	Ordinary Meeting Of The Council – 18 March 2025.....	16
9.2	Ordinary Meeting Of The Policy and Legislation Committee – 24 March 2025 .....	16
9.3	Special Meeting Of The Council – 1 April 2025 .....	16
9.4	Ordinary Meeting Of The Governance Committee – 7 April 2025.....	16
9.5	Notes Of Agenda Briefing Forum – 8 April 2025.....	16
<b>10</b>	<b>New Business of an Urgent Nature</b> .....	<b>16</b>
<b>11</b>	<b>Identification of Matters for which Meeting May Be Closed</b> .....	<b>16</b>
<b>12</b>	<b>Petitions</b> .....	<b>16</b>
<b>13</b>	<b>Adoption of Recommendations En Bloc</b> .....	<b>16</b>
<b>14</b>	<b>Reports</b> .....	<b>17</b>
<b>14.1</b>	<b>Reports from Committees</b> .....	<b>17</b>
C25/256	Review of CP-105 Election Caretaker Policy.....	17

C25/257	Annual Review of Policy Schedule .....	21
<b>14.2</b>	<b>Reports of the Chief Executive Officer .....</b>	<b>25</b>
	<b>Management Services .....</b>	<b>25</b>
	<b>Corporate Services .....</b>	<b>26</b>
C25/258	Adoption of New Council Policy - CP-128 Privacy Policy.....	26
C25/259	Local Government Elections 2025.....	29
C25/261	Investment Statements for February 2025.....	33
C25/262	Schedule of Accounts Paid for February 2025 .....	42
C25/263	Statements of Financial Activity for February 2025.....	46
C25/264	Common Seal April 2025 .....	53
C25/265	Superannuation for Elected Members .....	55
	<b>Community Development.....</b>	<b>61</b>
CD25/44	First Nations Community Engagement Process .....	61
CD25/43	Non-financial Advocacy Priorities for the Advocacy Strategy 2025-2029.....	69
CD24/36	Community Safety CCTV and Technology Initiatives .....	73
	<b>Environment and Infrastructure.....</b>	<b>90</b>
E25/65	RFT242521 Remediation and Reconstruction Services of Majestic Boardwalk.....	90
E25/66	RFT242515 Refurbishment Works Bicton Baths Changerooms and Toilet.....	94
	<b>Planning .....</b>	<b>99</b>
<b>15</b>	<b>Motions with Previous Notice .....</b>	<b>100</b>
15.1	Notice of Motion - Progress WAPC Structure Plan Reviews.....	100
15.2	Notice of Motion - Motion From the Table (Tree Policy).....	104
<b>16</b>	<b>Motions without Previous Notice (approval by absolute majority) .....</b>	<b>106</b>
<b>17</b>	<b>Matters for which Meeting was Closed to the Public .....</b>	<b>106</b>
<b>18</b>	<b>Decisions made while Meeting was Closed to the Public.....</b>	<b>106</b>
<b>19</b>	<b>Closure .....</b>	<b>106</b>

**1 OFFICIAL OPENING**

**2 ATTENDANCE AND APOLOGIES**

**In Attendance**

Councillors

Ward

**Officers**

**Apologies**

**On Approved Leave of Absence**

Cr J Edinger	Bicton - Attadale - Alfred Cove Ward
Cr N Robins	Bateman - Kardinya - Murdoch Ward
Cr K Wheatland	Palmyra - Melville - Willagee Ward
Cr M Woodall	Bull Creek - Leeming Ward
Cr S Green	Central Ward

**3 DECLARATIONS BY MEMBERS**

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

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

**4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

**Approved Deputations**

**Approved Written Submission**

**5 DISCLOSURE OF INTEREST**

**5.1 Financial or Proximity Interests**

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

**5.2 Disclosure of Interest That May Cause a Conflict**

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

## 6 PUBLIC QUESTION TIME

### 6.1 Questions Received with Notice

### 6.2 Questions Received at the Meeting

### 6.3 Questions Taken on Notice at Previous Meeting

#### 6.3.1 Mr S French, Ardross

In accordance with section 6.8(1)(b) and 6.9(c) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, these questions were taken on notice at the Ordinary Meeting of Council held on Tuesday, 18 March. The responses have been provided below.

#### Preamble to Questions 1 to 3:

*At the Agenda Briefing Form on 11 /03/25 I asked a question concerning investigations/modelling carried out by the City for the LPS6 review. The City has kindly provided answers to the question raised in the NOTES - AGENDA BRIEFING FORUM published on 14/03/2025. In two respects (Response 1 and 2 from City) further information is however needed to properly understand the investigations/modelling carried out and how these informed or determined the LPS6 proposals that were published.*

*It is suggested a simple table would be of benefit in streamlining your response:*

- *Column 1: each relevant factor (Q 1), modelling (Q2) and further information (Q3)*
- *Column 2: your response with further details for each of the above*

#### Preamble to Question 1:

*For the range of factors examined stated including strategic importance of these areas, legislative requirements, demographic housing trends, infrastructure capacity, housing stock, historical development patterns, it is not clear what the actual data sources were that the City used and what the outcomes of examining them were for each of the factors examined -the City is requested to please provide further details.*

#### Question 1:

*Please can you provide details of the actual data sources that you used and outcomes of examining them for each of the factors examined?*

#### Response 1:

The response offered at the Agenda Briefing Forum held on Tuesday, 11 March 2025 stated that:

*“The LPS6 review is informed by a robust State Planning Framework. It draws on a wide range of information sources, including demographic data, current and future infrastructure capacity, stakeholder feedback, environmental considerations, development feasibility, and emerging development trends”.*

To elaborate further, the State Planning Framework includes *Perth & Peel @3.5 Million- Central Sub-Regional Framework* (2018), *Liveable Neighbourhoods* (2009), *Directions 2031 and Beyond* (2010), *State Planning Policy 4.2* (2023) and *State Planning Strategy 2050* (2014). Where applicable, these legislative and strategic documents underpin the City of Melville's *Local Planning Strategy* (2016) and *Local Housing Strategy* (2018). It is this selection of planning documents that have guided the City of Melville (the City) in its identification of areas to include in the draft density changes proposed under the review of Local Planning Scheme 6 (LPS6).

The clarification sought in this question appears to reflect a potential misunderstanding regarding the process the City has undertaken in identifying areas for potential density increases. The areas proposed for density increases are not the result of comprehensive, data-driven analyses of the future impacts of infill development in each specific context. Rather, these areas have been identified based on their alignment with the broader local and state planning frameworks—specifically, those areas that meet the established criteria for density increases. These areas correspond with both the City's and the State's strategic planning objectives, independent of the detailed impact assessments that will follow.

It is important to emphasise that the proposed changes are preliminary, and the City has consistently acknowledged that subsequent stages of the review process will rigorously examine the potential impacts of these changes. This will include thorough assessments such as traffic modelling, demographic and economic analysis, and evaluations of infrastructure capacity.

The City has however taken some steps to better understand the areas identified and the market more broadly. This includes the following-

- Demographic data sourced through Informed Decision's Community Profile and Population Forecast tools. This includes population and age structure mapping, estimates on household size and even suburb based dwelling growth estimates (based on the National Forecasting Program).
- RP Data Suburb Statistics Reports and Comparative Market Analysis Tool. This includes market trends and changes in median values (for both houses and units), sales and rental history, and the median price quartiles for each suburb.
- GIS mapping of walkable catchments to various amenities like activity centres, high frequency public transport, public open space and schools.
- Housing stock age audit- Analysis of the average age of the housing stock by super-block, and where redevelopment or substantial renovations have occurred, in what decade and what percentage of the houses.
- Preliminary meetings with State agencies to discuss infrastructure concerns, including with Department of Planning, Lands and Heritage (DPLH), Department of Education (DoE), as well as the chair of the Western Australian Planning Commission (WAPC) and Director General.
- CoreLogic WA Market Fundamentals Data- Including forecast housing affordability, labour market conditions, risk profiles and costs for different housing typologies, new build commencement data.
- Review of historical infill in Melville.

Preamble to Question 2:

*It is not clear what the nature of the modelling you conducted actually was concerning various dwelling density scenarios to assess the potential impact on dwelling yield and its alignment with existing and future infrastructure capacity. The City is requested to please provide specific details of the model/s used and model outcomes.*

Question 2:

*What was the nature of the modelling you conducted on various dwelling density scenarios to assess the potential impact on dwelling yield and alignment with existing and future infrastructure capacity? Please can you provide more specific details of the models used and model outcomes?*

Response 2:

The referenced 'dwelling density scenarios' relate to two different considerations, firstly the rate at which redevelopment is expected to occur in areas noted for a density change, and secondly how cost, demand and other factors impact on the type of housing we can expect to see built (noting apartment developments have the potential to more efficiently deliver housing on a single site). Simply put, determining not only the number of sites likely to redevelop, but the efficiency with which they're likely to redevelop are important considerations for the City, in pursuing the housing growth targets.

The City's is modelling dwelling 'uptake' over time using different methods, including consideration of historical uptake in areas that were previously up-coded to a medium/high density (and extrapolating into the future), as well as a formula-based method that has previously been applied by the Department of Planning, Lands and Heritage (DPLH) when considering other Local Government schemes/structure plans. Further modelling approaches, and refinement of the existing models will occur as more data and specialist input is sourced.

The City has also done comparative modelling to understand the difference between all sites redeveloping as apartments (higher yield) versus grouped dwellings/townhouses (comparatively lower yield). The likelihood of an area generally redeveloping as one or the other is affected by a variety of factors including land value, latent demand, amenity, construction cost etc. Whilst the City's modelling to date allows us to appreciate the extremities, further data (including demographic and land economic input) is needed (and planned) before the City can confidently estimate the dwelling mix we can expect in the future.

With further input and refinement of the modelling the City will be able to have more meaningfully engage with the relevant service agencies and technical experts to understand whether there is sufficient infrastructure capacity, whether more capacity is possible, and if it's not, whether adjustments are required to the scope of proposed density changes.

As the outcomes of this modelling remain part of the City's deliberative process, further input and refinement will need to occur before it's able to be made public.

Preamble to Question 3:

*The City also referred to further information sources as being drawn upon to inform the LPS6 review: demographic data, environmental considerations, development feasibility and emerging development trends. It's not clear what these actually were. The City is requested to please provide more specific details concerning these (the data used, considerations, feasibility and emerging trends).*

Question 3:

*Concerning further information sources drawn upon to inform the LPS6 review: Can you provide more specific details concerning these (what were the data used, considerations, feasibility and emerging trends)?*

Response 3:

Please refer to the response provided to Question 1.

**6.3.2 Mr C Catucci, Ardross**

In accordance with section 6.8(1)(b) and 6.9(c) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, these questions were taken on notice at the Ordinary Meeting of Council held on Tuesday, 18 March. The responses have been provided below.

Question 1:

*What is the share of area impacted by the current LPS6 for any Rcode change equal or above R60 that will fall in the MAIN Intake Area of the Applecross? Please share the calculation BOTH in absolute terms (m2 or hectares of R60 and R60+ variation) and relative terms (m2 or hectares of R60 and R60+ variation in ASHS intake area divided by the TOTAL m2 or hectares of R60 and R60+ variation in the LPS6).*

Response 1:

Under the current LPS6 there are 87.5 hectares of land in the Applecross High School catchment zoned R60 or higher. This includes the activity centres (e.g. Booragoon, Canning Bridge and Riseley centres) and those sites along the highway with a dual coding (i.e. R40/60).

Based on the preliminary density changes advertised, there would be 111 hectares of land in the Applecross High School catchment zoned R60 or higher. Note that 24% would be dual-coded lots, where improving vehicular access is a prerequisite of redevelopment at  $\geq$ R60.

Currently there are 267 hectares of land zoned R60 or higher across the entirety of Melville, a number that would increase to 297 hectares based on the preliminary density changes.

### 6.3.3 Mr N Kingdon, Booragoon

In accordance with section 6.8(1)(b) and 6.9(c) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, these questions were taken on notice at the Ordinary Meeting of Council held on Tuesday, 18 March. The responses have been provided below.

#### Preamble to Question 1:

*High density housing commonly comes with parking hazards that impact on the whole community, as proven in Boston Way since the apartments were completed.*

#### Question 1:

*What reports and audits have been undertaken?*

#### Response 1:

The preliminary density changes were the result of the City applying an objective, criteria-based approach to identify areas considered to be aligned with the City's strategic framework (among other considerations). Investigating the future impacts from these changes on things like the existing infrastructure will be further examined in the next stage of the scheme review process.

The direct and lasting impacts from additional traffic and on-street parking makes detailed traffic modelling a particularly important matter for the City as it continues to investigate the suitability of the draft zoning changes.

The City will be spending considerable time and effort working with experts to model and analyse the anticipated impact, and this work will directly affect which areas remain within scope. This City is committed to ensuring this traffic impact modelling is made available at the appropriate time, and ahead of any decision being sought from Council.

#### Preamble to Question 2:

*The proposal to move to R40/R50 does not appear inside the suburb anywhere else.*

#### Question 2:

*Please provide a detailed list of other areas in Booragoon being considered.*

#### Response 2:

Consideration has been given to the entirety of Booragoon when examining what areas to include in the preliminary density changes. Nonetheless the preliminary assessment considered some parts of the suburb unsuitable based on factors like their locational characteristics, the existing housing stock, and alignment with the City's Local Planning Strategy (2016).

In addition to the proposed changes in Booragoon (i.e. those around the shopping centre), there are several areas already zoned R40 under the current LPS6, including along either side of Riseley Street and Marmion Street, and the North side of Leach Highway.

**Question 3:**

*This proposal cannot be rates driven, if it is genuinely about infill and housing affordability, locations closer to the train stations make sense, and if this has been considered what is the draft proposal?*

**Response 3:**

The City acknowledges the community interest in investigating potential development opportunities for residential areas surrounding the Bull Creek and Murdoch train station precincts. Both stations have been identified as priority sites for future strategic planning as the City looks to capitalise on the stations valuable transit infrastructure to benefit residents and create vibrant, sustainable and well-connected neighbourhoods.

At the Ordinary Meeting of Council on the 18 March 2025 Council resolved to prepare a report on the resource requirements, key considerations, and implications of developing Precinct Structure Plans for the two stations (as defined in State Planning Policy 7.3). Informed by this report, the Council will be able to decide whether to prioritise the preparation of Station Precinct Plans. It's understood that this report will be commissioned early in the new financial year.

**6.3.4 Mr R Reading, Booragoon**

In accordance with section 6.8(1)(b) and 6.9(c) of the *City of Melville Local Government (Meeting Procedures) Local Law 2022*, these questions were taken on notice at the Ordinary Meeting of Council held on Tuesday, 18 March. The responses have been provided below.

**Question 1:**

*Could the City of Melville please allocate time and effort to examining the resources allocated to both Atwell and Heathcote Gallery, and to determine the correct and equitable level for both given the services they offer?*

**Response 1:**

In accordance with the City's Cultural Infrastructure Strategy and the vision of Creative Melville's Cultural Plan, the City's arts and cultural assets work together to create an ecosystem that supports the community and creatives at every stage of their artistic journey. Atwell House Community Arts Precinct and Goolugatup Heathcote are exemplary components of this diverse offering within the City of Melville.

The Cultural Infrastructure Strategy outlines this approach under Strategy 02: The Cultural Continuum, which aims to foster lifelong engagement in cultural activities, practice, and production. This strategy ensures that cultural spaces accommodate first-time participants, emerging artists, experienced audiences, and master practitioners, adapting flexibly to support creative growth and development.

As such, Goolugatup Heathcote is emerging as a significant cultural asset in Metropolitan Perth and Western Australia. The precinct supports emergent artistic practices and maintains high-quality exhibitions in its gallery, attracting visitors from across the metropolitan area. The City's vision for Goolugatup Heathcote aligns with the Cultural Infrastructure Strategy, positioning it as an integrated space for diverse activities rather than being limited to singular uses.

Beyond its role as an arts centre, Goolugatup Heathcote encompasses parklands, playgrounds, museum interpretation and flexible spaces designed for knowledge-sharing and learning. Importantly, the site's history as Aboriginal significant site and former psychiatric hospital, necessitates a truth-telling approach and site for wider metropolitan and statewide visitation.

The operational structure at Goolugatup Heathcote includes 2.6 FTE staff (four part-time staff), supported by casual employees for events and exhibition openings. The website reflects a community-driven approach, featuring staff profiles from across the site, tenant information, and collaborative elements that strengthen the sense of belonging onsite.

Atwell House and Gallery is an important cultural facility, offering community-focused arts programs that serve a broad cross-section of the population. It provides an accessible entry point for arts engagement and lifelong learning, supporting artists at all levels through workshops, exhibitions, and creative development opportunities.

For over 40 years, Atwell House was operated by the Melville Community Arts Association. More recently, the City of Melville has taken on its management as an interim arrangement while a business case is developed to determine the precinct's long-term management model.

Atwell House Arts Precinct is currently managed by 2 FTE (three staff) and supported by casual employees for events and exhibitions. The City is in the process of evaluating potential management models for Atwell House through a business case, informed by a consultant's report on future options.

Both Goolugatup Heathcote and Atwell House Arts Precinct are integral to the City's creative ecosystem, yet they require distinct management approaches. Goolugatup Heathcote staff oversee site vision, customer service point for the site, activation, and events, building management, and tenant relations. Atwell House focuses on community arts programming, supporting teachers and local artists, with its future operational model currently under review.

Despite their differences, these precincts collaborate closely, sharing casual staff for exhibition installations and openings. The City recognises the importance of tailoring management strategies to the unique offerings of each site and is working to implement sustainable solutions that align with the broader Cultural Infrastructure Strategy.

More details on the City's approach to cultural infrastructure and management models can be found in the Cultural Infrastructure Strategy.

**7 AWARDS AND PRESENTATIONS**

**8 APPLICATIONS FOR NEW LEAVE OF ABSENCE**

**9 CONFIRMATION OF MINUTES**

**9.1 Ordinary Meeting Of The Council – 18 March 2025**

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

**9.2 Ordinary Meeting Of The Policy and Legislation Committee – 24 March 2025**

**That the minutes of the Ordinary Policy and Legislation Committee Meeting held on 24 March 2025 be noted.**

**9.3 Special Meeting Of The Council – 1 April 2025**

**That the minutes of the Special Council Meeting held on 1 April 2025 be confirmed as a true and accurate record.**

**9.4 Ordinary Meeting Of The Governance Committee – 7 April 2025**

**That the minutes of the Ordinary Governance Committee Meeting held on 7 April 2025 be noted.**

**9.5 Notes Of Agenda Briefing Forum – 8 April 2025**

**That the Notes of the Agenda Briefing Forum held on 8 April 2025 be confirmed as a true and accurate record.**

**10 NEW BUSINESS OF AN URGENT NATURE**

**11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

**12 PETITIONS**

Nil.

**13 ADOPTION OF RECOMMENDATIONS EN BLOC**

**14 REPORTS**

**14.1 Reports from Committees**

**Policy and Legislation Committee Meeting held on 24 March 2025**

**C25/256 Review of CP-105 Election Caretaker Policy**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Head of Governance
<b>Voting Requirements:</b>	Simple Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this report has a declarable interest in this matter.
<b>Attachments:</b>	1. <a href="#">Updated CP-105 Election Caretaker Policy (Track Changes)</a> ↓

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>• This report is presented in response to reforms to the <i>Local Government Act 1995</i> which commenced on 1 July 2024 in relation to standardised caretaker periods for all local governments in Western Australia.</li> <li>• The reforms prevent local governments from making significant decisions while an election is underway which would bind incoming councils to a particular course of action.</li> <li>• This report recommends the adoption of a reviewed CP-105 Election Caretaker Policy.</li> </ul>
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**COMMITTEE RECOMMENDATION**

**That the Council adopt the updated CP-105 Election Caretaker Policy, as amended (Attachment 1).**

**PURPOSE**

This report presents the updated CP-105 Election Caretaker Policy as reviewed by the Policy and Legislation Committee and recommends the Policy be adopted by the Council. Additionally, this report provides advice on legislative changes to local government caretaker periods.

**STRATEGIC ALIGNMENT**

<b>Outcome</b>	5	Leadership and good governance for the benefit of the whole community.
<b>Objective</b>	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.3	Ensure efficient and effective use of assets, resources and technology.
	5.6	Provide an inclusive, safe, healthy, equitable and engaging workplace.
	5.4	Strengthen active citizen engagement, participation, and access to information.
	5.5	Provide excellent customer experiences and ease of access.

**BACKGROUND**

In 2023, the first tranche of local government reforms was passed as part of the *Local Government Amendment Bill 2023*. A number of specific reforms affected the City of Melville, including:

- The introduction of optional preferential voting, to bring local government election back in line with State and Federal elections and enable electors to express preferences.
- New rules around the Owner and Occupier Roll to prevent the use of prevent the use of ‘sham leases’ to gain eligibility.
- The setting of state-wide caretaker periods for Ordinary Elections.
- The opportunity to fill unexpected vacancies from the election process using the results of the election where there were multiple candidates seeking to fill the substantive vacancy – this obviates the need for a by-election.

**CONSIDERATION**

The standardisation of the caretaker period applies to all ordinary elections from 2025 onwards. Due to these changes, the City’s administration is recommending a review of the City’s caretaker policy. A summary of the proposed changes is provided below:

<b>Change made in updated policy</b>	<b>Details / Officer Comments</b>
<b>Standardised timeframe</b>	The <i>Local Government Act 1995</i> (the Act) s1.4A defines Caretaker Period as beginning at the close of nominations and ending after the declaration of the result.

