



City of
Melville

NOTES
AGENDA BRIEFING FORUM

6:30pm Tuesday, 2 December 2025

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

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

Notes to be confirmed at the next Ordinary Council Meeting

These minutes are hereby confirmed as true and accurate

Presiding Member

Date

9 December 2025



Vision

Vibrant, Sustainable, Inclusive Melville

Mission

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

Values

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

- **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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Purpose of Agenda Briefing Forum

The purpose of this Forum is to provide an opportunity for Elected Members to ask questions and obtain additional information in respect to reports and items on the attached Council Agenda. It is not a decision making forum, nor is it open for debate on matters. Members of the public are able to present deputations in respect to matters on the Council Agenda at this Forum, prior to matters being formally deliberated upon at the next Ordinary Council Meeting.

CONFIRMED

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CONFIRMED

1 OFFICIAL OPENING

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

2 ATTENDANCE AND APOLOGIES

In Attendance

K Mair

Mayor

Councillors

Cr M Woodall, Deputy Mayor

Cr J Spanbroek

Cr G Barber

Cr G Panayotou

Cr K Wheatland

Cr N Robins

Cr S Hong

Cr C Ross

Cr D Lim

Cr S Green

Cr C Yorke

Ward

Bull Creek - Leeming Ward

Bull Creek - Leeming Ward

Bicton - Attadale - Alfred Cove Ward

Bicton - Attadale - Alfred Cove Ward

Palmyra - Melville - Willagee Ward

Bateman - Kardinya - Murdoch Ward

Bateman - Kardinya - Murdoch Ward

Applecross - Mount Pleasant Ward

Applecross - Mount Pleasant Ward

Central Ward (*electronic attendance*)

Central Ward

Officers

Ms G Bowman

Chief Executive Officer

Ms M Pickering

Director Community Development

Mr G Tuffin

Director Corporate Services

Mr J Coten

Director Environment & Infrastructure

Mr P Varelis

Director Planning

Mr M Yildiz

Director Legal, Governance & Risk

Mr D Hughes (*until 7:42pm*)

Manager Sustainability & Performance

Mr G Ponton (*until 8:11pm*)

Manager Strategic Planning

Ms C Newman

Head of Governance

Ms M Smith Poulton

Lead Governance

At the commencement of the meeting:

Public Gallery 10

Apologies

Nil.

On Approved Leave of Absence

Nil.

CONFIRMED

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

Nil.

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

Nil.

4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Approved Deputations

- UP25/93 Trees on Private Land
Ms E Cole, Melville

Approved Written Submission

Nil.

5 DISCLOSURE OF INTEREST

5.1 Financial or Proximity Interests

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

Nil.

5.2 Disclosure of Interest That May Cause a Conflict

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

Nil.

6 PUBLIC QUESTION TIME

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

6.1 Questions Received with Notice

6.1.1 Mr D Morley, Willagee

Question 1:

Having lived in the cities of Sydney, Melbourne and Wollongong I have witnessed how governments have been able to increase both population density and urban canopy cover simultaneously. Why can't the City of Melville do the same?

Response 1:

The City has prepared a report for the December 2025 Ordinary Meeting of Council in relation to the issue of tree loss on private land. The approach being recommended by the City has been informed by the community consultation results and workshops with Elected Members.

6.2 Questions Received at the Meeting

6.2.1 Mr D Morley, Willagee

Question 1:

What specific programs or incentives is the Council considering, or implementing at the moment, to help private landowners boost their canopy coverage?

Question 2:

In the event of such specific programs or incentives, that Council is considering or implementing currently to help private landowners boost their canopy coverage, how would the success of these programs or incentives be measured or reported back to the community?

Response to Questions 1 & 2:

In accordance with the *City of Melville Local Government (Meeting Procedures) Local Law 2022* Sections 6.8(b) & 6.9(c), the Presiding Member declared that the questions would be taken on notice and a response provided in the agenda for the Ordinary Meeting of Council to be held in February 2026.

6.3 Questions Taken on Notice at Previous Meeting

This item is detailed in the Agenda for the Ordinary Meeting of Council to be held on Tuesday, 9 December 2025.

