



City of
Melville

AGENDA

ORDINARY MEETING OF COUNCIL

NOTICE OF MEETING

I respectfully bring to the attention of Elected Members that an Ordinary Meeting of the Council will be held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 18 March 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.

Due to some technical challenges, the attachments in this Agenda may appear lower in quality. However, this will be rectify at the earliest opportunity.

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



Vision

Vibrant, Sustainable, Inclusive Melville

Mission

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

Values

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

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

Our Approach

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



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

Making A Deputation

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

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

Public Question Time

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

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

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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>

Contents

1	Official Opening	7
2	Attendance and Apologies	7
3	Declarations by Members	8
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.....	8
3.2	Declarations by Members who have received and not read the Elected Members Bulletin	8
4	Announcements by the Presiding Member (Without Discussion)	8
	Approved Deputations	8
	Approved Written Submission.....	8
5	Disclosure of Interest	8
5.1	Financial or Proximity Interests	8
5.2	Disclosure of Interest That May Cause a Conflict	8
6	Public Question Time	9
6.1	Questions Received with Notice.....	9
6.2	Questions Received at the Meeting.....	9
6.3	Questions Taken on Notice at Previous Meeting.....	9
6.3.1	Ms C D'Costa, Booragoon.....	9
6.3.2	Ms D Gordin, Booragoon.....	13
6.3.3	Mr G Botje, Booragoon	16
6.3.4	Ms K Thomson, Booragoon.....	20
6.3.5	Ms A Field, Booragoon.....	21
7	Awards and Presentations	22
8	Applications for New Leave of Absence	22
9	Confirmation of Minutes	22
9.1	Ordinary Meeting Of The Council – 18 February 2025	22
9.2	Ordinary Meeting Of The Audit, Risk, and Improvement Committee – 10 March 2025	22
9.3	Notes Of Agenda Briefing Forum – 11 March 2025	22
10	New Business of an Urgent Nature	23
11	Identification of Matters for which Meeting May Be Closed	23
12	Petitions	24
12.1	Receipt of Petition - Request to Decline Development Application for Short Term Accomodation.....	24
12.2	Receipt of Petition - Request for Off-Lead Dog Exercise Classification for Tompkins Park Canning Highway Fenced Playing Fields.....	25
13	Adoption of Recommendations En Bloc	26
14	Reports	27
14.1	Reports from Committees	27

C25/251	Compliance Audit Return 2024.....	27
14.2	Reports of the Chief Executive Officer.....	30
	Management Services	30
M25/47	Perth South West Metropolitan Alliance - Memorandum of Understanding.....	30
	Corporate Services	36
C25/245	Investment Statements for January 2025	36
C25/250	Schedule of Accounts Paid for January 2025	44
C25/246	Statements of Financial Activity for January 2025	50
C25/247	Common Seal March 2025.....	57
C25/248	Melville Golf Centre Lease Extension Request - 21 Year Lease.....	59
C25/249	Motions Carried at the Annual General Meeting of Electors Held 3 February 2025.....	66
	Community Development.....	81
CD25/41	Assess the Impacts of Prohibiting Alcohol and Unhealthy Food Advertising on Bus Shelters within the City of Melville.....	81
CD25/42	Netball and Multi Use Indoor and Outdoor Courts Needs Assessment.....	90
	Environment and Infrastructure	96
E25/64	Moreau Mews Town Square Public Open Space - Concept Designs	96
E25/62	Response to Petition - Brentwood Village Shopping Centre Car Park	106
	Planning.....	111
UP25/60	Review of Local Planning Policy 1.21 - Short Term Accommodation.....	111
15	Motions with Previous Notice	118
15.1	Notice of Motion - Superannuation for Elected Members.....	118
15.2	Notice of Motion - Review of Tree Policy.....	120
15.3	Notice of Motion - Progress WAPC Structure Plan Reviews.....	121
16	Motions without Previous Notice (approval by absolute majority)	122
17	Matters for which Meeting was Closed to the Public	122
C25/252	Appointment of External Member for the Audit Risk and Improvement Committee.....	122
18	Decisions made while Meeting was Closed to the Public.....	122
19	Closure	122

1 OFFICIAL OPENING

2 ATTENDANCE AND APOLOGIES

In Attendance

Councillors

Ward

Officers

Apologies

On Approved Leave of Absence

Cr G Barber

Bicton - Attadale - Alfred Cove Ward

3 DECLARATIONS BY MEMBERS

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

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

4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Approved Deputations

Approved Written Submission

5 DISCLOSURE OF INTEREST

5.1 Financial or Proximity Interests

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

5.2 Disclosure of Interest That May Cause a Conflict

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

6 PUBLIC QUESTION TIME**6.1 Questions Received with Notice****6.2 Questions Received at the Meeting****6.3 Questions Taken on Notice at Previous Meeting****6.3.1 Ms C D'Costa, Booragoon**

In accordance with section 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 18 February 2025, and responses are provided below.

Preamble

Following a failure of COM to deliver dwelling targets under regulation 67 of the Planning and Development Local Planning Scheme Regulations 2015 within the allocated five year time frame, WAPC considered the COM's own recommendations to review the LPS6 Planning scheme as a method to remedy the shortfall in residential development.

On December 23rd 2021 the City was advised it should prioritise:

- (a) The review of the density code allocations across the scheme area, where justified by the City's local planning strategy.
- (b) The outstanding structure plans, and
- (c) Investigate and pursue possible development incentives to encourage more residential development.

In relation to this matter can the City please explain for the period 2015 to 2021

Response to Preamble:

It's important to note that the City has not failed to deliver dwelling targets. The City does not have a legislative role in developing housing, it serves a strategic and regulatory function by establishing a planning framework that enables the fulfillment of prescribed State Government housing targets. Most of the housing in Australia is delivered by the private sector.

Question 1:

How this directive has impacted the City's performance against its required tree canopy levels?

Response:

The City's tree canopy cover is not a requirement, but based on current and future projections using a methodology outlined in the Urban Forest Strategy Review report. Based on aerial images and digital analysis, the tree canopy cover in the City of Melville reduced from 14% in January 2016 to 12.5% in January 2022. This is a total canopy cover which included public and private land. There are several factors contributing to the reduction of tree canopy across the City including the loss of trees on development lots but also general tree removal and tree pruning on private land as well as tree decline due to age and health.

Question 2:

What was the level of Tree Canopy Cover by the individual postcode footprints across the City of Melville in 2015 ?

Response:

The City undertook its first aerial data collection in January 2016. The results of tree canopy cover were analysed per suburb and listed below:

Suburb	Trees >3m (%)
Alfred cove	11.2
Applecross	16.7
Ardross	16.1
Attadale	13.2
Bateman	11.7
Bicton	18.3
Booragoon	13.8
Brentwood	14.3
Bull creek	14.2
Kardinya	10.7
Leeming	15.4
Melville	13.3
Mount pleasant	15.3
Murdoch	15.6
Myaree	7.7
Palmyra	12.2
Willagee	12.7
Winthrop	13.6

Question 3:

What was the tree canopy by individual postcodes across the City of Melville at the end of 2021?

Response:

The City last undertook aerial data collection in January 2022. The results of the tree canopy cover were analysed per suburb and listed below:

Ward	Canopy (>3m)
Alfred cove	8.6
Applecross	13.9
Ardross	14.2
Attadale	11.9
Bateman	9.7
Bicton	16.3
Booragoon	11.7
Brentwood	13.4
Bull creek	12.4
Kardinya	10.0
Leeming	12.9
Melville	10.7
Mount pleasant	11.9
Murdoch	17.0
Myaree	6.6
Palmyra	11.7
Willagee	11.0
Winthrop	12.9

Question 4:

What green canopy incentives were provided to which developers over the course of this period to limit tree canopy reduction?

Response:

In assessing applications for development, the City aims to retain trees on private land and provide new planting opportunities wherever possible. Notwithstanding, in some situations, retention is not always possible. Landscaping conditions related to the development and the adjacent verge can result in additional trees being planted in the area. The City's planning framework includes limited opportunities to incentivise tree retention. The current review of Local Planning Scheme No.6, ongoing review of planning for activity centres and separate investigations into a tree retention Local Planning Policy will explore expanding these opportunities to maintain and increase tree canopy.

Question 5:

What incentives were provided to ratepayers over the course of this period to limit green canopy reduction?

Response:

The City provides the opportunity for ratepayers to request a tree to be planted the verge adjoining their property if there is no tree on the verge or if they believe there is appropriate space for an additional tree to be planted.

If at the end of the winter planting season there are trees that were not planted as part of the City's planting program the trees may be offered to ratepayers to plant on private property.

The City offers an annual free plant giveaway for ratepayers to plant on the verge or within their property, noting plant numbers are limited.

Preamble to questions 6 and 7

The current LPS6 proposed rezoning adds an additional opportunity for significant Tree Canopy reduction. Based on the past reduction by postcode ...

Question 6:

What is the projected additional loss of Tree Canopy by postcode?

Response:

As part of the Urban Forest Strategy review in 2024, the City determined that if development is undertaken on all lots to their maximum potential then this could result in loss of canopy cover across the City. It can be assumed than any changes to the proposed rezoning is likely to result in a loss of tree canopy if additional lots were developed.

For further information, refer to the City's Urban Forest Strategy Review report published in the City's website.

Question 7:

What alterations have been made to the initiatives provided to both developers and ratepayers to slow the current rate of reduction of Tree Canopy?

Response:

No further initiatives have been implemented other than those highlighted in question 5.

6.3.2 Ms D Gordin, Booragoon

In accordance with section 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 18 February 2025, and responses are provided below.

Preamble

Following a failure of COM to deliver dwelling targets under regulation 67 of the Planning and Development Local Planning Scheme Regulations 2015 within the allocated five year time frame, WAPC considered the COM's own recommendations to review the LPS6 Planning scheme as a method to remedy the shortfall in residential development.

On December 23rd 2021 the City was advised it should prioritise:

- (a) The review of the density code allocations across the scheme area, where justified by the City's local planning strategy.*
- (b) The outstanding structure plans, and*
- (c) Investigate and pursue possible development incentives to encourage more residential development.*

In relation to this matter can the City please explain for the period 2015 to 2021

Response Preamble:

It's important to note that the City has not failed to deliver dwelling targets. The City does not have a legislative role in developing housing, it serves a strategic and regulatory function by establishing a planning framework that enables the fulfillment of prescribed State Government housing targets. Most of the housing in Australia is delivered by the private sector.

Question 1:

What alteration to density allocations across the COM scheme inclusive of the Canning Bridge Precinct and outstanding structure plans were undertaken and what did this action yield as an estimated vs achieved number of new residential dwellings?

Response:

The most recent structure plans that have been reviewed or are under review within the City include Kardinya, Canning Bridge, Riseley Centre and Booragoon. Within each structure plan area, densities are the subject of the review. The alterations to density allocations vary across the structure plan areas with some not yet having been reviewed. When they are reviewed, they'll be advertised for public comment. Further information on the Canning Bridge review can be obtained from the following URL: <https://www.melvillecity.com.au/planning-and-building/local-planning-strategy,-scheme-policies-and-plans/activity-centre-and-structure-plans/canningbridgeactivitycentre>

All other density changes outside of structure plan areas have been advertised for community input and can be sourced from the following URL: <https://www.melvillecity.com.au/our-city/connect-with-us/melville-talks/community-engagements/local-planning-scheme-6-review>

The number of new dwellings currently being delivered by the market since 2011 is less than 50% of the rate required to achieve the state government dwelling targets for 2031. Some information on these targets is as follows:

Area	Targeted additional dwellings 2011-2031	2011-2025 increase
Canning Bridge (incl. under construction)	2,500	1,325
Melville City Centre (Booragoon)	900	193
Riseley Centre	300	95
Willagee	1,200	272
Murdoch (Health and Knowledge Precinct)	700	27
Melville District Centre	500	26
Canning Highway Corridor	700	Approx. 92
Other areas	4,200	Approx. 2,101
Total	11,000	4,104

Question 2:

What detailed incentives were provided to which developers and what did this action yield as an estimated vs achieved number of new residential dwellings?

Response:

Parts of the City's planning framework, specifically within activity centres, provide opportunities for developers to propose community benefits as a proposition to justify height concessions above the heights prescribed within the planning framework.

Some of the community benefits proposed include but are not limited to community spaces, public accesses and a community library. Some concessions approved through Joint Development Assessment Panels decisions are in the magnitude of 50% and above (i.e. 15 storeys permitted in a 10-storey precinct).

Further information on the various developments, their size and description can be obtained from the following URL: <https://www.melvillecity.com.au/planning-and-building/local-planning-strategy,-scheme-policies-and-plans/activity-centre-and-structure-plans/canningbridgeactivitycentre>

Question 3:

How did these initiatives comply with the Affordable Housing Accord and what did this action yield as an estimated vs achieved number of new residential dwellings in which localities?

Response:

The various localities and development initiatives available across the City provide opportunities for the National Housing Accord to be implemented. Further information on implementation initiatives associated with the National Housing Accord can be sourced from the following URL: <https://treasury.gov.au/policy-topics/housing/accord>

It's important to note that the National Housing Accord is a framework for partnership, with specific commitments made by the federal government and state/territory governments to boost housing supply. Local governments play a role in this process, particularly around zoning, planning, and land-use reforms to support housing development, but their involvement is more about cooperation and alignment with the broader goals set by the National Housing Accord.

Question 4:

In relation to the shortfall of dwellings created between 2015 - 2021, what has the City of Melville learned using the 3 levers, Density Allocation, Modifications to Structure Plans and Developer Incentives, and what is the projected improvement in uptake in new residential dwellings in the currently targeted localised proposed LPS6 zoning?

Response:

The City's planning framework is required to address the residential infill targets set by the State Government.

These targets include:

- 10,830 additional dwellings from 2011 to 2031
- 18,480 additional dwellings from 2011 to 2050

The existing planning framework, which encompasses current Activity Centre Plans and zoning regulations, has shown the capacity to support the necessary growth to meet these dwelling targets.

However, while these planning controls theoretically allow for the achievement of the targets, progress indicates that the delivery rate is currently only about 50% of what is needed to meet the goals.

Ongoing initiatives to review Local Planning Scheme No.6 and various Activity Centre Plans are exploring strategies to accelerate dwelling delivery beyond the state-mandated targets.

Several factors contribute to the shortfall in the target delivery rate, including but not limited to:

1. Shortages in building materials and labour
2. The intentions of private landowners

3. Challenges related to land assembly and developability
4. Progress by local and state governments on major development sites within existing activity centres
5. Various financial and funding issues, including land economics

A summary of the shortfall is detailed below.

Area	Targeted additional dwellings 2011-2031	2011-2025 increase
Canning Bridge (incl. under construction)	2,500	1,325
Melville City Centre (Booragoon)	900	193
Riseley Centre	300	95
Willagee	1,200	272
Murdoch (Health and Knowledge Precinct)	700	27
Melville District Centre	500	26
Canning Highway Corridor	700	Approx. 92
Other areas	4,200	Approx. 2,101
Total	11,000	4,104

6.3.3 Mr G Botje, Booragoon

In accordance with section 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 18 February 2025, and responses are provided below.

Preamble:

We have advised Council of our rear limestone wall concerns many times over the last year. Boundary retaining must be actioned before siteworks to ensure compliance with building approval.

The Council needs to commission, or have commissioned, a structural engineer's report ascertaining any actual / potential damage to our wall to date and advising on its rectification. The report also needs to address any impact on the integrity of our pool given the report may be relied upon in future. No work is to recommence on site pending rectification and compliance with approval conditions.

All expenses incurred for rectification works to be paid by owner of 13CW.

Question 1:

Has Council considered organising a structural report and ordering the owner to halt work until this report is delivered and/or until all rectification works are completed. If not, why not?

Response 1:

City officers previously attended to the premises to assess the existing limestone retaining wall and did not observe any apparent structural issues relating to the limestone retaining wall.

The City provided a response to Mr. Botjie on 15 January 2025 regarding this matter. Subsequently, Mr. Botjie requested a review of the matter on the 13 February 2025.

Following a further review, consistent to the previous advice, the City determined that should Mr Botjie have further concerns regarding the structural integrity of the limestone retaining wall, a structural engineer's report will need to be submitted to substantiate the concerns and provide the information for the City to review.

The City considers this matter now closed.

Question 2:

How can this building be compliant when R Code 7.3 indicates the setback for a 7.6m high building is 7m, not 1.5m. How can we view an unbroken, continuous, monotonous 16m wide wall of steel?

Can the Council please explain in detail, exactly how this building complies with the relevant Local and State Planning Policies and R Codes: LPP1.1 Public Consultation and LPP1.10 Amenity / LPP3.1 Residential Development, Amenity, whereby any new development is not to impact or be detrimental to the amenity of existing residents and R Code 7.3 Building Setback?

Response 2:**Compliance of Dwelling's Northern Setbacks with the Residential Design Codes of Western Australia**

The *Residential Design Codes of Western Australia* (R-Codes) stipulate that all buildings must be setback from a shared lot boundary in accordance with Section 5.1.3 – Lot Boundary Setbacks. This section of the R-Codes includes Table 2a (Boundary Setbacks – walls with no major openings) and Table 2b (Boundary Setbacks – walls with major openings), which provide detailed setback requirements for walls based on the following criteria:

- Wall height
- Wall length
- Presence of a major opening

The final development plans, approved under building application BA-2023-891, include two walls: one on the ground floor and one on the first floor, which require assessment against R-Code 5.1.3. These walls are not considered to have “major openings” as each window has a sill height of at least 1.6 meters above the finished floor level (FFL) of the dwelling (see Figure 1). Therefore, they

do not meet the definition of a “major opening” as outlined in the R-Codes. As a result, Table 2a is the appropriate reference for calculating the required setback for each wall.

Please refer to Figure 1 below, which outlines how the dimensions of each wall have been calculated. In accordance with Table 2a, the following setback requirements are applicable for each wall:

R-Codes Table 2a Assessment – 13 Canna Way Northern Walls						
Section	Major Opening Y/N	Measurements		Req. Setback	Prop. Setback	Complies Y/N
		Length	Height			
Ground Floor						
Store to Bed 2	No	14.5m	4m	1.5m	1.5m	Yes
First Floor						
Bed 4 to Ensuite	No	7.3m	6.4m	1.2m	5.8m	Yes

As demonstrated in the table above, the setbacks of the dwelling at 13CW to the northern lot boundary meet the deemed-to-comply criteria of the R-Codes and are wholly supportable.

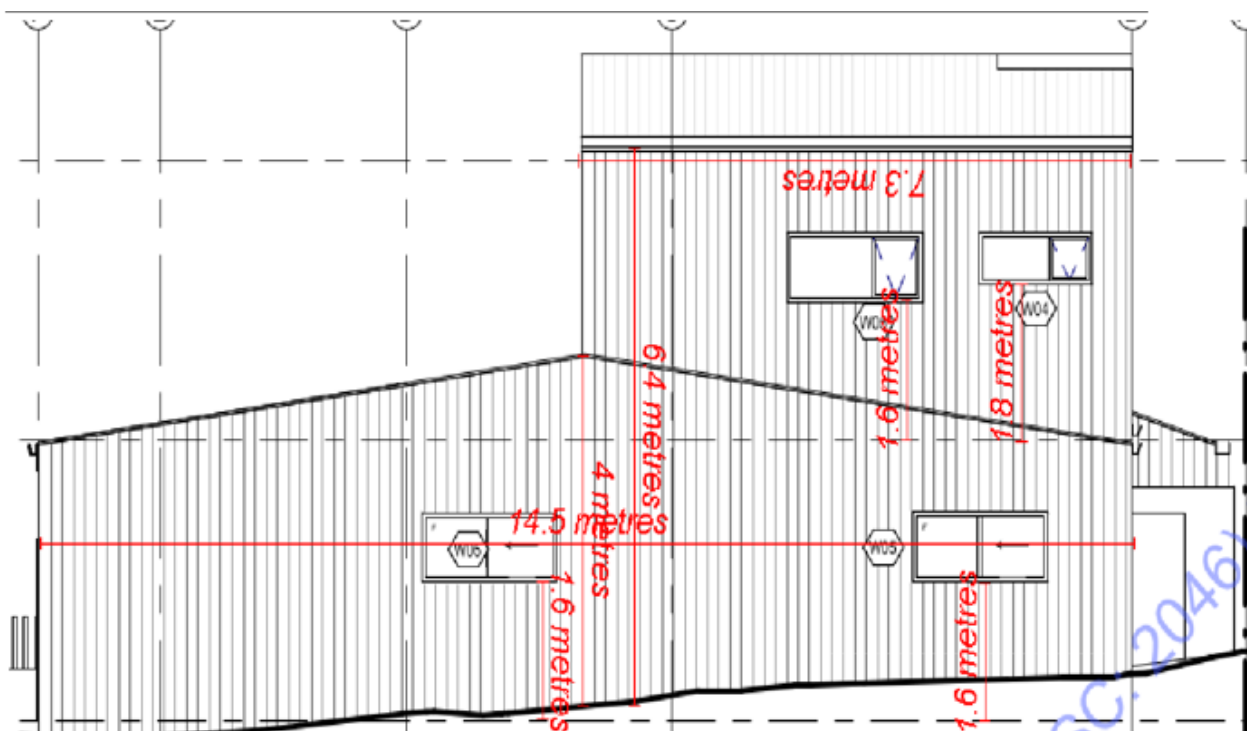


Figure 1: BA-2023-891 setback calculation working drawings

Advertising of the Development Application under Local Planning Policy 1.1 – Planning Processes and Decision Making

Local Planning Policy 1.1 – Planning Processes and Decision Making stipulates the requirements for the assessment and advertising processes relating to the assessment of applications for development approval and related matters. Clause 3.3 of LPP1.1 outlines that advertising is required for development applications, where the deemed-to-comply criteria are not met for the following R-Code sections;

- Clause 5.1.3 Lot boundary setback;
- Clause 5.1.6 Building height;
- Clause 5.3.7 Site works;
- Clause 5.4.1 Visual privacy; and
- Clause 5.4.2 Solar access for adjoining sites

The plans submitted for the approved development application on this lot (DA-2022-339) were entirely consistent with the deemed-to-comply criteria of R-Code 5.1.3 – Lot Boundary Setbacks to the dwellings northern lot boundary (shared boundary with 11 Glencoe Road). Accordingly, the setback of the dwelling to its northern (rear) boundary was not required to be advertised to 11GR under the provisions of LPP1.1.