Change made in updated policy	Details / Officer Comments
<p><b>Definition of significant acts</b></p>	<p>Previously labelled “major policy decisions” in the City’s policy, the Act defines Significant Acts as:</p> <ul style="list-style-type: none"> <li>(a) <i>making a local law (including making a local law to amend or repeal a local law);</i></li> <li>(b) <i>entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;</i></li> <li>(c) <i>entering into a major land transaction;</i></li> <li>(d) <i>entering into a land transaction that is preparatory to entry into a major land transaction;</i></li> <li>(e) <i>commencing a major trading undertaking;</i></li> <li>(f) <i>entering into a contract, or other agreement or arrangement, in prescribed circumstances;</i></li> <li>(g) <i>inviting tenders in prescribed circumstances;</i></li> <li>(h) <i>deciding to do anything referred to in paragraphs (a) to (g);</i></li> <li>(i) <i>an act done under a written law or otherwise that is a prescribed act.</i></li> </ul>
<p><b>Requirement for Department Approval to Undertake Significant Act</b></p>	<p>The new legislation requires the Departmental CEO to authorise a local government to do a significant act (as detailed above), where it is necessary to do so due to an emergency or for proper operations.</p> <p>This is prescribed in the <i>Local Government Act 1995</i> Part 3 Division 5 s3.73 (6):</p> <p>(6) <i>The Departmental CEO may authorise a local government to do a significant act during a caretaker period if the Departmental CEO is satisfied that it is necessary for the local government to do the significant act during the caretaker period —</i></p> <ul style="list-style-type: none"> <li>(a) <i>because of an emergency; or</i></li> <li>(b) <i>to ensure the proper operation of the local government.</i></li> </ul> <p>A section has therefore been removed in the updated policy which allowed the CEO to decide to submit “major policy decisions” to the Council under set circumstances.</p>
<p><b>Improved clarity and simplification of policy</b></p>	<p>Simplified the policy by removing duplicated information and summarising / combining sections where relevant.</p> <p>This is particularly noted in the City of Melville Publications section. To consolidate this information, a new definition has been included for City of Melville Communications, which now encompasses website, print, or social media material.</p> <p>Minor formatting adjustments to the policy.</p>

Elected Members are advised that the City is currently waiting on a Model Caretaker Policy which may be provided later in 2025. If this occurs prior to the Caretaker period coming into effect, a copy will be provided for the Council's consideration.

### **ENGAGEMENT**

No public engagement has been undertaken as part of this report. However, this report sought input from the Policy & Legislation committee prior to the Policy being presented for consideration by the Council.

### **SUSTAINABILITY IMPLICATIONS**

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

### **LEGISLATIVE AND POLICY ALIGNMENT**

This report has been prepared in response to the legislative reforms to the *Local Government Act 1995*. Additionally, consideration has been taken with regards to the *Local Government Act 1995*.

### **FINANCIAL IMPLICATIONS**

There are no significant budget impacts to be presented as part of this report.

### **CONSEQUENCE**

The Council could consider not adopting a reviewed Caretaker Policy until a model policy is received. However, should this not occur prior to the Local Government Election Caretaker Period (anticipated to start 4 September 2025, however notice is to be given to staff and Elected Members 60 days prior of the policy), then the City's current policy would not align with legislation prescribed in the *Local Government Act 1995*.

### **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.

**C25/257 Annual Review of Policy Schedule**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Head of Governance
<b>Voting Requirements:</b>	Simple Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this report has a declarable interest in the matter.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li><a href="#">CP-019 City of Melville Prayer Policy</a> ↓</li> <li><a href="#">CP-004 Use of Elected Member Meeting Rooms</a> ↓</li> </ol>

**COUNCIL’S ROLE**

Information: For the Council / Committee to note.

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>At the Ordinary Meeting of Council held on 10 December 2024, the Council resolved to endorse a membership list for the Policy and Legislation Committee from December 2024 to October 2025</li> <li>This report is presented to recommend a schedule of policies to be reviewed by the Committee at its 2025 meetings.</li> </ul>
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**COMMITTEE RECOMMENDATION**

**That the Council:**

- Recommends that the Council supersede CP-004 Use of Elected Member Meeting Rooms and Facilities ; and**
- Notes that the Council Policy CP-019 City of Melville Prayer is to be presented to an Elected Members Engagement Session.**

**PURPOSE**

This report is presented to recommend a schedule of policies to be reviewed by the Committee at its 2025 meetings.

**STRATEGIC ALIGNMENT**

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

**BACKGROUND**

At the Ordinary Meeting of Council held on Tuesday, 19 November 2024 the Council endorsed the Policy and Legislation Committee’s Terms of Reference. Additionally, at the OMC held on Tuesday, 10 December 2024, the Council resolved to endorse a membership list for the Policy and Legislation Committee from December 2024 to October 2025.

Key functions of the Committee include:

- Providing input and strategic guidance to the scheduled reviews of existing Council Policies;
- Identifying and leading the development of new Council Policies;
- Identify matters relating to policy, policy review and policy development; and
- Consider, as required key planning policy issues that arise

**CONSIDERATION**

Presently, the City of Melville has 67 adopted Council Policies. Of these, 39 are currently overdue for a review. This report is presented to provide a schedule for the Policy and Legislation Committee to review key policies during 2025, to recommend those which are to be superseded and seek input from the Committee on their key focus areas.

The schedule of review has highlighted key policies to be reviewed in 2025 based on impacts from the following:

- Current resolutions of Council
- Recent or upcoming Local Government Reforms
- 2025 Local Government Elections
- Expiration of policies / overdue policies

Therefore, the following policies are suggested to be considered as a priority:

Expiry Date	Policy	Recommended Meeting	Comment
17/08/2024	CP-105 - Election Caretaker Period	March 2025	On agenda for the March 2025 Policy Committee.
16/06/2023	CP-092- Elected Members Professional Development	May 2025	Prior to elections and to align with new caretaker policy.
23/04/2024	CP-113 Attendance at Events	May 2025	Prior to elections and to align with new caretaker policy.
21/06/2025	CP-114 Compliance and Enforcement Policy	May 2025	This is required by resolution to return to the Ordinary Meeting of Council by June 2025.
20/02/2021	CP-106 Elected Members Social Media Policy	July 2025	Prior to elections and to align with new caretaker policy.
19/02/2022	CP-021 Advisory and Management Committees	July 2025	Prior to elections and to align with new caretaker policy.

22/07/2027	CP-029 Tree Policy	July 2025	Pending Cr Green's motion being resolved by the Council.
No Date	Community Award Policy	December 2025	This is required by resolution to return to the Ordinary Meeting of Council by December 2025.
12/12/2021	CP-104 Related Party Disclosures Policy	December 2025	Related parties are to be completed bi-annually. The
21/06/2025	CP-091 - Elected Members Allowances and Expenses	December 2025	May be impacted by Superannuation reforms - to consider the outcome of the April Superannuation OMC report.
20/04/2024	CP-016 Civic and Ceremonial Functions	December 2025	Staff have indicated some works is already occurring to review this policy.

Additionally, it is recommended that the following policies, copies attached, are presented to the Council to be revoked:

Policy	Comment
CP-019 City of Melville Prayer	Very prescriptive and under utilised
CP-004 Use of Elected Member Meeting Rooms and Facilities	This is not implemented. Current space restrictions means these spaces are utilised outside of this policy and are managed through an electronic booking system and operational processes.

This policy review schedule will be presented to the Committee annually with recommendations for priority items. However, the Committee may decide at any meeting to reconsider their schedule or prioritise other policies.

**ENGAGEMENT**

This report is seeking the input of the Policy and Legislation Committee members.

**SUSTAINABILITY IMPLICATIONS**

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

**LEGISLATIVE AND POLICY ALIGNMENT**

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

**FINANCIAL IMPLICATIONS**

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

**CONSEQUENCE**

There are no consequences presented as part of this report.

**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.

**14.2 Reports of the Chief Executive Officer**

**Management Services**

Nil.

**Corporate Services**

**C25/258 Adoption of New Council Policy - CP-128 Privacy Policy**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Director Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this report has a declarable interest in the matter.
<b>Attachments:</b>	1. <a href="#">CP-128 Privacy Policy</a> ↓

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>The WA State Government passed the Privacy and Responsible Information Sharing legislation, with the intention of it coming into effect in 2026.</li> <li>As part of the City’s preparation for the roll out of the PRIS legislation a privacy policy has been developed.</li> <li>This policy endorses the City’s commitment to the Information Privacy Principles</li> </ul>
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**OFFICER RECOMMENDATION**

**That the Council adopt the Council Policy CP-128 Privacy Policy.**

**PURPOSE**

The Privacy Policy commits the City to the 11 Information Privacy Principles and outlines its commitment to the responsible management of the personal information it holds in relation to its staff, residents, and the organisations it interacts with.

**STRATEGIC ALIGNMENT**

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

**BACKGROUND**

The WA State Government introduced the Privacy and Responsible Information Sharing (PRIS) legislation to Parliament on 16 May 2024 to introduce privacy protections into Western Australia, linked to the 11 Information Privacy Principles. The legislation was assented on 6 December 2024.

The Office of Digital Government (as part of the Department of Premier and Cabinet) has been providing support and clarification to WA Government agencies, including local government, in preparation for the implementation of the PRIS legislation.

As part of the preparation for the implementation of the PRIS legislation the City has been working on the required documentation, including the development of a privacy policy.

This policy sets out the City's commitment to the Information Privacy Principles and provides an overview of the management of personal information held by the City.

## **CONSIDERATION**

The way in which information is gathered and stored has changed with electronic records now the primary way in which information is stored. In line with this the amount of information gathered and retained has increased.

Individuals are becoming more aware of where and how their information is stored and a greater emphasis is being placed on agencies in how they manage that information. This policy sets out the City's obligations, as well as the required action in relation to privacy breaches and privacy complaints.

## **ENGAGEMENT**

No community consultation has taken place. The policy will be a legislative requirement and tied to the Information Privacy Principles. It is a procedural policy which relates to the City's privacy obligations.

## **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications in the preparation of this report or the implementation of this policy.

## **LEGISLATIVE AND POLICY ALIGNMENT**

This policy is to comply with the recently passed Privacy and Responsible Information Sharing legislation and due to be implemented in 2026. It also brings the City in line with the Information Privacy Principles.

## **FINANCIAL IMPLICATIONS**

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

## **CONSEQUENCE**

If the Council decides not to adopt the Privacy Policy, the City will likely be in breach of the PRIS legislation when it is rolled out.

**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.

**C25/259 Local Government Elections 2025**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Head of Governance
<b>Voting Requirements:</b>	Absolute Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this report has a declarable interest in the matter.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. <a href="#">WAEC Cost Estimate 2025</a> ↓</li> <li>2. <a href="#">WAEC Written Agreement</a> ↓</li> </ol>

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>• Local Government Elections are required to be held in accordance with the requirements set out in the <i>Local Government Act 1995</i>. This includes the requirement to, prior to formally requesting the Electoral Commissioner to conduct the City of Melville election, the Council must approve by absolute majority:             <ul style="list-style-type: none"> <li>○ The Western Australian Electoral Commissioner being responsible for the elections; and</li> <li>○ The election being conducted as a postal election.</li> </ul> </li> <li>• This report recommends that the Council approve the officer’s recommendation in line with the above.</li> <li>• The 2025 Local Government Elections are scheduled to be held on Saturday, 18 October 2025.</li> </ul>
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**OFFICER RECOMMENDATION**

**That the Council by absolute majority decision:**

1. **Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required; and**
2. **Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election; and**
3. **Requests that the CEO writes to the WAEC to advise that the Cost Estimate Letter (Attachment 1) and Written Agreement Letter (Attachment 2) for the City of Melville 2025 Elections are accepted; and**
4. **Note that a budget for \$406,898 (exc. GST) will be considered as part of the 2025-2026 budget process.**

**PURPOSE**

In accordance with the *Local Government Act 1995* Section 4.20(4) and Section 4.61(2), prior to formally requesting the Electoral Commissioner to conduct the City of Melville election, the Council must approve by absolute majority:

- The Western Australian Electoral Commissioner being responsible for the elections; and
- The election being conducted as a postal election.

This report is presented to seek the approval of the Council to adopt a recommendation in line with the above.

**STRATEGIC ALIGNMENT**

<b>Outcome</b>	5	Leadership and good governance for the benefit of the whole community.
<b>Objective</b>	5	Good Governance and Leadership
	5.2	Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams.
	5.3	Ensure efficient and effective use of assets, resources and technology.
	5.4	Strengthen active citizen engagement, participation, and access to information.
	5.1	Provide transparent and accountable good governance.
	5.5	Provide excellent customer experiences and ease of access.

**BACKGROUND**

The previous Local Government Election (Election) was held on 18 October 2023, by postal election and conducted by the Western Australian Electoral Commission (WAEC).

To date, the City of Melville (the City) has successfully undertaken 13 postal voting elections (1997-2023) using the services of the WAEC and has found that postal voting elections deliver a greater vote response. The voter response in 2023 (Mayoral Election) was 33.2% of enrolled persons and was 31.7% in 2021.

In 2023, the first tranche of local government reforms was passed as part of the *Local Government Amendment Bill 2023*. A number of specific reforms affected the City of Melville, including:

- The introduction of optional preferential voting, to bring local government election back in line with State and Federal elections and enable electors to express preferences.
- New rules around the Owner and Occupier Roll to prevent the use of prevent the use of ‘sham leases’ to gain eligibility.
- The setting of state-wide caretaker periods for Ordinary Elections.
- The opportunity to fill unexpected vacancies from the election process using the results of the election where there were multiple candidates seeking to fill the substantive vacancy – this obviates the need for a by-election.

These reforms were considered in presenting this report to the Council.

## **CONSIDERATION**

Prior to requesting the WAEC conduct the City of Melville elections in October 2025, there is a requirement under the Local Government Act to appoint the Electoral Commissioner and confirm the elections are to be conducted by postal voting.

## **ENGAGEMENT**

No community engagement is presented as part of this report; however, the City of Melville is seeking the Council's approval to engage with the WAEC in order to conduct the City of Melville Elections.

## **SUSTAINABILITY IMPLICATIONS**

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

## **LEGISLATIVE AND POLICY ALIGNMENT**

This report was prepared with consideration to, and in accordance with the *Local Government Act 1995* Section 4.20(4) and Section 4.61(2).

## **FINANCIAL IMPLICATIONS**

The WAEC has quoted \$406,898 (exc. GST) to conduct the City of Melville 2023 Elections. This estimate is based on the following assumptions:

- The method of election will be postal;
- 6 Councillor(s) vacancies;
- 75,400 electors;
- response rate of approximately 35%
- appointment of a local Returning Officer; and
- count to be conducted at the City of Melville Civic Centre using CountWA.

The WAEC is required by the *Local Government Act 1995* to conduct the Local Government Elections on a full cost recovery bases, therefore, the final cost may vary. The WAEC charge all materials at cost and a margin on staff time.

In 2023 the WAEC quoted \$402,000 to conduct the City of Melville postal Local Government Election, which included a Mayoral Election. The WAEC actual costs were approximately \$375,500. Other costs associated with the 2023 Local Government Election were approximately \$20,000 and included items such as advertising, printing, staff costs.

**CONSEQUENCE**

The Council could choose not to adopt the officer's recommendation and instead request that the Chief Executive Officer conduct the election as the Returning Officer. The election would be an in-person election (i.e., requiring votes to be cast in person at a polling place.) This may result in a lower cost, but experience has indicated this method results in lower voter participation.

**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.

**C25/261 Investment Statements for February 2025**

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

**COUNCIL’S ROLE**

Information: For the Council / Committee to note.

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>This report presents the investment statements for the period ending 28 February 2025 and recommends that it be noted by the Council.</li> </ul>
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**OFFICER RECOMMENDATION**

**That the Council notes the Investment Report for the period ending 28 February 2025.**

**PURPOSE**

To report on the performance of the City’s investment portfolio for the month of February 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 4.70% to 5.04% which exceeds the benchmark three month bank bill swap (BBSW) reference rate of 4.17%.

23% 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 22% in January 2024.

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

**STRATEGIC ALIGNMENT**

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

**BACKGROUND**

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

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

**CONSIDERATION**

The following statement details the investments held by the City of Melville as at 28 February 2025.

CITY OF MELVILLE STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 28 FEBRUARY 2025		
<b>SUMMARY BY FUND</b>		
Municipal		\$ 35,852,710
Reserve		\$ 146,651,723
Citizen Relief		\$ 248,191
<b>TOTAL</b>		<b>\$ 182,752,624</b>
<b>SUMMARY BY INVESTMENT TYPE</b>		
11AM		\$ 16,711,971
60Days at Call		\$ 2,000,000
90Days at Call		\$ 16,600,000
Term Deposit		\$ 147,440,653
<b>TOTAL</b>		<b>\$ 182,752,624</b>
<b>SUMMARY BY CREDIT RATING</b>		
AAA Category	AAA	
AA Category (AA+ to AA-)	AA-	\$ 143,152,624
	A+	
A Category (A+ to A-)	A	
	A-	\$ 39,600,000
BBB+ Category	BBB+	
<b>TOTAL</b>		<b>\$ 182,752,624</b>

The City’s total investments amount to \$182.75 million, mainly held in Municipal Funds (\$35.85M) and Reserve Funds (\$146.65M) which are restricted to the defined purpose for which the reserve account was established.

**Key Points**

- Most of the funds (\$147.44M) are in Term Deposits, ensuring secure and stable returns.
- Short-term investments include 11AM accounts (\$16.71M) this account is a money market deposit that allows the City to access funds for daily financial needs if notice is given before 11 AM, 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 78% of funds in AA Category rated institutions and 22% in A Category rated institutions.
- There are no investments in AAA-rated and BBB+ institutions and efforts 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	\$ 23,600,000	12.91%	30.00%	✓
Bendigo & Adelaide	A-	A Category	\$ 16,000,000	8.76%	30.00%	✓
Suncorp	AA-	A Category	\$ 26,000,000	14.23%	30.00%	✓
NAB	AA-	AA Category	\$ 22,911,064	12.54%	50.00%	✓
Westpac	AA-	AA Category	\$ 94,241,560	51.57%	50.00%	✗
<b>TOTAL</b>			<b>\$ 182,752,624</b>	<b>100%</b>		

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

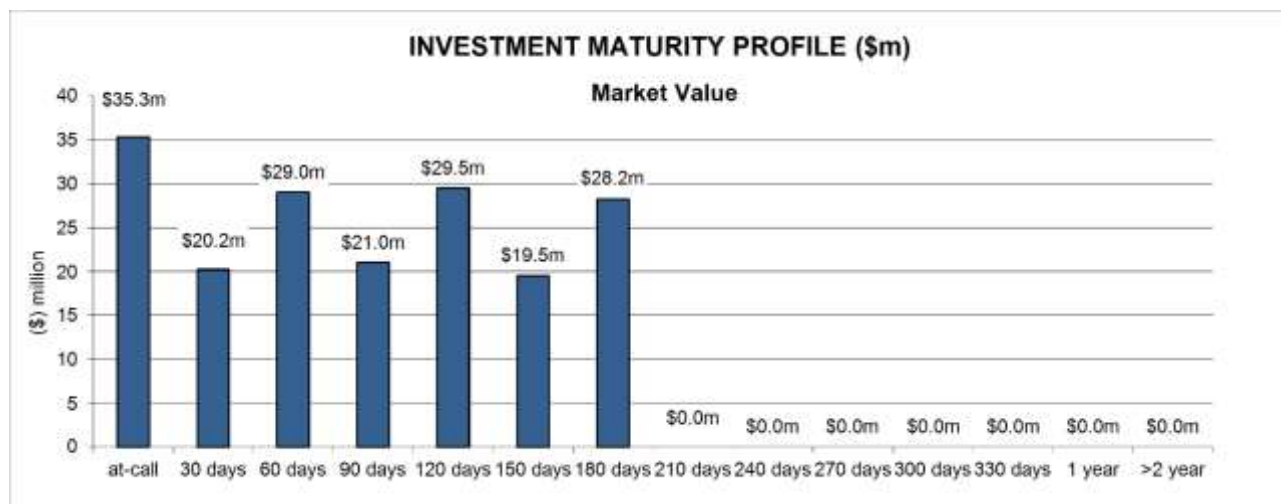
In February 2025, exposure to Westpac Bank exceeded the maximum limit, reaching 51.57% compared to the 50% policy limit due to funds being placed in short-term investment 11AM (on call account). This will be rectified in March 2025.

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-)	\$ 143,152,624	78%	80%	✓
A Category (A+ to A-)	\$ 39,600,000	22%	50%	✓
BBB+ Category	\$ -	0%	25%	✓
<b>TOTAL</b>	<b>\$ 182,752,624</b>	<b>100%</b>		

*\*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 28 February 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 February 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 significant portion of funds (\$35.3M) 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 (\$21M), 120 days (\$29.5M), 150 days (\$19.5M), and 180 days (\$28.2M). This structured approach ensures financial stability while balancing liquidity needs and optimising returns. The estimated average cash outflow requirement of the City is between \$13 to \$16M per month.

There is no portfolio allocation beyond 180 days due to uncompetitive interest rates offered for term deposit resulting from the RBA interest rate cut on 18 February 2025. There are no long-term investments exceeding one year, as the City's investment strategy aligns with its annual revenue cycle, primarily driven by rate collections.

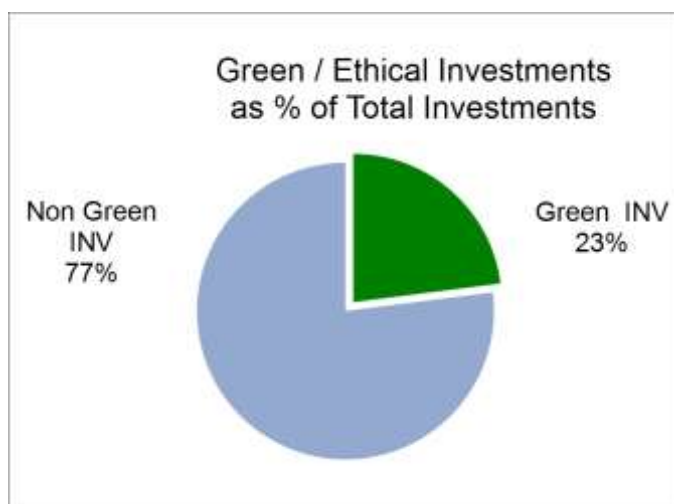
Additionally, the City maintains a balanced risk exposure, diversifying investments within shorter timeframes to mitigate financial and interest rate risks.

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

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

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

The total investment in authorised institutions as at 28 February 2025 was \$42,000,000 or 23% of total investment holdings being in non-fossil fuels institutions, compared to \$42,000,000 (22%) in January 2024. The total investments holding for February and January were \$182,752,624 and \$188,152,624 respectively.



Green / Ethical Investment with financial institutions			
Institution	Credit Rating	Credit Rating Category	Funds held at period end
Bendigo & Adelaide	A-	A Category	\$ 16,000,000
Suncorp	AA-	AA Category	\$ 26,000,000
<b>TOTAL</b>			<b>\$ 42,000,000</b>

Green investments are invested in the two banks listed above, in accordance with the council credit rating policy.

The City continues to engage in active discussions with financial institutions regarding the availability of ESGTD products. Westpac has offered AUD Green Tailored Deposits and AUD

Social Tailored Deposits investment products however total investment with Westpac has already reached the maximum limit permitted under the investment Policy.

In addition, the City has held formal discussions with CBA and NAB 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 oversight by the Australian Prudential Regulation Authority (APRA).