At 6:38pm the Presiding Member closed Public Question Time.

7 AWARDS AND PRESENTATIONS

This item will be dealt with at the Agenda for the Ordinary Meeting of Council to be held on Tuesday, 9 December 2025.

8 APPLICATIONS FOR NEW LEAVE OF ABSENCE

This item will be dealt with at the Agenda for the Ordinary Meeting of Council to be held on Tuesday, 9 December 2025.

9 CONFIRMATION OF MINUTES

This item is detailed in the agenda for the Ordinary Meeting of Council to be held on Tuesday, 9 December 2025.

10 NEW BUSINESS OF AN URGENT NATURE

Nil.

11 IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

That the meeting may close to members of the public, if required, to allow for items with attachments deemed confidential in accordance with Section 5.23(c) of the *Local Government Act 1995* to be discussed behind closed doors.

At 6:38pm, the Presiding Member advised the Council that item C25/352 RFP Outcomes – 410 Canning Highway, Attadale has been identified as confidential and will be considered behind closed doors.

12 PETITIONS

This item will be dealt with at the Agenda for the Ordinary Meeting of Council to be held on Tuesday, 9 December 2025.

13 REPORTS

13.1 Items Brought Forward

UP25/93 Trees on Private Land

At 6:39pm, the Presiding Member brought forward item UP25/93 Trees on Private Land for the convenience of those providing a deputation.

Deputations At 6:39pm, Ms E Cole of Melville gave a deputation which concluded at 6:47pm. At 6:49pm, Ms Cole returned to the Public Gallery. [Hardcopy Deputation – Ms E Cole](#)

Officer Presentation At 6:49pm, Mr G Ponton, Manager Strategic Planning gave a short officer presentation, which concluded at 6:52pm. At 6:52pm, Mr G Ponton responded to questions which concluded at 6:56pm. [Officer Presentation – Item UP25/93](#)

Disclosure of Interest Nil.

Notes from Forum General discussion took place regarding the item and officer recommendation. During discussion of the item, the following questions and/or requests for information were raised by Elected Members and will form part of the Final Ordinary Meeting of Council Agenda:

Question 1:

Will incentives for private land owners to boost their canopy coverage be looked at in this policy?

Response 1:

The content of the policy will be workshopped with Elected Members. The report provided to the December Council Meeting discusses some key principles which will guide the workshops and direction of the policy.

Question 2:

What happens if a block is cut up and trees are removed, and there is nowhere for new trees to be planted?

Response 2:

As per the response to Question 1, the details of the policy will be workshopped with the Council. There is an opportunity for the Council to consider a replacement option, which explores alternative locations for replacement trees in those circumstances.

Question 3:

What is the timeframe Elected Members can expect for this to come back for us to consider?

Response 3:

It is expected to be presented to Elected Members again in early 2026.

Question 4:

What is the primary objective for the policy under the officer recommendation?

Response 4:

The recommendation is deliberately broad to enable an open workshop with Elected Members but the report does discuss the key principles which would be used to move forward with an overarching objective aimed at tree retention. However, where removal may be appropriate, it is possible for us to explore replacement trees.

Question 5:

Could there be consideration to increase the tree canopy target from 15% To 20% as a minimum?

Response 5:

This question was taken on notice, and a response will be provided in the Final Ordinary Meeting of Council agenda to be distributed on Friday, 5 December 2025.