The City notes that minor modifications were made to the approved DA plans when an application for a building permit was made to the City (BA-2023-891). As discussed above, the setback to the northern lot boundary proposed under BA-2023-891 is consistent with the deemed-to-comply criteria of the R-Codes, so no amended planning approval or other advertising was required by the City for these modifications.

City of Melville Local Planning Policy 1.10 – Amenity

City of Melville Local Planning Policy 1.10 – Amenity cites that when dealing with Development Applications, the assessment undertaken must have regard to the potential amenity impacts that may result from the development proposed. When reviewing residential developments, the Design Principles and the Element Objectives cited throughout the R-Codes promote the need to consider amenity in relation to the impacts that may result from development.

Clause 1.1 of LPP 1.10 states that where a proposal does not satisfy the provisions of LPS6, Local Planning Policies, the Deemed-to-Comply provisions or Acceptable Outcomes of the R-Codes, the decision maker is required to exercise judgement in undertaking a performance assessment to determine whether the proposal is acceptable taking into account the objectives and provisions of LPS6, the objectives and provisions of R-Codes, the objectives and provisions of Council policies and orderly and proper planning. In this instance, the dwelling's setback from the northern lot boundary meets the deemed-to-comply requirements of R-Code 5.1.3 (as discussed above), so the setback of the dwelling is considered to have minimal amenity impact. As the rear setback meets the deemed-to-comply criteria of the R-Codes, no discretion is required to approve this element of the dwellings design and an amenity impact statement was not necessary, or appropriate to request for this element during any stage of the approval process.

Question 3:

Council advised there are no National Construction Code (NCC) restrictions on types of external building cladding materials, colour choices & their reflectivity for residential buildings, such as in our situation.

If Council is aware that the NCC standard is deficient on the use of materials (corrugated iron and zinculume), colour choices and reflectivity, why hasn't the Council been proactive and implemented a Local Planning Policy to ban their use rather than trying to sort out issues when affected neighbours complain?

Response 3:

The NCC does not incorporate or impose any restrictions on the types or colour of external building cladding used.

The City does not have planning policies contradict the R-Codes in relation to materiality and do not have method/expertise to measure reflectivity under the planning framework.

6.3.4 Ms K Thomson, Booragoon

In accordance with section 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 18 February 2025, and responses are provided below.

Preamble to Questions 1 to 2:

900 new dwellings are anticipated for the Booragoon Secondary Centre area by 2031.

Question 1

How many new dwellings have been built in this area to date?

Response:

Between 2011 and 2025, 193 new dwellings have been constructed within the Booragoon Activity Centre boundary.

Question 2

What is the projected target of new dwellings expected to be achieved by rezoning the Booragoon and Ardross areas? Please provide a quantitative number.

Response:

Estimated dwelling yields associated with the preliminary proposals in the Local Planning Scheme No.6 review for Booragoon and Ardross for delivery of dwellings over 20 years (from adoption of the new density) is estimated at between 518 and 1,221 dwellings, depending on the mix between apartments, townhouses and single dwellings.

Preamble to Question 3:

CoM have achieved 50% of goal of 11,000 new dwellings by 2031. One reason for 50% is due to slow subdividing uptake.

Question 3

After feedback received re the proposed LPS6 rezoning do you still believe Booragoon and Ardross will significantly contribute towards reaching infill targets in the BSC area?

Response:

Growth resulting from any changes to the zonings in surrounding Booragoon and Ardross is separate to the Booragoon Centre allocations. Local Planning Scheme No.6 changes in the vicinity of the Booragoon centre are however aimed at contributing to the wider opportunity for additional dwellings.

Notwithstanding the above, several factors contribute to the shortfall in the target delivery rate, including but not limited to:

1. Shortages in building materials and labour
2. The intentions of private landowners
3. Challenges related to land assembly and developability
4. Progress by local and state governments on major development sites within existing activity centres
5. Various financial and funding issues, including land economics

6.3.5 Ms A Field, Booragoon

In accordance with section 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 18 February 2025, and responses are provided below.

Preamble to Questions 1 to 2:

The current infill plan will significantly reduce our valuable green canopy.

Despite very high-density housing, Singapore has nearly 50% green cover.

Significant green coverage/corridors

- *Soften the look of the buildings*
- *Insulate against urban noise*
- *Provides important habitat for our native wildlife*
- *Reduce temperatures*
- *Improve air quality*

Although harder to implement, why don't Melville planners:

Question 1:

Adopt planning practices from countries who do high density housing well?

Response:

The City in preparing and reviewing its planning framework draws on examples locally, nationally and internationally.

Question 2:

Instead of the current infill plan, why can't we have high-density buildings that blend into our suburbs and are built using 'green building practices' ?

Response:

The City's Design Review Panel considers green building practices as part of its assessment of major development applications, many of which are for high-density buildings.

7 AWARDS AND PRESENTATIONS**8 APPLICATIONS FOR NEW LEAVE OF ABSENCE****9 CONFIRMATION OF MINUTES****9.1 Ordinary Meeting Of The Council – 18 February 2025**

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

9.2 Ordinary Meeting Of The Audit, Risk, and Improvement Committee – 10 March 2025

That the minutes of the Ordinary Audit, Risk, and Improvement Committee Meeting held on 10 March 2025 be noted.

9.3 Notes Of Agenda Briefing Forum – 11 March 2025

That the Notes of the Agenda Briefing Forum held on 11 March 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

12.1 Receipt of Petition - Request to Decline Development Application for Short Term Accommodation

The City of Melville (the City) received a petition on Tuesday, 4 March 2025 from Mr G Beard of Applecross. This petition, signed by 20 electors of the City, reads as follows:

We, the undersigned, all being electors of the City of Melville, respectfully request that the Council:

Decline the Development Application for short term [ST] accommodation at 9 Cunningham St, Applecross due to:

- 1. location of property is street facing into a quiet residential cut-de-sac location which is stated as undesirable by City of Melville for short term accommodation.*
- 2. noise and anti-social behaviour from ST visitors who are mainly holiday makers and party goers.*
- 3. subject property has bedding for min 10 people leading to overcrowding and parking issues compounded by location of property at the entry to Helen Street creating traffic hazard on street in which many young children reside*
- 4. DA is pending approval however property is already listed for rent and has been rented to ST occupants over 14/2-16/2 which evidences owners having no respect or concern for local residents.*
- 5. ST rental ppty's are not subject to same safety and regulation as traditional hotels/motels.*
- 6. ST rental ppty's remove housing out of the available stock for long term occupation at a time when Perth is experiencing an acute dwelling shortage.*
- 7. ST accommodation ppty's have an adverse impact on the value of surrounding properties and do not contribute to the strong fabric of local community in the immediate area of property.*

OFFICER RECOMMENDATION

That the Council acknowledge the petition and take no further action.

12.2 Receipt of Petition - Request for Off-Lead Dog Exercise Classification for Tompkins Park Canning Highway Fenced Playing Fields

The City of Melville (the City) received a petition on Tuesday, 4 March 2025 from Mr G Beard of Applecross. This petition, signed by 104 electors of the City, reads as follows:

We, the undersigned, all being electors of the City of Melville, respectfully request that the Council:

Re- off lead dog exercise classification for Tompkins Park Canning Hwy fenced playing fields adjacent to Canning Highway to the fence line of bowling club car park, fence line of Dunkley Ave and the car park/service road behind the Tompkins on Swan facility.

1. Designated terms of use - off-lead dog exercise not permitted when community sport is being played on the fields as per Len Shearer Reserve - " dogs on led when sporting action in progress"

2. Waste management solutions - bags and dog refuse stations already in place in each of the car parks near Dunkley Ave car park entrance and near bowling club car park.

3. Economic consideration - only expense required is to erect terms of use for off-lead exercise

4. The proposed off-lead area does not impact any turf cricket pitch areas and is also not adjacent to the shared use pedestrian and cycle path.

5. Petitioners are local residents within walking distance of Tompkins Park and re-direction to other off-lead exercise areas will necessitate vehicle travel and increase in local carbon emissions.

We believe that designating this area for off-lead dog exercise when not in use by sporting clubs or organised sporting activities equally balances and respects the needs of a broad range of community members. residents. stakeholders and voters. This proposal will enhance our community's quality of life.

OFFICER RECOMMENDATION

That the Council acknowledge the petition and request the CEO to prepare a report in relation to the matters raised by the petition to be presented to the Council by the July 2025 Ordinary Meeting of Council.

13 ADOPTION OF RECOMMENDATIONS EN BLOC

14 REPORTS

14.1 Reports from Committees

Audit, Risk, and Improvement Committee Meeting held on 10 March 2025

C25/251 [Compliance Audit Return 2024](#)

File Number:	
Responsible Officer:	Head of Governance
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	1. 2024 Compliance Audit Return ↓

COUNCIL'S ROLE

Review: When the Council operates as a review authority on decisions made by Officers for appeal purposes.

SUMMARY

- All Western Australian Local Authorities are required to complete a Compliance Audit Return (the Return) and submit their findings to the Department of Local Government, Sport and Cultural Industries (the Department) by 31 March each year.
- The City has demonstrated 100% compliance with all 70 applicable questions in the 2024 Compliance Audit Return provided by the Department of Local Government, Sport and Cultural Industries, with 24 of the 94 questions marked as not applicable. In 2023, the City demonstrated compliance with 89 (94.6%) of the 94 questions.
- It is recommended that the Committee adopt the 2024 Compliance Audit Return and recommend the return to Council for consideration and adoption.

OFFICER RECOMMENDATION

That the Council adopts the Compliance Audit Return for the period 1 January 2024 to 31 December 2024 and following certification by the Mayor and Chief Executive Officer, be forwarded to the Department of Local Government, Sport and Cultural Industries.

PURPOSE

It is a requirement that the Compliance Audit Return is presented to the Council for adoption. A copy of the Council report and a certified copy of the Return are required to be endorsed by the Mayor and Chief Executive Officer and submitted to the Department by 31 March 2025. This report is to present the Compliance Audit Return and seeks to have the Committee recommend that Council adopt this report.

STRATEGIC ALIGNMENT

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

BACKGROUND

A Compliance Audit Return was conducted respective to the period 1 January 2024 to 31 December 2024. The completed Compliance Audit Return forms part of the attachment to this report.

It is a legislative requirement that the Compliance Audit Return is presented to Council for adoption. A copy of the Council report and a certified copy of the return are to be endorsed by the Mayor and Chief Executive Officer, and submitted to the Department by the 31 March 2025.

CONSIDERATION

There are 94 questions contained in the 2024 Return. The Compliance Audit Return only assesses compliance against the *Local Government Act 1995* and associated Regulations.

The format of the return varies each year with the Department focusing their testing on areas considered to be ‘high risk.’ The questions for the 2024 Return relate to:

- Commercial Enterprises by Local Governments – 5 questions
- Delegation of Power / Duty – 13 questions
- Disclosure of Interest – 21 questions
- Disposal of Property – 2 questions
- Elections – 3 questions
- Finance – 7 questions
- Integrated Planning and Reporting – 3 questions
- Local Government Employees – 5 questions
- Official Conduct – 4 questions
- Optional questions – 9 questions
- Tenders for Providing Goods and Services - 22 questions

ENGAGEMENT

There are no applicable engagement implications associated with this report.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

For the purposes of conducting the Compliance Audit Return and the content of this report, Council is governed by the requirements of section 7.13(1)(i) of the *Local Government Act 1995*, and regulations 13-15 of the *Local Government (Audit) Regulations 1996*.

Questions within the Compliance Audit return are from:

- *Local Government Act 1995;*
- *Local Government (Administration) Regulations 1996;*
- *Local Government (Functions and General) Regulations 1996;*
- *Local Government (Audit) Regulations 1996;*
- *Local Government (Elections) Regulations 1997; and*
- *Local Government (Financial Management) Regulations 1996*

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with the Compliance Audit Return.

CONSEQUENCE

The completion and submission of the completed and certified Return by the due date of 31 March 2025 is a statutory requirement, under the *Local Government (Audit) Regulations 1996*.

Failure to do so by the deadline could open the City of Melville to a serious compliance breach and subsequent disciplinary action.

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

M25/47 Perth South West Metropolitan Alliance - Memorandum of Understanding

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	<ol style="list-style-type: none"> Governance Charter and Memorandum of Understanding 2025-26 to 2030-2031 ↓ Amendment - Cr N Robins (Received 13 March) ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> The City has been a member of the Perth South West Metropolitan Alliance (Alliance), formally the South West Group) since 1985. At the 21 November 2023 Ordinary Meeting of Council the Council resolved to appoint the Mayor and the CEO as the City’s representatives to the Alliance for the 2023 -2025 period. The current Memorandum of Understanding (MoU) concludes 30 June 2025. The Alliance has drafted a new six-year MoU for the member Council’s to consider.

OFFICER RECOMMENDATION

That the Council:

- Authorises the Mayor and Chief Executive Officer to sign the Perth South West Metropolitan Alliance Corporate Governance Charter which includes a Memorandum of Understanding for the period 2025–2026 to 2030-2031 and**
- Appoints the Mayor and the CEO to the Perth South West Metropolitan Alliance Board for the period of Memorandum of Understanding.**

PURPOSE

The Alliance has reviewed the Memorandum of Understanding (MoU) and this report presents the updated Governance Charter and MoU to the Council for consideration and adoption of the MoU.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
	3	Sustainable, connected development and transport infrastructure across our City.
	4	Economic prosperity and vibrant resilient communities and businesses.
Objective	5	Good Governance and Leadership
	5.1	Provide transparent and accountable good governance.
	5.2	Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams.
	3	Sustainable and Connected Development
	3.2	Deliver sustainable and well-planned infrastructure and public places and spaces.
	3.3	Plan for urban growth and local commercial activity centres.
	4	Vibrant and Prosperous
	4.3	Attract investment in strategic locations.
4.2	Increase awareness of Melville as a tourism and eco-tourism destination.	

BACKGROUND

The Alliance, formerly the South West Group (SWG), was established in November 1983 as Western Australia’s first Voluntary Regional Organisation of Councils (VROC). The VROC, comprising of the Cities of Fremantle, Cockburn, Rockingham and the Town of East Fremantle and the then Town of Kwinana, was developed to tackle unemployment, economic decline and community service needs. The City of Melville joined the group in 1985.

The initial focus was on employment and community development with some transport and industry development activity. In the early 1990’s the focus shifted with the preparation of a five year Economic Development Plan and involvement in waste management.

Transport also became a significant issue with the SWG lobbying for the extension of the Kwinana Freeway, the Perth Freight Link, Light Rail, Heavy Rail and regional road funding.

There are many projects that the alliance has been involved with that have been beneficial both in an economic and social sense for the region. Recent activities and involvement of the alliance have been:

- Regional Tourism planning in cooperation with Destination WA,
- Regional Economic Development Forecasting and Planning,
- Successful advocacy regarding Kwinana Freeway widening
- Natural Resource Management projects: Owl friendly, Regional Trails Master planning, and Fox monitoring
- Ongoing work to support Turtle Tracker,

- Continued advocacy for mid-tier transport across the region
- Blue Economy- Coastal and foreshore erosion advocacy strategies and identification of economic development opportunities for Coastal and Riverine areas
- Building Social Licence Report,
- US Delegation Report,
- Completion of Lazy Land Audit,
- Net Zero Workshops and Carbon Compliance reporting research
- Adoption of Regional Advocacy Priorities and Documentation,
- Concept Plan of Catalpa Bike Plan and investigation into River Bike Path gaps,
- Secured changes to the *Australian Naval Nuclear Power Safety Bill*,
- Submissions to State and Federal Government committees,
- Hosted the Federal Public Works Committee,
- Facilitated meetings with the Deputy Prime Minister, Premier, Leader of the Opposition, Leader of the Liberal Party,
- Arranged Three-tiers of Government meeting for AUKUS,
- Supported the work to standardise Industrial Area Planning arrangements on the Western Trade Coast,
- Engaged in development of Future of Fremantle Study,
- Represented the region of committees related to ESG and Social Licence for Westport and AUKUS,
- In the past year over 100 separate engagements with businesses or government departments wanting more information on the region,
- Completed review and adoption of updated Strategic Plan,
- Reviewed the Alliance Governance Agreement and MOU,
- Ongoing Management of the Alliance (Administrative Requirements).

Major Government projects such as AUKUS, Westport, the Future of Fremantle and the Western Trade Coast, and the Women and Babies Hospital, position the region for unprecedented economic investment and population growth. The challenges and opportunities associated with these developments are best managed through regional collaboration rather than a purely localised approach to economic and social uplift.

The Alliance website <https://www.perthsouthwest.com.au/> advises of the activities and latest reports which includes the:

- *Insights from Perth South West US Delegation* and
- *Building Defence Social License* Report.

The current Memorandum of Understanding (MOU) for the Alliance will expire on 30 June 2025. Established 41 years ago, the Alliance has continually supported the collaboration and coordination of regional initiatives, playing a vital role in advancing shared goals and supporting economic growth across the region.

Given the increasing prominence of the region in Perth's economic landscape, there remains a strong case for the Alliance to exist and continue its work.

This report presents a copy of the updated Governance Charter and MoU. Which were endorsed by the Board at its December 2024 meeting.

The alliance has advised that:

"The agreement remains largely consistent with the previous version, with the following key updates:

References to the South West Group have been replaced with the Perth South West Metropolitan Alliance.

The agreement term has been extended from five years to six years, allowing each council to chair the Alliance at least once within the term.

The prescribed post-council reimbursements have been adjusted to a flat 5% of income to account for inflation.

Provisions covering conflicts of interest and disclosures have been removed, recognising that the Alliance Board and staff are already bound by the Local Government Act."

CONSIDERATION

By committing to the MoU the member Councils agree to:

- A. Financially support the Alliance for the period 1 July 2025 to 30 June 2031,
- B. Actively participate in the Alliance Board, related committees, delegations and event,
- C. Consider issues and projects according to their regional impacts,
- D. Work cooperatively with member Council in promoting the growth and development of the South West Metropolitan Region and in the delivery of local government services.
- E. Where reasonable, allocate resources to support the activities of the Alliance.

The Chair of the Alliance Board and the CEO Forum Chair are rotated annual with the terms commencing on the 1 January each year.

The Mayor and CEO are the Cities representatives on the Alliance with the City's Mayor scheduled to be the Deputy Chair in 2029 and the Chair in 2033. The CEO is scheduled to be the Deputy Chair of the CEO Forum in 2029 and the Chair in 2030.

A copy of the December 2024 Corporate Governance Charter, which includes the Code of Conduct and the 2025/26 to 2030/31 Memorandum of Understanding is attached to this report.

ENGAGEMENT

A presentation was made by Mr Warwick Carter, Director of the alliance to the alliance to the Council at an Elected member Engagement Session on 25 February 2025, where the projects, charter and MoU were presented.

Member Councils have considered and agreed the MoU. No other external engagement in relation to this item has been undertaken.

SUSTAINABILITY IMPLICATIONS

The challenges and opportunities associated with the projects and initiatives are best managed through regional collaboration rather than a purely localised approach to economic and social uplift. The City of Melville has taken a lead role as a best practice Council in areas such as Tree Canopy research, Climate Action and responding to Polyphagus Shot Hole Borer (PSHB) management.

LEGISLATIVE AND POLICY ALIGNMENT

There are no statutory or legal implications beyond those arising from signing the MoU.

FINANCIAL IMPLICATIONS

The formula applied that is used to levy member Councils is advised in the MoU, with an example provided. The City's contribution for the 2023-2024 year was \$101,539 and the contribution for 2024-2025 will be \$100,368.

A budget amendment is presented to the Council in Item C25/246 Statements of Financial Activity for January 2025, for funding of the 2024-2025 contribution which is already a commitment in the current MOU.

Funding for any planned projects is based on the percentage contribution of each Council.

CONSEQUENCE

Committing to the MoU continues the City's association and involvement in the group and ensures continuity of effective operations of the alliance and its projects and activities.

Not being involved in the alliance is considered to be detrimental to the development and advancement of the City and the region.

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and forms part of the Final Ordinary Meeting of Council Agenda to be distributed Friday, 14 March 2025:

Question 1:

This question relates to the charter. There's a section that talks about the contribution that each of the member councils will make towards the alliance, and then also how that money is spent and the limits on spending. Once approved, does this mean that the City of Melville Council has no ability for the next six years to apply any discretion in terms of how that money is spent?