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

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

## FINANCIAL IMPLICATIONS

For the period ending 28 February 2025:

- Year-to-date investment earnings, on term deposits held in reserve accounts, money at call accounts and the municipal account in aggregate, was \$4,945,556, against a year-to-date budget of \$4,824,000 representing a positive variance of \$121,556. This positive variance is primarily attributed to the deferral of planned capital projects, which has resulted in higher than anticipated cash balances.
- The weighted average interest rate for investments as at 28 February 2025 was 5.04% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 4.17%.

## CONSEQUENCE

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

## BRIEFING FORUM – FURTHER INFORMATION

The following questions or requests for additional information were raised during discussion at the Agenda Briefing Forum held on Tuesday, 8 April 2025:

### Question 1:

*A resident has raised concerns with regard to some of the figures within the investment statements recently, can you confirm the concerns have been addressed?*

### Response 1:

The comments were in relation to the risk ratings applied by the Boards and Standards Organisation, and that table has been updated to reflect their investment risk category. All investments were still within Council Policy in terms of the type of investment and the information being reported to Council with the exception of those risk ratings.

Question 2:

*The resident has stated that the mistakes identified had been fixed, however believes there is another error. Bendigo and Adelaide Bank is now showing as A- rated, and it was showing as BBB+ in the last report and it has been A- since 3 April, i.e. the same day as the Bank of Queensland. Could this be looked into further?*

Response 2:

A correction has been made to the Standard & Poor's (S&P) long-term credit rating for Suncorp Bank, which is now accurately reflected as (AA-). The report has been updated to reflect this correction.

To provide greater assurance and ensure this type of discrepancy does not occur again, further additional verification and review measures will be implemented.

Question 3:

*The Bank of Queensland term deposit has no bank guarantee unlike the big four. Can we confirm that they ascertained the tax guarantee status?*

Response 3:

Yes, this is correct. The bank does have the same status as the other banks and has been confirmed.

Question 4:

*One of the comments the resident made was that while we had consistently had reports, that there were limited opportunities to undertake green investments on the market. There was in fact a term deposit product that other councils were using that met many of the ESGTD criteria. Is it the case that our policies don't capture that product, or were we unaware of this product? Is this one that we should be considering?*

Response 4:

We have investigated this matter, and it is correct that Westpac had offered a green investment going back to 2018. However, how they had structured that investment there was only a total pool of funds to be invested in, and a number of attempts have been made to try and invest in that fund, however Westpac has not had funds available for us to invest in. However, more recently in March they released a new social tailored deposit program which requires a minimum deposit of one million dollars and the investment terms are offered between one and five years. We are currently investigating this option.

Question 5:

*Wondering what the red cross dot is next to Westpac in the investment with financial institutions table?*

Response 5:

That relates to our policy, which has placed a maximum amount with any particular banking institution, which is 50%. In this particular case, it went to 51.57% and the reason that occurred was there was an expectation that would have a higher withdrawal in terms of payments required for that month. At the time the investment was made, it was under the 50% threshold.

**C25/262 Schedule of Accounts Paid for February 2025**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Director Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this report has a declarable interest in this matter.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li><a href="#">Payment Details February 2025</a> ↓</li> <li><a href="#">Card Payment Details February 2025</a> ↓</li> </ol>

**COUNCIL’S ROLE**

Information: For the Council / Committee to note.

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

**That the Council notes the Schedule of Accounts paid for the period February 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 February 2025 (Attachment 1) and Card Payment Details February 2025 (Attachment 2).**

**PURPOSE**

The Schedule of Payments for the month totals \$30,071,665.63. The report and the attached Schedule of Accounts Paid are presented for the Council’s information.

**STRATEGIC ALIGNMENT**

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

**BACKGROUND**

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

A total of \$10,984,400.64 direct creditor payments were paid during the month, of which, 16% of payments were paid to suppliers located within the City of Melville and 21% to suppliers within the Southwest Metropolitan Region, compared to 16% and 23% of total of \$9,463,150 direct creditor payments made over January 2025 respectively.

The biggest payment of \$1,518,604.77 made during the month was the road resurfacing – City wide payment to the Fulton Hogan Industries Pty Ltd. 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 February 2025 including Payment Register numbers, Cheques: 873-874, Electronic Funds Transfers batches: 944-948, Trust Payments, Card Payments and Payroll will be distributed to the Elected Members of the Council in April 2025.

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

<b>SCHEDULE OF PAYMENTS MADE</b>		
<b>FEBRUARY 2025</b>		
<i>Payments made under Delegated Authority DA-035</i>		
<b>MUNICIPAL FUNDS - DIRECT CREDITOR PAYMENTS</b>		
<b><i>Cheques</i></b>	Chq Payment Register No. 873 and 874	\$551.11
	Chq Payment on Restricted Funds Register No.	
	Less Cancelled Chqs	
<b><i>Electronic Funds Transfers</i></b>	EFT Payment Register No. 944, 946 and 948	\$10,728,618.49
	EFT Payment on Restricted Funds Register No. 945, 947 and 153	\$129,630.01
	Less Cancelled EFTs	(\$2,000.00)
		<b>\$10,856,799.61</b>
<b><i>Direct Debits</i></b>	Bank Fees	\$20,623.73
	Ampol Fuel	\$104,803.10
<b><i>Direct Payments</i></b>		\$2,174.20
	<b>Total Direct Creditor Payments</b>	<b>\$10,984,400.64</b>
<b><i>Payroll</i></b>	Total Pay 17 and 18	\$4,701,036.19
	<b>Total Payroll</b>	<b>\$4,701,036.19</b>
<b><i>Cards</i></b>	Westpac Purchase Cards	\$86,228.80
	<b>Total Card Payments</b>	<b>\$86,228.80</b>
<b>Total Direct Creditor Payments from Municipal Account</b>		<b>\$15,771,665.63</b>

*Schedule of Payments Made continued.*

<b>INTERFUND &amp; INVESTMENT TRANSACTIONS</b>		
<b><i>Interfund Transfers</i></b>		
Loan		\$0.00
Citizen Relief Trust		\$0.00
Citizen Relief Operating		\$0.00
Municipal		(\$9,000,000.00)
Reserve		\$9,000,000.00
Trust		\$0.00
<b>Total Interfund Transfers</b>		<b>\$0.00</b>
<b><i>New Municipal Investments</i></b>		
Westpac Bank	3/02/2025	\$800,000.00
Westpac Bank	5/02/2025	\$700,000.00
Westpac Bank	7/02/2025	\$2,500,000.00
Westpac Bank	10/02/2025	\$3,000,000.00
Westpac Bank	14/02/2025	\$3,000,000.00
Westpac Bank	18/02/2025	\$2,600,000.00
Westpac Bank	21/02/2025	\$1,700,000.00
<b>Total New Investments</b>		<b>\$14,300,000.00</b>
<b>Grand Total</b>		<b>\$30,071,665.63</b>

Details of the payments are shown in Attachment 1.

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

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

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

**ENGAGEMENT**

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

**SUSTAINABILITY IMPLICATIONS**

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

**LEGISLATIVE AND POLICY ALIGNMENT**

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

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

The *Local Government (Financial Management) Regulations 1996* Regulation 13A was 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**

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

**C25/263      Statements of Financial Activity for February 2025**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Director Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this report has a declarable interest in this matter.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Statement of Financial Activity February 2025</a> ↓</li> <li>2. <a href="#">Statement of Comprehensive Income February 2025</a> ↓</li> <li>3. <a href="#">Net Working Capital February 2025</a> ↓</li> <li>4. <a href="#">Reconciliation Net Working Capital February 2025</a> ↓</li> <li>5. <a href="#">Notes to Statement of Financial Activity February 2025</a> ↓</li> <li>6. <a href="#">Statement of Financial Position February 2025</a> ↓</li> <li>7. <a href="#">Summary Rate Debtors February 2025</a> ↓</li> <li>8. <a href="#">Rates Collections Graph February 2025</a> ↓</li> <li>9. <a href="#">General Debtors Aged 90 Days February 2025</a> ↓</li> </ol>

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>• This report presents the Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 28 February 2025 and recommends that they be noted by the Council; and</li> <li>• Presents the variances for the month of February 2025 and recommends that they be noted by the Council; and</li> <li>• The City has been selected by the Office of Auditor General (OAG) for a Credit &amp; Purchasing Card Performance Audit. The audit is currently underway, and the final report will be presented to the Council upon its completion.</li> <li>• The City has engaged the external audit firm to conduct the Financial Management Review in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 and a Review of Risk Management, Internal Controls, and Legislative Compliance as required under Regulation 17 of the Local Government (Audit) Regulations 1996. A combined report covering both reviews will be presented to the Council by 30 June 2025.</li> </ul>
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**OFFICER RECOMMENDATION**

**That the Council notes the Rate Setting Statement and Statements of Financial Activity for the month ending 28 February 2025 as detailed in the following attachments:**

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

**PURPOSE**

The attached financial reports reflect a positive financial position of the City of Melville as at 18 February 2025.

**STRATEGIC ALIGNMENT**

<b>Outcome</b>	5	Leadership and good governance for the benefit of the whole community.
<b>Objective</b>	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 28 February 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 February 2025 were \$ 182.75m of which the Municipal cash balance at the end of the month was \$35.85m and \$146.65m was held in reserve accounts, which are restricted to the defined purpose for which the reserve account was established.
- Investment earnings on term deposits were \$4.95m against a year-to-date budget of \$4.82m representing a positive variance of \$121.56k. The variance is mainly a result of planned Capital Projects being deferred resulting in larger cash balances than anticipated.
- The investment in green/ethical term deposits as at 28 February 2025 was \$42m or 23% of total investment holdings, compared to \$42m (22%) in January 2025. Green/Ethical investments are invested in the two banks, in accordance with the council credit rating policy

- Rates raised as at February were \$109.06m, compared to a year to date budget of \$108.50m.
- Total debtor collections for February 2025 equalled \$7.6m. The Rates collection target was 86.8% and the actual collection is tracking slightly lower at 86.2%, compared to 87% for the same period in 2023-2024. The total outstanding debtors (including all rates and sundry debtors) is \$19.7m as of 28 February 2025.
- The Finance team, in addition to regular financial management and reporting tasks, is currently undertaking three important processes; (i) the Credit & Purchasing Card Performance Audit conducted by the Office of the Auditor General (OAG), (ii) preparations for the Three-Year Financial Management Review, which assesses the appropriateness and effectiveness of financial management systems and procedures, and (iii) the Regulation 17 Internal Audit, which evaluates the adequacy of the local government's systems and procedures in relation to risk management, internal control, and legislative compliance.

## 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.
1. Statement of Comprehensive Income  
Provides details on the Nature classifications.
2. 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 is provided in attachments:

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

## Revenue

Rates raised as at February were \$109,059,419, compared to a year to date budget of \$108,503,765.

**Rates Collection**

<b>SUMMARY OF RATE DEBTOR MOVEMENT</b>					
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	5,425,866	5,425,866	0%	4,487,816	21%
Debtors Raised	133,966,119	133,626,549	0%	126,223,129	6%
Payments Received	(120,191,497)	(113,124,907)	6%	(113,599,931)	6%
Closing Balance	19,200,488	25,927,508	-26%	17,111,013	12%

Total rate debtor collections for the month equalled \$7,600,294.

**Sundry Debtor Movement**

<b>SUMMARY OF SUNDRY DEBTOR MOVEMENT</b>					
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	565,184	565,184	0%	901,439	-37%
Invoices Raised	2,952,339	2,762,352	7%	4,156,117	-29%
Receipts	(2,967,769)	(2,434,066)	22%	(4,254,408)	-30%
Prepayments	(26,664)	(19,685)	35%	1,743	-1630%
Closing Balance	523,089	873,786	-40%	804,891	-35%

Sundry debtor balances decreased by \$350,697 over the course of February from \$873,786 to \$523,089 of which total 90 day sundry debtors for the month is \$238,952 , representing 46% of total sundry debtors.

**Corporate Climate Action Plan**

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

Description	YTD Actuals 2024-2025	YTD Budget 2024-2025	Actual 2023-2024
Sustainability & Climate Action Salaries	349,312	315,632	465,621
Electric Vehicles	175,540	162,602	36,192
Corporate Emissions Monitoring & Management	35,546	40,000	0
Micro Grid Project	0	0	26,795

Sustainability Initiatives	56,211	57,000	121,125
Piney Lakes Environmental Education Centre Refurb (new)	18,434	19,000	0
<b>Total</b>	<b>635,043</b>	<b>594,234</b>	<b>649,733</b>

**Money Expended in an Emergency and Unbudgeted Expenditure**

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

**Budget Amendments**

Budget amendments that are purely administrative and detail movements between budget responsible officers are not detailed in this report.

**Granting of concession or writing off debts owed to the City**

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

**Sundry Debtors**

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

**Rate Debtors**

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

**ENGAGEMENT**

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

**SUSTAINABILITY IMPLICATIONS**

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

**LEGISLATIVE AND POLICY ALIGNMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **FINANCIAL IMPLICATIONS**

### **Variances**

Variances are detailed and explained in the attachment Notes to Statement of Financial Activity February 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**

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

**C25/264 Common Seal April 2025**

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

**COUNCIL’S ROLE**

Information: For the Council / Committee to note.

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

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

**PURPOSE**

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

The following documents were affixed with common seal during the period Tuesday, 18 February 2025 up to and including Tuesday, 18 March 2025.

Register Reference	Parties	Description	ECM Reference
CS2246	City of Melville, WAPC and Minister for Planning	Resolution to Prepare Amendment to Local Planning Scheme for submission to WAPC for review and approval to advertise.  Related to proposed scheme amendment 16 (proposed additional use for a medical centre at 338 Marmion Street).	8396421
CS2247	City of Melville and Landgate	Removal of caveat easement shown on strata plan – DA-2023-999 – 107 Ardross Street, Applecross.  The City’s Caveat Q085164 was withdrawn to enable the registration of the Application to Register Strata Titles Scheme for Strata Plan	8411429

		87328 ( <b>Application</b> ). The City's Caveat secures the terms of the Deed which requires the creation of an Easement vehicular access purposes.	
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**STRATEGIC ALIGNMENT**

<b>Outcome</b>	5	Leadership and good governance for the benefit of the whole community.
<b>Objective</b>	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 Tuesday, 18 February 2025 up to and including Tuesday, 18 March 2025 for the Council's noting.

**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.

**C25/265 Superannuation for Elected Members**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Director Corporate Services
<b>Voting Requirements:</b>	Absolute Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this item has a declarable interest in the matter.
<b>Attachments:</b>	1. <a href="#">CP-091 EM Allowances and Expenses REVISED</a> ↓

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>The recently passed <i>Local Government Amendment Act 2024</i> makes provisions for Superannuation payment contributions to be made on behalf of Elected Members, with this provision coming into effect on 1 February 2025.</li> <li>At the Ordinary Meeting of Council held 18 March 2025, a notice of motion was presented that resolved for the CEO to provide information on commencing superannuation contribution payments to Elected Members.</li> <li>This report provides information associated with making superannuation contribution payments to Elected Members and recommends these commence from 1 May 2025.</li> </ul>
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**OFFICER RECOMMENDATION**

**That the Council:**

- By Absolute Majority Decision endorse the payment of superannuation contributions to Elected Members under s5.99B(2) of the Local Government Act 1995 from 1 May 2025.**
- Notes that superannuation contribution payments to 30 June 2025 can be funded from the existing Elected Member Expenses account, and that contributions will be made in alignment with existing monthly payment schedule.**
- Endorse the amendments to CP-091 Elected Members Allowances and Expenses Policy as shown in Attachment 1.**

**PURPOSE**

This report addresses a request for information to commence making superannuation contribution payments to Elected Members as a result of changes to legislation resulting from the *Local Government Amendment Act 2024*.

**STRATEGIC ALIGNMENT**

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

**BACKGROUND**

At the Ordinary Meeting of Council held 18 March 2025, the Council resolved:

*That the Council directs the CEO to prepare a report, to be presented to the April 2025 OMC, in relation to the City commencing paying superannuation to all Elected Members, and if a decision is made to commence making superannuation payments, for consideration to be given to the payments being backdated to start from 1 February 2025.*

**CONSIDERATION**

In December 2024, the *Local Government Amendment Act 2024* introduced new provisions, which included the ability for local governments to resolve, by absolute majority, to make superannuation contributions to Elected Members from 1 February 2025, through the introduction of clauses 5.99B and 5.99C to the *Local Government Act 1995*.

In the absence of any resolution by the Council, superannuation contributions for Elected Members will become mandatory for Band 1 and Band 2 local governments from 19 October 2025, after the 2025 Local Government Elections. The City of Melville is a Band 1 Local Government.

Superannuation contribution payments for Elected Members would be in addition to other fees and allowances. Whilst Elected Members are not considered employees under the *Super Guarantee (Administration) Act 1992*, they are to be treated in the same manner as employees of the City for the purposes of calculating superannuation contribution payments.

Elected Member Superannuation contribution guidelines:

- Superannuation contribution payments are made in addition to other fees and allowances and will be made in accordance with the Commonwealth *Superannuation Guarantee (Administration) Act 1992*, the current rate is 11.5%, and scheduled to increase to 12% on 1 July 2025;
- Elected Members are not considered employees under the *Superannuation Guarantee Act*, they are to be treated in the same manner as local government employees for the purpose of calculating superannuation contribution payments;
- For the payment to be made, an Elected Member must nominate a superannuation account from a scheme of fund to which the *Superannuation Guarantee Act* applies;
- The City must not make superannuation contribution payments to elected members during any period in which they are suspended under the Act or any period they are not entitled to receive their fees and allowances;
- Individual Elected Members may opt out of receiving superannuation contribution payments by providing written notice to the CEO.

- Any superannuation contribution payments made in advance to Elected Members will need to be repaid or recovered by the City, for the relevant period, in the event the Elected Member resigns or is ineligible to receive the payments.

The making of superannuation payments to Elected Members acknowledges the signification dedication and investment of time an Elected Member makes in their role and will assist in bringing Elected Members in line with the wider workforce. The provision of superannuation contributions is an important part of encouraging equality for people to be represented on Council.

Officers are recommending that superannuation contribution payments for Elected Members be commenced from 1 May 2025 and align with the existing monthly payment schedule for Elected Members fees and allowances.

#### Update to CP-091 Elected Members Allowances and Expenses

In order to easily integrate the payment of Elected Member Superannuation Contributions, it is recommended that the following be included as a new clause in CP-091 Elected Members Allowances and Expenses:

##### *1.7 Superannuation*

*In accordance with a Council resolution, Elected Members may be paid superannuation contributions under s5.99B of the Local Government Act 1995.*

*Superannuation contributions will be paid at the same time as allowances and fees. To receive superannuation contributions, Elected Members must provide a superannuation account or scheme to which the Superannuation Guarantee (Administration) Act 1995 applies.*

*Superannuation contributions apply to attendance fees and Annual allowances and do not apply ICT Allowances or reimbursement of expenses.*

*Elected Members may opt out of receiving superannuation contributions by providing written notice to the CEO, and may opt back in by providing written notice retracting the opt out notice.*

A copy of this policy showing the proposed new clause is included as an attachment this report. It is also noted that some minor changes have also been made to the information contained on page 6 of the policy to bring this information up to date. It is noted that this policy may require a more comprehensive review at a later date.

Advice provided by the Department of Local Government is that the payment of superannuation contributions to Elected Members can only commence from the date of the Council resolution on this matter, following the legislation coming into effect.

#### **ENGAGEMENT**

The Department of Local Government provides opportunities for the local government sector and the wider community to provide input into the reform proposals.

No specific engagement has been undertaken in relation to this report.

## SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

## LEGISLATIVE AND POLICY ALIGNMENT

The *Local Government Amendment Act 2024*, introduces a range of changes to the *Local Government Act 1995*, including new s.5.99B to 5.99E, which provides guidance in making superannuation contribution payments for Elected Members.

It should also be noted that s.5.63 has also been amended to include:

*“5.63 some interests need not be disclosed*

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —*
  - (c) an interest relating to —*
    - (ia) the payment of a superannuation contribution payment under section 5.99B;”*

Meaning Elected Members are not required to disclose an interest in this matter.

## FINANCIAL IMPLICATIONS

The Superannuation Guarantee is currently 11.5% until 30 June 2025, with an increase to 12% from 1 July 2025.

Elected Member Superannuation Contributions are to be based on:

- Meeting attendance fees
- Annual Allowances for Mayor and Deputy Mayor

If all Elected Member took up the offer of superannuation contributions, the total cost of making these payments, based on the current attendance fees and annual allowances, would be approximately \$84,000 through to 30 June 2026. This does not include any increases to fees and / or allowances as determined by the Salaries and Allowances Tribunal or as resolved by the Council.

There are sufficient funds in the 2024 – 2025 adopted Budget to accommodate the payment of Elected Member Superannuation contributions commencing 1 May 2025 to 30 June 2025.

## CONSEQUENCE

The Council could choose not to support the officer recommendation to commence Elected Member superannuation contribution payments from 1 May 2025, however these would become mandatory from October 2025, unless the Council resolved otherwise.

**BRIEFING FORUM – FURTHER INFORMATION**

The following questions and requests for information were raised at the Agenda Briefing Forum held on Tuesday, 8 April 2025:

Question 1:

*The child care expenses allowance information provided on page 174 and 177 appear to be two different figures. Can you confirm if this is a typo or if there is a reason for this?*

Response 1:

Yes that is a discrepancy. The figure in blue on page 177 is the latest determination by the Salaries and Allowances Tribunal. The figure on page 174 will be corrected.

Question 2:

*Can CP-091 be amended to remove “the Mayor when fulfilling his role” and replace with “the Mayor when fulfilling their role”.*

Response 2:

Yes, this will be corrected.

Question 3:

*The summary of allowances states “as determined by the Salary and Allowances Tribunal and confirmed at budget adoption each year”, but as I understand it, the Salary and Allowances Tribunal had already set down their determined salary and allowances, so wondering why we have to wait until budget adoption to look at it?*

Response 3:

Each year the Salary and Allowances Tribunal sets a determination which is the increase which can be provided. The Council then needs to make a decision on whether or not that increase is taken up by Elected Members. It could be adopted at any other time, outside of the budget adoption process, however, may require a budget amendment by absolute majority decision to support it.

Question 4:

*Do staff salaries or the CEO salaries get discussed at budget time?*

Response 4:

The CEO salary is completed through a separate process undertaken by the Governance Committee but it also included in the budget. This process has recently been realigned to align with the budget adoption processes. Staff salary increases are usually aligned with the budget process as well, and commence on 1 July, that enables the City to budget accordingly for those staff salary increases.

Question 5:

*Councillors from other councils were surprised at the City's process. Could someone explain why this happens?*

Response 5:

It is not necessary to single out one item for the Council to approve the increase for Elected Member allowances. It could be approved as part of the overall budget process. However, there was a preference in the past to separate this item for consideration.