SUMMARY

- Like most local governments in Perth, Melville is grappling with the issue of a declining tree canopy, driven by pressure from housing infill as well as environmental factors such as Polyphagous Shot Borer and bushfires.
- Despite the City's significant tree planting program yielding a year-on-year increase in tree canopy on public land, data collected as part of the review of the City's Urban Forest Strategy revealed the City's overall tree canopy decreased by 1.4% between 2016 and 2022.
- With 45% of the City's tree canopy on private land, the City's Urban Forest Strategy (2024) makes it clear that growing, or even simply preserving the City's Tree Canopy cannot be achieved on public land alone.
- In addition to the environmental responsibilities to be considered, a 2025 decision of the State Administrative Tribunal (SAT) has upheld recent legal advice offered to the local government's across Perth, which is that removing a tree does in fact constitute development (subject to certain considerations), and that there is an obligation on each local government to determine when removing a tree from private land requires a development approval (and when it is exempt).
- The recent decision of the SAT coincides with the culmination of nearly three years of presentations and workshops with the Elected Members, as well as engaging with our community and various other stakeholders to determine how best to respond to the growing concern around the loss of mature trees in Melville.
- Feedback from the community and Elected Members has noted the importance for improved management of trees on private property. A policy response which seeks to encourage retention of mature trees, whilst allowing tree removal through appropriate development, as well as exploring long term canopy growth through replacement trees, is seen to have merit. Progress on a draft Policy would be workshopped with Elected Members and presented to Council for consideration of advertising for further feedback.

OFFICER RECOMMENDATION

That the Council:

1. **Notes the community feedback indicating strong interest in improved management of tree loss on private land; and**
2. **Requests the CEO prepare a draft Local Planning Policy relating to trees on private land, with an overarching objective of encouraging the retention of mature trees, while allowing reasonable development to proceed, and ensuring any necessary removal is appropriately managed to support long term urban tree canopy growth; and**
3. **Requests that the content of the draft Local Planning Policy be workshopped with Elected Members, prior to being presented to Council for consent to advertise.**

13.2 Reports from Committees

Audit, Risk, and Improvement Committee Meeting held on 19 November 2025

C25/341 Strategic Internal Audit Plan

Deputations Nil.

Officer Presentation At 6:56pm Mr G Tuffin, Director Corporate Services was available to answer questions on the matter.

Disclosure of Interest Nil.

Notes from Forum No discussion took place regarding the item and officer recommendation.

SUMMARY

Paxon Group (Paxon) developed this Plan for the period 2025/2026 to 2027/2028. The Plan has been reviewed by the executive and is subject to approval by the Committee and Council. The plan will be subject to an annual review to ensure alignment with changing priorities and risks.

COMMITTEE RECOMMENDATION

That the Council endorses the Strategic Internal Audit Plan as attached.

C25/339 Internal Audit Charter**Deputations** Nil.**Officer Presentation** At 6:57pm, Mr G Tuffin, Director Corporate Services was available to answer questions on the matter.**Disclosure of Interest** Nil.**Notes from Forum** No discussion took place regarding the item and officer recommendation.**SUMMARY**

The Internal Audit Charter (Charter) is a formal document that defines the Internal Audit Function's (IAF) mandate, authority and responsibilities, endorsed by the Council of the City of Melville (the City).

COMMITTEE RECOMMENDATION

That the Council adopt the updated Internal Audit Charter as attached.

Policy & Legislation Committee Meeting held on 1 December 2025

At 6:57pm the Presiding Memembr advised the Council of the following Policy & Legislation Committee items to be included in the agenda for the December 2025 Ordinary Meeting of Council:

CD25/56 Adoption of New Council Policy - CP-132 Community Awards

This item is scheduled to be distributed as part of the Ordinary Meeting of Council agenda on Friday, 5 Decmeber 2025.

UP25/94 Review of Local Planning Policy 3.1 - Residential Development

This item is scheduled to be distributed as part of the Ordinary Meeting of Council agenda on Friday, 5 Decmeber 2025.

E25/81 Policy Review - CP-029 Trees on City Managed Land Policy

This item is scheduled to be distributed as part of the Ordinary Meeting of Council agenda on Friday, 5 Decmeber 2025.

13.3 Reports of the Chief Executive Officer

Management Services

M25/61 Proposed 2026 Council Meeting Schedule

Deputations Nil.

Officer Presentation At 6:58pm, Ms C Newman, Head of Governance responded to questions which concluded at 7:01pm.

Disclosure of Interest Nil.

Notes from Forum General discussion took place regarding the item and officer recommendation. During discussion of the item, the following questions and/or requests for information were raised by Elected Members and will form part of the Final Ordinary Meeting of Council Agenda:

Question 1:

Is there a date set for the Annual General Meeting of Electors?