Response 1:

It is up to the board of the Perth Southwest Metro Alliance and the Council is also being requested to appoint the Mayor and the CEO to that board so there's representation on the board from the City of Melville in relation to decision making regarding the spending of those funds. However, when looking at the six-year period there is an opportunity in the MOU for the Council to provide a 12 month notice period to terminate their MOU. Therefore, it does not require the Council to continue on with that arrangement for the six-year period. Additionally, each financial year there is a contribution which Council will consider as part of the budget process, so the Council would need to approve a budget for that particular financial year.

Question 2:

Has the MOU been adopted and agreed to by the board of the alliance?

Response 2:

Yes, that's correct. The board has reviewed the MOU and the Governance Charter and is recommending that this go to each member Council for consideration.

Question 3:

If one member Council were to propose a change to the MOU, what would be the process going forward?

Response 3:

There is no process set out in the agreement, meaning that an amendment would need to be put forward by one member Council and then considered and then agreed to by all member Councils.

Question 4:

How do they set the contributions?

Response 4:

The formula used to calculate the contributions cost is included in the MOU. It is primarily based on the population size of each of the member local governments. The bas contribution is allocated on the number of people who actually live within that particular local government area so therefore the contribution is scaled to the size of the local government, although there is also a minimum contribution as well.

Corporate Services

C25/245 Investment Statements for January 2025

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

COUNCIL’S ROLE

Information: For the Council / Committee to note.

SUMMARY
 This report presents the investment statements for the period ending 31 January 2025 and recommends that it be noted by the Council.

OFFICER RECOMMENDATION

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

PURPOSE

To report on the performance of the City’s investment portfolio for the month of January 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 4.89% to 5.06% which exceeds the benchmark three month bank bill swap (BBSW) reference rate of 4.33%.

22% 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 24% in December 2024.

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

STRATEGIC ALIGNMENT

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

BACKGROUND

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

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

CONSIDERATION

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

(Table 1)

CITY OF MELVILLE STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 31 JANUARY 2025		
SUMMARY BY FUND		
Municipal		\$41,252,710
Reserve		\$146,651,723
Trust		\$-
Citizen Relief		\$248,191
TOTAL		\$188,152,624
SUMMARY BY INVESTMENT TYPE		
11AM		\$11,311,971
31Days at Call		\$-
60Days at Call		\$2,000,000
90Days at Call		\$16,600,000
Term Deposit		\$158,240,653
TOTAL		\$188,152,624
SUMMARY BY CREDIT RATING		
AAA Category	AAA	
AA Category (AA+ to AA-)	AA-	\$148,552,624

A Category (A+ to A-)	A+	
	A	
	A-	
BBB+ Category	BBB+	\$39,600,000
TOTAL		\$188,152,624

The City’s total investments amount to \$188.15 million, being Municipal Funds (\$41.25M) 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 (\$158.24M) are in Term Deposits, ensuring secure and stable returns.
- Short-term investments include 11AM accounts (\$11.31M) which 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 have (\$18.6M). These funds allow the City to meet financial obligations, including suppliers’ payment and other debt repayments, without disruptions to its services.
- The portfolio is low-risk, with 79% of funds in AA- rated institutions and 21% in BBB+ rated institutions.
- There are no investments in AAA-rated institutions and all the investments are undertaken in accordance with Council investment Policy CP-009.

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

Exposure to an individual institution is limited according to Council policy and in January 2025 the investments were within the acceptable limits.

(Table 2)

Investment with financial institutions						
Institution	Credit Rating	Credit Rating Category	Funds held at period end	Actual %	Limit Per Policy	
ANZ	AA-	AA Category	\$ -	0.00%	50.00%	✓
AMP	BBB+	BBB+ Category	\$ -	0.00%	20.00%	✓
Bankwest	AA-	AA Category	\$ -	0.00%	50.00%	✓
Bank of Queensland	BBB+	BBB+ Category	\$ 23,600,000	12.54%	20.00%	✓
ING Bank	A-	A Category	\$ -	0.00%	30.00%	✓
Bendigo & Adelaide	BBB+	BBB+ Category	\$ 16,000,000	8.50%	20.00%	✓
CBA	AA-	AA Category	\$ -	0.00%	50.00%	✓
Macquarie	A+	A Category	\$ -	0.00%	30.00%	✓
NAB	AA-	AA Category	\$ 33,711,064	17.92%	50.00%	✓
St George	AA-	AA Category	\$ -	0.00%	50.00%	✓
Suncorp	AA-	A Category	\$ 26,000,000	13.82%	30.00%	✓
Westpac	AA-	AA Category	\$ 88,841,560	47.22%	50.00%	✓
TOTAL			\$ 188,152,624	100%		

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

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

(Table 3.)

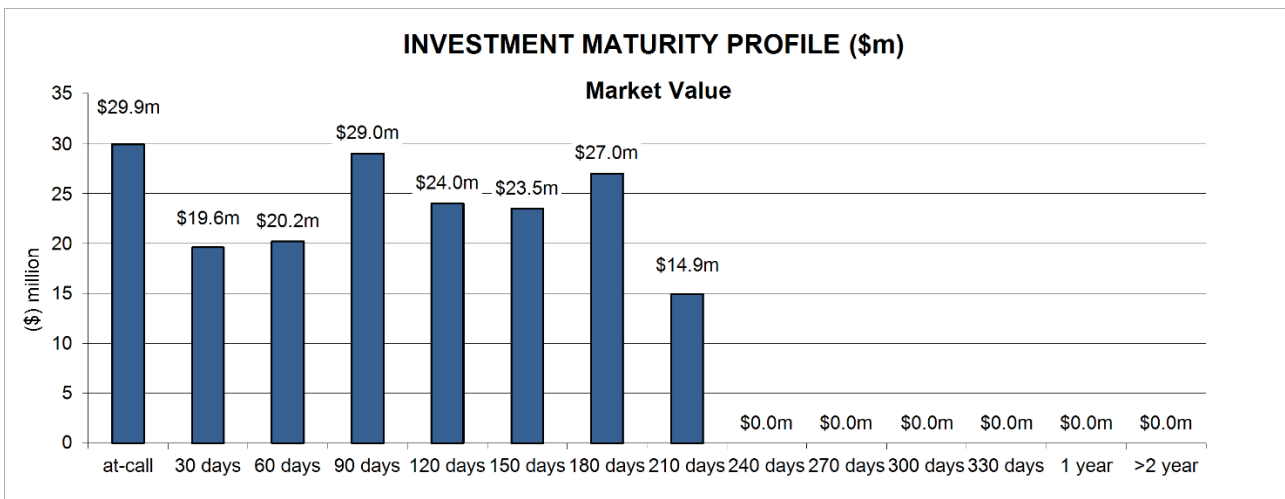
Maximum Percentage of Average Investment Portfolio Balance				
Long Term Rating	Funds held at period end \$	Actual %	Limit Per Policy	
AAA Category	\$ -	0%	100%	✓
AA Category (AA+ to AA-)	\$ 148,552,624	79%	80%	✓
A Category (A+ to A-)	\$ -	0%	50%	✓
BBB+ Category	\$ 39,600,000	21%	25%	✓
TOTAL	\$ 188,152,624	100%		

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

The below graph summarises the maturity profile of the City’s investments at market value as at 31 January 2025. Note the “at call” total below is the combination of 11AM and at call deposits as shown in **Table 1** above (Summary by Investment Type).

The immediacy of the demand for funds depends on the particular fund or reserve Account(s) of the City.

(Graph 1.)



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.

The maturity profile provided in the table above (**Graph 1.**) meets the liquidity requirements of the Council policy. A significant portion of funds (\$29.9M) 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 30 days (\$19.6M) 90 days (\$29M), 120 days (\$24M), 150 days (\$23.5M), and 180 days (\$27M). This structured approach ensures financial stability while balancing liquidity needs and optimising returns. As per the estimated average cash outflow requirement of the City is between \$13 to \$16M per month.

The portfolio allocation decreases significantly beyond 180 days, with only \$14.9M maturing at 210 days and no funds allocated beyond 210 days. 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.

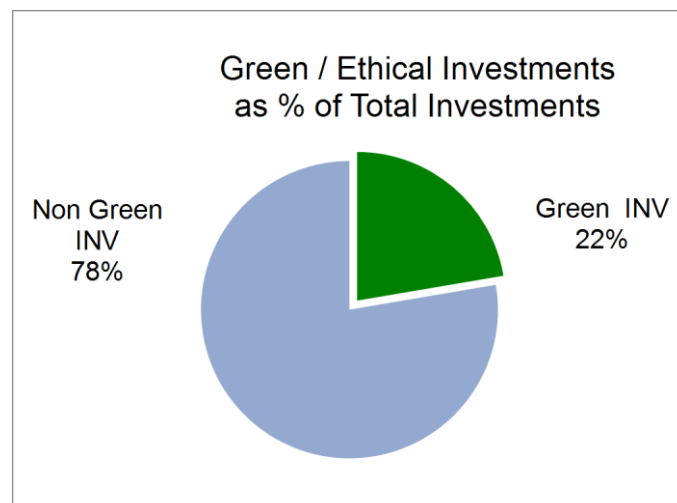
Additionally, the City maintains a balanced risk exposure, diversifying investments within shorter timeframes to mitigate financial and interest rate risks.

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 31 January 2025 was \$42,000,000 or 22% of total investment holdings being in non-fossil fuels institutions, compared to \$45,200,000 (24%) in December 2024. The total investments holding for January and December were \$188,152,624 and \$189,228,810 respectively.



(Table 4.)

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

The Green investments are allocated across the two banks mentioned above (**Table 4.**), in alignment with the Council’s credit rating policy.

The City continues active discussions with financial institutions in relation to the availability of ESGTD products. Westpac is in the process of developing a new “green” investment product however no commitment has been made regarding timing. Additionally, the City has held formal discussions with CBA and NAB to explore ESGTD and Green Term Deposit options. Currently, both banks are in the development phase of these products. At this time, there are currently no other ESGTD products available in the market that meet the City’s Investment Policy requirements.

ENGAGEMENT

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

SUSTAINABILITY IMPLICATIONS

Strategic

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

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

Risk

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

Environmental

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

LEGISLATIVE AND POLICY ALIGNMENT

The following legislation is relevant to this report:

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

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

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

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

FINANCIAL IMPLICATIONS

For the period ending 31 January 2025, year to date investment earnings, on term deposits held in reserve accounts, money at call accounts and the municipal account in aggregate, was \$4,410,568, against a year-to-date budget of \$5,603,354 representing a negative variance of \$1,192,786 mainly due to the current downward trend in interest rates both locally and internationally. This will be corrected in mid-year budget in February 2025.

The weighted average interest rate for investments as at 31 January 2025 was 5.06% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 4.33%.

CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and form part of the Final Ordinary Meeting of Council Agenda to be distributed on Friday, 14 March 2025:

Question 1:

Can you provide comment on the availability of Triple A credit rating products and as a consequence, whether the 80% limit on the double A credit rating products still makes sense?

Response 1:

Investing in AAA-rated bank products in Western Australia is challenging, as no Australian banks currently hold a AAA credit rating.

The Investment of Funds Policy (CP-009) outlines exposure limits based on credit ratings to ensure single-entity risk is managed appropriately. According to the policy:

- Exposure to an individual counterparty/institution is restricted based on its credit rating, as detailed in the policy table.
- The 80% limit on AA-rated investments is typically maintained, except for a brief period (up to 85%) when the first quarterly rates instalments are due.

Given the absence of AAA-rated investment options, administration will review current investment levels and should the current levels require adjustment a report will be provided to the Council for its further consideration.

Question 2:

The City has gotten rid of the AP shares which is triple B – the Bank of Queensland which is triple B is still in our portfolio. Therefore, is there any intention to get rid of the B's and double B investments?

Response 2:

The current investment strategy is in accordance with Council's policy CP-009, no investments below BBB+. Generally, the investment decisions are based on the credit rating (Standards and Poors), but also the best available return at the time.

C25/250 Schedule of Accounts Paid for January 2025

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

COUNCIL’S ROLE

Information: For the Council / Committee to note.

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

OFFICER RECOMMENDATION

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

PURPOSE

The Schedule of Payments for the month totals \$32,558,086.72 The report and the attached Schedule of Accounts Paid are presented for the Council’s information.

STRATEGIC ALIGNMENT

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

BACKGROUND

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

A total of \$9,463,149.70 direct creditor payments were paid during the month, of which, 16% of payments were paid to suppliers located within the City of Melville and 23% to suppliers within the South West Metropolitan Region, compared to 16% and 33% of total of \$11,412,384.32 direct creditor payments made over December 2024 respectively.

The biggest payment of \$ 1,201,146.16 made during the month was Regulatory fees and government charges - Emergency Services Levy Fee payment to the Department of Fire and Emergency Services. Approximately 95% of supplier invoices are paid within 30 days of receipt of the invoices.

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

CONSIDERATION

The Schedule of Accounts Paid for January including Payment Register numbers, Cheques: 871-872, Electronic Funds Transfers batches: 938-943, Trust Payments, Card Payments and Payroll will be distributed to the Elected Members of the Council on 18 March 2025.

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

SCHEDULE OF PAYMENTS MADE		
JANUARY 2025		
<i>Payments made under Delegated Authority DA-035</i>		
MUNICIPAL FUNDS - DIRECT CREDITOR PAYMENTS		
<i>Cheques</i>	Chq Payment Register No. 871 and 872	\$162.15
	Chq Payment on Restricted Funds Register No.	
	Less Cancelled Chqs	
<i>Electronic Funds Transfers</i>	EFT Payment Register No. 939, 941 and 943	\$9,109,035.80
	EFT Payment on Restricted Funds Register No. 938, 940, 942, 151 and 152	\$212,521.18
	Less Cancelled EFTs	(\$950.00)
		\$9,320,769.13
<i>Direct Debits</i>	Bank Fees	\$25,648.56
	Ampol Fuel	\$108,642.39
<i>Direct Payments</i>		\$8,089.62
	Total Direct Creditor Payments	\$9,463,149.70
<i>Payroll</i>	Total Pay 14, 15 and 16	\$7,107,600.80
	Total Payroll	\$7,107,600.80
<i>Cards</i>	Westpac Purchase Cards	\$74,982.41
	Total Card Payments	\$74,982.41
	Total Direct Creditor Payments from Municipal Account	\$16,645,732.91

Schedule of Payments Made continued.

INTERFUND & INVESTMENT TRANSACTIONS		
<i>Interfund Transfers</i>		
Loan		\$0.00
Citizen Relief Trust		\$0.00
Citizen Relief Operating		\$0.00
Municipal		(\$7,487,646.19)
Reserve		\$7,487,646.19
Trust		\$0.00
Total Interfund Transfers		\$0.00
<i>New Municipal Investments</i>		
Westpac Bank	31/01/2025	\$2,300,000.00
Westpac Bank	24/01/2025	\$1,200,000.00
Westpac Bank	21/01/2025	\$3,000,000.00
NAB	15/01/2025	\$12,353.81
Bendigo	10/01/2025	\$1,800,000.00
BOQ	7/01/2025	\$1,000,000.00
Westpac Bank	6/01/2025	\$2,000,000.00
Westpac Bank	3/01/2025	\$2,000,000.00
Westpac Bank	2/01/2025	\$2,600,000.00
Total New Investments		\$15,912,353.81
Grand Total		\$32,558,086.72

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 December 2024 and settled in January 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 and 13A.

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

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

FINANCIAL IMPLICATIONS

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

CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and form part of the Final Ordinary Meeting of Council Agenda to be distributed Friday, 15 March 2025:

Question 1:

The City of Melville spends \$84,348 on bin liners. How many bin liners does this amount buy, and should we continue to supply bin liners?

Response 1:

The cost for a container of 21,600 rolls of liners (75 liners per roll, totalling 1,620,000 liners per container) is \$84,348. The City's annual procurement of liners amounts to \$247,084 for 64,800 rolls (equating to 4,860,000 liners) to support approximately 43,000 properties.

Since 2019, the supply of rolls has decreased by 50%, from 126,000 rolls to 64,800 rolls. This reduction reflects the increased commercial availability of compostable liners as more local governments have adopted FOGO services.

The City also sells approximately 4,000 rolls annually from the Civic Centre on a cost recovery basis, offering a more affordable option than the commercial sector.

The availability of compostable kitchen caddy liners aligns with best practice FOGO kerbside collection guidelines and is essential for maintaining high recovery rates and reducing landfill waste by:

- Assisting with source separation
- Increasing community acceptance and participation
- Reducing contamination by diverting food waste from general waste, recycling streams, and landfill

Experience from other local governments, both pre and post FOGO rollout, indicates that the use of compostable liners increases FOGO capture rates by an average of 30%. For the City, this translates to approximately 5,000 tonnes of additional FOGO being diverted from landfill.

Question 2:

The payment made to the Dowsing group is \$718,200.07. Can a more granulated description of these payments be provided?

Response 2:

Dowsing provides services under 2 different tenders:

Supply of In-Situ concrete footpaths and Associate Works

Works as part of the Supply of In-Situ concrete footpaths may include:

- Concrete footpaths and pedestrian ramps
- Removal and disposal of existing concrete
- Island In-fill
- Kerbing works for footpaths
- Crossovers and aprons

Supply of Civil Works

Works as part of the Civil Construction Works may include:

- Minor drainage work
- Minor profiling works
- Kerbing work
- Concrete work
- Reinstatement work
- Traffic Management required to carry out works under this Panel (optional*)
- Earthworks and Pavement Construction
- Temporary Line Marking and Line Spotting

The total amount of \$718,200.07 comprises 17 individual invoices.

Question 3:

The City pays \$66,000 for the removal and disposal of play equipment from Hugh Corbet Park. Can the City provide some more clarity around what was removed, and if we went to the market to get quotes for the work? In particular, how many days and how many personnel, and what sort of equipment was involved?

Response 3:

The works were awarded through a request for quote process, and we received responses from multiple companies, awarding it to Forpark Australia.

The work included the removal and disposal of existing playground equipment, sand and timber edge and the supply and installation of new playground equipment, sand and construction of a new limestone edge.

C25/246 Statements of Financial Activity for January 2025

File Number:	
Responsible Officer:	Director Corporate Services
Voting Requirements:	Absolute Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in this matter.
Attachments:	<ol style="list-style-type: none"> 1. Statement of Financial Activity January 2025 ↓ 2. Statement of Comprehensive Income January 2025 ↓ 3. Net Working Capital January 2025 ↓ 4. Reconciliation Net Working Capital January 2025 ↓ 5. Notes to Statement of Financial Activity January 2025 ↓ 6. Statement of Financial Position January 2025 ↓ 7. Summary Rate Debtors January 2025 ↓ 8. Rates Collections Graph January 2025 ↓ 9. General Debtors Aged 90 Days January 2025 ↓ 10. Proposed Budget Amendments March 2025 ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • This report presents the Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 31 January 2025 and recommends that they be noted by the Council; and • Presents the variances for the month of January 2025 and recommends that they be noted by the Council; and • Presents the Budget amendment schedule required for the month of February 2025 and recommends that it be adopted by Absolute Majority decision of the Council.
--

OFFICER RECOMMENDATION

That the Council

1. **Notes the Rate Setting Statement and Statements of Financial Activity for the month ending 31 January 2025 as detailed in the following attachments:**
 - **Statement of Financial Activity January 2025 (Attachment 1); and**
 - **Statement of Comprehensive Income January 2025 (Attachment 2); and**
 - **Net Working Capital January 2025 (Attachment 3); and**
 - **Reconciliation Net Working Capital January 2025 (Attachment 4); and**
 - **Notes to Statement of Financial Activity January 2025 (Attachment 5); and**
 - **Statement of Financial Position January 2025 (Attachment 6); and**
 - **Summary Rate Debtors January 2025 (Attachment 7); and**
 - **Rates Collections Graph January 2025 (Attachment 8); and**
 - **General Debtors Aged 90 Days January 2025 (Attachment 9).**
2. **By Absolute Majority decision adopts the budget amendment schedule as detailed in the attached Budget Amendment Report (Attachment 10).**

PURPOSE

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

STRATEGIC ALIGNMENT

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

BACKGROUND

The Statements of Financial Activity for the period ending 31 January 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 January 2025 were \$ 188.15m of which the Municipal cash balance at the end of the month was \$41.25m 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 \$4.41m against a year-to-date budget of \$5.60m representing a negative variance of \$1.19m mainly due to the current downward trend in interest rates both locally and internationally.

- The investment in green/ethical term deposits as at 31 January 2025 was \$42m or 22% of total investment holdings, compared to \$45.2m (24%) in December 2024. Green/Ethical investments are invested in the three banks, in accordance with the council credit rating policy.
- Rates raised as at January were \$108.92m, compared to a year to date budget of \$107.48m.
- Total debtor collections for January 2025 equalled \$8.2m. The Rates collection target was 82.6% and the actual collection is tracking slightly higher at 83.3%, compared to 82.7% for the same period in 2023-2024. The total outstanding debtors (including all rates and sundry debtors) is \$26.8m as of 31 January 2025.
- The Finance team, in addition to regular financial management and reporting tasks, is currently undertaking three important process such as the Mid-Year Budget Review for 2024-2025, the Credit & Purchasing Card Performance Audit conducted by the Office of the Auditor General (OAG) and preparations for the Three-Year Financial Management Review, which assesses the appropriateness and effectiveness of financial management systems and procedures, as well as 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.
2. Statement of Comprehensive Income
Provides details on the Nature classifications.
3. Statement of Financial Position
Provides details on the Financial Position.

