



AGENDA

SPECIAL MEETING OF COUNCIL

NOTICE OF MEETING

I respectfully bring to the attention of Elected Members that a Special Meeting of the Council will be held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 21 October 2025 commencing at 5:00pm.

The Special Meeting is for the purpose of:

- Conducting the Declaration of Office for newly elected Councillors
- Election of Deputy Mayor
- C25/326 – Election of Representatives to the Council Committees for 2025-2027
- C25/327 – Election of Representatives - Resource Recovery Group & WALGA South Metropolitan Zone

Gail Bowman
Chief Executive Officer

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

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



Vision

Vibrant, Sustainable, Inclusive Melville

Mission

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

Values

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

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

Our Approach

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



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

Making A Deputation

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

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

Public Question Time

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

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

Disclaimer

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

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

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

Audio-Visual Recording and Live Streaming

In accordance with the Council Policy CP-088 Live Streaming and Audio-Visual Recordings of Public Meetings of the Council, this meeting is electronically recorded and broadcast to the [City of Melville Council Meetings YouTube Channel](#). All recordings are retained as part of the City's records in accordance with the *State Records Act 2000* and the General Disposal Authority for Local Government Records. Learn more about [live streaming and audio-visual recordings of meetings](#) on the City of Melville website.

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

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

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1 OFFICIAL OPENING

Welcome to Country

By Neville Collard

2 ATTENDANCE AND APOLOGIES

In Attendance

Councillors

Ward

Officers

Apologies

On Approved Leave of Absence

Cr D Lim

Applecross - Mount Pleasant Ward

3 DECLARATIONS OF OFFICE

Prior to the conduct of the Meeting the Declaration of Office Ceremonies for the newly elected Councillors will take place.

3.1 Declarations of Office - Councillors

Mayor Katy Mair will swear in the newly Elected Members.

4 COUNCIL PRAYER

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

7 ELECTION OF DEPUTY MAYOR 2025 – 2027

The Chief Executive Officer will assist the Mayor in the conduct of the election in accordance with the provisions of the *Local Government Act 1995*. Nominations must be received in writing, preferably prior to the meeting and provided to the Chief Executive Officer, or if a nomination is to be made at the meeting, the nomination is to be given to the Presiding Member prior to the close of nominations.

Nominations for Deputy Mayor will close at the meeting, at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations to be received. Following the conduct of the secret ballot, the Mayor will declare the position of Deputy Mayor.

8 DECLARATION OF OFFICE – DEPUTY MAYOR

Mayor Katy Mair will swear in the newly elected Deputy Mayor.

9 REPORTS

9.1 Reports of the Chief Executive Officer

C25/326 Election of Representatives to the Council Committees for 2025-2027

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

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • Following the Local Government Elections, it is necessary to reappoint the membership of each of the City of Melville Committees: <ul style="list-style-type: none"> ○ Governance Committee; and ○ Audit, Risk and Improvement Committee (ARIC); and ○ Policy and Legislation Committee (P&L). • This report is presented to appoint the membership and presiding members of each of these committees for the period from November 2025 to October 2027.

OFFICER RECOMMENDATION

1. That the Council, by absolute majority decision, endorse the following Elected Members and their Deputies be appointed for a period no longer than November 2025 to October 2027, to the:

(a) City of Melville Governance Committee:

Membership	Member	Deputy
1. Mayor		
2. Elected Member		
3. Elected Member		
4. Elected Member		
5. Elected Member		

(b) City of Melville Audit, Risk and Improvement Committee:

Membership	Member	Deputy
1. Mayor		
2. Elected Member		
3. Elected Member		
4. Elected Member		
5. Elected Member		
6. External Member	Mr P Draber	
7. External Member	Mr T Cheong	

(c) City of Melville Policy and Legislation Committee:

Membership	Member	Deputy
1. Mayor		
2. Elected Member		
3. Elected Member		
4. Elected Member		
5. Elected Member		

2. That the Council, by absolute majority decision, appoint the following Committee Presiding and Deputy Presiding Members:

(a) City of Melville Governance Committee:

- (i) Presiding Member, _____
- (ii) Deputy Presiding Member, _____

(b) City of Melville Policy & Legislation Committee:

- (i) Presiding Member, _____
- (ii) Deputy Presiding Member, _____

(c) That the Council reaffirm the current appointment of the Audit, Risk and Improvement Committee’s external Presiding Member, Mr P Drabber, and external Deputy Presiding Member, Mr T Cheong.

PURPOSE

This report is presented to appoint the membership for the City of Melville’s committees for the period from October 2025 to October 2027.

STRATEGIC ALIGNMENT

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

BACKGROUND

Following each Local Government Election, it is necessary to appoint the membership of the 3 City of Melville Committees. This allows all Elected Members, including those newly elected, an opportunity to participate as a representative on at least 1 Committee.

City of Melville Governance Committee:

The Governance Committee is a Committee of Council established in accordance with s5.8 of *the Local Government Act 1995* (the Act) for the purposes of promoting excellence in Governance within the City of Melville.