Response 1:

The Special Meeting of Council to be schedule for Tuesday, 16 December is for the purpose of considering the Community Annual Report Parts A and B. Once that is endorsed we will be able to consider the preferred date for the AGME. At this stage it is looking like it will be Monday, 2 February 2025.

Question 2:

My question is around the December Meeting Dates for 2026; Given for example, this month a number of late items were not published with the original agenda and were late, should these meetings continue to be brought forward?

Response 2:

The City has always held the third Tuesday of December for the purpose of a Special Meeting of Council (SMC) in case of any urgent items that cannot wait until the new year. However, the intention is that we do the bulk of the items early to accommodate the holiday period and leave arrangements. It is noted that most years we do not need to utilise this SMC date.

SUMMARY

- The Council is required to determine and advertise the meeting dates for Ordinary Meetings of the Council each year.
- The Council holds Elected Member Engagement Sessions, Agenda Briefing Forums and Ordinary Meetings of Council in a set cycle each month. This report recommends the continuation of this cycle commencing February 2026.
- This report also considers indicative 2026 meeting dates for the Governance Committee, the Audit, Risk and Improvement Committee and the Policy and Legislation Committee.
- A draft Schedule of Committee meeting dates for 2026 is also attached for the information of the Council.

OFFICER RECOMMENDATION**That the Council:**

1. Approves the Ordinary Meetings of Council to be held on the third Tuesday of each month, commencing in February 2026, with the exception of December 2026, where the meeting will be held on the second Tuesday of that month.
2. Approves the Agenda Briefing Forums to be held on the second Tuesday of each month, commencing in February 2026, with the exception of December 2026, where the meeting will be held on the first Tuesday of that month.
3. Notes that it will go into recess during January 2026 and that neither the Ordinary Meeting of Council nor a Council Agenda Briefing Forum will be scheduled during that month.
4. Endorses that Elected Member Engagement Sessions occur, as required, on any Tuesday evening that is not required for Ordinary Meetings of Council or Agenda Briefing Forums.
5. Requests the Chief Executive Officer to publish the Schedule of Council Meetings on the City of Melville Website in order to inform the community of the Council Meeting dates for 2026.
6. Notes that indicative meeting dates have been set for Governance Committee, Audit Risk and Improvement Committee and the Policy and Legislation Committee for 2026.

M25/62 Common Seal November 2025**Deputations** Nil.**Officer Presentation** At 7:01pm Ms C Newman, Head of Governance was available to answer questions on the matter.**Disclosure of Interest** Nil.**Notes from Forum** No discussion took place regarding the item and officer recommendation.**SUMMARY**

This report details the documents to which the City of Melville Common Seal has been applied for the period from 13 October 2025 up to and including 18 November 2025 for the Council's noting. This is a standing report to the Council.

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 Monday, 13 October up to and including Tuesday, 18 November 2025 for the Council's noting.

At 7:37 pm, Cr G Barber left the meeting.

At 7:39 pm, Cr G Barber returned to the meeting.

Corporate Services**C25/345 Corporate and Community Climate Action Plans Annual Report 2024-2025****Deputations** Nil.**Officer Presentation** At 7:01pm, Mr D Hughes, Manager Sustainability & Performance gave a short officer presentation, which concluded at 7:08pm. At 7:08pm, Mr D Hughes responded to questions which concluded at 7:42pm. [Officer Presentation – Item C25/345](#)**Disclosure of Interest** Nil.

Notes from Forum

General discussion took place regarding the item and officer recommendation. During discussion of the item, the following questions and/or requests for information were raised by Elected Members and will form part of the Final Ordinary Meeting of Council Agenda:

Question 1:

In relation to reductions the City has, how are we tracking compared against other local governments in terms of addressing climate change and reduction of emissions?