Variances

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

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

Revenue

Rates raised as at January were \$108,917,022, compared to a year to date budget of \$107,482,032.

Rates Collection

SUMMARY OF RATE DEBTOR MOVEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	% Diff Current Mth to Previous Mth	Actuals This Month Last Year YTD	% Diff Current Mth to Current Mth Last Yr
Opening Balance - 1 July	5,425,866	5,425,866	0%	4,487,816	21%
Debtors Raised	133,626,549	132,161,972	1%	126,137,858	6%
Payments Received	(113,124,907)	(105,047,728)	8%	(107,865,318)	5%
Closing Balance	25,927,508	32,540,110	-20%	22,760,357	14%

Total rate debtor collections for the month equalled \$8,272,2160.

Sundry Debtor Movement

SUMMARY OF SUNDRY DEBTOR MOVEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	% Diff Current Mth to Previous Mth	Actuals This Month Last Year YTD	% Diff Current Mth to Current Mth Last Yr
Opening Balance - 1 July	565,184	565,184	0%	901,439	-37%
Invoices Raised	2,762,352	2,231,120	24%	3,630,355	-24%
Receipts	(2,434,066)	(2,239,029)	9%	(3,769,362)	-35%
Prepayments	(19,685)	(8,816)	123%	4,742	-515%
Closing Balance	873,786	548,459	59%	767,174	14%

Sundry debtor balances increased by \$325,327 over the course of January from \$548,459 to \$873,786 of which total 90-day sundry debtors for the month is \$427,104, representing 49% 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	303,652	280,060	465,621
Electric Vehicles	175,540	162,602	36,192
Corporate Emissions Monitoring & Management	30,346	30,000	0
Micro Grid Project	0	0	26,795
Sustainability Initiatives	54,132	57,000	121,125
Piney Lakes Environmental Education Centre Refurb (new)	8,489	8,500	0
Total	572,159	538,162	649,733

Money Expended in an Emergency and Unbudgeted Expenditure

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

Budget Amendment

The City has an ongoing commitment to the Perth South West Metropolitan Alliance. The financial commitment required from the City for the 2024-2025 financial year is \$100,000. A budget amendment is required to meet this commitment and will be funded from the City’s Rates Equalisation and Contingency Reserve.

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 January 2025

Rate Debtors

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

C25/247 Common Seal March 2025

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

COUNCIL’S ROLE

Information: For the Council / Committee to note.

<p>SUMMARY</p> <p>This report details the documents to which the City of Melville Common Seal has been applied for the period from Tuesday, 21 January 2025 up to and including Monday, 17 February 2025 for the Council’s noting. This is a standing report to the Council.</p>

OFFICER RECOMMENDATION

That the Council notes the actions of the Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from Tuesday, 21 January 2025 up to and including Monday, 17 February 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, 21 January 2025 up to and including Monday, 17 February.

Register Reference	Parties	Description	ECM Reference
CS2245	City of Melville and the Owners of Cirque Duet, Strata Scheme 77899	Signing of a further deed of the maintenance and provision of community benefits for this site between the City and Strata of 18 Ogilvie Road, Mount Pleasant. Further to a prior deed between the developer and the City.	8405092

STRATEGIC ALIGNMENT

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

LEGISLATIVE AND POLICY ALIGNMENT

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

CONSEQUENCE

This is a standard report for the Elected Members that details the documents to which the City of Melville Common Seal has been applied for the period from Tuesday, 21 January 2025 up to and including Monday, 17 February 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.

C25/248 Melville Golf Centre Lease Extension Request - 21 Year Lease

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

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • The Melville Golf Centre Pty Ltd leases a portion of the John Connell Reserve (Reserve Number 28426) to operate a golf driving range and associated ancillary facilities and services. • The Centre currently has a 21-year lease that commenced 1 August 2004 and will expire 31 July 2025. • This report considers a request from the Centre that the lease be extended for a further period of 25 years with a further 10-year option. • Under the Management Order the City only has the power to enter into a lease for no longer than 21 Years.
--

OFFICER RECOMMENDATION

That the Council:

- 1. Subject to administration providing public notice of the proposed disposal in accordance with section 3.58, and not receiving any submissions objecting to the proposal, endorse entering into a new Commercial Lease Agreement for a term 10 years with a further option of 11 years with Melville Golf Centre Pty Ltd, effective from the 1 August 2025, and obtaining consent from the Minister of Lands.**
- 2. Authorises the Chief Executive Officer to sign the 21-year lease for the Melville Golf Centre to Melville Golf Centre Pty Ltd.**

PURPOSE

The purpose of this report is to present to the Council a request from the Melville Golf Centre for an extension of their lease for a further period of 25 years with a further 11-year option. The current 21-year lease will expire on 31 July 2025 and as there was no renewal option. Therefore, a new lease will be required, if supported.

STRATEGIC ALIGNMENT

Outcome	5	Leadership and good governance for the benefit of the whole community.
	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
Objective	1	Healthy, Safe and Inclusive
	1.1	Facilitate a sense of community, wellbeing, social connection, and participation.
	1.2	Provide a range of inclusive local community services, events and cultural activities.
	1.4	Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
	1.5	Support sustainable sporting and community groups and volunteering.
	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.
	5.4	Strengthen active citizen engagement, participation, and access to information.
	5.5	Provide excellent customer experiences and ease of access.
	5.6	Provide an inclusive, safe, healthy, equitable and engaging workplace.

BACKGROUND

The Centre lease a portion of John Connell Reserve to operate a golf driving range, a par 3 golf course and clubrooms. The Centre has advised that they have invested in excess of \$2 million in the facility and have recently refurbished the flooring in the clubhouse. The lease extension is requested so the Centre can make further improvements to the facilities for the benefit of patrons with consideration being given to erecting under-cover flood-lit driving range bays and upgrading the toilet facilities.

The Centre had previously applied for an extension to the lease and were advised that an extension would be considered as part of and after the development of the John Connell Reserve Master Plan.

The current lessees participated in the planning and engagement process and although the Master Plan is yet to be considered by the Council, the draft identifies the retention of the Golf Centre on site and in the same location.

CONSIDERATION

John Connell Reserve (Reserve 24826) is vested in the City for the designated purpose of "Recreation". The Management Order contains a condition that the City has the power to enter into a lease for any term not exceeding 21 Years, with this power being subject to the consent of the Minister for Lands.

As such, the City cannot support the request for a 25 years extension of the lease with a 11 year option.

The reserve has a memorial registered against it under the Contaminated Sites Act 2003, which was registered in October 2013. Being a former landfill site, the Department of Water and Environmental Regulation (the department) classified the site under section 13 of the *Contaminated Sites Act 2003* as *contaminated – remediation required*. The site classification was based on the findings of a detailed site investigation (DSI) carried out in 2012-2013 to characterise the extent of historical landfilling at the site, and identify potential risks associated with groundwater impacts, landfill materials and landfill gas.

In August 2016, the City of Melville submitted a document, the '*City of Melville, John Connell Reserve, Site Management Plan (GHD, 2014)*' to the department. The Site Management Plan was reviewed as part of the Master Plan process which considered the remediation of the site. It is likely that during the term of any new lease that remediation work will be required on the site, though it is not clear at this stage what form any remediation works will take. The John Connell Reserve Master Plan recommends, as an immediate priority, a series of investigations to determine the likely remediation requirements.

The Centre is aware that the City can only enter into a lease up to 21 years and has agreed and signed a Heads of Agreement to include clauses in a new lease to accommodate the need for any remediation work to be undertaken. The clauses that will be included relate to the period of notice, rent abatement and the responsibility for and site restoration works required. No additional compensation will be provided during the remediation period, specifically, if the tenant loses full access to the premises for a period of time, they must acknowledge that rent abatement is the sole remedy, and no further claims for compensation will be entertained.

ENGAGEMENT

The City has engaged with the Department of Water and Environmental Regulation (DWER) in relation to the contamination and remediation works and with the current lessee in relation to the lease extension.

The centre are understanding of the City's power to lease term of up to 21 years and possible remediation works.

Further engagement will be required with DWER and all site users prior to, during and after recommended detailed site investigation works drafted in the John Connell Reserve Master Plan.

SUSTAINABILITY IMPLICATIONS

Sustainability implications, relating to possible site contamination and restoration and reinstatement works is presented in the report.

LEGISLATIVE AND POLICY ALIGNMENT

Legislation relating to the *Contaminated Sites Act 2003* is advised in the report.

Local Government Act 1995 – s3.58 & s9.49A

3.58. Disposing of property

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than **2 weeks** after the notice is first given; and*

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition;*

and

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition*

CP-005 Strategic Land Management

This policy applies to all City owned or controlled land and property assets, including Crown Land vested to the City under management orders.

*The City will ensure that open and transparent community engagement is undertaken as a fundamental component of any proposal to dispose of any land or property asset in accordance with the Local Government Act 1995 and for a **minimum period of 12 weeks**.*

FINANCIAL IMPLICATIONS

The current lease amount paid per annum is aligned with the market rent value, and being a commercial lease, the tenant is responsible for all outgoings.

The new lease would be based on the same terms and conditions as the current lease, with a market rent revaluation to be undertaken at the commencement of the lease. The rent is increased annually in line with the Consumer Price Index and will include a market rent review prior to the further term at 10 years.

CONSEQUENCE

If the Council chooses not to enter into a new lease there would be a loss of the facility and service to the community, loss of income for the City and an alternative use for the site would be required.

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and forms part of the Final Ordinary Meeting of Council Agenda to be distributed Friday, 14 March 2025:

Question 1:

Was the request made by the golf centre made by an email or letter or presentation to the City of Melville? Can more clarity be provided on how they made their approach and if the City takes a proactive approach when leases are coming up for renewal and approaches the leases to see if there interested in renewing?

Response 1:

The Centre enquired about a lease extension in February 2022 but was informed that the City could not consider it at the time due to the ongoing John Connell Reserve Masterplan, in which the Centre would be involved in the planning and engagement process.

In August 2024, the Centre submitted a formal request via email to RH Property, the City's Commercial Property Managers, who then forwarded it to the City. The Centre initially sought a 25-year lease extension with an additional 10-year option. However, as outlined in the report, this exceeds the Council's authority due to restrictions under the Management Order for Reserve 24826.

A market valuation report for the proposed new lease was received on 11 February 2025.

Lease and licence renewals, as well as extension options, are monitored and discussed through the Property Coordination Group, with negotiations typically beginning six months before expiry. The current lease is set to expire at the end of July 2025.

Question 2:

Are we open to other bidders who may want to bid for the operations of the golf centre?

Response 2:

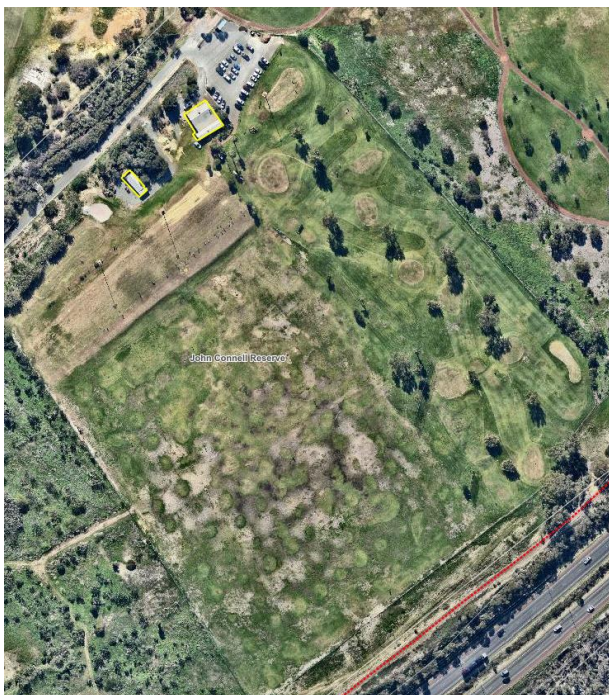
The current tenant holds a ground lease for the site and has independently funded improvements and developments, with an investment exceeding \$2 million. The operator delivers high-quality services and facilities and has expressed intentions for further investment and enhancements. Rent will be determined based on a current market revaluation.

The proposed lease agreement reflects the prevailing market lease value, ensuring that the Council continues to receive a fair market return. The tenant acknowledges that site remediation works will be required during the lease term and has accepted that certain areas of the site will be unavailable while these works are undertaken.

As this agreement constitutes a new lease rather than an extension of the existing one, it must be publicly advertised for submissions in accordance with Section 3.58 of the *Local Government Act 1995*. Additionally, Council Policy CP-005 mandates a 12-week consultation period.



The area outlined in red represents the approximate lease area, which includes a small par-3, nine-hole golf course, a driving range, and a modest clubhouse facility. The area above is part of Melville Glades Golf Club.



Question 3:

In relation to the John Connell Reserve Masterplan, can the City provide more information or update on the impacts of this masterplan in relation to the lease agreement?

Response 3:

This was put on hold while the John Connell Reserve Masterplan was being developed. With the draft plan which was shared with Elected Members at an Elected Member Engagement Session, we don't believe the golf centre area will be impacted by any of the potential proposals at the John Connell Reserve which is why we are now recommending that their request for an extension of their lease agreement be up to the 21-year period. The John Connell Reserve Masterplan review will be presented back to the Council at a later stage.

Question 4:

Is this area separate to the clearing permit application?

Response 4:

Yes, the area where the Melville Golf Club is located is separate to where the clearing permit application is, where the cricket club is looking at an oval extension and doesn't impact the golf centre area. We are looking at a 10-year option for the Melville Golf Club to be able to then request a further extension of up to 11 years, or a total of 21 years.

Question 5:

Would this lease put them in line with other sporting associations in the area?

Response 5:

This is the maximum amount of time the City has the power to lease for under the management license, and yes, this is similar to the not-for-profit sporting clubs within the area.

C25/249 Motions Carried at the Annual General Meeting of Electors Held 3 February 2025

File Number:	
Responsible Officer:	Director Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this item has a declarable interest in the matter.
Attachments:	1. Local Planning Scheme 6 Snapshot ↓

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"> On Monday, 3 February 2025 the City of Melville (the City) held its Annual General Meeting of Electors (AGME), for the purpose of the community receiving the Community Annual Report 2023-2024. At the AGM, four motions were received from the community with three motions carried by the meeting. This report presents the three motions carried at the meeting, with officer comments and recommendations, for consideration by the Council.

OFFICER RECOMMENDATION

Response to AGME Motion 1

That the Council:

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

Response AGME Motion 2

That the Council:

- Note Motion 2 carried at the Annual General Meeting of Electors held on Monday, 3 February 2025.**
- Note the importance of Precinct Structure Plans for the Bull Creek and Murdoch Train Station Precincts as a critical planning and economic development initiative, with advocacy to State Government agencies identified as a priority action.**
- Endorse the inclusion of the investigations for preparation of Precinct Structure Plans for these areas as a key advocacy item in the City’s Strategic Advocacy Priorities, to be pursued in consultation with:**
 - The Minister for Planning, Minister for Transport, and Minister for Housing;**

- b) DevelopmentWA and relevant State Government agencies involved in the Metronet Gateway Model;
 - c) The Southwest Group and other regional planning bodies; and
 - d) Local Members of Parliament to build political support and funding opportunities.
4. Request the CEO to prepare an Advocacy Plan that outlines a strategy for securing State Government support, funding commitments, and technical assistance to progress investigations for Precinct Structure Plans for these station precincts.
5. Subject to Point 3 and 4, the Advocacy Plan should include but not be limited to:
 - a) Opportunities for leveraging State Government funding to support planning, infrastructure, and land assembly initiatives.
 - b) Key stakeholders and an engagement strategy to build alignment with State Government objectives.
 - c) Potential partnership models, including joint planning initiatives with State Government agencies.
 - d) Alignment with Metronet planning principles and other State Government transit-oriented development initiatives.
6. Request a briefing session at an Elected Members Engagement Session on the advocacy approach and potential funding opportunities prior to any formal request for budget allocation by December 2025.

Response to AGME Motion 3

That the Council:

1. Note Motion 3 carried at the Annual General Meeting of Electors held on Monday, 3 February 2025; and
2. Note that:
 - (a) Investigations into the retention of trees on private property are ongoing.
 - (b) Investigation findings are scheduled for presentation to Council by December 2025.
 - (c) A policy response, such as alignment with the WALGA Planning Tree Retention Policy, will be one of the options presented to the Council for consideration.

PURPOSE

The City of Melville (City) Annual General Meeting of Electors (AGME) was held on Monday, 3 February 2025, at which, four motions were presented by the community. Three of these motions were carried by the meeting.

This report presents the carried motion to the Council, along with officer comments and recommendations, for consideration and acceptance.

STRATEGIC ALIGNMENT

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

BACKGROUND

Annual General Meeting of Electors (AGME)

The Community Annual Report 2023-2024 was presented to and endorsed by the Council at the Ordinary Meeting of Council held on Tuesday, 10 December 2024.

Following the Council meeting, the AGME was held on Monday, 3 February 2025, in accordance with section 5.27 of the *Local Government Act 1995* which requires that:

- “(1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors’ meeting are to be those prescribed.”*

Additionally, the meeting was held in accordance with the *Local Government (Administration) Regulations 1996 – Regulation 15 Matters to be discussed at general meeting*, which prescribes that:

“For the purposes of section 5.27(3), the matters to be discussed at a general electors meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.”

The [Annual General Meeting of Electors 3 February 2025 Minutes](#) are available on the City of Melville website.

CONSIDERATION

Annual General Meeting of Electors (AGME)

The Annual General Meeting of Electors (AGME) was held at 6:00pm on Monday, 3 February 2025 in the Kambarang Room at the City of Melville Civic Centre. At the commencement of the AGM, 33 members of the public were in attendance in the Kambarang (Conference) Room, and 6 members of the public were in attendance electronically, via a Teams Webinar. Additionally, the meeting was streamed to the [City of Melville Council Meetings YouTube](#) channel.

While four motions were received during the meeting, only three were carried. These motions are now presented for the consideration of Council as below:

AGM Motion 1

That the Council; in accordance with Key Priority 3* of the City of Melville Community Annual Report 2023-2024, immediately address the apparent non-compliance in the recently presented consultation process diagram for LPS6 review (23/01/25) with respect to the City's Stakeholder Engagement Policy (CP – 002) which mandates that all relevant stakeholders be given a fair and meaningful opportunity to participate. Specifically, we the community, should be given the opportunity to:

- 1. Review the Report of Findings (Report) from the recent LPS6 community consultation.***
- 2. Have the Report amended (including but not limited to outcomes and recommendations made) where the Report fails to respond appropriately to the feedback, comments and concerns resulting from the community consultation process.***
- 3. Carry out the above before submission to Council for approval and subsequent progression to the Statutory Scheme Amendment Process.***

Officer Comment

The City of Melville acknowledges the motion brought before Council regarding the consultation process for the Local Planning Scheme 6 (LPS6) review and the concerns raised about adherence to the City's Stakeholder Engagement Policy (CP-002).

The City remains committed to transparent and meaningful engagement with the community throughout the LPS6 review process.

A comprehensive report on the engagement findings will be prepared and presented publicly at a Council meeting before seeking approval to submit the draft changes to the WAPC/Minister for Planning for advertising. The Engagement Snapshot 3 (attached) is a summary of key aspects of community participation, including:

- Number of community participants,
- Methods used to inform and engage the community, and
- High-level themes that emerged from the consultation.

The City acknowledges that stakeholder engagement is fundamental to good governance and decision-making. Community and stakeholder engagement enables Elected Members and staff to be confident that all views are considered along with technical requirements, research, and any other policy or legislative considerations. This is in line with the City's adopted CP-002 Stakeholder Engagement Policy.

The City's Stakeholder Engagement policy highlights the importance of public participation. However, it also recognises that the level and method of participation may vary based on the stakeholders, the issues, and the project's requirements. With that in mind, the recent engagement sought to gather initial feedback and understand key concerns, which will inform further planning work. The City is confident that the concerns of the broader community are reflected in the hundreds of survey responses and petitions received, and additional feedback would likely reiterate these concerns. Community consultation is an ongoing and essential component of the scheme review process. While formal consultation is required later, the City has proactively engaged the community throughout, including preliminary engagement to help shape the recommendations that will be put to Council. These early consultations were designed to ensure broad participation and inform the next stages.

To enable fair and meaningful participation, an extensive engagement approach was developed. Stage 3 engagement included online and in-person methods such as surveys (both hard copy and online), drop-in sessions, and face-to-face meetings. These efforts were widely promoted through traditional and digital channels, with targeted outreach to impacted landowners.

While the engagement outcome was to gather a broad range of feedback from a cross-section of the community, the objective was to understand key issues and concerns rather than simply the number of participants.

Addressing the Motion's Specific Requests

1. A comprehensive report on the engagement findings will be prepared and presented publicly at a Council meeting before seeking approval to submit the draft changes to the WAPC/Minister for Planning for advertising.
2. Due process limits the ability for a motion to pre-empt the content of a report that has yet to be prepared/published. Community feedback through stage 3 of the engagement is being considered.
3. As points one and two indicate, the report still needs to be developed, so it is not possible to provide a pre-approval review at this stage. The engagement report will be made publicly available when completed.