Its core functions include:

- Strategic Direction - promote an organisational focus on the achievement of the City of Melville Vision, Mission, Council Plan for the Future, which details the City's Strategic Outcomes and Objectives and receive the Strategic Community Plan/Corporate Business Plan Quarterly Reports.
- Roles and Responsibilities - ensure clarity of the role of Elected Members and that the statutory separation of powers and roles, as articulated in the Local Government Act 1995, and its regulations, is supported with appropriate induction and training.
- Relationships - nurturing a positive culture within the Elected Member Group that promotes openness and honesty, in which appropriate questioning is encouraged, and accountability is clear and fostering effective working relationships within and between the Mayor, Councillors, the Chief Executive Officer (CEO) and other officers of the City.
- Accountability and Transparency - ensure that the City's Governance Framework is reviewed on a biennial basis, to be completed prior to each Local Government Ordinary Election, and reflects the processes in place that reflect the transparency and accountability principles which underpin excellence in local government governance.
- CEO Performance Review - receive the CEO Quarterly Key Performance Indicator Updates and, when appointed by the Council, undertake the:
 - annual Chief Executive Officer's performance review in accordance the provisions of legislation, policy and contract conditions; and
 - make recommendations on the setting of CEO Key Performance Indicators linked to the Council priorities through the Corporate Business Plan and budget.
- Other matters referred to the Committee by decision of the Council.

City of Melville Audit, Risk and Improvement (ARIC) Committee:

The Audit and Risk Committee is a Committee of Council established under s7.1A and s5.8 of the Act, for the purposes of advising the Council in relation to internal and external audit, compliance, risk management and improvement matters as well as the City of Melville financial statements.

Its core functions include:

- The integrity of the City's annual financial statements.
- Compliance with legal and statutory audit requirements, including the Department of Local Government annual Compliance Audit Return.
- External audit.
- The City's internal audit program, including Service Reviews and improvement opportunities.
- The City's risk management framework.

City of Melville Policy and Legislation (P&L) Committee:

The Policy and Legislation Committee is a Committee of the Council established in accordance with s5.8 of the Act with the purpose of supporting the Council in the review and development of the City of Melville Council policies and local laws, and the consideration of key planning policy issues that arise.

Additionally, the Act sets out in:

- Section 2.7(2) of a role of Council is to determine the local government's policies; and
- Section 3.11 provides for the making of Local Laws under the *Local Government Act* and other Acts of State Parliament, and the procedure for doing so.

Its core functions include:

- Providing input and strategic guidance to the development and review of City of Melville Local Laws.
- Providing input and strategic guidance to the scheduled reviews of existing Council Policies.
- Identifying and leading the development of new Council Policies.
- Identifying matters relating to policy, policy review and policy development.
- Considering, as required, key planning policy issues that arise and making recommendations for the consideration of the Council.

CONSIDERATION

The City of Melville will conduct a review of its Committee's terms of references in early 2026, however due to the Council's quarterly reporting requirements and previously adopted meeting schedule, inclusive of the committees, it is necessary to appoint representatives earlier than this date.

The meeting schedule for 2026 will be presented to the Council by December 2025, for consideration.

ENGAGEMENT

No internal or external engagement has been undertaken in preparing this report.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

LEGISLATIVE AND POLICY ALIGNMENT

Legislative requirements for the appointment of committee members are dealt with in Section 5.10 of the *Local Government Act 1995*. Section 5.10 states as follows:

- (1) *A committee is to have as its members —*
 - (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
 - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of the mayor or president's wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of the CEO's wish —*
 - (a) *to be a member of the committee; or*
 - (b) *that a representative of the CEO be a member of the committee,*

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

FINANCIAL IMPLICATIONS

Costs associated with the holding of Committee meetings are included in the 2025/2026 adopted Budget.

CONSEQUENCE

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

C25/327 Election of Representatives - Resource Recovery Group & WALGA South Metropolitan Zone

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

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> This report provides the Council with the opportunity to elect representatives to the: <ul style="list-style-type: none"> Resource Recovery Group for the period from October 2025 to June 2026; and Western Australian Local Government Association (WALGA) South Metropolitan Zone for the period from October 2025 to until October 2027. The report also provides Elected Members an overview of each meetings function, frequency and other important details.

OFFICER RECOMMENDATION

That the Council by absolute majority decision, makes the following appointments to the external advisory and community committees:

1. Resource Recovery Group for the period of October 2025 to June 2026:

Representatives	Deputy Representatives
1.	1.
2.	

2. WALGA South Metropolitan Zone for the period of October 2025 to October 2027:

Representatives	Deputy Representatives
1.	1.
2.	
3.	

PURPOSE

To appoint the City of Melville representatives on the Resource Recovery Group and WALGA South Metropolitan Zone.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
	2	A clean, green and sustainable City for current and future generations.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.3	Ensure efficient and effective use of assets, resources and technology.
	2	Clean and Green
	2.2	Sustainable use of resources and adoption of a circular economy approach, optimising waste reduction and resource recovery.

BACKGROUNDGeneral Background

Biennially, after elections, the City reviews its Elected Member representation on Advisory Committees and Working Groups. The last review was conducted in 2023.