Question 6:

*Do Elected Members have a choice in where their superannuation is directed?*

Response 6:

Elected Members need to provide their superannuation fund details as long as it aligns with the super guarantee provisions.

Question 7:

*Can Elected Members who are 65 or older take the superannuation payment as wages rather than setting up a super?*

Response 7:

No, legislation provides that you must provide superannuation fund details in order for the superannuation payments to be made.

**Community Development**

**CD25/44 First Nations Community Engagement Process**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Director Community Development
<b>Voting Requirements:</b>	Simple Majority
<b>Officer Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>In a resolution of 15 November 2022 Ordinary Meeting of Council, Council directed the CEO to continue working collaboratively with First Nations people to discuss and develop a means for engaging with the Council, and to report back on proposed methods for securing effective engagement.</li> <li>Recent changes to the <i>Local Government Act (WA) 1995</i> (the Act) impose legal obligations on local government authorities to recognise Aboriginal peoples and make allowances for their involvement in decision-making processes.</li> <li>In response to the Council resolution and these changes to the Act, the City will establish an ongoing First Nations Advisory Group that will fulfill our obligations under the Act, further develop collaborative relationships between the City and Aboriginal and Torres Strait Islander community members and streamline existing City consultation processes.</li> <li>This format aligns with the structure of other City Advisory Groups, such as the Safer Melville Advisory Group and the Access Advisory Panel</li> <li>The creation of a First Nations Advisory Group is a key component of the City of Melville 2024-2027 Stretch Reconciliation Action Plan which was adopted by Council in September 2024.</li> <li>The First Nations Advisory Group comprising the following two sub-groups:             <ul style="list-style-type: none"> <li>Community Advisory: to provide guidance to the City on issues relating to Aboriginal and Torres Strait Islander communities and peoples.</li> <li>Land and Heritage Advisory: to provide guidance to the City on heritage, lands and cultural matters.</li> </ul> </li> </ul>
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**OFFICER RECOMMENDATION**

**That the Council note the First Nations Community Engagement Process report.**

**PURPOSE**

The purpose of this item is for Council to note the City of Melville (the City) will establish a First Nations Advisory Group to more broadly represent the views and priorities of Aboriginal and Torres Strait Islander communities on relevant matters.

**STRATEGIC ALIGNMENT**

<b>Outcome</b>	<p>1 Healthy, safe and inclusive communities with a sense of belonging and wellbeing.</p> <p>2 A clean, green and sustainable City for current and future generations.</p> <p>3 Sustainable, connected development and transport infrastructure across our City.</p> <p>4 Economic prosperity and vibrant resilient communities and businesses.</p> <p>5 Leadership and good governance for the benefit of the whole community.</p>
<b>Objective</b>	<p>1 Healthy, Safe and Inclusive</p> <p>1.1 Facilitate a sense of community, wellbeing, social connection, and participation.</p> <p>1.2 Provide a range of inclusive local community services, events and cultural activities.</p> <p>2 Clean and Green</p> <p>2.1 Protect and enhance our natural environment, ecosystems and biodiversity.</p> <p>2.4 Provide and improve parks and green open spaces.</p> <p>3 Sustainable and Connected Development</p> <p>3.4 Protect and promote the City’s character and heritage.</p> <p>4 Vibrant and Prosperous</p> <p>4.1 Facilitate vibrant activated local places and centres.</p> <p>4.2 Increase awareness of Melville as a tourism and eco-tourism destination.</p> <p>5 Good Governance and Leadership</p> <p>5.4 Strengthen active citizen engagement, participation, and access to information.</p> <p>5.5 Provide excellent customer experiences and ease of access.</p>

**BACKGROUND**

At the Ordinary Meeting of Council held on Tuesday, 15 November 2022, the Council resolved:

***That the Council directs the CEO to:***

***1. Continue working collaboratively with First Nations people to discuss and develop a means for engaging with council, and to report back on proposed methods for securing effective engagement. The report should:***

***a) identify how Aboriginal and Torres Strait Islander people will be engaged in the City’s ongoing Place Names project and Reconciliation Action Plan;***

***b) consider how the City might work with the First Nations People with respect to the development of relevant local government policy and laws; and***

***c) identify the appropriate allocation of resources required.***

Officers conducted research on potential engagement models, both locally and nationally, to identify best practices. This research was compiled into a report, which included recommendations for implementation. The report responds directly to this resolution. The report includes a comparative analysis of Local Government responses to First Nations consultation, recommending the establishment of a formalised First Nations Advisory Group, made up of two distinct sub-groups, to provide guidance to the City on relevant matters. This format aligns with the structure of other City Advisory Groups, such as the Safer Melville Advisory Group and the Access Advisory Panel.

The City of Melville has a long history of reconciliation and has strong and long-standing relationships with the Aboriginal and Torres Strait Islander community. As at the 2021 Census, 0.9 per cent of the population of the City of Melville identified as Aboriginal and/or Torres Strait Islander. This percentage increases significantly in Willagee (3.8%).

Recent changes to the *Local Government Act (WA) 1995* (the Act) impose legal obligations on local government authorities to recognise Aboriginal peoples and make allowances for their involvement in decision-making processes. This report responds to that requirement by recommending the establishment of ongoing engagement processes that will fulfill our obligations under the Act, build trust and relationships with Aboriginal and Torres Strait Islander community and streamline processes across service delivery.

Importantly, the establishment of a First Nations Advisory doesn't just have the benefit of aligning the City well with obligations under the Act, but there are also important positive community and efficiency impacts that will be realised.

## CONSIDERATION

Currently the City's employs a dual approach to consultation of Aboriginal and Torres Strait Islander stakeholders:

- Reconciliation Australia requires organisations with a Stretch Reconciliation Action Plan (RAP) to consult with a RAP Working Group and demonstrate how Aboriginal and Torres Strait Islander peoples are represented. However, it is not a requirement that a RAP Working Group be made up of Aboriginal and Torres Strait Islander members, nor is it stipulated that Traditional Owners and/or Knowledge Holders must be engaged.
- Consultation on heritage and environmental matters occurs on a project-by-project basis. Within this framework, stakeholders are engaged for a short term to provide advice or guidance from a cultural perspective on a specific project.

The new First Nations Advisory Group changes both of the above processes.

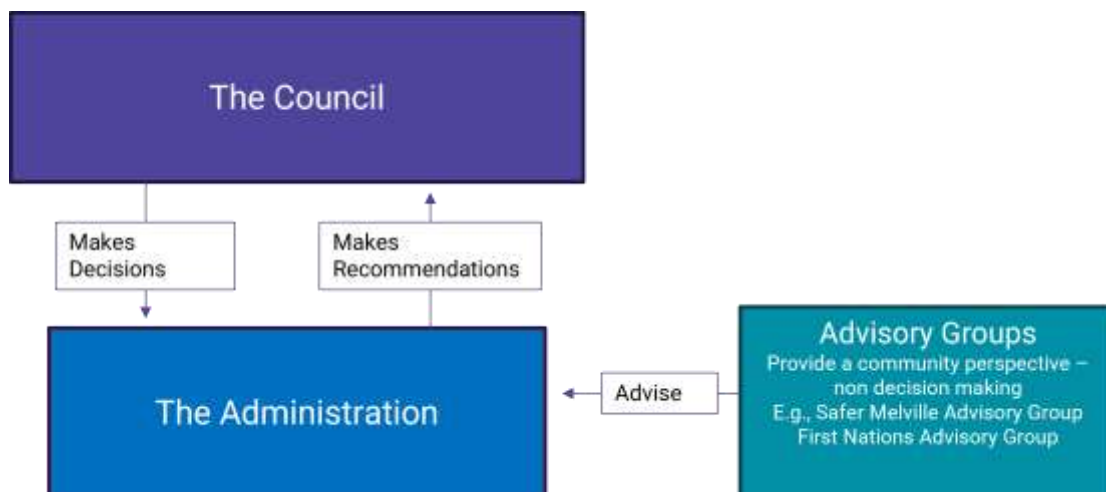
The RAP Working Group will be replaced by the First Nations Advisory Community sub-group.

The First Nations Land and Heritage Advisory sub-group become the first contact point for any land, heritage and culture consultations. This will significantly reduce the volume of external consultations and engagements on land and heritage matters (including Section 18) – but will not eliminate it entirely. The establishment of the Advisory Group will create a more coordinated, efficient, thorough, streamlined and holistic approach to engagement on heritage and environmental matters that will result in significantly improved community outcomes.

**First Nations Advisory Group**

The establishment of a City of Melville First Nations Advisory Group will broadly represent the views and priorities of Aboriginal and Torres Strait Islander communities on relevant matters. This is in keeping with measures taken by several other Local Governments.

The broad purpose of the First Nations Advisory Group would be to represent the particular interests of Aboriginal and Torres Strait Islander Peoples to the City of Melville, and provide advice and guidance on relevant matters, including those connected to community, land, heritage and culture. The group will not have decision-making authority. The function of the group is further illustrated in the diagram below.



The First Nations Advisory Group will include two sub-groups, each with a defined remit, focus and Terms of Reference. The focus of the first sub-group would be on community matters; the second would focus on land, heritage and cultural matters. Membership of each sub-group will reflect the function of that group.

**Community Advisory Sub-Group**

**The purpose of this sub-group would be to:**

1. Provide advice to the City on issues relating to Aboriginal and Torres Strait Islander communities and peoples
2. Represent the particular interests of Aboriginal and Torres Strait Islander communities within the City of Melville.

This sub-group would provide a community perspective on the City’s operations and services, providing advice to the Administration to inform decision-making affecting Aboriginal and Torres Strait Islander communities. Their role would include input into the Reconciliation Action Plan as a key strategic objective, but this broader scope will facilitate Council to meet its obligations under the Local Government Act (WA) 1995, providing for a more streamlined and consultative decision-making process in relation to Aboriginal and Torres Strait Islander communities.

Members of the Community Advisory sub-group would be Aboriginal and/or Torres Strait Islander community members, representing a broad spectrum of ages, genders, and experiences. As the membership of the group is reflective of the community, it will not be exclusively made up of

Whadjuk Noongar Traditional Custodian representatives, and the function of this group will not include input into heritage, land or cultural matters.

### Land and Heritage Advisory Sub-Group

The purpose of this sub-group would be to provide advice to the City on heritage, land and cultural matters, including matters relating to the Aboriginal Cultural Heritage Act. This group will be made up of Whadjuk Noongar Traditional Custodians as identified through the South West Native Title Settlement.

### ENGAGEMENT

In accordance with the Stakeholder Engagement Policy CP-002, engagement around the attached report has included:

- Broad community consultation through the Strategic Community Plan;
- Specific consultation of Aboriginal and Torres Strait Islander community through the Reconciliation Action Plan External Working Group; and
- Consultation with local government authorities on their Aboriginal and/or Torres Strait Islander advisory processes.

Engagement for the Strategic Community Plan demonstrated strong support in the community for the RAP. 44 respondents noted 'Respect for First Nations culture' as a key area in which they would like the City of Melville to improve. Some select comments from this consultation are included below:

- *City of Melville already does quite well with Aboriginal employment: but there are always opportunities for more; more activities/talks in the libraries re Aboriginal culture; to start from pre-school age; more recognition of Aboriginal culture at public events; ask staff how they would like to see their culture enhanced; re-naming parks, streams, areas with their Aboriginal name. In fact every decision that the Council makes could be re-imagined; how can we promote our First Nations culture in this decision? 65+ years old, Bull Creek.*
- *I believe we need a consultative committee of what Aboriginal residents would like to see, what would engage their kids? A place that they can meet ...and personally love going on walking tours. So perhaps change of seasons walking tours and what look out for around Point Walter/Dyoondalup. 50-64 years old, Melville.*
- *Focus on the City's Reconciliation Action Plan and outcomes, engagement with the local First Nations community, encouraging and supporting further understanding between First Nations and other community members. 50-64 years old, Ardrross.*
- *Continue to build strong relationships with local First Nations people and make their language and culture visible. 35-49 years old, Palmyra.*
- *Initiate a city Voice, reserve specific seats on council for indigenous representatives, increase the city's indigenous workforce, rename the city to an indigenous one as well as all parks and major roads on the city. 65+ years old, Willagee.*
- *Create an advisory body. 35-49 years old, Booragoon.*
- *Create first nation voice. 65+ years old, Leeming.*
- *Keep implementing the reconciliation action plan and lead in aboriginal relations. 50-64 years old, Bicton.*

- *Set strategies & plans to give the First Nation's people a chance to have an equal say & participation in how their cultures can be incorporated into the City activities. 50-64 years old, Bull Creek.*

Alongside community consultation, the City has also sought input from the Reconciliation Action Plan Working Group. The Working Group is made up of eleven Aboriginal and Torres Strait Islander community members who bring valuable experience and expertise of living in and/or working with the City of Melville. The Working Group was intrinsic in developing the recommendations included in the report and these recommendations have been endorsed by them.

## **SUSTAINABILITY IMPLICATIONS**

The advisory processes recommended in this report will positively impact environmental and social sustainability through its contribution to the health, wellbeing and education of the community. The RAP also aligns with United Nations Sustainable Development Goals 10: Reduced inequalities and 16: Peace, justice and strong institutions.

## **LEGISLATIVE AND POLICY ALIGNMENT**

The establishment of a First Nations Advisory Group aligns with the recent changes to the *Local Government Act (WA) 1995* (the Act) requiring Local Government Authorities to recognise Aboriginal peoples and make allowances for their involvement in decision-making processes.

In addition, the advisory processes recommended in this report are also a step in addressing the City's obligations under the Closing the Gap Agreement. The Australian Local Government Association (ALGA) was a co-signatory of the Closing the Gap Agreement (2019), along with the Western Australian Government. The 2021 Partners in Government Agreement formally committed the Western Australian Government and local government authorities to work together on the implementation of the National Closing the Gap Agreement.

Under the obligations of the Closing the Gap agreement, state and territory governments' Implementation Plans are to be whole-of-government plans, covering government agencies and statutory bodies including local governments. The Western Australian Government Implementation Plan (2022), outlines four key priority reforms under Closing the Gap agreement:

1. Formal partnerships and shared decision-making;
2. Building the community-controlled sector;
3. Transforming Government organisations; and
4. Shared access to data and information at a regional level.

Alongside obligations under the Closing the Gap agreement, the establishment of a First Nations Advisory Group also aligns with the WA Government Aboriginal Empowerment Strategy 2021-2029, which sets out important steps to recognise, acknowledge and celebrate Aboriginal peoples and cultures. The strategy outlines diverse pathways for empowerment, underlined by coordination between the WA Government, State agencies, Commonwealth and local governments, the private sector and the broader community.

## FINANCIAL IMPLICATIONS

Implementation of the report recommendations will involve the reallocation of existing budgets so that the Advisory Groups can come into effect in the 2025-2026 financial year.

The City has an established budget for the Community Advisory Group, currently budgeted as the Reconciliation Action Plan (RAP) External Working Group. The Land and Heritage Advisory Group is anticipated to take on some current project specific consultation of which the City has existing budgets. For example, in 2023/24 \$47,000 was spent on land and heritage matters in accordance with Section 18 of the Aboriginal Heritage Act.

The total maximum amount required to fund the First Nations Advisory Group (i.e. including two sub-groups), is \$39,000. This is calculated on the assumption that the maximum number of panel members is appointed (i.e.: 13 per sub-group) and that all panel members attend all meetings (6 meetings per year per sub-group). The meeting fee is recommended to be \$250 per member for a two-and-a-half-hour meeting. This payment is in accordance with the terms of the South West Land Settlement.

As the funding for the Advisory Groups is being achieved through the internal reallocation of existing budgets, the Council is not being requested to approve any additional funds. It is anticipated that future savings can be realised through the Advisory Group providing a streamlined and strategic approach to engagement and input into decision making processes.

As such no additional funds are required to implement the First Nations Advisory group as detailed in this report.

## CONSEQUENCE

Establishment of the First Nations Advisory Group will strengthen the City of Melville's reputation as a leader in the reconciliation space. The City of Melville is already held in high regard for its significant work towards reconciliation by other LGAs, Reconciliation WA and Reconciliation Australia, and the creation of the Advisory Group will enhance this standing.

Trust is a pivotal component in establishing meaningful relationships with Aboriginal and Torres Strait Islander communities and the work to establish these relationships through the Advisory Groups is crucially important. The establishment of the First Nations Advisory Group will embed these long-standing and valuable relationships with the Aboriginal and Torres Strait Islander community. These relationships have been built over time, involving significant work from City Officers.

**BRIEFING FORUM – FURTHER INFORMATION**

The following questions and requests for further information were raised at the Agenda Briefing Forum held on Tuesday, 8 April 2025:

Question 1:

*In the report it mentioned that \$47,000 was spent on land and heritage matters. How many engagements and consultations were involved, and how many panel members participated?*

Response 1:

In the 2023–2024 financial year, the City incurred a total of \$46,906.72 on land and heritage matters associated with three key projects requiring Section 18 applications under the *Aboriginal Heritage Act 1972* (as amended by the *Aboriginal Cultural Heritage Act 2021*). These projects were the Point Walter Bike Park, Canning Bridge Precinct Parks, and Mt Henry Jetty.

The City engaged Archae-Aus, a specialist consultancy, to provide Aboriginal heritage monitoring and facilitate Whadjuk Noongar consultation. This involved site meetings, engagement with Traditional Owners and cultural knowledge holders, and the preparation of ethnographic and archaeological survey reports. These reports form a core component of the Section 18 process, documenting cultural significance, identifying potential heritage impacts, and informing site management. As the City does not have a formal advisory panel, Archae-Aus identifies and invites the appropriate Traditional Owners and site informants to participate. Engagements typically involve one to two site visits and include 4 to 8 cultural representatives, depending on the location and context.

While the full consultancy fee is paid to Archae-Aus, only a portion is allocated to compensating Traditional Owners and site informants for their cultural expertise. The remainder covers professional services, coordination, reporting, and statutory documentation. This approach ensures culturally sensitive decision-making and compliance with the City's obligations under Aboriginal heritage legislation.

**CD25/43 Non-financial Advocacy Priorities for the Advocacy Strategy 2025-2029**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Director Community Development
<b>Voting Requirements:</b>	Simple Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this item has a declarable interest in the matter.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Non-financial Advocacy priorities for the Advocacy Strategy 2025-2029</a> ↓</li> <li>2. <a href="#">Proposed Amendment - Cr G Barber (11 April 2025)</a> ↓</li> </ol>

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>• This report outlines the non-financial priorities for the Advocacy Strategy 2025-2029, designed to guide the Council and administration in influencing government decisions on non-financial actions.</li> <li>• The non-financial priorities are aligned with the recently endorsed Council Advocacy Policy (December 2024), ensuring a strategic and coordinated approach to advocacy.</li> <li>• The non-financial priorities will form one of two parts of the Advocacy Strategy 2025-2029, with the second part, the financial priorities being endorsed by Council in February 2025.</li> <li>• The Advocacy Strategy 2025-2029 will guide the City’s advocacy efforts for the next 4 years.</li> </ul>
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**OFFICER RECOMMENDATION**

**That the Council endorses the Non-Financial Priorities for the Advocacy Strategy 2025-2029 as provided in attachment 1.**

**PURPOSE**

The purpose of the non-financial priorities for the Advocacy Strategy 2025-2029 is to guide the Council and administration in advancing non-financial advocacy with key stakeholders and aligning these priorities with the Council Advocacy Policy endorsed in December 2024. The desired outcome is a clearly defined list of non-financial priorities to be included in the City’s first-ever Advocacy Strategy. This will ensure consistent messaging with key stakeholders and strengthening the City’s ability to influence government decisions on non-financial actions.

**STRATEGIC ALIGNMENT**

<b>Outcome</b>	5	Leadership and good governance for the benefit of the whole community.
<b>Objective</b>	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.

**BACKGROUND**

Traditionally, the City of Melville’s (the City) advocacy efforts have been without a unified, strategic approach, leading to ad-hoc initiatives that were not consistently aligned with broader Council priorities. This approach resulted in missed opportunities to influence decisions by government on non-financial actions that could have supported the City’s strategic vision.

To address this, the Council endorsed the Advocacy Policy at the 10 December 2024 Ordinary Meeting of Council (CD24/34), recognising the importance of a coordinated, transparent approach to advocacy and partnerships. The Policy provides clear guidance for both the Council and administration, ensuring that the City’s advocacy efforts with key stakeholders are aligned with community needs and Council priorities.

Furthermore, Council endorsed the Financial Advocacy Priorities for the Advocacy Strategy 2025-2029 at the 18 February 2025 Ordinary meeting of Council (CD25/40)

The Policy has provided a framework for identifying non-financial priorities that can be included in the Advocacy Strategy 2025-2029. Non-financial advocacy is defined as efforts to influence government actions, policies, or decisions that do not involve direct financial contributions. Only non-financial priorities where the City can have influence are considered for inclusion in the strategy.

The non-financial priorities outlined in this report will form the second part of the Advocacy Strategy 2025-2029. The financial priorities, already endorsed by Council in February 2025, combined with these non-financial priorities, will shape the City’s advocacy focus over the next four years.

**CONSIDERATION**

The non-financial priorities for the Advocacy Strategy 2025-2029 aims to achieve the following:

**1. Influence policy and decision-making**

- Shape and influence policies and decisions that align with Council priorities, supporting the City’s strategic objectives.
- Enhance local government support through policy decisions, funding streams, infrastructure, and services that address community needs.
- Ensure the City’s interests are effectively represented in broader government discussions.

## 2. Resource allocation and capacity

- Ensure staff time and effort are focused on advocacy areas where the City has the greatest influence, with Council and administration working collaboratively on shared priorities.
- Adopt a proactive approach to advocacy, minimising the risk of government decisions that may impact the City's resources or lead to misaligned priorities.
- Foster a more strategic and coordinated advocacy approach, enhancing the likelihood of securing government support through consistent messaging between Council and administration with key stakeholders.

## 3. Alignment with government priorities

- Stronger relationships with key stakeholders, including local Members of Parliament, ministers, and government agencies, who are more likely to support initiatives that align with their priorities.
- Coordinate advocacy efforts to leverage election cycles, maximising opportunities for partnerships.

## 4. Gaps in current practice

- Ensure that all advocacy efforts are tied to outcomes that have been considered and endorsed by Council.
- Establish a clear and efficient process for identifying and pursuing government support that is responsive to emerging needs and priorities.
- Foster greater transparency and accountability in advocacy efforts, ensuring alignment with the City's strategic objectives and community needs.

## ENGAGEMENT

The City's Senior Leadership Team have provided input and feedback on the non-financial priorities for the Advocacy Strategy 2025-2029. The non-financial priorities were presented at the Elected Members Engagement Session on Tuesday, 25 March 2025 and Tuesday, 4 March 2025, to ensure that Elected Members had the opportunity to review and provide input. That input has been included in the version of the non-financial priorities for the Advocacy Strategy 2025-2029 provided in attachment 1.