The City of Melville is dedicated to a transparent and inclusive consultation process, ensuring community voices are heard and considered. As the engagement process continues, there will be further opportunities for participation before final decisions are made. We appreciate the community's ongoing involvement, recognise the sensitivity and impact of the review, and remain committed to achieving the best possible outcome for our community.

Reason for the Recommendation

The City has not yet made changes based on community feedback. However, when changes are made the City is committed to preparing and presenting the relevant documentation to explain the rationale behind them. Ultimately, the decision to modify the content of the future report will rest with the Council.

That said, there will be opportunities for the public to review the report and advocate to the Council if they believe the feedback has been misrepresented. With this in mind, the City offers the following alternative recommendation.

AGME Motion 2

That the Council;

1. ***Requests the Chief Executive Officer to present a report to Council on the resource requirements, key considerations, and implications of developing Precinct Structure Plans for the Bull Creek and Murdoch Train Station Precincts – for inclusion on the LP6 review.***
2. ***Request that the key considerations include but not be limited to:***
 - (a) ***Identification of the location and construction of safe pedestrian and bicycle***

accessways from surrounding residential and or business areas.

(b) Approach the State Government for:

(i) Funding to support the preparation of the plans and construction of pedestrian and bicycle accessways.

(ii) Technical support from the Metronet/DevelopmentWA planning teams/professionals who have already developed the Metronet station 'Gateway' model for station precinct activation. Specifically, utilise this existing expertise and model approach to support activation of Bull Creek and Murdoch Train Station Precincts.

(c) Preparation of land use plans (including zoning and density).

(d) Include the identification of new public open spaces and other necessary infrastructure changes or requirements that are required to support the increased density.

3. Request an Elected Member Briefing Session on the key considerations and other related matters prior to presentation to Council.

4. Request that the report be presented to an Ordinary Meeting of Council by May 2025.

Officer Comment

The City of Melville (City) acknowledges the community interest in investigating potential development opportunities for residential areas surrounding the Bullcreek and Murdoch train station precincts.

While the Council at its meeting on 17 September 2024 has decided not to proceed with these investigations immediately, both areas have been identified as priority sites for future strategic planning as part of the City's review of its Local Planning Scheme.

The Council is committed to ensuring that these transit precincts, which are significant assets within the City, are carefully examined as part of its long-term strategic land-use planning framework.

The City's ongoing review of Local Planning Scheme No.6 has identified Bull Creek and Murdoch station precincts as areas to be considered for future development. Once progress has been made on other strategic priority development areas, the Council will revisit the potential for high-density development at these train station sites.

In the future, the Council will assess the timing, funding requirements, and the processes for community and stakeholder engagement to ensure that any decisions made reflect the needs and aspirations of both the current and future community.

The City remains committed to capitalising on its valuable transit infrastructure to benefit residents and create vibrant, sustainable and well-connected neighbourhoods.

While investigations into high-density development in these precincts are not planned for the immediate future, they remain important considerations in the City's strategic land-use planning priorities and will be investigated at a future date.

Context

The report proposed by the motion would examine the resources required, key considerations, and implications of preparing [Precinct Structure Plans](#) for land surrounding the Murdoch and Bull Creek rail stations. These areas broadly encompass the four quadrants surrounding each station precinct: north-west, north-east, south-west, and south-east.

The report will outline the scale and complexity of developing Precinct Structure Plans (statutory plans) for these station precincts and provide recommendations for further strategic (non-statutory) planning investigations to inform the Council's decision on whether to invest in the process.

The report is also likely to identify several critical pre-requisites for progressing Precinct Structure Plans, including business planning, State Government agency commitment, political advocacy and buy-in, cost-benefit analysis, reputational considerations, staging and phasing of investigations, governance modelling, economic analysis, and engagement with a range of stakeholders.

Engagement and Stakeholder Implications

Landowner Implications

High-density development in suburban areas with fragmented land ownership presents significant challenges and requires extensive stakeholder engagement and alignment.

Many fragmented landowners with varying levels of interest and capacity to develop their properties can lead to challenges in achieving coordinated outcomes. Incentives, regulatory certainty, and clear staging strategies are essential.

Residents often express concerns about increased density, traffic, parking, and impacts on local character. Effective preliminary consultation, clear direction on the future planning framework, and strategic communications are required to manage expectations, education and mitigate concern.

State Government Agencies Requiring Engagement and Buy-In

Given the scale and complexity of precinct-scale planning and development around train stations, coordination and buy-in with multiple WA State Government departments and agencies will be required.

Need for Political Advocacy

The successful coordination of this initiative requires strong political advocacy due to the significance of the change and significant number of state agencies involved, many of which operate beyond the City's direct influence.

Key advocacy efforts will need to focus on:

State Government Commitment – Securing policy alignment, project buy-in and funding commitments from key Ministers and government departments. Encouraging a whole-of-government approach to facilitate the preparation of plans, funding, and infrastructure coordination.

Local Member and Ministerial Support – Engaging local MPs and relevant Ministers (Planning, Transport, Housing) to champion the initiative within government and ensure resource allocation and buy-in. Securing ministerial and departmental support for precinct planning under the

Metronet Gateway Model to ensure a coordinated approach.

Given the scale, complexity, and number of agencies involved, a structured governance model will be required to oversee the planning, funding, and delivery of such an initiative.

Financial Implications

Should the Council choose to proceed with further investigations, additional staff resources, external consultancy funding, and the reprioritisation of other projects will be necessary. These requirements would be outlined in a subsequent report to the Council should the motion be endorsed.

The initial report requested through the motion can be prepared using existing staff resources, requiring approximately 40 hours of senior strategic planning staff time and 10 – 15 hours of management and executive oversight.

The requested May 2025 timeframe cannot be accommodated within current project schedules and staff resourcing. However, a revised completion date of December 2025 can be achieved within existing resources and workload capacity.

Alternatively, if the Council wishes to maintain the May 2025 deadline, an estimated budget of \$15,000 would be required to engage external assistance to expedite the report and require an Absolute Majority decision from the Council.

Policy Implications

Seeking reforms to planning frameworks or state government arrangements that could facilitate coordinated precinct planning in fragmented land areas requires influence on state government policy directions. This is particularly relevant for the DevelopmentWA and the Metronet Gateway Model.

The **Metronet Gateway Model** cited in the AGME motion provides an opportunity to streamline collaboration between state and local government, ensuring that precinct planning is well-integrated with infrastructure delivery and transit-oriented development objectives. However, political advocacy will be essential to secure the required state agency buy-in, policy shifts, resource allocations and funding commitments to facilitate the process through the Metronet Gateway Model.

Local Planning Scheme No.6 and Precinct Plan

A Local Planning Scheme Review and a Precinct Planning process are both essential planning tools, but they serve different purposes, operate at different scales, and have distinct levels of detail.

Notwithstanding, they are related because a scheme review sets the overall planning framework for the district while the precinct plan outlines the guidance needed for a defined precinct and its scale of implementation.

Local Planning Scheme No.6 (LPS6) Review

The LPS6 Review looks at the entire local government area and assesses whether the LPS6 is still suitable for achieving the outcomes desired or if a review of areas is needed.

The LPS6 Review involves assessing zoning, land use controls, density provisions, and key policy directions to ensure alignment with State and local planning frameworks.

The outcome may involve community engagement, rezoning land, updating development controls, or introducing new policy requirements to guide growth and change.

Key Focus:

1. Entire municipality or large areas of land in between Precinct Structure Plans or Activity Centre Plans
2. Updates zoning, land use controls, and makes recommendations for the development of policies
3. Ensures consistency with State Planning Policies and Strategies
4. High-level and broad in scope

Precinct Structure Plans

A Precinct Structure Plan focuses on a specific locality, such as a train station precinct, town centre, or key redevelopment site.

It provides a detailed vision, land use mix, built form controls, transport planning, infrastructure needs, and public space design for that specific precinct.

The process often includes detailed consultation with landowners, businesses, and the community to create a shared vision and buy-in for future development.

The outcome is a detailed Precinct Plan that guides how a specific area will evolve, often leading to changes in zoning, development standards, and infrastructure investment.

Key Focus:

1. A defined precinct (e.g., train station precinct, town centre)
2. Provides detailed planning, including built form, transport, and public space design
3. Guides local investment and infrastructure planning
4. Engages directly with affected landowners and stakeholders

How are they related?

A broad-scale scheme review sets the overall planning framework for land outside of a Precinct Structure Plan or Activity Centre Plan, while a Precinct Structure Plan provides the detailed implementation strategy within a key precinct.

Precinct Plans often follows a scheme review—if a scheme review identifies an area as needing significant change (e.g., increasing density near train stations), a Precinct Plan is then investigated to be prepared to guide how that change should occur.

Scheme changes provide the legal framework, while Precinct Plans shape and guide on-the-ground development through specific design and infrastructure requirements for a specific precinct.

While the two are related planning tools, they run through different timeframes and processes meaning a Precinct Plan could not form part of the LPS6 review but may form as a parallel or proceeding project.

Consequences

The preparation of Precinct Structure Plans for fragmented suburban areas surrounding Murdoch and Bull Creek train stations represents a significant and complex undertaking that extends beyond standard strategic planning processes. The Council must be fully aware of the scale, challenges, and long-term implications associated with this initiative, particularly as it involves planning controls over large areas of privately owned land.

Alternative Recommendations

Alternative Recommendation 1 (Simple Majority – no budget implication):

In the context of the information detailed in the Local Planning Scheme No.6 and Precinct Plan and Financial Implications headings above, the below modifications are recommended.

That the Council:

1. Requests the CEO to present a report to Council on the resource requirements, key considerations, and implications of developing Precinct Structure Plans for the Bull Creek and Murdoch Train Station Precincts. —for inclusion on the LPS6 review
2. Request that the key considerations include but not be limited to:
 - a) Identification of the location and construction of safe pedestrian and bicycle accessways from surrounding residential and or business areas.
 - b) Approach the State Government for:
 - i) Funding to support the preparation of the plans and construction of pedestrian and bicycle accessways.
 - ii) Technical support from the Metronet / DevelopmentWA planning teams / professionals who have already developed the Metronet station 'Gateway' model for station precinct activation. Specifically, utilise this existing expertise and model approach to support activation of Bull Creek and Murdoch Train Station Precincts.
 - c) Preparation of land use plans (including zoning and density).
 - d) Include the identification of new public open spaces and other necessary infrastructure changes or requirements that are required to support the increased density.
3. Request a dedicated Elected Member Briefing Session on the key considerations and other related matters prior to presentation to Council.
4. That the report be presented to the Ordinary Meeting of Council by ~~December 2025~~ **May 2025**.

Alternative Recommendation 2 (Absolute Majority – budget implication):

Should Council be of a view to pursue the progression of the report to Council by May 2025, the below modifications are recommended.

That the Council:

1. Requests the CEO to present a report to Council on the resource requirements, key considerations, and implications of developing Precinct Structure Plans for the Bull Creek and Murdoch Train Station Precincts. ~~—for inclusion on the LPS6 review.~~
2. Request that the key considerations include but not be limited to:
 - a) Identification of the location and construction of safe pedestrian and bicycle accessways from surrounding residential and or business areas.
 - b) Approach the State Government for:
 - i) Funding to support the preparation of the plans and construction of pedestrian and bicycle accessways.
 - ii) Technical support from the Metronet / DevelopmentWA planning teams / professionals who have already developed the Metronet station 'Gateway' model for station precinct activation. Specifically, utilise this existing expertise and model approach to support activation of Bull Creek and Murdoch Train Station Precincts.
 - c) Preparation of land use plans (including zoning and density).
 - d) Include the identification of new public open spaces and other necessary infrastructure changes or requirements that are required to support the increased density.
3. Request a dedicated Elected Member Briefing Session on the key considerations and other related matters prior to presentation to Council.
4. **Allocate \$15,000 from the Strategic Planning Projects Reserve.**
5. That the report be presented to the Ordinary Meeting of Council by May 2025.

Reason for the Officer Recommendation

Should the Council be of a view not to progress the precinct planning process at this time but have a desire to explore State Government political and agency alignment before considering embarking on the process, the Officer Recommendation has a focus on advocacy efforts and has no immediate budget implications.

Advocating for the State Government to be a lead stakeholder in the development of the train station precinct plans offers several key benefits. By engaging directly with the State, the City can seek to leverage additional resources, expertise, and funding. It could also streamline decision-making and coordination, particularly in navigating the complex land ownership issues and reconciling the interests of multiple state agencies.

Early involvement by the State can also ensure that what the City anticipates for the future of these two precincts can be considered alongside the State Government's presumptions for these areas, rather than spending considerable time and resources developing an approach that may ultimately contravene the strategic approach expected by the State, fostering a more cohesive and strategic approach to urban renewal. Ultimately, an early focus on advocacy could expedite the process and reduce the burden on the City, enabling more efficient and effective improvements to these key development areas.

AGM Motion 3

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

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

Officer Comment

The City is actively exploring options to achieve the retention of tree canopy on private property. Following a Notice of Motion resolved at the December 2022 Ordinary Meeting of Council, the City initiated comprehensive examination of options to encourage and/or require retention of trees on private property. The results of these investigations were presented to the Council at the 16 May 2023 Ordinary Meeting (Item UP23/4030). The investigations included a review of approaches for tree retention employed by various other local governments and the preparation of an Options Paper outlining the merits of these.

The assessment focused on opportunities to use the planning framework to protect tree canopy and included overview of the WALGA Local Planning Tree Retention Policy. Other options identified included use of significant tree registers, scheme provisions regarding tree protection and other Local Planning Policy responses. The May 2023 resolution provided a commitment for the Council to continue to progress consideration of tree retention options.

An Elected Member Engagement Session (EMES) held in April 2024 further advanced the consideration of options relating to tree protection on private property. The EMES proceeded a community engagement phase from 1 October 2024 to 17 November 2024 aimed at gaining community input on the concept of tree protection controls and the range of potential planning responses.

The engagement phase has indicated a range of views on tree protection with general level of support for a local planning policy and/or significant tree register response. The results of this engagement phase are scheduled for presentation to an EMES in April 2025 and then intended reporting to the Council for direction and decision making in May 2025.

Tree retention on private property through a policy response, such as the WALGA Local Planning Tree Retention Policy, will form one of the options for consideration by the Council.

Reason for the Officer Recommendation

The City's investigations into options for the protection/retention of trees on private property is ongoing. Reporting on findings of these investigations and opportunity for the Council to decide on regulatory responses is scheduled for May this year. The option of a local planning policy response, such as the WALGA Local Planning Tree Retention Policy, will form part of the report to Council. It is recommended that decision making on responses to tree protection be deferred to allow for the Council to consider the community engagement outcomes and conclusions regarding options analysis.

Accordingly, it is recommended that Motion from the Annual General Meeting of Electors be noted. It is further recommended that the Council note that opportunity to consider and decide on the introduction of a local planning policy response, such as the WALGA Local Planning Tree Retention Policy, is imminent.

ENGAGEMENT

In accordance with the requirements of the *Local Government Act 1995*, the date, time, location, and purpose of the Annual General Meeting of Electors was advertised:

- on the City's website;
- on public notice boards at the Civic Centre and all the City of Melville libraries;
- in Fremantle Herald on Saturday, 11 January 2025;
- in the Perth Now Melville on Thursday, 16 January 2025;
- in the City's electronic Newsletter; and
- via the City's social media platforms.

The advertising and holding of the AGM gave members of the community the opportunity to participate in the discussion, question time and voting on the motions. There has been no specific consultation or engagement with the community in preparing this report.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

This report is presented in accordance with to section 5.33 of the *Local Government Act 1995*:

- (1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable -*
 - (a) *at the first ordinary council meeting after that meetings; or*
 - (b) *at a specially meeting called for that purpose,**whichever happens first.*
- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

FINANCIAL IMPLICATIONS

No funding has been provided in the current year budget to implement or undertake any actions in relation to the motions carried. If the Council resolves for a future report to be prepared regarding any of the issues contained in the motions, any funding requirements will be considered in that report.

CONSEQUENCE

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

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and form part of the Final Ordinary Meeting of Council Agenda:

Question 1:

Is the local planning scheme 6 proposed rezoning set in stone or will there be an opportunity to look at a new scope in the months to come?

Response 1:

The City of Melville (the City) is in the early stages of reviewing the Local Planning Scheme No.6 (LPS6). What has been shared so far is preliminary, reflecting concepts that are open for community input. The City appreciates the valuable contributions made by the community through their various deputations and submissions, and these will be carefully considered throughout the remainder of the process.

The City will continue engaging with the Council on the proposals and feedback received. A draft statutory plan will be developed and formally presented to the Council for adoption, with the aim of submitting it to the Western Australian Planning Commission and the Minister for approval to proceed with formal advertising. There are still key decisions for the Council to make regarding which areas will be included in the planning scheme review.

Question 2:

Will there be any further community consultation?

Response 2:

Yes, there will be additional opportunities for community consultation. The City will work closely with the Council to define the scope of this engagement, ensuring that Council has input into the process. This will allow for meaningful opportunities for the community to share their feedback, which will be taken into account by the Council at a later stage.

Question 3:

Can the Director please advise if the City looked at traffic counts when they were considering the rezoning options that are currently on the table? Particularly those around Applecross High School and Ardross Primary School?

Response 3:

Yes, in particular traffic information available in State Government reporting and the City's Geographical Information System.

Question 4:

This question relates to Bragor Place. The City has a policy to keep traffic of the main roads and with the proposals on Canning Highway, they want the traffic to divert back into the suburb. In Bragor Place, the developer wanted to exit onto Almondbury road but was directed to exit onto Bragor Place – is this correct?

Response 4:

The plans reviewed by the City from a traffic perspective showed the exit from Bragor Place. From a traffic perspective, the City never received a plan or discussed with the applicant regarding an exit onto Almondbury Road.

Question 5:

Is it a good idea to consider the Murdoch and Bull Creek train stations alongside the Local Planning Scheme 6 Review?

Response 5:

There is value in exploring the train station precincts at Murdoch and Bull Creek, as they are key transport hubs with substantial State Government investment. Planning for increased density around these precincts makes good sense and aligns with strategic growth objectives. However, the resources and timeline required for this should be carefully considered by the Council, and this has been reflected in the AGM motion report. We will await the Council's decision on how to move forward. Nevertheless, these precincts are well-positioned as major transport nodes with significant investment, offering potential for housing development, and there are processes in place to support that development.

Question 6:

Could you clarify whether the future community consultation will focus solely on the changes leading up to the new plan or would it be consultation on the entire plan?

Response 6:

The consultation will be on the full plan that's endorsed by Council for the purposes of advertising.

Community Development

CD25/41 Assess the Impacts of Prohibiting Alcohol and Unhealthy Food Advertising on Bus Shelters within the City of Melville

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Attachments:	<ol style="list-style-type: none"> Cancer Council - Bus shelter advertising audit report ↓ Legal Advice McLeods (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>SUMMARY</p> <ul style="list-style-type: none"> This report responds to the Council’s request to assess the impacts of prohibiting alcohol and unhealthy food advertising on bus shelters within the City of Melville. The report outlines the public health benefits of such restrictions, as well as legal constraints associated with the City’s current contract with oOh!media Street Furniture Pty Ltd (oOh!media). The report recommends that any restrictions be considered for inclusion in future contracts and other options explored.

OFFICER RECOMMENDATION

That the Council:

- Notes the confidential legal advice received, as attached to this report.**
- Requests the CEO to investigate, scope and report back to Council by March 2026 on the feasibility of an advertising policy for restricting alcohol and unhealthy food advertising on or in City owned property.**
- Requests the CEO write to oOh!media Street Furniture Pty Ltd requesting they voluntarily restrict alcohol and ‘unhealthy food’ advertising on bus shelters installed and maintained by them for the remaining duration of the contract.**
- Requests the CEO to prioritise the use of the City’s free oOh!media digital advertising on bus shelters to support health promotion campaigns.**
- Requests the CEO to include restrictions in future contracts for the installation and maintenance of bus shelters which prohibit alcohol and unhealthy food advertising.**
- Requests the CEO to include relevant action(s) in the City’s future Healthy Melville Plan (Public Health Plan) to investigate strategies that will limit the exposure of advertising of alcohol and unhealthy food and drink in the City of Melville.**

PURPOSE

The purpose of this report is to evaluate the impacts of prohibiting alcohol and unhealthy food advertising on bus shelters within the City of Melville, as requested by Council following the Notice of Motion resolved at the 15 October 2024 Ordinary Meeting of Council.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	5	Leadership and good governance for the benefit of the whole community.
Objective	1	Healthy, Safe and Inclusive
	1.1	Facilitate a sense of community, wellbeing, social connection, and participation.
	5	Good Governance and Leadership
	5.2	Ensure long term financial sustainability, strategic advocacy and partnerships, and diverse revenue streams.

BACKGROUND

At the Ordinary Meeting of Council held on 15 October 2024, Cr Lee moved the following Notice of Motion, which was resolved by Council:

That the Council requests the CEO to prepare a report outlining the impacts of prohibiting alcohol and unhealthy food advertising on bus shelters in the City to be presented to an Ordinary Meeting of Council by March 2025.

This report outlines the impacts of prohibiting alcohol and unhealthy food advertising in the City in accordance with the Council resolution.

CONSIDERATION

The City has approximately 600 bus stops across the City, of which there are approximately 300 shelters. The City currently holds a contract with oOh!media Street Furniture Pty Ltd (oOh!media) for the supply, installation and maintenance of 58 (of the 300) bus shelters.