This review will be presented to the November 2025 Ordinary Meeting of Council, however both the Resource Recovery Group (RRG) and WALGA South Metropolitan Zone group require their representatives to be nominated prior to this time.

Resource Recovery Group

The City of Melville and the City of Fremantle are the remaining members of the RRG, which:

- Processes Food Organic Green Organic (FOGO) waste; and
- Recovers recyclable materials from yellow-topped bin waste
- Processes green waste
- Provides waste audits in the regions; and
- Provides the Recycle Right education platform to assist residents and businesses to recycle and reduce rubbish.

from a facility in Canning Vale.

WALGA South Metropolitan Zone

The governance structure of WALGA is designed to ensure it is representative of all 139 Member Local Governments.

Zones are autonomous groupings of geographically aligned Local Governments. The key functions of Zones are to elect one or more representative to State Council, consider the State Council Agenda and provide direction and feedback to State Council. Zones can also act independently in considering and advocating on regional issues.

State Council is the decision-making, representative body of WALGA, responsible for sector-wide policy making and strategic planning.

The relationship between State Council and Zones is critical as it underpins WALGA's advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of WALGA.

Delegates are appointed to represent their Local Government on the Zone and make decisions at a regional level. Individual Zones determine how many Delegates represent each member Local Government and are responsible for electing a Zone Chair and Deputy Chair.

When a Delegate is appointed to a Zone, they become eligible to nominate for State Council. As this is an election year, November Zone meetings will hold elections for State Council representatives and Zone Chair.

There are no sitting fees or reimbursements paid to Zone Delegates. State Councillors are entitled to travel reimbursement related to meeting attendance and are paid an annual sitting fee.

CONSIDERATION

Resource Recovery Group

The City of Melville is in the process of withdrawing from the RRG, with the RRG transitioning to a new model of operation. This is expected to be finalised by the end of June 2026.

Meeting Frequency	Every 2 Months – 5:00pm on Thursdays
Term Duration	October 2025 - June 2026
Available Elected Member Position/s	<ul style="list-style-type: none"> • Elected Member – 2 Position • Deputy Elected Member – 1 Position
Reference Documents or Links	<ul style="list-style-type: none"> • RRG Member Councils

Function:

The member local governments work together through the Resource Recovery Group to develop environmentally sustainable waste management solutions and climate change abatement measures.

The Resource Recovery Group operates the Canning Vale Centre (previously known as the Regional Resource Recovery Centre - RRRC). It has been operational since 2005 and is designed to recover 85% of household waste.

The Resource Recovery Group comprises one elected council member, known as a Regional Councillor, from each member local government council who holds equal voting rights, except the Chairperson who may exercise a second vote, where the vote is a tie. The Council elects its chairperson from one of the Regional Councillors every two years.

WALGA South Metropolitan Zone

There are six Local Governments in the South Metropolitan Zone (SMZ).

The SMZ currently meets on the fourth Monday of the month at 5:30pm. Hosting of SMZ meetings is rotated between each member Local Government to provide an opportunity to showcase their area.

Each member Local Government on the SMZ is entitled to appoint three voting Delegates and as many Deputy Delegates as they see fit. It is recommended that the Chief Executive Officer be appointed as an additional Deputy Delegate where it may be beneficial, to ensure that representation from each member Local Government can always be achieved at Zone meetings.

At the November Zone meeting, an election will be held for the positions of State Councillor (three positions) and Deputy State Councillor (three positions).

The next meeting of the SMZ is on Monday, 24 November at 5:30pm hosted by the City of East Fremantle.

Meeting Frequency	Zones generally meet five times per year in February, April, June, August and November.
Meeting Location	Rotating between Member Councils
Term Duration	2 Years (Aligning with Local Government Elections)
Available Elected Member Position/s	<ul style="list-style-type: none"> Elected Member Voting Delegates – 3 Positions Deputy Elected Member – 1 Position
Presiding Member / Chairperson	Zones are responsible for electing a Zone Chair and Deputy Chair.
Reference Documents or Links	<ul style="list-style-type: none"> EM Prospectus – Becoming a Zone Delegate Zone Details

Function:

- Elect one or more State Councillor; and
- Consider the State Council Agenda; and
- Provide direction and feedback to their State Councillor.

Additional activities undertaken by Zones may include:

- Developing and advocating positions on regional issues affecting Local Government; and
- Progressing regional Local Government initiatives; and
- Initiating regional projects relating to the Zone; and
- Identifying relevant issues for action by WALGA; and
- Networking and information sharing; and
- Contributing to policy development through policy forums and other channels.

ENGAGEMENT

No external engagement is required for this report.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with nominations of the City's representatives.

LEGISLATIVE AND POLICY ALIGNMENT

Meetings of the Resource Recovery Group are conducted in accordance with the requirements of the *Local Government Act 1995*.

The WALGA is constituted under section 9.58 of the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the nomination of the City's representatives.

CONSEQUENCE

As one of two member Council's on the Resource Recovery Group, there is a requirement for the City of Melville to be represented.

WALGA provides a united voice for local governments in Western Australia, with the City of Melville being a member Council, with representatives at a Zone level.

10 CLOSURE