## SUSTAINABILITY IMPLICATIONS

There are a number of non-financial priorities that are designed to positively impact the sustainability of the City of Melville, in line with the objectives of the Council Plan for the Future 2024-2034 namely:

- Advocating for the establishment of a Local Government Climate Action Fund
- Advocating for mid-tier transport along South Street
- Advocating for the delivery of the Bus Interchange Project at Canning Bridge
- Advocating for the delivery of a dedicated AM peak bus lane on Canning Highway

## LEGISLATIVE AND POLICY ALIGNMENT

The Council must consider the recently endorsed Council Advocacy Policy in December 2024 when making a decision, ensuring that the non-financial advocacy priorities for the Advocacy Strategy 2025-2029 are aligned to Council Policy.

## FINANCIAL IMPLICATIONS

The non-financial priorities for the Advocacy Strategy 2025-2029 were created using staff resources and no additional costs have been incurred. The operational budget to implement the Advocacy Strategy 2025-2029 will form part of the annual budget process.

## CONSEQUENCE

Should Council not adopt the non-financial priorities for the Advocacy Strategy 2025-2029, it could result in a fragmented and ineffective approach to non-financial advocacy, leading to missed opportunities to influence government decisions on non-financial actions. This could impact on the City's ability to advance its strategic vision, potentially affecting the local community while damaging the City's reputation.

## BRIEFING FORUM – FURTHER INFORMATION

The following questions and requests for further information were raised during the Agenda Briefing Forum held on Tuesday, 8 April 2025:

### Question 1:

*Is it too late to add to the advocacy list?*

### Response 1:

It would be possible for an amendment to be made to the item. However, it may require more time to provide officer advice dependent on the significance of the changes.

### Question 2:

*With the advocating for the establishment of the local climate action fund, a large sum of \$5.9 million has been budgeted over the next four years. Grant funding will be crucial in minimising the cost for ratepayers in delivering this program. What is the City's strategy for competing against other local governments and securing these limited opportunities?*

### Response 2:

This is contained within the financial advocacy priorities, the City will be seeking grant funding for the Council's Corporate Climate Action Plan and the Community Climate Action Plan. The City has already been successful in obtaining grant funding in relation to a lot of initiatives, and has recently received \$518,000 of grant funding. The City has experienced officers well qualified in writing grant applications and ensuring we're equipped to monitor opportunities which become available and ensuring that we apply for those grants.

This item was deferred from the Ordinary Meeting of Council (OMC) held on Tuesday, 10 December 2024 to the 15 April 2025 OMC. At the time of the deferral, the following had occurred:

- Cr N Robins had moved the motion; and
- Cr M Woodall had seconded the motion; and
- Cr N Robins spoke to introduce the motion; and
- Cr T Fitzgerald spoke against the motion; and
- Cr M Woodall spoke to support the motion.

**CD24/36 Community Safety CCTV and Technology Initiatives**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Director Community Development
<b>Voting Requirements:</b>	Simple Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this report has a declarable interest in the matter.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Community Safety Technology Roll-Out Plan</a> ↓</li> <li>2. <a href="#">Safer Melville Plan GAP Analysis Report</a> ↓</li> <li>3. <a href="#">Community Safety Customer Survey Report</a> ↓</li> <li>4. <a href="#">Proposed Amendment - Cr T Fitzgerald (11 April 2025)</a> ↓</li> <li>5. <a href="#">Officer Advice Note (11 April 2025)</a> ↓</li> </ol>

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>• A recent review of the City’s Community Safety area was undertaken. The review has shown opportunities for improvement including increasing the use of technology to improve efficiencies and effectiveness.</li> <li>• The review has led to the officers recommending a phased roll-out of advanced safety technology, including fixed and mobile CCTV, AI features, and building security upgrades, to address identified gaps in the 2023-2027 Safer Melville Plan.</li> <li>• This report also responds to the Notice of Motion raised by Cr Robbins at the June 2024 Ordinary Meeting of Council, which requested a report into the feasibility of a CCTV Rebate program.</li> <li>• Due to the level of community interest in this matter, it is recommended that the community is consulted on the draft Community Safety Technology Roll-out Plan before final Council consideration and adoption.</li> </ul>
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**OFFICER RECOMMENDATION**

**That the Council:**

1. Approves the Community Safety Technology Roll-Out Plan for community consultation and provide a report to Council on the results of the consultation by June 2025; and
2. Notes that the Safer Melville Plan will be reviewed, and an amended Safer Melville Plan be presented to Council in September 2025.

**PURPOSE**

The report recommends releasing the draft Community Safety Technology Roll-out Plan for community consultation. The Plan includes proposed fixed CCTV installations in public open spaces, along with building security upgrades and a CCTV rebate program. These initiatives address identified gaps in the Safer Melville Plan and aim to realign the City’s community safety approach with community needs, as shown in recent community consultations and further analysis of the MARKYT Community Scorecard.

**STRATEGIC ALIGNMENT**

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

**BACKGROUND**

The proposed Closed-Circuit Television (CCTV) rebate program and expanded CCTV and technology options outlined in this report are grounded in Council’s recent motions to enhance community safety.

At the June 2024 Ordinary Meeting of Council, the Council resolved:

***That the Council directs the CEO to prepare a report for the November Ordinary Meeting of Council outlining the feasibility of rolling out a CCTV rebate program for residents, similar to that being delivered by other local governments. This program would allow residents to obtain a rebate, or partial rebate, for the cost of installing close-circuit television (CCTV) equipment on their property. The report should include options for how such a program could be delivered, including the costings and administrative burden of each option.***

Additionally, in August 2023, the Council sought a community safety review, whereby Council resolved:

***That the Council:***  
***Notes the 2023-2027 Safer Melville Plan and the goals and actions identified therein, as endorsed by the Safer Melville Advisory Committee in March 2023; and***  
***Requests that the Chief Executive Officer investigate:***  
***A. Increasing the City’s budget for new/improved lighting in streets, parks and public accessways for the purpose of community safety and crime prevention; and***

- B. The size and scope of the City's Community Safety Service, including options for improving the service; and***  
***C. Opportunities for additional mobile or fixed CCTV, and the financial implications of doing so; and***  
***Requests that a presentation on these matters is presented to an Elected Member Engagement Session and included in discussions on the Long-Term Financial Plan, prior to a report being prepared for the December meeting of Council.***

This August resolution is addressed in two parts. The first part, covering CCTV and technology roll-out, is included in this report, while the second, focusing on service delivery model options will be provided to Council in a separate report.

## **CONSIDERATION**

As part of the Community Safety service review, the City commenced a technology review to see how operational effectiveness can be improved by the use of CCTV and other related technology. The review explored ways to strengthen community safety, enhance the security of public open spaces, and increase the security of City facilities.

The City's current fixed CCTV network comprises of approximately 160 cameras. Current coverage is limited to specific facilities (such as Point Walter and Leeming skate park), libraries, the Administration Buildings, and some recreation centres.

Additionally, the City manages six mobile CCTV units, one trailer owned by the City and five transportable pole-based units on a lease. These units are utilised by the Community Safety Service (CSS) and installed at locations at the request of WA Police.

No live monitoring cameras is undertaken. Footage is only provided to WA Police at their request and the process of exporting and storing this footage varies between CCTV locations. Exporting of footage from the five transportable pole-based units is undertaken by a third-party contractor.

The review noted that the City is a late adopter to CCTV when compared to other local governments in Perth, such as the neighbouring Cities of Cockburn and Fremantle, which have invested extensively in community-based CCTV infrastructure.

Unlike Melville, these neighbouring local governments benefit from broad CCTV coverage and are equipped with systems that provide continuous, real-time monitoring in high-risk areas.

This gap underscores the need for the City of Melville to adopt a more advanced and widespread technology roll-out to address community concerns about safety and improve the productivity of our community safety service area.

To support a coordinated approach to the technology roll-out, a Community Safety Technology Roll-out Plan (attachment 1) has been developed. This plan provides a foundation for the technologies that should be explored and offers a structured implementation approach to ensure cost-effectiveness and systematic implementation.

**Benefits of CCTV for Crime Deterrence and Prevention**

Research and feedback from other local governments have demonstrated the benefits that CCTV can provide for crime deterrence and incident response. CCTV serves as a visual deterrent for criminal activity, making offenders less likely to engage in unlawful behaviour in monitored areas.

Additionally, CCTV systems offer valuable evidentiary support to law enforcement by enabling more effective investigations and, ultimately, higher rates of crime resolution. By expanding CCTV infrastructure, Melville can proactively deter property crimes, vandalism, and anti-social behaviour in targeted areas.

As part of the development of the of the Roll-out Plan, the City met with WA Police who expressed their support for the proposal within the plan and supported the proposed locations for fixed CCTV.

**Overview of Technology Options for the City of Melville**

The City’s officers explored a range of technology options, detailed below, that is proposed to be implemented in stages.

**Fixed CCTV**

Fixed CCTV would be the foundation of the proposed community safety network and installed at priority locations across the City. The plan outlines a three phased approach consisting of a short, mid and long-term phases.

The phases would cover approximately 22 locations that have had historical crime trends or areas that are frequently visited at night by our community but offer low levels of passive surveillance. These areas include high-traffic areas such as Applecross Jetty, Bicton Baths, Deep Water Point, Riverside Carparks and parks with repeated crime or anti-social behaviour. Further detail on each site, is within the attached proposed Roll-Out Plan.

The system would continuously record all cameras, and footage would be maintained for approximately 30 days. Footage resolution would also comply with the with the Australian and New Zealand Policing Advisory Agency (ANZPAA) CCTV Recommendations for fixed CCTV. Using the ANZPAA recommendation as the basis of the system design will ensure the CCTV usefulness to support law enforcement and provide suitable footage.

Based on the identified locations and current costs, the estimated total project could cost approximately \$1.9M over the three phases. The distribution of these costs is somewhat even amongst the City, as shown in the table 1 below.

*Table 1 – Proposed Fixed CCTV Cost Per Ward*

Ward	Short-Term	Mid-Term	Long-Term	Estimated Investment
Applecross-Mount Pleasant Ward	2 locations \$130,000	2 locations \$330,000	2 location \$170,000	\$630,000
Bateman-Kardinya-Murdoch Ward	Nil	Nil	3 locations \$200,000	\$200,000
Bicton-Attadale-Alfred Cove	1 location	1 location	1 location	\$280,000

Ward	\$90,000	\$150,000	\$40,000	
Bull Creek-Leeming Ward	Nil	1 location \$140,000	2 locations \$100,000	\$240,000
Central Ward	Nil	1 locations \$120,000	2 location \$180,000	\$300,000
Palmyra-Melville-Willagee Ward	2 locations \$120,000	Nil	2 locations \$150,000	\$270,000
<b>Estimated Totals</b>	<b>\$340,000</b>	<b>\$740,000</b>	<b>\$840,000</b>	<b>\$1.9M</b>

Noting that within the Applecross-Mount Pleasant Ward there is a significant geographical area to cover due to the riverside locations frequently used, such as car parks and other activity areas.

The timeframe associated to each phase would be fluid and subject to supplier availability, budget considerations, revenue generated by the Community Safety business unit to offset project costs and internal project delivery resourcing.

**Mobile CCTV**

The City currently has six mobile CCTV units, one trailer and five mobile transportable pole-based units. The five pole-style systems have been part of a pilot project using leased equipment.

Based on feedback from WA Police, these leased units have been effective in reducing anti-social behaviour and providing a deterrent to crime.

Mobile CCTV units offer a flexible solution for responding to temporary crime hotspots or events. These units can be moved as needed, allowing the City to address emerging concerns, such as community events, crime spikes, or incidents in areas not covered by fixed CCTV. The estimated cost of expanding the mobile CCTV fleet is \$300,000, for the procurement of approximately 10 units.

As part of the review, it is recommended that the trial units continue in their current format until their lease expires, at which time the City will procure additional units.

**Artificial intelligence**

Artificial intelligence (AI) technology represents a major advancement in how CCTV can support crime prevention and improve productivity. By integrating AI into the CCTV network, the City can implement features like real-time loitering detection and alerts for suspicious activity. These capabilities would improve response times and enhance the overall effectiveness of the community safety patrols by allowing them to prioritise their work.

The integration of AI will not require a specific budget, as many quality camera manufacturers now incorporate AI features into their commercial-grade cameras available in the marketplace.

The metadata generated by the AI could also be beneficial in supporting WA Police. Therefore, a review of the current Memorandum of Understanding for information sharing with WA Police would be necessary, and at a later stage, the City will need to determine the types of information the City will proactively share.

**Building Security Review and Upgrades**

As part of the review, a desktop physical security analysis for most City building was undertaken. 86 facilities were assessed, of these, 53 buildings are recommended for improvements, with needs varying from CCTV installation to alarm and access control systems. Specifically:

- 9 locations require both CCTV and new access control systems.
- 3 locations (toilet blocks) require CCTV and enhanced lighting only.
- 33 locations would integrate CCTV with existing alarm systems.
- 8 locations require alarm integration without CCTV.

Approximately 26 locations, including leased buildings and smaller infrastructure support buildings such as pump stations, do not require immediate upgrades.

Based on the proposed locations and current costs for the building security upgrades, it is recommended that approximately \$1.3 million be allocated for these upgrades. The distribution of these costs is shown in the table below.

*Table 2 – Building Security Upgrades by Ward*

Ward	Estimated Total Spend
Applecross-Mount Pleasant Ward	\$320,000
Bateman-Kardinya-Murdoch Ward	\$160,000
Bicton-Attadale-Alfred Cove Ward	\$80,000
Bull Creek-Leeming Ward	\$170,000
Central Ward	\$340,000
Palmyra-Melville-Willagee Ward	\$210,000
<b>Total</b>	<b>\$1.3M</b>

This project will deliver significant community benefits, particularly through purposefully positioned CCTV cameras that monitor not only the facilities but also adjacent public open spaces.

By enhancing security both within and around these buildings, the upgrades will deter criminal activity, promote safer environments, and provide greater peace of mind to facility users and the broader community. This comprehensive approach to surveillance will strengthen overall safety across City facilities and surrounding areas.

**Lighting to Improve Community Safety**

Improved lighting is a critical component of the City’s plan to enhance community safety, particularly in areas with regular night-time activity. The project prioritises lighting upgrades at high-use locations, including toilet blocks, public access ways and car parks near activity hubs, where visibility and deterrence of antisocial behaviour are essential.

This is a large and complex project, requiring a flexible approach that allows each location to be assessed individually. On an as-needed basis, bespoke solutions will be designed to address specific challenges unique to each location.

To support the improvement, it is recommended that an annual budget of approximately \$100,000 be allocated to ensure that essential lighting upgrades are implemented. This budget may be adjusted if State or Commonwealth funding grants become available.

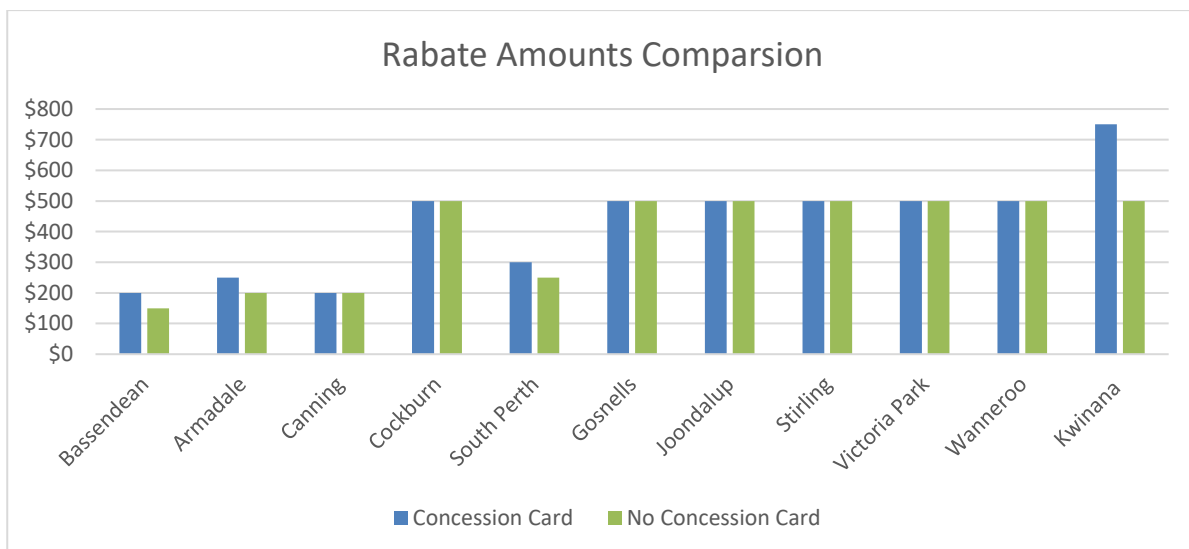
A more detailed assessment and methodology will be included in the revised Safer Melville Plan, which this report recommends for review and rewriting in 2025.

**CCTV Rebate Program**

Many local governments within the Perth metropolitan area provide residential home CCTV rebates. These rebates generally follow a similar process, but only anecdotal reports are available on the program's success. Many residents report that they feel safer, however, there is no assessment to ascertain whether this feeling is long-lasting or if the cameras have directly helped reduce crime or identify offenders.

An analysis of other Perth metropolitan local governments (as shown in Chart 1 below) has shown a range of rebate amounts provided.

*Chart 1 – Local Government Rebate Comparison*



The City’s officers have investigated three options, offering similar rebate amounts and budgetary recommendations. Option 3, detailed below, is significantly different and an enhanced solution compared to what other local governments have provided within Australia.

**Option 1 – Unmanaged Rebate to Residents**

Under this option, residents who meet eligibility criteria would receive a rebate for installing CCTV systems on their property. The rebate would be unmanaged, requiring minimal administrative oversight. While this option is straightforward and would likely see high community uptake, it does not incorporate minimal CCTV standards, real-time response capabilities or integration with the City’s safety program.

**Benefits:** Easy to administer and high community uptake

**Negatives:** High demand may quickly exhaust budget allocations, potentially leading to increased requests or community dissatisfaction. Option 1 would carry an estimated administrative burden of \$30,000 in salary costs to ensure applications are processed within 14 days.

**Estimated Costs:**

Set-up and establishment \$3,000

Annual budget \$120,000

Yearly Human Resource cost \$30,000

**Recommended Rebate Amount:** \$200 per approved application.

***Option 2 – Managed Rebate to Residents***

This option would provide a rebate with a structured approval process and align with similar programs offered by other local governments.

This option would also include mechanisms to ensure systems installed meet a level of minimal requirements, such as a camera resolution assessment using the Australian New Zealand Policing Advisory Association (ANZPAA) CCTV camera test chart and the applicant's registering the cameras with the WA Police Cam-Map.

**Benefits:** Consistent with other local government programs. No additional resources needed if managed within a 14-day approval window.

**Negatives:** Budget could be depleted quickly, leading to funding requests and processing times and application process may lead to resident complaints.

**Estimated Cost:**

Set-up and establishment \$3,000

Annual budget \$100,000

**Recommended Rebate Amount:** \$500 per approved application.

It should be noted that the budget for this option is expected to be lower than proposed in Option 1, as the minimum camera requirements outlined in the application criteria are likely to reduce the number of applications.

***Option 3 – Managed Rebate with an Opt-in Proactive Partnership Response Pilot Project (recommended option)***

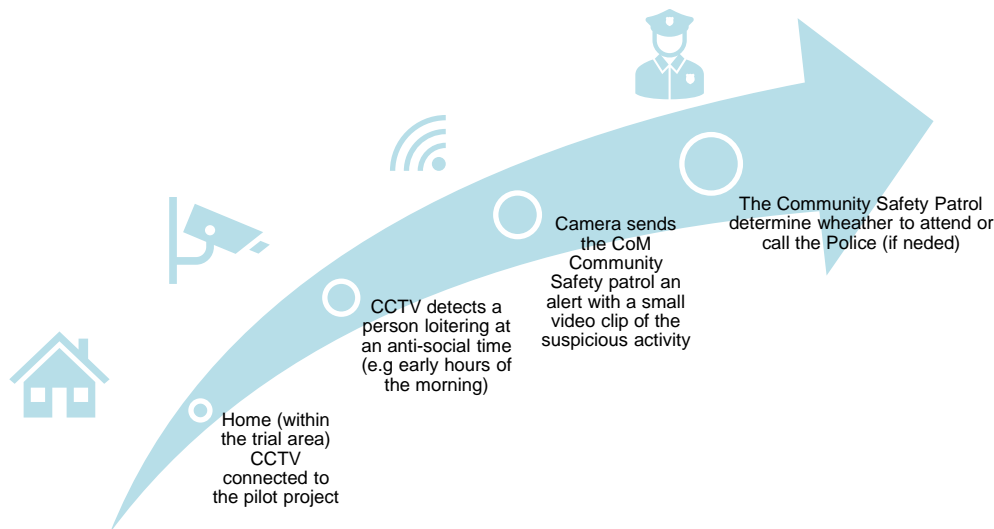
The recommended option, Option 3, combines a rebate similar to option 2 but with an additional opt-in pilot project within selected areas, allowing residents to share limited footage with the City's community safety service in real time.

Applicants who install new CCTV systems would be eligible for a proposed \$200 rebate and follow similar conditions mentioned within Option 2. Additionally, applicants wishing to enter the pilot project (within predefined selected areas) would obtain up to a proposed \$500 rebate. Existing

CCTV owners within selected trial areas would be able to join the pilot project program at no additional cost.

The pilot project would significantly expand the City’s surveillance capabilities without high capital costs, leveraging community resources to create a connected safety network. Real-time alerts for loitering and suspicious activity would allow for immediate responses by the community safety patrol service, enhancing safety and directly addressing primary crime concerns raised by residents.

Image 1 below shows a high-level process of the pilot project functionality.



*Image 1 –Pilot Project Functionality*

**Benefits:** Allows residents to choose their level of participation and allow residents with existing CCTV systems to join the pilot program, creating a network that provides tangible safety value. The pilot project expands coverage without a significant investment and aligns with community safety priorities. In the event that residents do not wish to join the pilot project, they will still be eligible for a rebate, albeit, at a lesser amount.

**Negatives:** Requires approximately 20 minutes of staff time to integrate each new location and additional impact will be placed on the community safety area for ongoing system management.

**Estimated Cost:**

Set-up and establishment \$40,000 (pilot project establishment)

Annual budget \$90,000

**Recommended Rebate Amount:**

\$200 per approved application for people not wishing to participate in the pilot project.