The contract with oOh!media commenced on 1 November 2018 and expires on 31 October 2033 and has two (2) five (5) year option periods.

The existing contract of supplying, installing, and maintaining the 58 bus shelters is provided at no cost to the City (estimated value ~ \$3M). Furthermore, the City receives a financial return of approximately \$140,000 per annum which is quarantined for five years to complete capital works to improve access for people with disability access for existing bus shelters.

The contract also entitles the City to five percent share of time, free advertising on all the oOh!Media digital panels (four locations).

Alcohol, food and beverage product advertising is regulated only through self-regulation in Australia. Below is a table outlining the key standards and regulations that are used in Australia to guide advertising of alcohol, food and non-alcohol beverage products:

Standard and Regulation	Summary
Outdoor Media Association (OMA) National Health and Wellbeing Policy	<p>Promotes responsible advertising practices in relation to food and drink. Relies on a Food Standards Australia and New Zealand (FSANZ) Nutrient Profile Score using FSANZ Nutrient Profile Calculator which is calculated by the advertiser or manufacturer.</p> <p>Provides details around the ability to ‘Master Brand’ (e.g. McDonalds, vs Big Mac) and placement of advertising near schools.</p>
Australian Association of National Advertisers (AANA) – Food and Beverage Advertising Code	<p>Develops advertising codes which are the rules that advertisers must follow. The Food and Beverage Advertising Code includes the following key areas:</p> <ul style="list-style-type: none"> • truthful and honest claims • not undermining the importance of a healthy lifestyle • portrayal or promotion of excess consumption • health and nutrition claims • claims relating to characteristics of the product • advertising to children
<p>Main Roads WA Policy Assessment Guidelines for Digital and Static Advertising Signs</p>	<p>Core focus is outlining policy requirements to maintain safety for road users, prevention of adverse impacts on the visual amenity of the roadside environment and surrounding areas, and ensuring signs comply with local planning schemes.</p> <p>Refers to AANA Food and Beverage Advertising Code with regard to unhealthy food and alcohol.</p>
ABAC Responsible Alcohol Marketing Code	<p>Sets key standards for the responsible content and placement of alcohol marketing in Australia. It covers:</p> <ul style="list-style-type: none"> • Responsibility towards minors: Ads must not target or appeal to minors. • Depictions of alcohol consumption: Ads must not portray irresponsible or unsafe alcohol consumption. • Portrayal of alcoholic beverages: Ads must represent alcohol in a socially responsible manner. • Alcohol safety: Ads must avoid encouraging unsafe behaviours related to alcohol use. <p>These standards are self-regulated and voluntary</p>
Ad Standards	<p>Australia’s (non-government) advertising regulator. Handles complaints and provides secretariat support to the Ad Standards Community Panel who are an independent group of people entrusted with adjudicating complaints and making decisions about ads.</p> <p>Governs implementation and review of AANA Codes.</p>

The Cancer Council WA encourages Local Governments to introduce healthy advertising standards in local government processes through three key methods:

- Strategy or Plan: introducing actions to reduce community exposure to unhealthy advertising through relevant strategies and plans (eg: The Public Health Plan).

- Policy: creating a Council Policy that prohibits advertising of unhealthy food and drink and alcohol products through advertising and promotional materials that are displayed on local government infrastructure.
- Contracts and agreements: specifying within the contract (at the procurement stage) for the supply and maintenance of street furniture with advertising space (bus shelters, street signs, bins, seats) that unhealthy advertising is not permitted, along with a definition of unhealthy advertising.

Most Local Governments, including the City of Melville, already have actions to promote healthy behaviours associated with consuming food and beverages within relevant strategies and plans, however the following Local Governments have introduced policy measures:

- City of Nedlands
- City of Mandurah
- City of Kwinana
- Town of Mosman Park.

Whilst these Local Governments have introduced prohibitions on unhealthy content on local government infrastructure into contracts and agreements with suppliers:

- City of Subiaco
- City of South Perth

Notably the Western Australian State Government has prohibited alcohol advertising on public transport systems since June 2018. However, it has not extended this ban to include unhealthy food and drink advertising.

In January 2025, the Western Australian State Government announced that it will not consider banning unhealthy food advertising on public transport. This decision followed inquiries about whether they would follow the lead of the South Australian State Government which had recently implemented such a ban.

Public Health Context

The Western Australian Department of Health identified that City of Melville residents (aged 16 years and over) through the City of Melville Health and Wellbeing Profile (October 2023):

- 64% of adults are overweight or obese:
 - 23.3% of adults are obese.
 - 40.6% are overweight
- 50.4% of adults eat less than 2 serves of fruit daily
- 88.8% of adults eat less than 5 serves of vegetables daily
- 8.3% of adults drink alcohol at levels that puts them at risk for short term harm
- 21.1% of adults drink alcohol at levels that puts them at risk for long term harm
- 29% of adults eat fast food at least weekly

Advertising content on the City Bus shelters

Cancer Council WA conduct regular audits of advertising on bus shelters as part of advocacy measures to local and state government. The most recent audit was completed on 20 January 2025 and is provided in Attachment 1 of this report.

oOh!media was contacted to provide an overview of alcohol and unhealthy food advertising to support the preparation of the report. oOh!media advised they do not collect data specifically accounting for alcohol or unhealthy food. As such data provided on 19 December 2024 is a culmination of all food and drink advertising.

The table below provides a summary of the advertising breakdown from Cancer Council WA and oOh!media. The Classification of City of Melville bus shelter advertisements was included in the audit completed by Cancer Council WA staff on January 20, 2025.

A summary of the data is as follows:

Classification	Cancer Council (January 2025)		oOh!media (December 2024)
	Number of advertisements	% of advertisements	
Alcohol	21	17	10.7% (n=13)
Unhealthy food and drinks	27	21	
Healthy food and drinks	3	2	
Food and drink - other	2	2	
Other products and brands	73	58	89.3%
Total advertisements	126	100%	100%

Positive impacts of prohibiting alcohol and unhealthy food advertising

Prohibiting alcohol and unhealthy food advertising on bus shelters in the City of Melville would have several positive impacts on public health and the community including:

- Exposure to alcohol advertisements is linked to early initiation of drinking and increased risky consumption, contributing to long-term health issues such as liver disease, cancer, and alcohol dependency.
- Alcohol-related harm remains a leading cause of preventable disease in Australia, putting significant strain on healthcare systems.
- Advertisements promoting unhealthy foods high in sugar, salt, and saturated fats encourage poor dietary habits, which contribute to rising obesity rates, type 2 diabetes, and other chronic health conditions.
- Limiting the exposure would assist the protection of vulnerable groups who are less informed about making healthy food choices (eg young children)

Overall, prohibiting these advertisements would not only improve public health but also enhance the visual and social environment of the City of Melville, creating a more supportive and health-conscious community.

Negative impacts of prohibiting alcohol and unhealthy food advertising.

As identified in the background of this report, oOh!media currently supplies, installs and maintains 58 bus shelters across the City which is estimated to be of a value of approximately \$3M across the duration of the contract (1 November 2018 to 31 October 2033)

Furthermore, the City receives income of approximately \$140,000 per annum which is utilised to improve disability access to existing bus shelters.

Alternative opportunities

The following opportunities have been explored:

- Write to oOh!media requesting they voluntarily restrict alcohol and unhealthy food advertising on bus shelters installed and maintained by them for the remaining duration of the contract.
- Investigate the feasibility of a Council Policy that considers advertising restrictions on the City's bus shelters, City owned buildings and reserves to limit alcohol and unhealthy food advertising. This investigation and subsequent Report would also address the concerns raised in the legal advice in the confidential attachment to this Report (Attachment 2) regarding the difficulty in enforcing advertising restrictions given the subjective nature the effect of advertisements has on the health and welfare of persons in the district.
- Continue to partner with Live Lighter, Cancer Council and Diabetes WA to promote positive health messaging to counteract unhealthy messaging.
- Prioritise the use of the City's share of oOh!media digital bus shelter advertising for health promotion campaigns
- Not exercise the option periods within the contract that would enable the contract to exceed beyond the current expiry and at its expiry include reasonable contract restrictions within any future contracts for similar services.

ENGAGEMENT

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

- oOh!media
- Cancer Council WA
- McLeods Lawyers

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

Information in this report is aligned with the following legislative and policy frameworks:

- *Local Government Act 1995*: Section 5.41
- Regulation 21A of the *Local Government (Functions and General) Regulations 1996*

FINANCIAL IMPLICATIONS

There are no current or future budget impacts associated with the adoption of the recommendation.

CONSEQUENCE

The Officers Recommendation within this report supports the overall intent, without placing financial and legal risk upon the City, however, should Council not want to proceed with the Officers Recommendation there are two other options which are canvassed in the attached confidential legal advice (Attachment 2).

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and forms part of the Final Ordinary Meeting of Council Agenda to be distributed Friday, 15 March 2025:

Question 1:

How many free time slots on four digital sites does oOh!media provide to the City?

Response 1:

Since the writing of the report and additional digital panel has been installed. At the time of writing there are five live digital panels, with two additional panels pending connection. Each panel operates on a loop of 20 slots, each lasting 10 seconds, totalling 200 seconds per loop. Slot 19 in each loop is allocated for the City's free advertising allocation as per the contract, representing a 5% Share of Time (SOT) per panel.

Therefore, with five live panels, the City is eligible for five 10 second time slots in each 200-second loop (one on each panel). Once the two pending panels are connected, the total will increase to seven panels, providing seven free time slots per 200-second loop.

Question 2:

Can we use free advertising slots on four digital sites to promote the Healthy Melville plan?

Response 2:

Yes, we can use that free advertising for that purpose.

Question 3:

Is there any evidence that the advertising seen on the bus shelters of alcohol and unhealthy foods has created an increase in alcohol or unhealthy food sales, or an increase in any negative impacts?

Response 3:

The City has not come across any research that provides that direct link between specifically bus shelter advertising and an increase in alcohol or unhealthy food intake. However, it is a focus area of the Cancer Council.

Question 4:

How is unhealthy foods defined?

Response 4:

Further to the response provided during discussion at the Agenda Briefing Forum, the following detailed response is provided:

The Cancer Council and Council of Australian Governments (COAG) define "unhealthy foods" as those high in calories, added sugars, saturated or trans fats, and/or sodium, while being low in essential nutrients. These foods are typically highly processed and lack key vitamins and minerals.

Importantly, the outdoor advertising industry (including oOh!media) through the Outdoor Media Association Health and Wellbeing Policy and Australian Association of National Advertisers does not use the abovementioned definition. The industry uses terminology of 'Occasional Food and Beverage Products' which means food or beverage products that do not meet the Food Standards Australia Nutrient Profile Scoring Criterion which the final score determines whether a food is eligible to make a health claim.

In addition, the Outdoor Media Association Health and Wellbeing Policy and Australian Association of National Advertisers provides specific information on foods and beverages whereby Occasional Food and Beverage must not target children and products that score above a certain threshold, can't be advertised within 150m of a school.

Question 5:

Point 5 of the officer recommendation reads "CEO to include restrictions in future contracts for the installation and maintenance of bus shelters which prohibit alcohol and unhealthy food advertising". What is the alternative or contingency plan if that were to take place?

Response 5:

The confidential legal advice addresses the aspect around the contract. In regards to when this contract is up for renewal, the City would decide whether it would exercise an extension or alternatively if the Council felt it wanted to put more stringent constraints around the advertising of unhealthy foods, they could include that in a tender and put it out to the market to test the ability of other organisations who could provide a similar service.

Question 6:

Regarding point 5 of the officer recommendation, do you think a change of wording to "consider restrictions" would be feasible to make it less prescriptive?

Response 6:

Yes, it would be possible to amend the wording dependent on the Councils interest to make a strong stand or allow officers greater flexibility in investigating restrictions.

Question 7:

Can we use the City's other bus shelters as leverage to ask oOh!media whether they could use these sites to refurbish these bus shelters owned by the City?

Response 7:

The program through the contract has a series of upgrades which the company undertakes based on shelters that primarily meet the purpose of being on main roads where they get high exposure and so they're reviewed by the City on an annual basis to look at the shelters which are to be upgraded to incorporate accessibility requirements. So the City does have the ability to influence which bus shelters are targeted in terms of upgrades.

Question 8:

Would non-alcoholic/ zero alcohol drinks be able to be advertised?

Response 8:

If these drinks are high in sugar and contained minimal nutritional value, then they would not be able to be advertised under the definition of unhealthy advertising.

Question 9:

Why was gambling not included in the City's investigation?

Response 9:

The report had a limited scope to align with what was put forward as part of the notice of motion, which did not include gambling and was about unhealthy food advertising and alcohol. The Council could move an alternative motion to include gambling in its considerations.

CD25/42 Netball and Multi Use Indoor and Outdoor Courts Needs Assessment

File Number:	
Responsible Officer:	Director Community Development
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this item has a declarable interest in the matter.
Attachments:	<ol style="list-style-type: none"> 1. City of Melville - Needs Assessment - Netball and Multi-Use Indoor and Outdoor Courts ↓ 2. Needs Assessment - Netball and Multi-Use Indoor and Outdoor Courts - Engagement Summary Report ↓ 3. Financial Implications - Needs Assessment - Netball and Multi-Use Indoor and Outdoor Courts Recommendations ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • The draft Netball and Multi Use Indoor and Outdoor Courts Needs Assessment (Needs Assessment) was presented to the October 2024 Ordinary Meeting of Council, where the Council resolved to: <ul style="list-style-type: none"> • Endorse the Needs Assessment for further engagement with local netball clubs. • Present the final draft Needs Assessment by March 2025 Ordinary Meeting of Council. • Following the October 2024 resolution, local netball clubs were invited to provide feedback and are supportive of the draft, with some minor amendments. • Minor amendments, driven by engagement with local netball clubs, have been made and the final draft Needs Assessment is presented, along with a summary of club engagement, to Council for consideration. • It is recommended to incorporate the Needs Assessment findings into the Active Reserve Infrastructure Strategy review to further develop the recommendations into prioritised infrastructure proposals.

OFFICER RECOMMENDATION

That the Council:

1. **Notes the feedback provided following engagement with local netball clubs.**
2. **Endorses the Netball and Multi Use Indoor and Outdoor Courts Needs Assessment, inclusive of recommendations.**
3. **Notes the recommendations and prioritisation of future infrastructure outlined in the Netball and Multi-Use Indoor and Outdoor Court Need Assessment will be incorporated in the 2025 review of the Active Reserve Infrastructure Strategy.**

PURPOSE

The purpose of this report is to present the final Netball and Multi Use Indoor and Outdoor Courts Needs Assessment (Needs Assessment) to Council for endorsement.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	3	Sustainable, connected development and transport infrastructure across our City.
Objective	1	Healthy, Safe and Inclusive
	1.4	Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing.
	1.5	Support sustainable sporting and community groups and volunteering.
	3	Sustainable and Connected Development
	3.2	Deliver sustainable and well-planned infrastructure and public places and spaces.

BACKGROUND

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

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

At the 18 June 2024 Ordinary Meeting of Council, City Officers sought an extension of the above time period due to the high number of submissions received in the procurement process which extended the time to award the contract. Subsequently, Council resolved:

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

The draft Netball and Multi-Use Indoor and Outdoor Courts Needs Assessment (Needs Assessment) was presented at the October 2024 Ordinary Meeting of Council where the following resolutions were made:

“That the Council:

- 1. Endorses the draft Netball and Multi Use Indoor and Outdoor Courts Needs Assessment (Attachment 1) for further engagement with local netball clubs.***
- 2. Requests the CEO to present the final draft Netball and Multi Use Indoor and Outdoor Courts Needs Assessment by no later than the March 2025 Ordinary Meeting of Council.”***

CONSIDERATION

The Needs Assessment has sought to clarify the sport of netball's current and future needs within the City, as well as indoor and outdoor multi-use courts more generally. It has been informed by:

The City's strategic planning and policies.

- Relevant state sporting associations strategic plans and guidelines.
- Analysis of current benchmarking and industry trends.
- Engagement with relevant clubs and state sporting associations.
- Analysis of current and future demographic data in the City.

A summary of key findings and how they are proposed to be treated are as follows (recommendations are contained on page 49 and 50 of the attached):

- The City has a sufficient number of outdoor hard courts to meet current and future needs, though the quality of and access to, is varied. Recommendations target specific site and club needs.
- Netball club supporting infrastructure does not currently meet the needs of most of the City's clubs. Subsequently, a standard of provision has been established as a benchmark to meet the needs of clubs and recommendations for site specific and club needs are informed by the standard of provision.
- Existing indoor court provision is deemed suitable for Netball.
- There is some capacity at existing indoor multi-use court facilities to meet current demand for indoor court sports more broadly.
- It is recommended to reconsider future indoor multi-use court provision in the Active Reserve Infrastructure Strategy review due to a number of significant project proposals in nearby municipalities seeking funding commitments.

Since the October 2024 OMC, further engagement with local netball clubs has occurred, with amendments made to the draft Needs Assessment based on club feedback. The final Needs Assessment (Attachment 1) is now presented to Council for consideration.

ENGAGEMENT

The City has significantly engaged with nine local Netball clubs to clearly understand and consider their aspirations in the preparation of the draft Needs Assessment.

Following the resolution of the October 2024 Ordinary Meeting of Council, all nine City of Melville based netball clubs were invited to provide feedback on the draft Needs Assessment in their preferred format (face-to-face meeting, phone call or written submission).

A summary of feedback from all nine clubs and resulting amendments to the Needs Assessment is provided as an Attachment 2 - "Needs Assessment - Netball and Multi-Use Indoor and Outdoor Courts – Engagement Summary Report".

Feedback was collated and validated from November 2024 to February 2025 with each club to ensure amendments aligned with club expectations.

A summary of engagement outcomes in preparation of the draft is on pages 33-41 of the attached Needs Assessment.

SUSTAINABILITY IMPLICATIONS

The Needs Assessment and recommendations have sought to meet club needs without duplicating provision of infrastructure.

This is primarily achieved through shared use of assets and seeking to secure security of tenure at school sites with existing assets that are of good quality and accessible.

LEGISLATIVE AND POLICY ALIGNMENT

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

FINANCIAL IMPLICATIONS

Following adoption of the Needs Assessment (as per the officer recommendation of this report), the Needs Assessment recommendations will be integrated into the upcoming review of the Active Reserve Infrastructure Strategy (ARIS) and prioritised amongst all other sport and recreation infrastructure needs.

These sport and recreation infrastructure needs will then inform the City's key Integrated Planning and Reporting documents including future Annual Budgets, Capital Works Programs, the City's Long Term Financial Plan, as well as annual Service Plans and Project Plans where relevant and human and financial resources are available.

Currently the City's adopted Long-Term Financial Plan 2024 - 2034 includes provisions for:

- \$200,000 per annum allocated for the renewal of sporting assets which can contribute to court resurfacing.
- \$150,000 is allocated annually for sports floodlighting.

In addition to the City's financial allocations, identified needs within the Needs Assessment are eligible for regular WA State Government funding programs whereby up to a third (in some instances 50%) contribution will be made such as:

- Community Sporting and Recreation Facilities Fund (CSRFF)
- Community Night Lights Program (CNLP)

In some locations identified in the Needs Assessment, infrastructure is shared with the Department of Education and therefore specific Shared Use Agreements are or are proposed to be developed which will include sharing both capital and operational costs where there is mutual benefit.

At the time of writing this report, the following election commitments have been made related to recommendations in the Needs Assessment:

Party/Electorate	Commitment	Commitment Value	Project Estimate	Recommendation
Labor/Jandakot	Court resurfacing, Peter Ellis Park, Leeming Netball Club	\$60,000	\$200,000	5
Labor/Bateman	Club facility, Morris Buzacott Reserve, Kardinya Netball Club	\$900,000*	\$900,000	3
Labor/Bateman	LED floodlighting, Brentwood Primary School, Tingara Netball Club.	\$300,000*	\$300,000	2

A summary of recommendations and their estimated financial impact is found in the Attachment 3 - "Financial Implications – Needs Assessment – Netball and Multi Use Indoor and Outdoor Courts Recommendations".

To implement this Needs Assessment, the future financial impact (based on 2025 estimates) is summarised as follows:

Capital cost	The total estimated capital cost is \$3.2M. Currently, \$1.26M is attributed to election commitments, therefore \$1.94M is remaining, however other sources of external funding may be sourced (e.g. CSRFF, CNLP)
Annual operating cost	The total annual operating cost of proposed infrastructure within the Needs Assessment is estimated to be \$152,812 which includes depreciation of \$85,912.
Capital replacement	<p>The infrastructure proposed in the Needs Assessment has varied estimated useful life. In order to forecast renewal, the following assumptions have been made:</p> <ul style="list-style-type: none"> • New Building (80 Years) • Storeroom (40 Years) • Internal refurbished building (20 Years) • Floodlighting (20 Years) • Fencing (20 Years) • Netball Court Sub-Grade (20 Years) • Netball Court Surface (7 Years) <p>When individual projects are realised, estimated Capital Replacement Costs will be integrated into the relevant Asset (Class) Management Plans.</p>
Annual Operating Income	<p>Under existing and proposed management models, utility costs are re-couped based on utility provider charges.</p> <p>The City receives a fee for use of courts as set by the City's Fees and Charges (Seasonal Allocation) where the City owns and/or manages the asset. The existing income per annum is approximately \$12,710 and there is no additional income generated following the implementation of infrastructure within the Needs Assessment.</p>

CONSEQUENCE

An alternative would be not to adopt the Needs Assessment, though it is considered by officers that this would not serve the intent of the Notice of Motion raised and resolved at the August 2023 Ordinary Meeting of Council, nor address the needs for netball and multi-use court infrastructure in the City of Melville.