Response 1:

The City of Melville is moving quite well. To my knowledge there aren't any other local governments which are tracking their indirect scope 3 emissions. Our emissions reduction with respect to direct emissions is tracking very well. What we likely expect to see by 2030 is a significant reduction in our electricity emissions as the grid decarbonises. We are fairly confident that the 5,000 number by 2030 will be below 2,500 tonnes which is quite impressive.

Question 2:

How is the City supporting our residents to combat or prepare for the risk of solar panels catching on fire?

Response 2:

This question was taken on notice, and a response will be provided in the Final Ordinary Meeting of Council agenda to be distributed on Friday, 5 December 2025.

Question 3:

The report mentioned under the financial implications that the various initiatives equates to about \$1.3M. What sort of savings do we currently achieve from these initiatives, and when do we expect to recover the costs of them?

Response 3:

It is really dependent on how the electric market officer offers the state government electric bills are framed at any given point in time. The return on investment (ROI) on these projects is continuously changing, What we are seeing at the moment based on the City's current PV raises is about a \$40,000 saving on electricity bills. With respect to our electric fleet, we are saving approximately \$7,500 per month on fuel, maintenance and tire costs.

The above response was provided during the meeting, the question was taken on notice, so that the figures and a more detailed can be provided in the Final Ordinary Meeting of Council agenda to be distributed on Friday, 5 December 2025.

Question 4:

Is the City confident that we will get a return on investment on the overall project in 10-20 years?

Response 4:

The City is always attempting to model this projection. There are additional nuances that are involved within our carbon neutral target. So we have in essence financial exposure as of 2030 associated with the requirement to buy offsets to cover the gap of whatever we are not able to decarbonise by that period. We are looking at our offset to try and understand how we can potentially get that number down and how we can potentially look at folding offsets into a financial system to keep that money within the City's boundaries. However, this is just an example of one of the moving pieces which impact our ROI target. So the ROI when you start looking at offsets and our carbon neutral target is actually reduced significantly by the fact that we have a carbon neutral target and the requirement to buy offsets at a set date at 2030. So currently you're looking at an ROI of around 10 years subject to whether or not we get grant funding.

Question 5:

In relation to the requirement to purchase offsets around 2030; the only requirement to do that is because of a Council decision, which we could choose to delay. Is this correct?

Response 5:

Yes, that is correct. The Council could choose to delay this target.

Question 6:

During the temporary closure of LeisureFit Booragoon, guest usage was down approximately 56%, can the City explore transitioning the gas powered heating system to electricity supported by solar panels?

Response 6:

Yes, this is currently being explored. Both the inclusion of additional solar PV arrays, batteries and the conversion of the heating system. We have also recently met with the State Government to explore that grant funding for that project further.

Question 7:

In relation to the critical infrastructure at our LeisureFit centres, does the City use any diesel generators as backup power?

Response 7:

I am not aware of any diesel power generated backup that is used across the City at all at this point in time.

Question 8:

For any backup power used by the City at all, do they revert to gas? What backup power are they relying on?

Response 8:

This question was taken on notice, and a response will be provided in the Final Ordinary Meeting of Council agenda to be distributed on Friday, 5 December 2025.

Question 9:

Over east there was an overload of power going into the grid from solar panels, so residents were asked to turn off their batteries in the middle of the day. Are you aware of any similar situations within the City of Melville?

Response 9:

We are not aware of any situations like this within the City of Melville. However, Western Power are working hard to manage the load on the grid and have been investigating functionality to turn off residential solar in order to balance consumption on the grid. However, I am unsure if this has been implemented at this stage.

Question 10:

With regards to the Community Action Advisory Group (CAAG); this is established from a selection of skilled community members, what sorts of skills did they need, how many did we have apply, and how were they chosen?

Response 10:

This question was taken on notice, and a response will be provided in the Final Ordinary Meeting of Council agenda to be distributed on Friday, 5 December 2025.

Question 11:

Will the CAAG continue in 2025/2026?

Response 11:

Yes, this will continue with the same members as they have just been appointed.

Question 12:

Is there a cost to the City for this group?

Response 12:

This question was taken on notice, and a response will be provided in the Final Ordinary Meeting of Council agenda to be distributed on Friday, 5 December 2025.