\$500 per approved application for people wishing to participate in the pilot project.

Option 3 is recommended as the most effective and sustainable approach. This option provides substantial community benefit by fostering a coordinated surveillance network without the need for

extensive City-owned infrastructure. It offers flexibility for residents and promotes real-time response capabilities that directly support crime deterrence.

It is recommended that the approach be tested using an opt-in pilot program within selected areas. As part of the community consultation of the Community Safety Technology Roll-Out Plan the community will be asked to consider submitting their interest in being part of a pilot program, if they reside within the selected area.

The results of the community consultation on the Community Safety Technology Roll-Out Plan, including the community's appetite for Option 3 and participating in a pilot program, will be brought back to Council before 30 June 2025. Should Council approve the progression to a pilot program, it is envisioned that this will operate for 12 months. A final report back to Council on the results of the pilot program will be provided before 30 September 2026.

### **Safer Melville Plan Review**

A deep dive in the MARYKT Community Scorecard Results for 2023 was undertaken as part of the community safety review and the community's sentiments were assessed against the Safer Melville Plan. The following gaps were revealed.

- **Patrols and Policing**

The Plan does not specifically outline actions to expand or improve patrol services, despite strong community demand for more frequent and visible patrols in high-crime areas. The Plan does not have specific actions that advocate for an increased police presence, leaving a gap between what the community wants and what the Plan offers.
- **CCTV Network Expansion**

The Plan does not include specific actions to implement CCTV or offer incentives for rebates, which the community strongly desires.
- **Youth Services and Facilities**

Although youth engagement is acknowledged as important, the Plan does not provide specific actions.
- **Lack of Specific Lighting Upgrades**

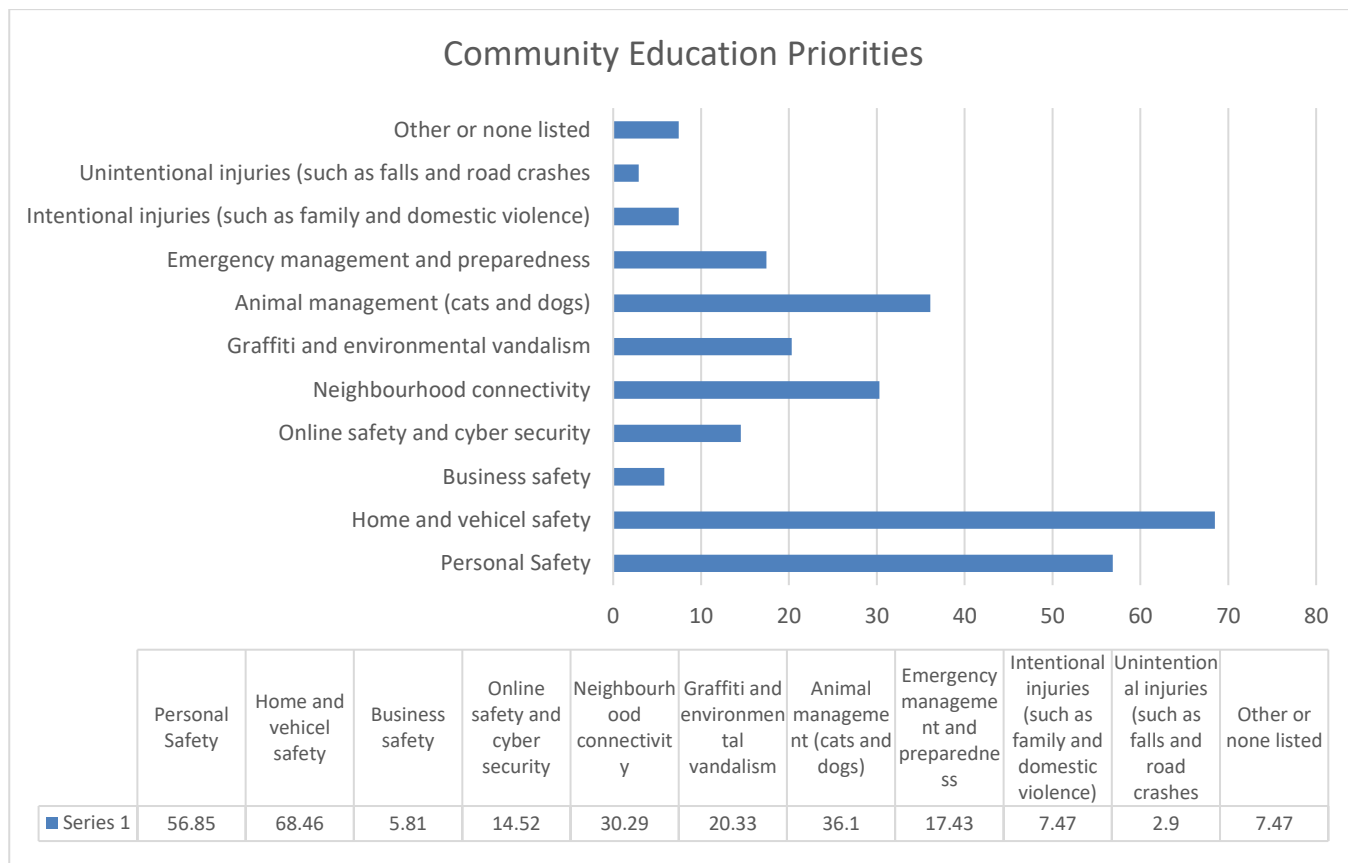
The community has identified better lighting as a priority in areas such as public access ways, but only proposes reviewing policies without committing to specific improvements or physical action.
- **Inadequate Performance Indicators**

The Plan's performance metrics are not specific or measurable enough to track progress effectively.

In addition to the deep dive, a customer satisfaction survey was conducted with users of the Ranger's, the Community Safety Service (CSS) and the Safer Melville Team. The survey results are provided as attachment 3. The survey highlighted several priority areas that the community would like the City's community safety team to focus on.

The chart below shows the key areas that respondents identified as the most important themes for public education.

Chart 2 – Community Education Priorities



The overwhelming majority of respondents indicated a strong desire for the City’s initiatives to prioritise home and vehicle safety, personal safety, and animal management. However, a review of the community’s top three priorities reveals that the current Safer Melville Plan lacks clear and measurable action items in these critical areas.

This gap analysis underscores the pressing need to reassess and update the Plan ahead of its scheduled review date to ensure it aligns with community expectations and provides actionable solutions to address their primary safety concerns.

**ENGAGEMENT**

City Officers used two key community engagement metrics to gauge the community’s safety priorities and support for the recommendations in this report.

*1. City’s 2023 MARKYT Community Scorecard*

The 2023 MARKYT scorecard was thoroughly analysed to gain insights into the community’s views on safety and crime prevention. This ‘deep dive’ into the responses helped assess the Safer Melville Plan’s alignment with community sentiments.

The AIP2 Public Participation Spectrum was applied, specifically following the ‘Consult’ level, to ensure the community’s voice was reflected in the evaluation. The scorecard report is attached as Annexure 2.

## 2. Community Safety Review – Customer Engagement

In October 2024, a customer satisfaction study engaged over 3,500 residents who had previously interacted with Safer Melville, Community Safety Service (CSS) or Ranger services, with approximately 330 responses received. The study provided valuable insights into community experiences with these services and highlighted an emerging disconnect between the community's top priorities and the focus areas currently outlined in the Safer Melville Plan.

The AIP2 Public Participation Spectrum was applied, specifically following the 'Consult' and 'involve' level, to ensure the community's voice was reflected in the evaluation.

Based on the key priorities identified in the proposed Community Safety Technology Roll-out Plan, it is recommended that future community consultation be conducted to ensure there has been a balanced alignment between community sentiment and actionable projects before Council endorses the Plan. If approved by Council for consultation, this process is expected to commence in early 2025, allowing for the Plan's eventual adoption and project budgeting in the FY 26 financial year.

The proposed consultation will include social media advertisement of the proposed plan, one on one meetings with key stakeholders and written communication material explaining the proposed Roll-Out Plan. This consultation is planned to achieve the "Consult" level of public participation using the AIP2 spectrum.

### **SUSTAINABILITY IMPLICATIONS**

Socially, the expansion of CCTV coverage aligns with the City's commitment to social sustainability by enhancing security, reducing crime in high-risk areas, and fostering a collaborative approach to community safety. By providing residents with the means to improve their own security, the City supports safer neighbourhoods, increasing the overall sense of safety and well-being within the community.

The proposed building management integration as part of the facility security upgrade project will decrease electricity wastage and reduce the City's carbon emissions.

### **LEGISLATIVE AND POLICY ALIGNMENT**

In Western Australia, the use of CCTV is governed by the *Surveillance Devices Act 1998 (WA)*. This Act permits the use of CCTV without consent, provided it is not installed for the intent to capture private activities. In all proposed locations and camera placements outlined in the Plan, no surveillance will occur in areas (e.g. toilet blocks and change rooms) where private activities is likely to take place.

Additionally, as this technology roll-out introduces a collection of new types of information, the City's existing Memorandum of Understanding with WA Police will be reviewed to ensure it remains current and includes adequate data protection controls. Furthermore, a Council Policy would be presented to Council at a later date to govern the internal use and access of the CCTV footage.

A privacy impact assessment using guidelines recommended by the Office of the Australian Information Commissioner would also be completed prior to the use of these new technologies. This will ensure the City's use of AI is ethical and has regard to the Australian Privacy Principles.

If Council approves the home CCTV rebate program, all applicants will be informed of their individual compliance requirements under State legislation. The City will not approve or subsidise any cameras that have the potential to capture private activities, such as those overlooking neighbouring properties or backyards.

**FINANCIAL IMPLICATIONS**

The proposed roll-out plan has carefully considered the cost-benefit from the Community Safety service review and the existing funds in the City’s Property Surveillance and Security Service Reserve. In the ‘short term’ projects, it is anticipated that funding for the initial phases of the fixed CCTV locations can likely be funded from the Community Surveillance and Security Reserve and supplemented by projected new revenue generated from the amended Community Safety business unit.

Table 3 outlines the combined estimated project costs within the proposed Roll-out Plan and likely income sources. The municipal funding will likely come from existing budget sources that cover building and asset upgrades.

*Table 3 Proposed Roll-out Plan Combined Project Financials (estimates)*

<b>Project</b>	<b>Short-Term</b>	<b>Mid-Term</b>	<b>Long-Term</b>	<b>Est. Project Cost</b>
Mobile CCTV fleet	\$60,000 <sup>1</sup>	\$200,000	\$100,000	\$360,000
CCTV network establishment (monitoring hardware and initial licensing)	\$70,000			\$70,000
Fixed - CCTV Roll-Out Plan	\$340,000	\$740,000	\$840,000	\$1.9M
Facility security Upgrades		\$600,000	\$700,000	\$1.3M
CCTV rebate	\$50,000	\$90,000	\$90,000	\$230,000
Community CCTV Pilot Project	\$40,000			\$40,000
<b>Income sources</b>				
<i>Reserve/ Service Income Funded</i>	\$560,000	\$1M	\$950,000	
<i>Municipal Funds</i>	N/A	\$600,000	\$750,000	
<b>Estimated Sub Totals</b>	<b>\$560K</b>	<b>\$1.6M</b>	<b>\$1.7M</b>	
			<b>Est. Total</b>	<b>\$3.8M</b>

<sup>1</sup> Short-Term Mobile CCTV is existing leasing fees

The timeframe associated to each phase would be fluid and subject to contractor availability, budget considerations, revenue generated by the Community Safety business unit to offset project costs and internal project delivery resourcing.

The City’s current fixed CCTV network, consisting of approximately 160 cameras, incurs an annual maintenance cost of approximately \$10,000. As the network expands, maintenance costs are expected to increase once warranty and defect liability periods expire. If Phases 1, 2, and 3 are fully implemented, it is estimated that the total maintenance cost would rise to approximately \$80,000 per year for preventative maintenance, licensing and repairs.

Should Council approve the officer’s recommendation, there is no requirement to adjust the FY 25 budget for community consultation on the proposed Community Safety Technology Roll-Out Plan. The funding of this activity can occur with identified and budgeted funds.

A further cost analysis will be provided in a future report to Council following community consultation, as feedback may impact the program's scope and funding requirements.

Future budget allocations will be reviewed based on participation rates, program effectiveness and other budgeting factors to maintain financial sustainability and alignment with community safety priorities.

## **CONSEQUENCE**

If the Council chooses not to adopt the Officer Recommendation, several important consequences may arise:

- **Increased Community Dissatisfaction**

The community has shown strong support for enhanced community safety measures, such as expanded CCTV coverage, lighting upgrades, and a CCTV rebate program. Failing to implement these initiatives may lead to a perception that Council is unresponsive to resident concerns. This could result in decreased community satisfaction and trust in the City's ability to address safety needs effectively.

- **Missed Opportunity**

The report outlines a growing trend of people feeling unsafe. Without these new community safety measures, the City may struggle to proactively address and deter these crimes, potentially leading to a continued rise in incidents and the perception of Melville becoming unsafe.

- **Financial Impact and Inefficiencies**

Not adopting a structured Community Safety Technology Roll-out Plan could lead to ad-hoc spending and inefficiencies in the community safety service delivery. The proposed plan provides a coordinated and cost-effective approach by utilising existing reserves and a funding structure. Without it, future spending may be less organised, potentially leading to higher costs and less measurable impact.

### *Alternative Options*

If the Council is hesitant to adopt the full recommendation, alternative options could include:

- **Phased Implementation**

Proceeding with a phased rollout that prioritises critical areas identified in crime hotspots and key public facilities.

- **Reduced Scope**

Implementing a reduced scope of the rebate program or limiting the CCTV pilot project to certain high-risk locations, with an option to expand based on budget availability and community response.

- **Further Consultation**

Conducting additional consultation with specific residents or interest motivated groups to refine the program scope and budget prior to implementation.

All these alternative options could be considered again after the recommended community consultation on the Community Safety Technology Roll-Out Plan has been completed.

**BRIEFING FORUM – FURTHER INFORMATION**

The following questions and requests for additional information were raised at the Agenda Briefing Forum held on Tuesday, 8 April 2025:

Question 1:

*Specific locations have been selected and I am wondering why these locations?*

Response 1:

These locations were determined through an analysis of crime report that had come through to the City, and from looking at the City's statistics from its Pathway system, as well as some initial analysis collected from the community around those areas.

Question 2:

*Have the user groups been consulted with about this?*

Response 2:

Consultation with those groups will occur as part of the next phase of consultation.

Question 3:

*So this report is not progressing with the rollout of the CCTV, this report just means that it is going out to consultation?*

Response 3:

Correct. This report recommends to the Council that the City go out for community consultation, with a final report to return to the Council based on the outcomes of the community consultation.

Question 4:

*Reading the community comments, they bring up they'd like more security, potentially CCTV footage, at shopping centres. Is that our jurisdiction?*

Response 4:

Within the shopping centre areas, it is their jurisdiction. However, wherever there would be CCTV facilities or within our own network, then we could potentially assist with providing footage as requested by the police and in accordance with our future CCTV policy.

Question 5:

*On page 76, there is a high level process project functionality illustration. This illustration indicates that if loitering is detected at an anti-social hour, they will send a patrol out and may alert police. Given discussions we have had about limiting access to the network of cameras and in particular ensuring that the cameras purchased under the rebate, if that goes ahead, would not necessarily be linked to any subsequent database. Is this still an accurate picture of what's proposed?*

Response 5:

Yes, the high-level process illustration remains accurate regarding the intended functionality of a CCTV Partnership Program. While data from partner cameras is transferred to the City for real-time alerts, these systems are not directly connected to the City's broader surveillance network or databases – only pushes event specific images or short videos. The connection is one-way only - the City cannot retrieve or access any additional footage from the partner cameras, and no external camera system will be granted access to the City's core surveillance infrastructure.

Question 6:

*Would we anticipate that wherever we put up a fixed camera, if someone attends that park very early or late in the day, would this be considered an issue that needs escalation?*

Response 6:

No, the tolerance would be set to identify a gathering of people, rather than a single person. The City may set a trigger where patrol officers would be notified to look at the footage and make a determination as to whether it requires escalation.

Question 7:

*The wording reads "CCTV detects a person loitering at an anti-social time and then camera sends the CoM safety patrol an alert with a small video clip of the suspicious activity". This description indicates that one person within the park at an anti-social time is suspicious activity?*

Response 7:

The alerts are designed to be initiated on a criteria setting. For example, a person in a park (regardless of time) would not trigger an alert, but for example a large group of people congregating in the early hours of the morning may be a trigger for an alert. Alerts would then be sent to the Community Safety service, who would retain discretion to assess the context and determine whether further action is required. This ensures that not all activity is flagged, and only genuine concerns are escalated.

Question 8:

*Will Elected Members all receive a copy of the officer's draft alternative motion, emailed out to a few Elected Members?*

Response 8:

Yes, the Governance team will arrange for the draft alternative motion to be forwarded to all Elected Members.

Question 9:

*Why was the alternative recommendation prepared, was it because officers decided they would like changes to what was in the agenda, or was it prepared as a response to councillors seeking something different?*

Response 9:

There were a couple of things that the officers would have liked to have changed around the dates of returning back to the Council. Based on the workshop held with Elected Members and then a follow up meeting that was requested by a couple of Elected Members, the City then felt there were some amendments that we could make to the recommendation that would provide some extra clarity around what the community consultation would cover and the budget for the CCTV rollout strategy, which as we had prepared last year had included the normal upgrades to our existing CCTV. In hindsight, the officers felt that would have been unfair or not transparent to include this in the community consultation as it is an operational budget item, which should have been budgeted for within the budget process rather than subject to community consultation. The drafted alternative recommendation was therefore a combination of officers suggestions and Elected Member input from discussions at the follow up meeting.

Question 10:

*The map provided in the report which indicates where cameras are proposed to be, but there is no directional indicators included. Where are these cameras pointed at?*

Response 10:

Camera positioning will be finalised during the detailed site assessment and installation phases, with a strong emphasis on the principles of Crime Prevention Through Environmental Design (CPTED). These principles guide the integration of CCTV infrastructure, so areas with minimal passive surveillance or limited lighting may be prioritised and supports safe use of public space without being intrusive.

In line with best-practice guidance, the City will also apply the Australia and New Zealand Policing Advisory Agency (ANZPAA) CCTV Placement Guidelines to inform technical decisions around field-of-view, coverage type and placement. This will ensure that CCTV coverage at each site is both purposeful and proportionate, focusing on addressing actual or emerging security risks while supporting broader community safety outcomes. All final positioning will be undertaken in consultation with internal stakeholders, qualified security integrators and key user groups of the subject sites

**Environment and Infrastructure**

**E25/65 RFT242521 Remediation and Reconstruction Services of Majestic Boardwalk**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Director Environment & Infrastructure
<b>Voting Requirements:</b>	Absolute Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this report has a declarable interest in the matter.
<b>Attachments:</b>	1. CTAU minutes - 11 March 2025 (confidential)

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>This report is presented to Council to recommend the acceptance of a request submitted for RFT242521 Remediation and Reconstruction Services for Majestic Boardwalk.</li> <li>Council to approve \$1,500,000 allocation for 2025-2026 budget by absolute majority.</li> </ul>
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**CTAU RECOMMENDATION**

**That the Council:**

- Accepts the recommendations as contained in the confidential attachment to this report, CTAU Minutes 11 March 2025 (Attachment 1); and**
- Upon resolution of the recommendation, directs that the successful respondents’ names be inserted below this point 2, awarded;**

**PURPOSE**

The Contract and Tender Advisory Unit (CTAU) is satisfied that the recommended supplier meets the City’s qualitative requirements and represents value for money. The City of Melville (“City”) is seeking a suitably qualified and experienced Contractor to carry out the remediation and reconstruction services for the Majestic Boardwalk, Applecross.

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

**STRATEGIC ALIGNMENT**

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

**BACKGROUND**

The City went out to Tender (RFT242505) in August 2024 seeking a suitably qualified and experienced contractor to undertake the remediation and reconstruction services for the Majestic Boardwalk, Applecross. One submission was received for \$1,374,564 which was higher than the budget allocated for this project.

On 22 October 2024, CTAU and the CEO approved the Evaluation Panel’s recommendation to decline all offers submitted for RFT242505 ‘remediation and reconstruction services for the Majestic Boardwalk’, based on the submission received and the budget allocated.

The CTAU recommended the City go back to the market in early 2025, to increase the likelihood of securing a suitably qualified supplier that could commence works in the next summer period. The City believes the lack of interest in RFT242505 may have been due to the short timeframe between the tender process and the proposed construction timeframe. This project is reliant on seasonal factors and is required to be completed during the summer months when the tide is at its lowest.

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

**CONSIDERATION**

Responses were received from the following organisations:

- D.B. Cunninghams Pty Ltd T/AS Advantearing - Civil Engineers
- Fortec Australia Pty Ltd
- Fulton Hogan Industries Pty Ltd
- Infillr Pty Ltd T/AS Haul Group

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

The City set the following qualitative criteria and weightings:

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

The recommended Respondent achieved a qualitative score of 90.00% against the following criteria:

I. Demonstrated Experience

The Respondent provided the required information against this criterion. Examples provided were relevant to the services that will be delivered under this Contract, and they have experience with Local Government. The Respondent also provided very similar projects and detail regarding how it addressed challenges in previous projects.

II. Capacity to Deliver

The Respondent provided the required information against this criterion.

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

III. Environmental Sustainability

The Respondent provided the required information against this criterion.

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

IV. Local Buy

The Respondent provided the required information against this criterion.

They have employees residing in the City of Melville area.

V. Methodology

The Respondent provided the required information against this criterion.

They satisfactorily addressed the entire methodology question.

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

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

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

## **ENGAGEMENT**

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

## **SUSTAINABILITY IMPLICATIONS**

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

**LEGISLATIVE AND POLICY ALIGNMENT**

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

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

**FINANCIAL IMPLICATIONS**

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

**CONSEQUENCE**

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

**BRIEFING FORUM – FURTHER INFORMATION**

The following questions and requests for further information were raised at the Agenda Briefing Forum held on Tuesday, 8 April 2025:

Question 1:

*Can the unsuccessful applicants apply again for the tender?*

Response 1:

The successful tenderer will be advised that they have been chosen. The City will then proceed to a contract negotiation process to award them the contract. The unsuccessful tenderers are contacted to provide feedback on their submission.