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and form part of the Final Ordinary Meeting of Council Agenda to be distributed on Friday, 14 March 2025:

Question 1:

The total annual operating cost included depreciation, so the actual operating cost is \$66,900. Can you please confirm this?

Response 1:

Yes, \$66,900 is the figure for the operating cost minus the depreciation.

Question 2:

Can we get the figures for the areas which the take up of netball is increasing, and the areas of which it is decreasing, and how are resources/funds allocated to these areas?

Response 2:

This formed part of the engagement with each of the clubs. We spoke to them about their viability, and what they felt their goals were in the future. Feedback was received from some clubs that they were struggling to field a team each year and we feel as though we've adjusted the recommendations based on this feedback.

Environment and Infrastructure

E25/64 Moreau Mews Town Square Public Open Space - Concept Designs

File Number:	
Responsible Officer:	Director Environment & Infrastructure
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in this preparation of this report has a declarable interest in the matter.
Attachments:	1. Moreau Mews Draft Concept Designs ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> At the Ordinary Meeting of Council (OMC) held on 15 October 2024, the Council resolved to support the Community Engagement Approach and noted that a further report would be presented at the December 2024 OMC seeking approval of a budget to meet implementation costs for the Community Engagement Plan, fit out costs for 50-52 Kishorn Road as a temporary City office space and the demolition works for City owned buildings related to 31 Moreau Mews At the OMC held on 10 December 2024, the Council resolved to fund the Community Engagement Approach and noted that the 3 concept plans prepared in response to initial feedback received would be presented to Council in March 2025. Community consultation was completed in November and December 2024 for the Moreau Mews Town Square project through the gathering of ideas via a range of engagement activities. Three concept designs have been developed for the Council to consider in response to feedback received. This item seeks Council endorsement of the two concept plans for the purpose of further community consultation activities to inform the development of a final concept design to be presented to the Council at the May or June 2025 Ordinary Meeting of Council.
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OFFICER RECOMMENDATION

That the Council:

- Endorse Concept Plans 1 and 2 for the Moreau Mews Town Square Public Open Space development for the purpose of undertaking further community consultation.**
- Supports commencement of further community consultation to inform the final concept design and costings.**

PURPOSE

To provide three concept plans for the Council’s consideration to enable further community consultation to occur that will inform the final concept design for the Moreau Mews Town Square Public Open Space site.

STRATEGIC ALIGNMENT

Outcome	<ul style="list-style-type: none"> 1 Healthy, safe and inclusive communities with a sense of belonging and wellbeing. 2 A clean, green and sustainable City for current and future generations. 3 Sustainable, connected development and transport infrastructure across our City. 4 Economic prosperity and vibrant resilient communities and businesses.
Objective	<ul style="list-style-type: none"> 1 Healthy, Safe and Inclusive <ul style="list-style-type: none"> 1.1 Facilitate a sense of community, wellbeing, social connection, and participation. 1.2 Provide a range of inclusive local community services, events and cultural activities. 1.3 Improve community safety and security. 1.4 Provide inclusive multipurpose places and facilities to encourage healthy lifestyles and wellbeing. 1.5 Support sustainable sporting and community groups and volunteering. 2 Clean and Green <ul style="list-style-type: none"> 2.1 Protect and enhance our natural environment, ecosystems and biodiversity. 2.3 Increase the urban forest tree canopy on City managed land. 2.4 Provide and improve parks and green open spaces. 2.5 Mitigate and adapt to climate change impacts. 3 Sustainable and Connected Development <ul style="list-style-type: none"> 3.1 Facilitate enhanced and sustainable urban development and amenity. 3.2 Deliver sustainable and well-planned infrastructure and public places and spaces. 3.3 Plan for urban growth and local commercial activity centres. 3.4 Protect and promote the City’s character and heritage. 3.6 Provide sustainable and connected road, bicycle, footpath and transport networks. 4 Vibrant and Prosperous <ul style="list-style-type: none"> 4.1 Facilitate vibrant activated local places and centres. 4.2 Increase awareness of Melville as a tourism and eco-tourism destination. 4.3 Attract investment in strategic locations. 4.4 Support local business growth and resilience. 4.5 Facilitate a business friendly experience 5 Good Governance and Leadership <ul style="list-style-type: none"> 5.3 Ensure efficient and effective use of assets, resources and technology. 5.4 Strengthen active citizen engagement, participation, and access to

	information.
5.5	Provide excellent customer experiences and ease of access.

BACKGROUND

The following resolutions are directly relevant to the Moreau Mews Town Square Public Open Space project. At the Ordinary Meeting of Council 18 and 19 April 2023, the Council resolved:

- 5. With regard to the City owned land at 50-52 Kishorn Road and 23, 29 and 31 Moreau Mews, Applecross, resolves to forthwith progress conversion of 100% of the site to public open space, to include extensive tree planting, a children’s playground, and seating.**

At Ordinary Meeting of Council 18 July 2023, the Council resolved:

- 3. Adopt the following consultation, development and completion timeline for the site at 50-52 Kishorn Road and 23,29 and 31 Moreau Mews, Applecross. Public consultation, concept plans, report and recommendation to be presented to Council at the October 2024 Ordinary Meeting of Council and to provide funding for construction to commence immediately on approval with a proposed completion date by 30 June 2026.**

At the Ordinary Meeting of Council 15 October 2024, the Council resolved:

- A. Note that the timeframe adopted at the Council Resolution of July 2023 was not able to be achieved due to delays and lack of budget in the 2024-2025 financial year to progress public consultation and concept plans for the proposed Moreau Mews Town Square Public Open Space (POS) site on the land at 50-52 Kishorn Road and 23,29 and 31 Moreau Mews, Applecross.**
- B. Support the Community Engagement Approach to guide community consultation related to the Moreau Mews Town Square POS site in Applecross.**
- C. Note that vacant possessions of City owned properties 50-52 Kishorn Road and 31 Moreau Mews associated with the Moreau Mews Town Square POS site has been achieved.**
- D. Support the retention of the building at 50-52 Kishorn Road for the purposes of establishing a temporary office space for the City to undertake community engagement activities related to Moreau Mews Town Square POS site development, Ogilvie Road Streetscape Upgrade project, Tivoli carpark redevelopment options investigation and other Town Team/Business support services.**
- E. Note that a further report will be presented at the December 2024 Ordinary Meeting of Council seeking approval of a budget to meet the implementation costs for the Community Engagement Plan, undertake building fit out costs for 50-52 Kishorn Road building as a temporary City office space and to undertake demolition of city owned buildings.**

At Ordinary Meeting of Council 10 December 2024, the Council resolved:

1. **Approve a budget amendment of \$315,000 in the 2024-2025 financial year to undertake the required works to progress the Moreau Mews Town Square Public Open Space development project related to the implementation costs for the Community Engagement Plan, demolition of the City owned building at 31 Moreau Mews and costs for fit out of temporary office space at 50-52 Kishorn Road, Applecross.**
2. **Approve the funding to be transferred from the Community Facilities Reserve (\$175,000) and the Public Open Space and Urban Forest Reserve (\$140,000).**

The City has undertaken the community engagement, reviewed the feedback and developed the three concept designs in line with the adopted Community Engagement Approach.

The Community Engagement Plan and associated schedule identified March 2026 as the earliest possible date for the commencement of construction of the Public Open Space area.

The concepts developed for the Moreau Mews Town Square Public Open Space project range from a standard design, consistent with the initial 18 and 19 April 2023 Council resolution, to designs incorporating additional elements and ideas based on community engagement feedback. There is also the ability to stage the development of the Moreau Mews Town Square Public Open Space project based on preferred designs, availability of funding and opportunities for grant funding.

The City has implemented the following activities related to the Moreau Mews Town Square Public Open Space project:

- Implementation of initial community engagement in accordance with the Community Engagement Plan;
- Progressing the fit out of the 50-52 Kishorn Road building as a temporary office space;
- Progressing the documentation for the demolition of 31 Moreau Mews building and make good of area, including the retention of the car park for use as temporary parking for staff, community or construction workers; and
- Confirmed ongoing tenancies for 23 – 27 Moreau Mews, with full occupancy under a short-term lease arrangement.

CONSIDERATION

The City undertook engagement from 15 November to 17 December 2024 focused on collaborating with the community to refine the project scope through visioning and design principles.

Key themes and findings identified in the community consultation are:

- Respondents envision the new community space as a place that fosters connection, belonging, and identity. They see it as an accessible and inclusive environment where people can come together;
- The overall vision for the space is a multi-purpose, nature-focused public area that caters to a wide variety of users and activities. There is an emphasis on balancing active and passive

recreation, while providing amenities that enhance the community's overall experience and wellbeing;

- The community shared several big ideas, including the development of a multi-functional eco-park, the concept of multi-level public open spaces (integrated with underground parking, maximising land use while maintaining green spaces);
- Primary Uses Identified: Relaxing, reading, or connecting with nature, followed by social gatherings, activation and walking.

Key Attributes suggested by the community for consideration in the space have been included in the development of the concept plans. These include:

- Open Turf for recreation
- Trees and Garden
- Shelter, Seating
- Playspace
- BBQ
- Drink Fountain
- Community Event space
- Water Management
- Parking
- Café/Kiosk/Retail
- Toilet

Based on the community feedback and the City's Open Space Design Teams skills and experience, three concept designs have been developed for the Council's consideration.

Concept 1 - Retains similar parking numbers as currently available, with a central open turf recreational space and the urban plaza towards the corner of Kishorn Road and Moreau Mews. This concept aligns with the Council resolution of extensive tree planting, a children's playground, and seating.

Concept 2 - Retains similar parking numbers as is currently available, with the urban plaza relocated to the northern/central area, increasing the potential for larger activities/events to spread over the extended hardstand area that can be used as a multi-purpose space.

Concept 3 – This concept is considered aspirational and has the potential to build on concepts 1 or 2 to future proof the Moreau Mews Town Square Public Open Space area. The ability to undertake a staged approach has the benefit of providing public open space in the short term with a longer-term vision taking into consideration adjacent redevelopment and facilitates private sector investment.

The construction of a tiered public open space area would only be undertaken in association with the redevelopment of adjoining properties and would require significant private investment to be feasible.

The Community Engagement Report with detailed information can be found in the below engagement links on the City's web page regarding the project.

ENGAGEMENT

There have been various community consultation activities undertaken in the past regarding the Moreau Mews Town Square Public Open Space site which is identified as the Canning Bridge Precinct New Village Heart" in Canning Bridge Activity Centre Plan (CBACP) Review Report.

The At Canning Bridge Community Development and Place Activation Plan (2020) and Canning Bridge Precinct and Place Report (2022) also refer to the Moreau Mews Town Square site as an important, strategic location in the Canning Bridge precinct.

The City has engaged in an initial conversation with Whadjuk Knowledge Holders regarding the Moreau Mews Town Square project in March 2024, where there was consensus that a green space at this location was a positive outcome for the area.

The latest round of engagement specifically on the development of the Moreau Mews Town Square Public Open Space site was held November to December 2024. This initial phase of the engagement sought to collaborate with the community to refine the project scope through visioning and design principles, ensuring the final design for the town square public open space meets both environmental sustainability goals and community expectations. See engagement links below.

[Moreau Mews Engagement Snapshot](#)

[Moreau Mews Engagement Report](#)

SUSTAINABILITY IMPLICATIONS

- This project will have a positive impact on several aspects of sustainability within the City including:
- Increasing the tree canopy and greening of Canning Bridge Activity Centre, by creating additional planting space both within the public open space and the adjacent streetscape in the local area.
- Increasing aquifer recharge through water sensitive urban design, whilst also minimising the stormwater runoff and the risk of local flooding by reducing the areas of non-permeable hard surfaces.
- Reducing urban heat island effect by increasing the available planting space both within the public open space and the adjacent streetscape.
- Potentially reduce power requirements with smart technologies and environmentally sustainable energy sources.
- Increases the health and wellbeing of residents, workers and visitors to the Canning Bridge Activity Centre through the provision of green spaces and place activation.
- Potential economic benefits through place activation and the introduction of café/kiosk and other community orientated spaces.

LEGISLATIVE AND POLICY ALIGNMENT

There are several existing Council Plans and Policies that have a bearing on this decision, including:

- At Canning Bridge - Community Development and Place Activation Plan (2020)
- At Canning Bridge – Precinct and Place Report (2022)
- Canning Bridge Activity Centre Plan
- Local Planning Scheme 6
- Improving Public Spaces Policy
- Urban Forest Strategic Plan

FINANCIAL IMPLICATIONS

Preliminary high-level construction estimates for each of the concepts is provided below, noting these are estimates only and would require further details and cost development:

- Concept 1 - Estimated construction cost of \$4 - \$5 million
- Concept 2 - Estimated construction cost of \$5 - \$6million
- Concept 3 (Aspirational) - Estimated construction cost of \$10 - \$30 million and would only be progressed with significant private sector investment associated with the redevelopment of adjacent properties.

A preliminary budget estimate of \$4.42 million had been added to the Long-Term Financial Plan in the 2027-2028 financial year based on scope defined in the Council resolution of “extensive tree planting, a children’s playground, and seating”.

There currently is no budget listed for the planning or development of the site in the 2025-2026 Capital Works budget, given that the scope of work is yet to be defined. Funding from reserves would need to be brought forward to the 2025-2026 financial year if construction of the site was to commence in March 2026 as outlined in Council Item E24/56 presented at the 10 December 2024 Ordinary Meeting of Council.

Based on the estimated project budgets for the concepts, there will potentially be a requirement to increase funding for this project once the final concept is endorsed.

There currently is \$145,000 allocated in this year’s budget for the engagement and design component of this project and this funding is expected to be fully expended.

Future annual operational and asset management budgets are yet to be determined and will need to be considered once the project is completed.

CONSEQUENCE

The consequence of not progressing the community engagement on the concept designs associated with this project will not enable the implementation of the Council's resolutions regarding the Moreau Mews Town Square Public Open Space, leading to further delays and community concerns.

This could lead to negative and ongoing adverse community sentiment and reputational risk to the City.

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and form part of the Final Ordinary Meeting of Council Agenda to be distributed on Friday, 14 March 2025:

Question 1:

Is the City looking to build a town square or just another park?

Response 1:

The designs which the City has prepared have been based on the feedback we have received from the community as part of our engagement process and are also aligned with the Council's resolution in regards to the development of public open space at Moreau Mews. We are recommending two designs to go out to the community for further consultation. Based on the information that we've been able to gather both the community feedback and research into other town square developments, we feel that the concepts have been developed with that in mind.

Question 2:

How does providing parking spaces align with the intent of the previous Council resolution of 100% conversion to public open space?

Response 2:

In other public open spaces across the City of Melville we do have parking, and most of our parks have parking spaces within them. The City's interpretation is that parking is a component of public open space and needs to be provided. Additionally, there is an existing car park within those areas, so the designs were done on the basis of not creating less parking than what is currently provided within the area and other community consultation feedback.

Question 3:

Did the City take into consideration public open space without parking at all?

Response 3:

Yes, the City did take it into consideration. We also responded to feedback from the community regarding the use of this public open space and the need to have parking in close proximity. Both factors were included in the considerations.

Question 4:

With the three concepts which have been developed, is the surround neighbourhood privy to the concept plans?

Response 4:

These concepts are included as part of the officer's report presented to the March Ordinary Meeting of Council. Additionally, the City officers are recommending that following presentation to the Council, two of the concept designs will go out to the community for further consultation. The City also has an engagement plan adopted by the Council in regards to the method of consultation to occur.

Question 5:

Are these plans set in stone once voted on by the Council?

Response 5:

This is the first stage of the process, and they are early concept designs. The process from here is to engage with the community on the concept designs to gain feedback, to be included in a final or more detailed concept design which would be returned to the Council with the design based on the feedback for their consideration, and to seek their approval to proceed with the design for procurement and budget implementation

Question 6:

Which plans are the Council voting on – one, two and three, or just two of them?

Response 6:

The City's officers are recommending concept design one and two to go out to the community. Concept three is more of an aspirational future state type of plan to stretch where the town square could become in the future, subject to surrounding land holdings that are redeveloped, us being able to integrate with those as they are developed. It is not a design which the City could do on its own and would need significant private sector investment to proceed.

Question 7:

Did the officers explore issues which parking at the site would cause in the area?

Response 7:

The feedback we received from the community included a lot of reference to parking and the need to have parking accessible to enable the area to be used. Additionally, the City considered what is currently provided in the area. The Tivloi site was not considered as part of this development.

Question 8:

How far away is the Tivloi parking from the Moreau Mews Town Square?

Response 8:

Walking between these locations along Canning Highway or Kintail Road is probably 400m or a five-minute walk or slower depending on whether you had a wheelchair or pram with you.

Question 9:

How do we go about securing funding for something iconic for the area? The concept designs don't seem to include a space allocated for it currently. Could it be possible to fund it through the Canning Bridge Grant or the provision of art in the Local Planning Policy 1.4?

Response 9:

At the moment the design as it's currently proposed doesn't include an iconic element apart from the water feature in one concept. However, it could be considered as part of the further development of the designs and the City could explore the cost implications of this inclusion, as part of the next design phase.

Question 10:

Did we consider including underground parking?

Response 10:

It is an option that the City could consider, however it is quite expensive to build. The concepts presented to the Council currently looked to balance having elements in the park as well as providing something that is cost effective for us to implement. However, if the Council felt strongly about underground parking this could be investigated as part of the next phase of the design.

Question 11:

Is there a goal date to achieve the potential funding which could support concept design three?

Response 11:

This concept is largely dependent on the rate of redevelopment of adjacent properties to be able to provide that integration with the park and would not be possible to put a date on it. It is also a significant additional cost to develop.

Question 12:

Is there an area allocated for a stage or performances?

Response 12:

Concept two incorporates a space for community events, which could be utilised for performances or art displays and food trucks. It has been considered as part of the report, and other aspects on this could be added to it during the next phases if there was an interest from the Council and community engagement.

E25/62 Response to Petition - Brentwood Village Shopping Centre Car Park

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

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • The City of Melville (the City) received a petition signed by 91 residents of the City of Melville requesting the City to undertake investigation and study to redesign the car park at Brentwood Village Shopping Centre to make the car park safe for all pedestrians and drivers that use the carpark. • The Cranford Avenue entry to the carpark is very close to the existing roundabout in Moolyeen Road at the intersection with Cranford Avenues and needs to be reviewed. • Initial site inspection revealed that the lane way at the back of the shops is not used properly by the shop owners and needs to be investigated and possible redesign to improve traffic flow in the lane way.
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OFFICER RECOMMENDATION

That the Council request the Chief Executive Officer to:

- 1. Undertake a detailed investigation and review the design of the existing carpark to improve traffic flow and safety.**
- 2. Review the current design of the laneway at the rear of the shops to clearly define the area between the laneway and private property.**
- 3. Carry out consultation with shop owners to discuss concepts/design which improve traffic flow and safety.**
- 4. Write to the Lead Petitioner on the outcome of the Council resolution.**

PURPOSE

This report is to present to the Council the initial investigation and findings regarding safety concerns regarding parking and access associated with the Brentwood Village Shopping Centre.

STRATEGIC ALIGNMENT

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

BACKGROUND

The City of Melville received a petition signed by 91 residents of the City of Melville. The petition reads as follows:

“We, the undersigned, all being electors of the City of Melville, respectfully request that the Council:

Undertake an investigation and/or study to redesign the carpark at the Brentwood Village Shopping Centre on the corner of Moolyeeen Rd and Cranford Avenue. We want to make the carpark safer for all pedestrians and drivers that use the carpark. On almost a daily basis there are accidents or near misses with cars trying to navigate multiple entrances and directions of traffic. All business owners have been consulted and feel it is only a matter of time before someone is seriously hurt.”

At the Ordinary Meeting of Council held on 19 November 2024, the Council resolved:

That the Council acknowledge the petition and prepare a report on the matters raised, to be presented to the March 2025 Ordinary Meeting of Council.

The Brentwood Village Shopping Centre carpark is under the care and control of the City of Melville and is located within the road reserve. The laneway behind the shopping centre is freehold land owned and managed by the City of Melville.

The carpark was last renewed with minor upgrades in 2011.

CONSIDERATION

The City has carried out an initial review of the conformity of existing carparking layout to the Australian Standard AS/NZS 2890.1:2004 Off-street car parking. The size of the general parking bays and aisle width conform to the standard. However, since the renewal of the carpark in 2011, the standard for ACROD bays (AS 2890.6:2022 Off-street parking for people with disabilities) has been updated. These bays would need to be updated to the latest standards in any future works on the carpark.

Although the design layout meets the car parking standards, the initial desktop analysis shows motorists entering the carpark from the Cranford Avenue entry could be at risk of conflict with vehicles reversing from the parking bays. Due to the high traffic volume in Cranford Avenue, motorists could enter the carpark area without proper observation of the traffic conditions within the carpark or not observe reversing vehicles. The Cranford Avenue entry to the carpark is very close to the existing roundabout at Moolyeeen Road at the intersection with Cranford Avenue and needs to be reviewed.