**E25/66 RFT242515 Refurbishment Works Bicton Baths Changerooms and Toilet**

<b>File Number:</b>	
<b>Responsible Officer:</b>	Director Environment & Infrastructure
<b>Voting Requirements:</b>	Absolute Majority
<b>Officer Disclosure of Interest:</b>	No officer involved in the preparation of this report has a declarable interest in the matter.
<b>Attachments:</b>	1. RFT242516 Contract and Tender Advisory Unit Minutes 01.04.2025 (confidential)

**COUNCIL’S ROLE**

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

<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>This report is presented to Council to recommend the acceptance of a request submitted for RFT242515 Refurbishment Works Bicton Baths Changerooms and Toilet</li> </ul>
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**CTAU RECOMMENDATION**

**That the Council:**

- Accepts the recommendations as contained in the confidential attachment to this report, RFT242515 Contract and Tender Advisory Unit Minutes 01.04.2025; and**
- Upon resolution of the recommendation, directs that the successful respondents’ names be inserted below this point 2, awarded;**

**PURPOSE**

The City of Melville is seeking to engage a suitably qualified and experienced contractor(s) to provide Bicton Bath Public Toilet and Changeroom refurbishment services located at the Bicton Baths. The Contract and Tender Advisory Unit (CTAU) is satisfied that the recommended supplier meets the City’s qualitative requirements and represents value for money.

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

**STRATEGIC ALIGNMENT**

<b>Outcome</b>	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	3	Sustainable, connected development and transport infrastructure across our City.
<b>Objective</b>	1	Healthy, Safe and Inclusive
	1.4	Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
	1.3	Improve community safety and security.
	3	Sustainable and Connected Development
	3.2	Deliver sustainable and well-planned infrastructure and public places and spaces.

**BACKGROUND**

The City is seeking a suitability qualified and experienced contractor to provide Bicton Bath Public Toilet and Changeroom refurbishment services located at Bicton Baths.

The existing toilet block and changerroom site at Bicton Bath is aging and most of the internal fittings have reached their life expectancy and are beyond reasonable economic repair. There have been some safety concerns at the rear side of the toilet block having very minor level difference between existing building and the retaining wall. In addition, the City plans to increase the usable foreshore space for the public which is adjacent to the newly formed safer swimming area bound by the Bicton Jetty and beach enclosure which is proving increasingly popular since installed in December 2023.

The City also engaged with the Department of Biodiversity Conservation and Attractions (DBCA) and gained their support towards relocating the existing paths to increase the overall usable public foreshore space.

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

**CONSIDERATION**

Responses were received from the following organisations:

- Bidi Facility Services Pty Ltd
- CLPM Pty Ltd
- LKS Constructions (WA) Pty Ltd
- Programmed Facility Management Pty Ltd
- Protek Carpentry and Fencing Services Pty Ltd
- R.E. Asset Logistics Pty Ltd T/as REAL

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

The City set the following qualitative criteria and weightings:

Demonstrated Experience	25%
Capacity to Deliver	15%
Sustainable/Social Procurement	20%
Methodology	40%
Total	100%
Percentage to be shortlisted	70%
Price	Non-Weighted

The recommended Respondent achieved a qualitative score of 76.11% against the following criteria:

I. Demonstrated Experience

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

II. Capacity to Deliver

The Respondent provided the required information against this criterion.

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

III. Sustainable/Social Procurement

The Respondent provided the required information against this criterion.

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

IV. Methodology

The Respondent provided the required information against this criterion.

They satisfactorily addressed the entire methodology question.

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

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

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

## **ENGAGEMENT**

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

## **SUSTAINABILITY IMPLICATIONS**

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

## **LEGISLATIVE AND POLICY ALIGNMENT**

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

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

## **FINANCIAL IMPLICATIONS**

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

## **CONSEQUENCE**

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

## **BRIEFING FORUM – FURTHER INFORMATION**

The following questions and requests for further information were raised during the Agenda Briefing Forum held on Tuesday, 8 April 2025:

### Question 1:

*After the renovation would Bicton Baths be open longer? At the moment they are closed very early, is this because of the renovation?*

### Response 1:

That is the Melville Water Polo Club, which has their own self-managed facilities, including changerooms and showers, and their operating hours are unrelated to the renovation works. These works are for the public use of the Bicton Baths area and foreshore area.

Question 2:

*Has the City been in touch with the Melville Polo Club and liaised with them on this project?*

Response 2:

Yes, City of Melville officers met with the club on 20 March and advised that the City would continue to engage with them on the project to ensure that minimal impact to access for their patrons.

Question 3:

*Have there been provisions made to make the changerooms bigger than what's currently there?*

Response 3:

The City has previously explored a larger more bespoke design. However, this came back at a more exorbitant price so it was not progressed. In discussions with DBCA their preference was for us to maintain the existing footprint of the building, however, we are very confident that with the design that we've got which includes a universally accessible toilet as well as the refurbished male and female changerooms and toilets that it will be a much more efficient use of space. The City is also looking to refurbish the toilet facilities at Quarantine Park.

Question 4:

*Are there provisions to engage with local artists, or is it too early to consider painting the side of the building?*

Response 4:

Although there were no provisions set to engage with local artists as part of this project, the City has explored this option and can confirm that there are opportunities for painted artwork to be undertaken on this project using funding available through a creative arts budget.

Question 5:

*Can the link to the CTAU Minutes please be added?*

Response 5:

This will be corrected, and a link provided in the confidential agenda to the confidential attachment as soon as possible.

**Planning**

Nil.

## 15 MOTIONS WITH PREVIOUS NOTICE

### 15.1 Notice of Motion - Progress WAPC Structure Plan Reviews

<b>File Number:</b>	
<b>Related to Item:</b>	Nil
<b>Elected Member:</b>	Cr Clive Ross
<b>Attachments</b>	1. <a href="#">Officer Advice Note (11 April 2025)</a> ↓

#### MOTION

##### That the Council:

1. Requests the Chief Executive Officer to, in accordance with the West Australian Planning Commission's (WAPC) written request dated 27 May 2022 concerning the review of the City of Melville Local Planning Scheme No.6 (LPS6 Review), to include and prioritise in the LPS6 Review, the completion of the outstanding structure plans in the City of Melville.
2. To present a report to Council at, or prior to, the Ordinary Meeting of Council (OMC) in May 2025 identifying the structure plans that the WAPC refer to as "outstanding".
3. To present a report to Council at, or prior to, the OMC in May 2025 on the resource requirements, key considerations, and timeframe for completing the "outstanding structure plans" as identified in the report to Council.

#### REASONS FOR THE MOTION

1. In May 2022 the WAPC advised the Council of the City of Melville as follows: "Council is advised that the dwelling targets required by the Central Sub-regional Planning Framework have not been achieved within this five-year review timeframe (though the scheme has such capacity), and therefore the City should prioritise the following matters:
  - (a) The review of the density code allocation across the scheme area, where justified by the City's local planning strategy;
  - (b) The outstanding structure plans;
  - (c) Investigate and pursue possible development incentives to encourage more residential development."
2. Over the last almost three years the City has not followed the WAPC request to prioritise the outstanding structure plans. The outstanding structure plans have not been formally identified and no action has even been commenced to take the necessary steps to complete the outstanding structure plans
3. The proposed changes to the zoning as advertised to the City of Melville residents and ratepayers as part of the City's Community Consultation and as modelled by the City, shows that the targets required in dwellings, referred to by the WAPC, will still not be achieved by 2031.
4. Following the WAPC request to prioritise the outstanding structure plans adds additional areas of the City for development and increases the probability of development.
5. The WAPC's request to prioritise the outstanding structure plans as part of the LPS6 Review assists the City, to make up the current shortfall in meeting the 2031 dwellings target and allows the City to plan to meet the dwellings target for 2051.

**BRIEFING FORUM – FURTHER INFORMATION**

The following questions and requests for further information were raised during the Agenda Briefing Forum held on Tuesday, 8 April 2025:

Question 1:

*Is it the City's recommendation that the Council disregard the WAPC advice?*

Response 1:

The City met with the WAPC in advance of preparing the advice note to seek clarification on a number of strategic matters to assist us with providing Elected Members with a range of recommendations as to how we can best proceed with that initial advice. In relation to a lot of the structural planning that's required to be undertaken, we have a priority approach to look at the areas where we're receiving the most amount of interest and development, and that is taking up a lot of resources and time within the existing council priorities and planning.

The City intends on actioning other structural plans that are required throughout the City within our remit and our resourcing and budget requirements. The LPS6 review has a statutory obligation under the Planning and Development Act and that is what's taken priority.

Additionally, the City has expiring structure plans in areas which have high development potential and high interest from the development community, and this is where our initial priorities are aligned. The other structure plan areas we are seeing less interest from the development community and have a number of stakeholders to engage with, such as in the Bull Creek and Murdoch precincts, and these will be recommended to be actioned at a time when we can get stakeholder alignment and the Council provides the necessary resources to undertake the structure planning.

Question 2:

*Will the City reconsider its advice to Council as the City's evidence of post 2020 actions do not include any of the outstanding structure plans which were present at 2022 and which are referred to in the WAPC letter?*

Response 2:

In relation to the structure plans which are currently undertaking a review of, these are due to expire in 2025 based on their 10 year regulation requirements. When those expire they become more difficult to implement and the City still has a number of developments and development interest in these locations which require us to make sure that we don't have inappropriate development in these locations. This necessitated that the structure plans are reviewed as a matter of priority. The other structure plan areas we're not receiving as much interest from the development community and hence they are not considered as high a priority. The WAPC, when the City met with them, has endorsed the City's approach to ensuring that we're prioritising structure plan reviews where we are seeing high development potential and interest. We do anticipate to revisit our structure plans in other areas when we have the time and resources and appropriate demand from the market to look at those areas. This includes stakeholder alignment.

Question 3:

*It was mentioned that there has been no appetite or indication to develop in areas outside of the areas that are currently in areas outside of the current focus of development. Is this because the developers will get a better return on investment or is it other factors?*

Response 3:

Development feasibility has a range of factors which determine how feasible a development is before it proceeds. Cost of construction is a large factor currently, additionally desirability of certain locations within the City is a big factor which has driven up demand for development. There are some locations which are well located which aren't currently hitting that price point from a market feasibility perspective and hence the City is not seeing the demand for those locations. Until such time as we see alternative construction methodologies or construction prices decrease, the market is quite challenging which is why we see developments only in those premium locations.

Question 4:

*Is the City then discounting the fact that there has been a Hesperia built a hotel, a six level building for student accommodation. This would seem to signal to the rest of the development community that this is an area that should be invested in and the best place to invest would be on the northern side of South Street?*

Response 4:

This is a good example where state government has come in and unburdened land which is really attractive for a developer. This can't always be emulated in other locations so it's only a limited pocket of land within the Murdoch precinct where the state government has come in and unburned to make it attractive to a private developer. There are a number of other factors which have gone into the development to enable it to go ahead which required a significant amount of state government assistance.

Question 5:

*At the North-Eastern corner of the South Street and Murdoch Drive intersection, there is a large vacant lot of land. Is this owned by the state government?*

Response 5:

Response – There is a large vacant parcel of land on the north west corner of South Street and Murdoch Drive (as opposed to north east corner referenced in the question). The site on the north western corner is owned by the State Government. The land is currently used for drainage purposes.

Question 6:

*Can the officers confirm that no other suburb within the City has a blanket R-40 and up coding and that is not being considered anywhere else?*

Response 6:

Blanket rezonings are very unpopular at the State level and are unlikely to be supported. It requires coordination and understanding of a number of technical studies and requires a structural planning process to support the density codes.

Question 7:

*Would we be able to get some indication of what possible dwelling targets we might be looking at or is that work which will need to be done as part of the future structure plan?*

Response 7:

This is part of the dwelling yield analysis which will occur as part of the future structure plan.

**15.2 Notice of Motion - Motion From the Table (Tree Policy)**

<b>File Number:</b>	
<b>Related to Item:</b>	15.2 Notice of Moton – Review of Tree Policy (18 March 2025 OMC)
<b>Elected Member:</b>	Cr Jane Edinger
<b>Attachments</b>	1. <a href="#">Proposed Amendment - Cr J Edinger - Tree Policy</a> ↓

**MOTION**

**That the motion 15.2 Notice of Motion – Review of Tree Policy (18 March 2025 Ordinary Meeting of Council) be taken from the table.**

**REASONS FOR THE MOTION**

To enable the motion to be dealt with at the April Ordinary Meeting of Council.

**18 March 2025 Ordinary Meeting of Council Resolution**

At the time of the procedural motion to lie the motion on the table, no council had spoken for or against the notice of motion.

**MOTION**

**COUNCIL RESOLUTION**

At 10:03pm, Cr S Green moved, seconded Cr T Fitzgerald

**That the Council requests the CEO prepare a report for the June 2025 Ordinary Meeting of Council, considering a review of Council Policy CP-029 Tree Policy to include but not be limited to the following:**

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

**REASONS FOR THE MOTION**

1. A "Clean and Green City" is one of the 5 key outcome focus areas of our Strategic Community Plan for a reason - it has strong (majority) support in our community. It is also clear that protecting and increasing our tree canopy is a big part of this, as it also a key objective of our Urban Forest Strategy.
2. Balancing the needs to address housing shortages (LPS6) and the protection of tree canopy (Urban Forest Strategy) is one of the biggest challenges currently faced by our City. It is important to address both of these simultaneously to achieve an optimal result.

3. Despite the best efforts of the City so far, and a marked increase in canopy on land managed by the City, we are currently still experiencing a net tree canopy loss across the City as a whole. Irrespective of losses being identified in other areas, or other measures being investigated to address this, the City must do more to increase canopy on its own land to achieve a reasonable outcome. This includes street verges, which in some areas are still under-utilised.
4. Presently, a significant number of residents who formally accept a tree being planted on their verge are later refusing to have the tree planted for various reasons. Trees that have been specifically grown for those residents, over a period of several months, now have to be relocated to alternative sites. This causes inconvenience, sends a confusing message to officers and is time consuming and costly.
5. Challenges to the retention and/or planting of verge trees by adjacent residents (as currently allowable under section 3.4 of the Tree Policy) are also occurring too frequently, often for reasons already identified in the policy as invalid. This is time consuming and costly.
6. Unauthorised removal of trees is also happening too frequently, indicating that offences may be difficult for the City to enforce and/or penalties are too low.

To do more on street verges, the City must have greater control with regards to tree planting and/or removal on City property. This can be achieved through adjustments to the [Tree Policy \(CP-029\)](#) and the [Thoroughfares Local Law](#).

**16 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)**

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

**18 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC**

**19 CLOSURE**



## Election Caretaker Period

<b>Policy Type: Council Policy</b> <b>Policy Owner: Chief Executive Officer</b>	<b>Policy No. CP-105</b> <b>Last Review Date: To be updated.</b>
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### Policy Objectives

The purpose of this policy is to:

- Avoid the City of Melville (the City) undertaking **significant acts** prior to an election which would bind an incoming Council; and
- Prevent the use of public resources in ways seen to be advantageous to, or promoting candidates; and
- Ensure staff act impartially in relation to candidates; and
- Ensure the continuation of ordinary business in a responsible and transparent manner that ensures elections are conducted in an ethical, fair and equitable manner and are publicly perceived as such.

~~This policy is to be applied in conjunction with all other relevant legislation, local laws, delegations, policies, procedures and processes of the City and provides guidance to ensure the continuation of ordinary business for the City of Melville in a responsible and transparent manner that ensures elections are conducted in an ethical, fair and equitable manner and are publicly perceived as such.~~

### Policy Scope

This Policy applies to Elected Members, electoral candidates and employees of the City of Melville during the Caretaker period and covers:

- a) Decisions that are made by the Council;
- b) Information and material published by the City;
- c) Attendance and participation in functions and events;
- d) Use of the City's resources;
- e) Access to information held by the City.

### Definitions / Abbreviations Used In Policy

has the meaning given in the *Local Government Act 1995* Part 2 Division 4 s2.16A.

**Electoral Material** has the meaning given in the *Local Government Act 1995* Part 4 Division 11 s4.87 and means *any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result of an election but does not include an advertisement in a newspaper announcing the holding of a meeting.*

**Local Government Caretaker Period** has the meaning given in the *Local Government Act 1995* Part 1 s1.4A(1) and means *a period that begins at the close of nominations for a relevant election for the local government; and ends on the day after the day on which the returning officer declares the results of the relevant election.* .



**Significant Act** has the meaning given in the *Local Government Act 1995* Part 3 Division 5 s3.73 and means any of the following-

- (a) making a local law (including making a local law to amend or repeal a local law);
  - (b) entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;
  - (c) entering into a major land transaction;
  - (d) entering into a land transaction that is preparatory to entry into a major land transaction;
  - (e) commencing a major trading undertaking;
  - (f) entering into a contract, or other agreement or arrangement, in prescribed circumstances;
  - (g) inviting tenders in prescribed circumstances;
  - (h) deciding to do anything referred to in paragraphs (a) to (g);
  - (i) an act done under a written law or otherwise that is a prescribed act.
- or any updated definition as per the *Local Government Act 1995*.

~~(1) Major Policy Decision means any:~~

- ~~a) decisions relating to the employment, termination or remuneration of the Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election.~~
- ~~b) decisions relating to the City entering into a sponsorship arrangement with a total City contribution value exceeding \$10,000 (excluding GST).~~
- ~~c) irrevocable decisions that commit the City to substantial expenditure or significant actions, such as that which might be brought about through a Notice of Motion by an Elected Member~~
- ~~d) irrevocable decisions that will have a significant impact on the City of Melville or the community.~~
- ~~e) reports requested or initiated by an Elected Member, Candidate or member of the public that, in the Chief Executive Officer's opinion, may be perceived within the general community as an electoral issue that reflects upon the Council's decision-making process, and has the potential to call into question whether decisions are soundly based and in the best interests of the community.~~

**City of Melville Communications** means any hard copy or electronic publications, created, or paid for by the City of Melville, including, but not limited to:

- Website content
- Print material (pamphlets, advertisements, handbills, business cards and notices)
- Social media content (including but not limited to Facebook, Twitter, Instagram, and YouTube)
- Papers and Briefings (Agendas, Media Advice, Minutes)
- Any of the above created for use by an Elected Member or Candidate.

**The Department** means the Department of Local Government, Sport and Cultural Industries

**Act** means the *Local Government Act 1995*

**The Code of Conduct** means the *City of Melville Code of Conduct for Elected Members, Committee Members, and Candidates*.

**Candidates** means any person who is nominating for the Election, including any current Elected Members.



## Policy Statement

### 1 INTRODUCTION

#### 1.1 Scheduling Consideration of **Significant Acts** During Local Government Caretaker Period.

As far as reasonably practicable, the Chief Executive Officer (CEO) should avoid scheduling **Significant Acts** for consideration during a Caretaker Period, and instead should ensure that such decisions are either:

- a) considered by the Council prior to the local government Caretaker Period; or
- b) scheduled for determination by the incoming Council.

Where circumstances require, the CEO may, in accordance with the Act Part 3 Division 5 s3.73 (6), seek approval from the Department to submit a Significant Act to the Council for consideration. Reasons when a local government may do a Significant Act are prescribed in the Act Part 3 Division 5 s3.73 (4) & (5).

### 2 IMPLEMENTATION OF CARETAKER PRACTICES DURING LOCAL GOVERNMENT CARETAKER PERIOD

#### 2.1 Role of the Chief Executive Officer in Implementing Caretaker Practices During Local Government Caretaker Period

The role of the CEO in implementing the local government caretaker practices outlined in this Policy is to ensure as far as possible that:

- a) All Elected Members and employees are aware of the Caretaker Period Policy and practices, 60 days prior to the start of the local government Caretaker Period.
- b) Any **Significant Acts** required by the Council are scheduled for Council resolution prior to the local government Caretaker Period or deferred where appropriate, for determination by the incoming Council.
- c) All announcements regarding decisions made by the Council prior to the Local Government Caretaker Period, are publicised prior to the local government Caretaker Period.

#### 2.2 ~~Prevailing Circumstances~~

~~In some circumstances, the Chief Executive Officer may facilitate a matter defined as a “major policy decision” to be submitted to the Council during the local government Caretaker Period. The Chief Executive Officer is to have regard to a number of circumstances including but not limited to:~~

- ~~• whether the decision is significant;~~
- ~~• the urgency of the issue;~~
- ~~• whether the process has substantially commenced and/or approvals are in place;~~
- ~~• the possibility of legal and/or financial repercussions if it is deferred;~~
- ~~• whether the matter is following a process under regulations or legislation;~~
- ~~• whether the decision is likely to be controversial; and~~
- ~~• the best interests of the City of Melville.~~

#### 2.3 ~~Appointment or Removal of the Chief Executive Officer~~



~~While this Policy establishes that the Chief Executive Officer may not be appointed or dismissed during the local government Caretaker Period, in the case of an emergency, the Council may act to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms and conditions of their contract), pending the local government election, after which date a permanent decision can be made.~~

~~2.4 Prohibition~~

~~It is prohibited under this Policy, except where the process has substantially commenced and/or approvals are in place, for public consultation to be commenced during the local government Caretaker Period on an issue which is contentious, unless the consultation is a mandatory statutory process or required under existing policy.~~

2.2 Local Government Election Process Enquiries

All election process enquiries from Candidates will be directed to the Returning Officer or, where the matter is outside the responsibility of the Returning Officer, to the Chief Executive Officer.

2.3 Elected Member and Candidate Interactions

Candidates should take particular care and give consideration to the requirements of the Code of Conduct during the local government Caretaker period.

**3 IMPLEMENTATION OF CARETAKER PRACTICES DURING STATE AND FEDERAL GOVERNMENT ELECTIONS**

Elected Members who nominate or are pre-selected by a political party to contest a state or federal election, should avoid any appearance that their position is being used as a platform for their campaign during the election period.

Therefore, an Elected Member:

- is encouraged to take leave of absence from the Council for such period as they see fit;
- should, as soon as practicable after becoming aware of their appointment, notify the Chief Executive Officer in writing, who in turn will advise the Council; and
- take care and give consideration to the requirements of the Code of Conduct.

**4 CITY OF MELVILLE PUBLICATIONS**

4.1 Prohibition on City of Melville Communications

The City shall not print, publish, or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the City, any City of Melville Communications relating to an election issue or which may be perceived to be electoral material.



Any City of Melville Communications potentially affected by this policy will be reviewed by the CEO to ensure that any references to the election will only relate to the election process.

This clause does not apply to information published prior to the Caretaker Period or publications which merely announce the holding of the election or relate only to the election process itself.

Additionally, public consultation or communication relating to **Significant Acts** shall not occur during caretaker period, except where the process has substantially commenced and the Council's approval has been received prior to the period coming into effect, or the consultation is a mandatory statutory process.

During the Caretaker Period no City employees may make any public statement that relates to an election issue unless the statements have been approved by the Chief Executive Officer.

**4.2** Candidate and/or Elected Member Publications

Candidates are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the City (e.g. use of the City of Melville logo and/or crest).

**Any City of Melville Communications, including information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed by the Council.**

~~4.1 Prohibition of Publishing Electoral Material~~

~~The City shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the City any advertisement, handbill, pamphlet or notice that contains "electoral material" during the Caretaker Period~~

~~4.2 Electoral Material Relevant to Prohibition~~

~~Without limiting the generality of the definition of "electoral material", material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to or comment on:~~

- ~~a) the election; or~~
- ~~b) a candidate in the election; or~~
- ~~c) an issue submitted to, or otherwise before, the voters in connection with the election.~~



#### 4.3 ~~Candidate and/or Elected Member Publications~~

~~Candidates and/or Elected Members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the City (eg use of the City of Melville logo and/or crest).~~

#### 4.4 ~~Election Announcement~~

~~This Policy does not prevent publications by the City which merely announce the holding of the election or relate only to the election process itself.~~

#### 4.5 ~~City of Melville Publications~~

~~Any reference to Elected Members in the City's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the City's publications that are potentially affected by this Policy will be reviewed by the Chief Executive Officer to ensure that any circulated, displayed or otherwise publically available material during the Caretaker Period does not contain material that may be considered as "electoral material". This clause does not apply to information published prior to the Caretaker Period.~~

#### 4.6 ~~City of Melville Website~~

~~During the Caretaker Period the City's website will not contain any material which is precluded by this Policy. Any references to the election will only relate to the election process. Information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed by the Council. This clause does not apply to information published prior to the Caretaker Period.~~

#### 4.7 ~~Social Media~~

~~During the Caretaker Period, the City's social media accounts including, but not limited to Facebook, Twitter, Instagram and YouTube, will not contain any material that is precluded by this Policy. Any reference to the election will only relate to the election process.~~

#### 4.8 ~~City of Melville Business Cards~~

~~During the Caretaker Period, Elected Members shall ensure that their allocated business cards are used only for purposes associated with the normal role of an Elected Member in servicing their electorate. Elected Member business cards shall not be used in a matter that could be perceived as an electoral purpose. It should be noted that this prohibition on the use of the City's resources for electoral purposes is not restricted to the Caretaker Period.~~

## 5 ATTENDANCE AND PARTICIPATION AT EVENTS/FUNCTIONS

### 5.1 Public Events Hosted by External Bodies

During Caretaker, Elected Members may continue to attend events and functions hosted by external bodies outlined in [Council Policy CP-113 Attendance at Events](#).



## 5.2 City of Melville Organised Civic Events/Functions

Events and/or functions organised by the City and held during the Caretaker Period will be limited to only those that the CEO considers essential to the operation of the City.

Annual, recurring City-wide community events that are scheduled to take place during the Caretaker Period will proceed, but there should be no formal role for Elected Members at these events.

During the Caretaker Period, Elected Members dinners and lunches should not be scheduled for any sitting Elected Member who is nominating as a candidate for local, state or federal government elections and/or an Elected Member host any events, presentation or appear in any Council promotional material during the Caretaker Period. This provision does not restrict Elected Members attendance at a meal prior to Council/Committee meetings and other City functions.

## 6 THE USE OF CITY OF MELVILLE RESOURCES

The *City of Melville Code of Conduct Elected Members, Committee Members and Candidates and the Local Government (Rules of Conduct) Regulations 2007* provide that the City's resources are only to be utilised for authorised activities (for example – prohibits the use of employees for personal tasks and prohibits the use of equipment, stationery, or hospitality for non-Council business). This includes that the use of resources for electoral purposes is not restricted to the Caretaker Period.

The City's employees must not be asked to undertake any tasks connected directly or indirectly, or perceived to be connected, with an election campaign and should avoid assisting Elected Members in this way. In any circumstances where the use of City resources might be construed as being related to a candidate's election campaign, advice is to be sought from the Chief Executive Officer.

**Additionally, Elected Members must not improperly use their position on the Council to campaign, including as a representative on advisory groups or committees, for election purposes.**

## 7 ACCESS TO COUNCIL INFORMATION

### 7.1 Elected Member Access to Information

During the Caretaker Period, Elected Members can access Council information relevant to the performance of their functions as an Elected Member.

### 7.2 Electoral Information and Assistance

All Candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls) and information relevant to their election campaigns from the City's administration.

Any assistance and advice provided to candidates as part of the conduct of an election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance. Types of assistance may include



advice on manipulation of electoral roll data and interpretation of legislative requirements amongst other matters.

7.3 Information Request Register

An Information Request Register will be maintained by the Chief Executive Officer, or ~~his/her~~ **their** delegate, during the Caretaker Period. The Register will be a public document that records all requests for information made by candidates for local, state, or federal elections, and the response given to those requests during the Caretaker Period. Staff will be required to provide details of requests to the Chief Executive Officer for inclusion in the Register.

**References that may be applicable to this Policy**

Legislative Requirements:

Procedures, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

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**ORIGIN/AUTHORITY**

Insert name of Council Meeting

Insert date of meeting

**Item No.**

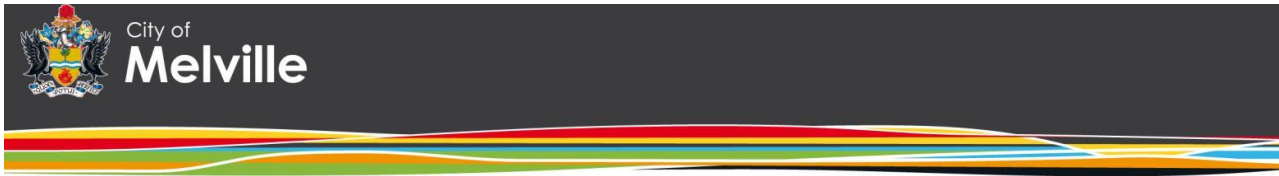
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**Reviews**

Insert name of Council Meeting

Insert date of meeting

Insert Item No.



## City of Melville Prayer

<b>Policy Type: Council Policy</b> <b>Policy Owner: Governance Coordinator</b>	<b>Policy No. CP- 019</b> <b>Last Review Date: 19 February 2019</b>
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### Policy Objectives

To request God to provide you with guidance whilst holding the Office of Elected Member

### Policy Scope

The Prayer will be read following the Declaration of Office ceremony.

### Policy Statement

The following prayer for the Melville City Council shall be read after the Declaration of Office ceremony.

*O Lord God, the Father of Light, from Whom comes every good and perfect gift; we ask You to give to Your servants who bear office in this City, the spirit of prudence, justice and charity and the foresight to anticipate its future growth, that we may faithfully serve the people committed to our charge and to You be all blessing and glory forever. Amen.*

**The immediate past serving Deputy Mayor shall deliver the Council prayer after the welcome speech from the Mayor.**

#### References that may be applicable to this Policy

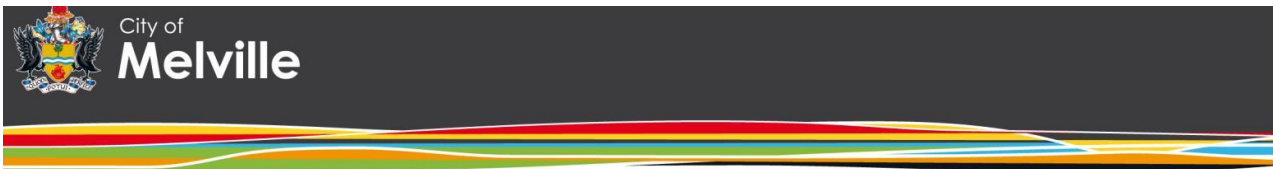
Legislative Requirements:

Procedure, Process Maps, Work Instructions: 5.7 City of Melville Prayer

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

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**ORIGIN/AUTHORITY**

Administration & Community Services Committee  
(Formerly Council Members Policy 17)

05/10/99

**ITEM NO.**

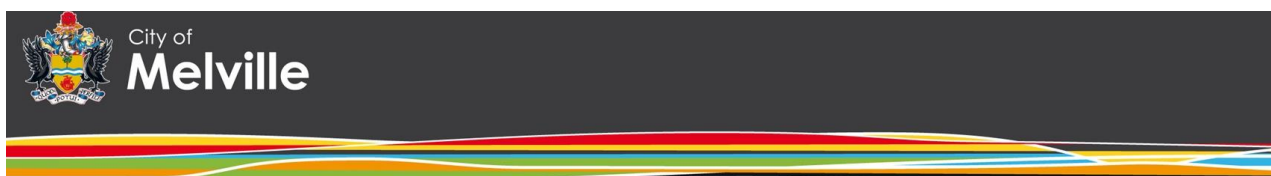
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**REVIEWS**

Corporate & Community Services Committee  
Community & Technical Services Committee  
Community & Technical Services Committee  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council

05/02/2002  
01/06/2004  
01/11/2005  
15/12/2009  
15/11/2011  
10/12/2013  
8/12/2015  
19/02/2019

C02/1002  
C04/5010  
C05/5010  
C09/5097  
C11/5199  
C13/5341  
M15/5458  
M19/5664



## Use of Elected Member Meeting Rooms and Facilities

<b>Policy Type: Council Policy</b> <b>Policy Owner: Governance Coordinator</b>	<b>Policy No. CP- 004</b> <b>Last Review Date: 20 April 2021</b>
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### Policy Objectives

To ensure that a consistent approach is adopted when using the City’s facilities.

### Policy Scope

This policy applies to the use of the Council Chambers, Elected Members’ Reception Lounge, the Swan Room, the Canning Room and Conference Room at the City of Melville and outlines the positions responsible for authorising the use of these rooms.

### Policy Statement

#### **Council Chamber**

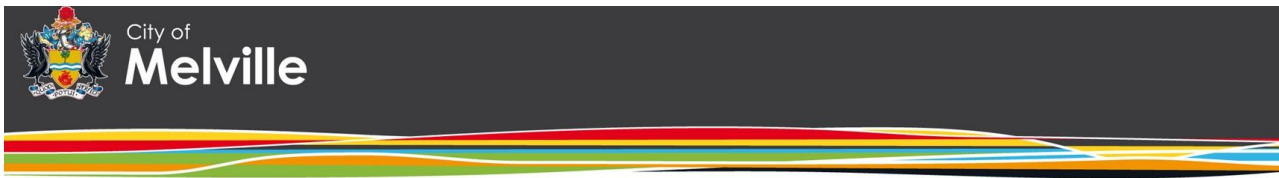
The Council Chamber is to be used for official Meetings of the Council and for State Government Committee meetings (such as Joint Development Assessment Panel (JDAP)). Other uses of the Council Chamber are to be approved by the Mayor or the Chief Executive Officer.

#### **Members’ Reception Lounge**

The Elected Member’s Reception Lounge is available to Elected Members. Use of the Elected Member’s Reception Lounge to entertain guests is to be determined by the Deputy Mayor after checking its availability with the Chief Executive Officer.

#### **Meeting and Conference Rooms**

The use of the Swan, Canning or Conference Rooms is determined by the Chief Executive Officer for all bookings during and after business hours.



**Other References Applicable to this Policy**

Policy: CP-016 Civic and Ceremonial Functions

Delegated Authority No:

Procedure No:

Other Documents: Internal Request for Approval to host a Civic Function  
Civic Facilities Room & Event Service Request (catering)  
Civic Function Organisation Process Level 1  
Civic Function Organisation Level 2

**ORIGIN/AUTHORITY**

Administration & Community Services Committee  
Formerly Council Members Policy 21

05/10/99

**ITEM NO.**

A99/1015

**REVIEWS**

House Committee	14/03/02	2.2
Community & Technical Services Committee	01/06/04	C04/5010
Community & Technical Services Committee	01/11/05	C05/5010
Ordinary Meeting of Council	15/12/09	C09/5097
Ordinary Meeting of Council	21/02/12	C12/5124
Ordinary Meeting of Council	18/02/14	M14/5341
Ordinary Meeting of Council	18/10/16	M16/5505
Ordinary Meeting of Council	19/02/2019	M19/5664
Ordinary Meeting of Council	20/04/2021	M21/5827

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## Privacy Policy

<p><b>Policy Type: Council Policy</b> <b>Policy Owner: Chief Information Officer</b></p>	<p><b>Policy No. CP-128</b> <b>Last Review Date: DD/MM/2024</b></p>
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### Policy Objectives

This Policy outlines the City of Melville’s obligations for and commitments to the responsible management of personal information held about its staff, residents and organisations with whom it interacts.

### Policy Scope

This policy applies to all City employees, Elected Members, contractors, and volunteers.

This policy covers all personal information held by the City or any contractors providing services on behalf of the City and includes information we have collected:

- about any individual through any of the City’s public interfaces;
- from any individual, including information collected from third parties; and
- about any individual regardless of format. This includes information collected on forms, in person, in correspondence, over the telephone, via our website and social media platforms

### Definitions / Abbreviations Used In This Policy

**Information Privacy Principles (IPP):** means the Information Privacy Principles as defined in the Privacy & Responsible Information Sharing (PRIS) Act.

**Personal information:** means information or an opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

**Privacy and Responsible Information Sharing (PRIS):** Privacy and Responsible Information Sharing legislation which regulates the use and management of personal information.

**Privacy breach:** an act or practice that contravenes one or more of the Information Privacy Principles.

**Privacy Impact Assessment:** a systematic assessment of a project that identifies potential privacy impacts and recommendations to manage, minimise or eliminate them.

**Sensitive information:** means information or an opinion about an individual’s racial or ethnic origin, political opinions, religious beliefs, professional memberships, sexual preferences or criminal record.

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## Policy Statement

The City of Melville will implement practical measures and take all reasonable steps to ensure that the use and disclosure of personal and sensitive information is consistent with Privacy and Responsible Information Sharing (PRIS) laws and community expectations.

The City is committed to the 11 Information Privacy Principles (IPP) which cover all aspects of collection, use, disclosure, management, security and retention of personal and sensitive information. In summary, the City will:

- allow people to interact with the City anonymously, where that is lawful and practicable.
- only collect personal information that is necessary for the City's functions.
- provide notice about how the information will be used, stored and disclosed.
- collect information directly from the individual where possible.
- use and disclose personal information only for the primary purpose it was collected, a secondary related and expected purpose, as authorised by law or with the individual's consent.
- take steps to make sure that personal information is accurate, complete and up to date.
- take steps to protect personal information from misuse and loss and from unauthorised access, modification or disclosure, and.
- provide processes for people to see access to, or the correction of, their personal information.

A privacy impact assessment will be undertaken as part of decision making for new initiatives, processes, information systems and technology and steps will be taken to mitigate privacy risks as far as lawful and practicable.

### Privacy Breaches and Risks

All identified privacy breaches must be immediately reported to the City's Privacy Officer or, in the case of Elected Members, to the Chief Executive Officer, who will assess the report and make decisions in relation to:

- the steps required to prevent the impact of a breach worsening.
- whether notification to the affected people is appropriate.
- whether notification to the relevant privacy regulator is required; and
- the steps to be taken to prevent similar future breaches or mitigate the identified privacy risk.

### Privacy Complaints

All privacy complaints will be investigated, and the complainant provided with information about the investigation and outcome. If a complainant is not satisfied with the City's response, they are entitled to refer their complaint to the Privacy Commissioner.

### Obligation

All City employees, Elected Members, contractors, and volunteers must, in performing the duties of their employment, appointment or engagement by the City:

- a. respect the privacy of the personal information that they collect, use or disclose; and

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- b. complies with the requirements of all applicable personal data protection laws, this policy and its related procedures.

**Non-compliance with this Policy**

Non-compliance with this policy has the potential to:

- cause harm to people impacted by a privacy breach.
- cause reputational damage to the City.
- hinder the City’s day-to-day operations if information systems are compromised.
- generate complaints to the Privacy Commissioner.
- constitute a breach of the provisions relating to confidential information.
- incur financial penalties for the City and/or individual Elected Members and employees; and

Non-compliance with this policy may also result in disciplinary action.

**References that may be applicable to this Policy**

Legislative Requirements: Privacy & Responsible Information Sharing

Procedures, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy: City of Melville Recordkeeping Plan  
Information Privacy Principles

Delegated Authority No:

**ORIGIN/AUTHORITY**

Insert name of Council Meeting

Insert date of meeting

**Item No.**

Insert Item No.

**Reviews**

Insert name of Council Meeting

Insert date of meeting

Insert Item No.



WESTERN AUSTRALIAN  
Electoral Commission

Ms Gail Bowman  
Chief Executive Officer  
City of Melville  
Locked Bag 1  
BOORAGOON WA 6954

Dear Ms Bowman,

**Cost Estimate Letter: 2025 Local Government Ordinary Election**

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$406,898 (ex GST).

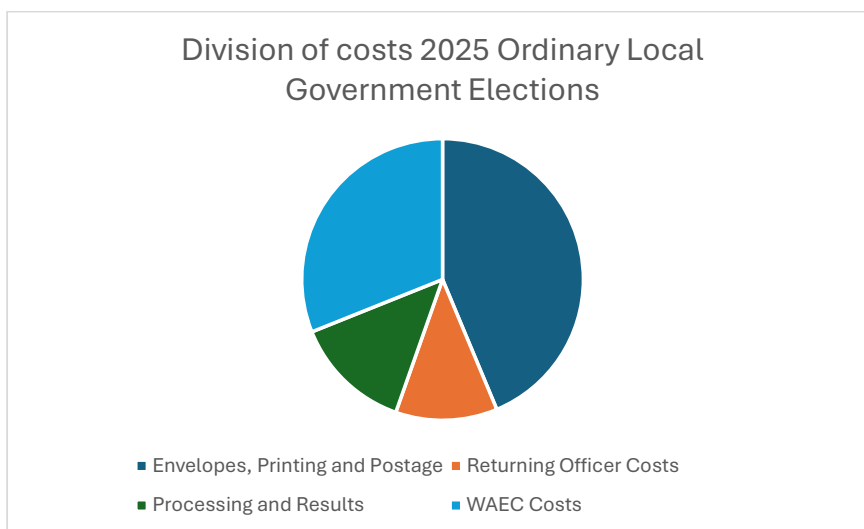
This cost has been based on the following assumptions:

- The method of election will be postal;
- 6 Councillor(s) vacancies;
- 75400 electors;
- response rate of approximately 35%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

#### Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

#### Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au).

Yours sincerely,



Robert Kennedy  
**ELECTORAL COMMISSIONER**

12 December 2024



WESTERN AUSTRALIAN  
Electoral Commission

Ms Gail Bowman  
Chief Executive Officer  
City of Melville  
Locked Bag 1  
BOORAGOON WA 6954

Dear Ms Bowman,

**Written Agreement: 2025 Local Government Ordinary Election**

I refer to your correspondence dated 25 February 2025 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 12 December 2024 (the Cost Estimates Letter).

This letter is my written agreement to be responsible for the conduct of the local government ordinary election for the City of Melville. In order to finalise this agreement, you are required under *the Local Government Act 1995* to submit the following motions to Council for a postal election:

1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

Please note that:

- the above motion/s must be presented to Council as drafted and cannot be amended in any way;
- both the Cost Estimates Letter, and this Written Agreement Letter should be attached to the item for Council consideration; and
- the above motion/s must be passed by an absolute majority.

Once the Council passes the above mentioned motion/s, please forward confirmation to the Commission to the email address below. The Commission can then proceed with arrangements for your ordinary election.

If you have any queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au).

Yours sincerely,

A handwritten signature in blue ink that reads 'R Kennedy'.

Robert Kennedy  
**ELECTORAL COMMISSIONER**

24 March 2025



City of  
**Melville**

**LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY**

**FOR THE PERIOD OF  
FEBRUARY 2025  
PRESENTED TO THE  
ORDINARY MEETING OF COUNCIL  
TO BE HELD ON 15 APRIL 2025**

Supplier Number	Supplier Name - Description of Supply	Payment Date	Payment Reference	Over \$25,000.00 Payment Amount
<b>6979</b>	<b>1300 TEMPFENCE READY INDUSTRIES PTY LTD T/AS</b>			<b>\$ 329.67</b>
6979	Temporary fencing	45716	E127404	\$ 329.67
<b>3359</b>	<b>A PLUS TRAINING SOLUTIONS PTY LTD</b>			<b>\$ 4,450.00</b>
3359	External training courses	45716	E127323	\$ 4,450.00
<b>9086</b>	<b>AAAC TOWING PTY LTD</b>			<b>\$ 3,062.40</b>
9086	Vehicle towing	45716	E127453	\$ 3,062.40
<b>7359</b>	<b>AARO GROUP PTY LTD</b>			<b>\$ 104,108.91</b>
7359	Drainage services	45701	E127094	\$ 104,108.91
<b>9622</b>	<b>AARON CLARINGBOLD</b>			<b>\$ 1,050.00</b>
9622	Photography	45716	E127490	\$ 1,050.00
<b>9071</b>	<b>ABCO WATER SYSTEMS BWATER PTY LTD T/AS</b>			<b>\$ 673.20</b>
9071	Water treatment services	45701	E127134	\$ 673.20
<b>6145</b>	<b>ACCESS TECHNOLOGIES HEYTESBURY TECHNOLOGIES PTY LTD AFT HAMPEL TRUST T/AS</b>			<b>\$ 241.34</b>
6145	Fencing supplies and services	45701	E127041	\$ 241.34
<b>5960</b>	<b>ACS SWAN EXPRESS PRINT</b>			<b>\$ 357.50</b>
5960	Stationery	45701	E127036	\$ 357.50
<b>4888</b>	<b>ACTION GLASS &amp; ALUMINIUM</b>			<b>\$ 6,656.12</b>
4888	Glazing supplies and services	45701	E127018	\$ 1,839.11
4888	Glazing supplies and services	45716	E127352	\$ 4,817.01
<b>9048</b>	<b>ADVERTISING - MARKETFORCE SUBSIDIARY OF OMNICOM</b>			<b>\$ 5,704.34</b>
9048	Marketing and communication services	45701	E127129	\$ 5,704.34
<b>6138</b>	<b>AE HOSKINS BUILDING SERVICES THE TRUSTEE FOR M R HOSKINS FAMILY TRUST T/AS</b>			<b>\$ 82,418.05</b>
6138	Building construction materials and services - Southside BMX	45701	E127040	\$ 46,316.85
6138	Building construction materials and services - Willagee Library	45716	E127367	\$ 36,101.20
<b>6855</b>	<b>AIR LIQUIDE AUSTRALIA LIIMITED</b>			<b>\$ 486.42</b>
6855	Gas	45701	E127076	\$ 128.48
6855	Gas	45716	E127399	\$ 357.94
<b>7444</b>	<b>AIR LIQUIDE HEALTHCARE PTY LTD</b>			<b>\$ 106.20</b>
7444	Workplace health and safety services	45701	E127096	\$ 106.20





















































































































































































































































































































































































































