As part of the initial investigation, the Lead Petitioner was contacted to discuss the Brentwood Village Shopping Centre Carpark issues and concerns and get further details. The main issues were:

- When visiting the shopping centre several times a day several “near miss” incidents were witnessed.
- In discussions with shop managers, it was noted that numerous low-speed car crashes occurred in this carpark had occurred recently.
- The current condition of laneway at the back of shops should be investigated to improve general traffic circulation.

Initial investigation indicates that the entry off Cranford Avenue is a key contributor for the low-speed crashes and “near misses” experienced at the site.

Crash data from the last five years (2019-2023) shows that there have been two right angle crashes in Cranford Avenue involving exiting traffic from the carpark and eastbound traffic along Cranford Avenue. There is no record for crashes within the carpark as off-road crashes may not get reported due to the minor nature of the crash. The City has organised a 24-hour video survey of the conflict location to gain a better understanding of the situation and identify traffic conditions within the carpark.

Site investigations to date show that the laneway at the back of the shops is not properly used by the shop owners as rubbish bins and other material are stored within the lane, potentially blocking access and creating a hazard. It was observed that deliveries to the shops using the lane way resulted in blocking the laneway and creating congestion in the lane way to traffic.

A detailed investigation and design review of the carpark need to be undertaken to fully assess the issues and recommend changes to the carpark and laneway.



Aerial image of Brentwood Village Shopping Centre

ENGAGEMENT

It is recommended that more detailed investigations be undertaken to assess the issues raised in the petition. Part of these investigations would involve consultation with the shop owners to discuss the issues raised and seek feedback and comments on the potential design solutions and proposals to improve traffic flow and safety.

SUSTAINABILITY IMPLICATIONS

Traffic congestion can have negative climate impacts due increased emissions from stationary vehicles, noting that it is essential that safe parking facilities are provided at shopping centres particularly for City managed land.

LEGISLATIVE AND POLICY ALIGNMENT

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

FINANCIAL IMPLICATIONS

The financial implications will be known once the detailed investigation and the best solution to address the safety concerns is identified. The costs associated with the officer recommendations in this report can be undertaken as part of the operational expenses of the Traffic and Road Safety team. Any recommendations from the investigation would then be listed for consideration in a future capital works program.

CONSEQUENCE

It would be difficult to identify and improve the safety concern raised by the petitioners, if the recommendation to conduct further investigation and consultation with the shop owners is not supported by the Council, noting that the CEO is able to instruct officers to address safety issues related to Council managed lands if required.

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and form part of the Final Ordinary Meeting of Council Agenda to be distributed on Friday, 14 March 2025:

Question 1:

Can the City of Melville utilise the Street Alive program announced by the State Government to secure more funding for the area?

Response 1:

The City did receive a presentation on the Streets Alive by the Town Team and Main Roads recently so are aware of the program and how it may be used. The issues raised in this petition are specific to ones around safety and access. As part of the officer's investigations, we have identified that there are a number of areas we need to investigate further and provide a number of options to improve on these areas. As part of these investigations, the City could engage with the Town Teams during that process and have a discussion with them about opportunities through the Streets Alive program.

Question 2:

Will the design incorporate bike or non-vehicle friendly infrastructure in the plan?

Response 2:

This could be considered as part of the City's investigations into the parking. One of the issues identified was that one of the car parking spaces are non-compliant and some of the facility access parking is not non-compliant so the City will be losing some of the car park due to the redesign to ensure they meet the required standards. Part of the considerations in terms of safety is to make it safe for pedestrians to move around the car park area and the footpath area.

Question 3:

Are the officers considering one way entry / exit on Cranford Avenue?

Response 3:

This is part of the investigations to occur is to explore that access point and whether it is the most suitable location for an access way. Additionally, we will look at the access point on Moolyeen Road to make them as accessible and as safe as we can.

Planning

UP25/60 Review of Local Planning Policy 1.21 - Short Term Accommodation

File Number:	
Responsible Officer:	Director Planning
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	No officer involved in the preparation of this report has a declarable interest in the matter.
Application Number:	N/A
Applicant:	N/A
Owner:	N/A
Proposal:	N/A
Attachments:	1. Local Planning Policy 1.21 - Short Term Accommodation (with tracked changes) ↓

COUNCIL’S ROLE

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

<p>SUMMARY</p> <ul style="list-style-type: none"> • The City continuously reviews and updates local planning policies regularly to ensure that best practice is enacted in relation to planning decision making. • Local Planning Policy 1.21 – Short Term Accommodation (LPP 1.21) currently provides the key assessment criteria for assessing applications to establish unhosted short term accommodation across the City. • In response to legislative changes at the State Government level through the <i>Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024</i>, it has been identified that the current LPP 1.21 requires review to respond to these legislative changes and presents an opportunity to: <ul style="list-style-type: none"> ○ Include a citation and updated policy objectives to make the policy easier to use. ○ Review the locational assessment characteristics which currently apply for the policy. ○ Clarify provisions of the policy with respect to their operation. ○ Remove irrelevant policy provisions. ○ Review the definitions to be consistent with the relevant planning framework. • The original policy was adopted by Council in May 2021. As of September 2024, the State Government has introduced the following changes to the planning framework applicable to short term rental accommodation (STRA): <ul style="list-style-type: none"> ○ A state-wide register, mandatory for all STRA properties. ○ New planning requirements implemented through the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. Under the current planning framework, hosted STRA, where a resident or manager lives at the property is exempt from requiring development approval. Unhosted STRA is exempt from requiring development approval for up to 90 days in a calendar year. After this 90-day period,
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development approval is required.

- It is recommended that the draft amended LPP 1.21 is advertised for a period not less than 21 days, and a further report be presented to Council to consider the outcomes of advertising.

OFFICER RECOMMENDATION

That the Council:

Endorse Local Planning Policy 1.21 – Short Term Rental Accommodation as modified.

- 2. Pursuant to Clause 5 of the Planning and Development (Local Planning Schemes) Regulations 2015 to adopt the amended Local Planning Policy 1.21 Short Term Accommodation for the purposes of public consultation for a period of not less than 21 calendar days; and**
- 3. Where no submissions in objection are received in response to the consultation undertaken, that the final adoption of amended Local Planning Policy 1.21 – Short Term Rental Accommodation shall be authorised by the Chief Executive Officer.**

PURPOSE

The purpose of this report is for the Council to consider modifications to the existing LPP 1.21 to respond to changes to the planning framework, to articulate the City’s position in terms of the location of STRA land use and control the operation of these land uses. The proposed changes provide an opportunity to realign the City’s approach with the new State Government standards.

STRATEGIC ALIGNMENT

Outcome	1	Healthy, safe and inclusive communities with a sense of belonging and wellbeing.
	3	Sustainable, connected development and transport infrastructure across our City.
	4	Economic prosperity and vibrant resilient communities and businesses.
	5	Leadership and good governance for the benefit of the whole community.
Objective	1	Healthy, Safe and Inclusive
	1.1	Facilitate a sense of community, wellbeing, social connection, and participation.
	3	Sustainable and Connected Development
	3.1	Facilitate enhanced and sustainable urban development and amenity.
	3.3	Plan for urban growth and local commercial activity centres.
	4	Vibrant and Prosperous
	4.1	Facilitate vibrant activated local places and centres.
	4.2	Increase awareness of Melville as a tourism and eco-tourism destination.
	4.3	Attract investment in strategic locations.
	5	Good Governance and Leadership
5.1	Provide transparent and accountable good governance.	

BACKGROUND

In May 2021, the Council adopted the original version of LPP 1.21 following a period of advertising. The LPP was developed to establish a clear framework for the identification, assessment, and determination of applications for short term accommodation with an objective to protect the amenity of residential areas or nearby residents.

In response to the 2019 Parliamentary inquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*, the State Government introduced initiatives to deliver better regulation of the short-term rental accommodation sector, including the:

- Release of a planning position statement for tourism and short-term rental accommodation.
- Launch of a registration scheme for short-term rental accommodation providers.

Following consultation in 2021 and 2022, the Western Australian Planning Commission released its final *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* which included recommendations to better regulate short-term rental accommodation as a land use in the state planning system. The Position Statement is complemented by *Planning for Tourism and Short-Term Rental Accommodation Guidelines*.

To support implementation of the Position Statement, amendments to the *Planning and Development (Local Planning Scheme) Regulations 2015* were introduced in September 2024 including the following changes:

- New and revised definitions to ensure short-term rental accommodation is considered a dedicated land use class in planning schemes;
- A state-wide exemption for 'hosted' short-term rental accommodation; and
- A 90-night (cumulative) exemption for 'un-hosted' short-term rental accommodation within the Perth metropolitan area.

In the context of these changes, it is considered appropriate to review the City's existing policy framework as it relates to the operation of STRA across the City.

In addition, the City is currently in the process of preparing a scheme amendment to be presented to Council to align with the new STRA planning requirements.

CONSIDERATION

1. *Customer first and business friendly*

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

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

2. *Addition of a policy citation*

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

3. *Updated policy scope*

The policy scope has been updated to make clear that the policy applies only to those STRA land uses which are not exempt from requiring development approval such as hosted STRA.

The policy scope has also inserted details of the applicable exemptions which may apply and the need to register with the State Government. These changes have been introduced on the basis of a customer first approach ensuring that readers of the policy are made aware of their obligations under other legislation.

4. *Modifications to definitions*

The existing policy includes several definitions which relate to land uses which now are either hosted, or unhosted STRA. As such the land use definitions below are to be deleted, consistent with the amendment to Local Planning Scheme No. 6 and the updated Regulations:

- Bed and breakfast accommodation
- Hosted accommodation
- Holiday accommodation
- Holiday apartment
- Holiday house

References to the following definitions under the Regulations, LPS6 and R-Codes are to be inserted for clarity:

- Regulations
- Amenity
- Short-Term Rental Accommodation
- Short-Term Rental Arrangement

LPS6

- Hotel
- Hosted Accommodation
- Un-Hosted Accommodation
- Tourist and Visitor Accommodation

R-Codes

- Ancillary Dwelling
- Dwelling
- Grouped Dwelling
- Multiple Dwelling
- Residential Building
- Single House
- Small Dwelling

5. *Modifications to General section of policy statement*

This section of the policy is proposed to be modified so as to remove the reference to land use definitions which are now superseded and establishing the assessment process for STRA uses which were considered 'uses not listed' under the current policy. This is on the basis that through the Regulation amendments and LPS6 amendment, the relevant uses of Hosted and Unhosted accommodation have been appropriately included in the planning assessment framework.

6. *Modifications to site characteristics*

The current preferred property characteristics within the policy are proposed to be modified to better manage the impact of the rapid increase in short term accommodation in Western Australia by introducing new characteristics which allow for more properties within the City to be considered for short term accommodation than was previously the case. In addition, within this section of the policy, a new operational characteristics section has been proposed to further assist in determining whether a site is suitable to be used for short term accommodation.

7. *Deletion of number of persons requirement*

The current policy establishes a maximum number of 6 persons being able to be accommodated in a particular STRA property. As this requirement is now addressed through other legislation and has been addressed under the newly proposed preferred operational characteristics limiting no more than 6 guests, this provision is to be deleted.

8. *Modifications to car parking section*

The amended policy seeks to clarify the parking requirements for STRA uses, and empowering parking requirements on site for properties through an endorsed operational management plan. This gives the City greater enforcement capabilities in relation to off site car parking taking place.

9. *Modifications to signage section*

The modified policy includes an allowance for a small area of signage to be included on site to assist in building identification. This is considered appropriate in assisting in wayfinding for users of approved or exempt STRA properties and is consistent with the extent of signage which is allowed in the residential zone for home businesses under the City's Signage local planning policy. On this basis it is considered appropriate to relax the signage requirements for STRA properties.

10. *Modifications to operational management plan section*

The amended policy seeks to make minor modifications to this section of the policy and introduce a further provision which clarifies that an operational management plan is to be enforced through a condition of development approval. This clarifies the City's position with respect to operational management plans for STRA properties and ensures applicants are aware that their proposed operational management considerations may be enforced in a development compliance scenario.

11. *Modifications to consultation section*

Modifications to this section are proposed to clarify the scenarios in which the City will consult on proposed development applications, and how the City will consult with neighbours who are part of a strata title arrangement.

12. *Modifications to temporary approval section*

Clarification is provided as to the scenarios where the City may impose a temporary approval of the STRA land use, which is predominantly in cases where discretion has been exercised. The City can issue temporary development approvals in accordance with the Regulations.

13. *Deletion of compliance with other legislation section*

This section of the policy is proposed to be deleted on the basis that it is not appropriate to include an advisory note within the policy assessment requirements and relevant legislative requirements are still listed within the references section of the policy.

ENGAGEMENT

If Council resolve to endorse the amended LPP 1.21 for public consultation, it will be advertised for a minimum of 21 days in accordance with the Regulations. A notice will be placed in a local newspaper and information provided on the City's website. It is anticipated that as a part of the public consultation period, notice of the proposed policy changes will be publicised on the City's social media channels, electronic newsletters and on the City's website. In this way, the City can maximise awareness of the proposed changes and encourage submissions.

Following the conclusion of the public consultation period, if submissions objecting to the policy changes are received, a report will be presented to Council at the next available Council meeting to consider the outcomes of consultation and finalising draft amended LPP 1.21. In the event no submissions are received in response to consultation, it is recommended that the amendments to LPP 1.6 be adopted without further referral to Council.

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

Under the provisions of the Regulations, a local government may prepare local planning policies on a range of matters. A local planning policy must be based on sound town planning principles and may address operational matters such as parking and access. Where a local planning policy is based on sound town planning principles and is properly adopted under the provisions of the Regulations, it is to be given regard in the decision-making process.

Clause 4(b) of Schedule 2 of the Regulations requires that the Council advise the Western Australian Planning Commission (WAPC) if it is of the opinion that the policy is inconsistent with any State Planning Policy. The draft LPP is not considered to present any inconsistency and WAPC referral is not required.

FINANCIAL IMPLICATIONS

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

The introduction of the policy in 2021 resulted in a requirement for all existing and proposed STRA properties to apply for development approval. Following the adoption of the policy, the City has received approximately 35 applications relating to STRA proposals (including those currently under assessment), both prospective and retrospective. Based on STRA registrations via the State Government Portal, approximately 190 properties across the City are registered for use for STRA purposes as of end of February 2025.

Due to the legislative changes at the State Government level introduced in September 2024, which require that STRA properties be registered, and receive development approval or an appropriate exemption to operate for more than 90 days in a calendar year, it is anticipated that this will result in additional development applications requiring assessment as well as additional compliance responses where the requirements of the LPP are not being met. The compliance response and associated assessment, determination, and potential appeal of decisions on development applications is expected to involve additional demand on resources. The demand would be monitored but may require consideration of additional resources.

CONSEQUENCE

The following options are available to Council:

1. Resolve to adopt draft amended LPP 1.21 as recommended for the purposes of advertising (as recommended);
2. Resolve to adopt draft amended LPP 1.21 as modified by Council for the purposes of advertising;
3. Resolve not to proceed with the proposed draft amended LPP 1.21. This would mean that the provisions of the current LPP 1.21 will continue to have effect and apply.

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.

15 MOTIONS WITH PREVIOUS NOTICE

15.1 Notice of Motion - Superannuation for Elected Members

File Number:	
Related to Item:	Nil
Elected Member:	Cr Jane Edinger
Attachments	Nil

MOTION

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 the payments to be backdated to start from 1st February 2025.

OBJECTIVE, BENEFIT AND POTENTIAL RISKS TO BE CONSIDERED

Objective

- To commence paying superannuation entitlements to Elected Members

Benefit

- Elected Members are able to make provision for their futures

Potential risk

- Budget amendment will be required for payments to commence.

REASONS FOR THE MOTION

- Local Governments are now able to voluntarily commence paying superannuation for Elected Members.
- From 19th October 2025 payments will be required to be paid.
- The motion will put in place superannuation payments from February 2025.

BRIEFING FORUM – FURTHER INFORMATION

During discussion of the item at the Agenda Briefing Forum held on Tuesday, 11 March 2025, the following questions and/or requests for information were raised by Elected Members and form part of the Final Ordinary Meeting of Council Agenda to be distributed on Friday, 14 March 2025:

Question 1:

If the intent of the motion is to investigate whether this should be done and what the cost would be, would it be better off without including the backdating of payments to 1 February 2025?

Response 1:

During discussion, Cr J Edinger provided the following comments:

The motion is intended to provide the best outcome from a superannuation point for Elected Members which would be to start from 1 February 2025. However, the motion reads "if a decision is to be made". This decision may be to not backdate the payments.

During discussion, the officers provided the following comments:

The City of Melville can explore whether it would be possible to backdate the payment. If the City were to commence backdated payments this would require an absolute majority decision by the Council as to the date the superannuation would commence from. However, if a decision isn't made superannuation payments to Elected Members would become mandatory from the 19 October 2025 for band one and two councils. However, Elected Members can elect to not receive the payment if it were to impact their current financial arrangements.

Question 2:

Are you aware of any cases where backdating has been agreed upon within other local governments?

Response 2:

The WA Local Government Association are providing some guidance on this matter, so as part of investigations we are able to check with them as to whether this has occurred within other councils.

Question 3:

Are Elected Members eligible to receive superannuation payments, as they are not paid a wage, and are paid a sitting fee?

Response 3:

The changes to the legislation allow for Elected Members to be paid superannuation based on the sitting fees and allowances of the Council.

15.2 Notice of Motion - Review of Tree Policy

File Number:	
Related to Item:	Nil
Elected Member:	Cr Scott Green
Attachments	Nil

MOTION

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](#).

15.3 Notice of Motion - Progress WAPC Structure Plan Reviews

File Number:	
Related to Item:	Nil
Elected Member:	Cr Clive Ross
Attachments	Officer Advice Note - Cr Ross Motion 15.3 - 18 March 2025 - OMC.pdf

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.

16 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

17 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

RECOMMENDATION

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

C25/252 Appointment of External Member for the Audit Risk and Improvement Committee

This matter is considered to be confidential under Section 5.23(2) - (b), (c) and (e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the personal affairs of any person, a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting and a matter that if disclosed, would reveal –

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

18 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

19 CLOSURE



COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	There were no major land transactions or trading undertakings undertaken during the year.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	There were no major land transactions or trading undertakings undertaken during the year.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	There were no major land transactions or trading undertakings undertaken during the year
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	There were no major land transactions or trading undertakings undertaken during the year.
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	There were no major land transactions or trading undertakings undertaken during the year.

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No City of Melville Committees have delegation.
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	No City of Melville Committees have delegation.
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	No City of Melville Committees have delegation.
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No City of Melville Committees have delegation.
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	OMC 18 June 2024
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	OMC 18 June 2024
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	



9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	Information retained in the City's document management systems.

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	



7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the	N/A	No applications to the Minister were made.



		interest disclosed and any other information required by the Minister for the purposes of the application?		
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A	No applications to the Minister were made.
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	Adopted 3 May 2021
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	N/A	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Code of Conduct Council Members, Committee Members and Candidates
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Code of Conduct Employees

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	One disposal of property by lease was carried out for 43 Zenobia Street Palmyra in accordance with Section 3.58.
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	Advertised via Public notices in newspaper, COM website and public notice boards.



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	Register of Electoral Gifts

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	OMC 10 December 2024
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	



4	s7.12A(3)	Where the local government determined that matters raised in the auditor’s report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor’s report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government’s official website?	Yes	
7	Audit Reg 10(1)	Was the auditor’s report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	In 2023-2024, the City undertook a major review of the City of Melville Strategic Community Plan 2020- 2030. At the Ordinary Meeting of Council held 20 August 2024, the Council adopted the City of Melville Council Plan for the Future 2024-2034 (Council Plan) by absolute majority. The Council Plan integrated both the reviewed City of Melville Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024 into one consolidated document.



2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	<p>In 2023-2024, the City undertook a major review of the City of Melville Corporate Business Plan (CBP) 2020-2024. The CBP will reviewed and updated annually as part of the City’s integrated planning and budget process.</p> <p>At the Ordinary Meeting of Council held 20 August 2024, the Council adopted the City of Melville Council Plan for the Future 2024-2034 (Council Plan) by absolute majority.</p> <p>The Council Plan integrates both the reviewed City of Melville Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024 into one consolidated document.</p>
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	<p>At the Ordinary Meeting of Council held 20 August 2024, the Council adopted the City of Melville Council Plan for the Future 2024-2034 (Council Plan) by absolute majority.</p> <p>The Council Plan integrates the Strategic Community Plan 2024-2034, and Corporate Business Plan 2024-2028, into one document and meets all requirements under the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.</p>

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	Yes	



2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	The City did not advertise the position of CEO in 2024
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	Yes	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Register of Complaints (Minor Breach Findings)

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024?	N/A	Next review due by 30 June 2025



		If yes, please provide the date of council’s resolution to accept the report.		
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government’s systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council’s resolution to accept the report.	N/A	Next review due by 30 June 2025
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?	N/A	OMC 20/04/2021 CP-113 Attendance at Events
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	N/A	OMC 16/06/2020 CP-092 Elected Members Professional Development
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government’s official website by 31 July 2024?	Yes	Register – Elected Members Professional Development on website
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	



Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	The City complied with its Procurement Policy CP-023 endorsed by Council
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	Contracts have not been split to avoid tendering requirements
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	Everyone that downloaded tender documents were notified of all variations (addendums) during the advertisement period
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	