Question 13:

The provided overall cost doesn't take into account the capital enhancement and capital renewable projects so it is likely to be more than that amount. Do you see a point in future when we can come up with an overall figure for the cost to the City?

Response 13:

The capital spend for the last financial year was just under \$72,000. This was primarily because our capital works funding was tied up in a grants application which took about 18 months. Which is why our capital spend was quite low and why it will be slightly higher this financial year. We are constantly looking at the ROI and we focus quite heavily on any project which will reduce emissions and operating costs at the same time. It will be difficult to say what an exact cost will be and when we will get an ROI as the variables in the market are moving so much. In addition to that we are still working very hard to establish our indirect scope 3 inventory.

Question 14:

Regarding the Scope 3 emissions, the carbon neutrality comes into effect in 2030, so for the last financial year we would have been looking at about 190,000 worth of offsets is that correct?

Response 14:

Offsets are a variable equation and depending on which you buy varies greatly, but around \$35/tonne is approximately accurate?

Question 15:

Is that price likely to skyrocket once carbon neutrality is achieved?

Response 15:

We are currently developing our Scope 3 inventory. Typically this is significantly larger than your direct emissions. The process we are going through when we are developing that inventory is also factoring in materiality of those potential emissions. Scope 3 emissions will definitely be higher and will likely increase that number.

Question 16:

What extent are you looking to further utilise Council assets, particularly club rooms and sporting teams, in terms of solar panelling etc.?

Response 16:

On Monday, 1 December, the City launched its CREST program, a funding program for community and sporting groups within the City owned infrastructure. One barrier for those groups to seek external grant funding is they can't afford the designs, and electricity DB boards fall out of scope. This is a pilot program which will help to remove some of those barriers and set them up for success to seek external funding. Should the pilot program be successful we would look to potentially expand the budget for it.

Question 17:

Regarding Scope 3 emissions; Will the City's investments held in non-green investments potentially be part of the Scope 3 emissions?

Response 17:

Investments are used in the greenhouse gas protocols as a Scope 3 emission so subject to whether or not the City chooses to include them as a material emission source, they could be included as an indirect emission.

Question 18:

How does buying offsets improve the City of Melville's emissions, and how can we achieve carbon neutrality by 2023 ourselves without buying offsets?

Response 18:

Offsets are used to make up the difference associated with whatever emissions you have outstanding at a certain point. Offsets can almost be anything, it is a complex space. However the federal government has an offset strategy which governs exactly how offsets are run and implemented. As we look to develop our own strategy we would look to bring all of that to the Executive Team and then Elected Members to determine what that looks like.

Question 19:

Regarding the potential skyrocketing of prices of offsetting in 2030; Is the City or anyone else, such as a government agency, looking at the projection of pricing of offsets?

Response 19:

The City of Melville is always tracking offset pricing and at this stage the price of offsets in 2030 is projected for ACCU's, which we believe are the most defensible, to be \$40 to \$ 45 per tonne but will continue to track this.

Question 20:

Is it current practice to use carbon offsets to naturalise Scope 3 emissions?

Response 20:

The use of offsets to offset direct or indirect emissions is being done by some local governments, but the City is not currently doing this. Those are costs which, at this stage in our decarbonisation journey, we believe the use of that funding is better spent on investing in projects which reduce our operating costs and emissions in perpetuity. Procurement of an offset is a sunk cost and doesn't reduce future exposure which is why we recommend the move away from green energy and instead spend savings to invest on capital projects which reduce both operating an emissions costs.

Question 21:

Could Elected Members be involved in the discussion around determining Scope 3 emissions?

Response 21:

That is the intent. The City's Executive Team will do an initial review, with an external consultant which has been engaged to assist with the review and working through potential Scope 3 emissions. Following this, Elected Members will be engaged with to determine what is and what is not included in the Scope 3 emissions.

Question 22:

Will there be a presentation at an Elected Members Engagement Session (EMES) in the new year?

Response 22:

There will be an EMES held on 16 December to provide a quarterly update, and a workshop in early 2026 is already being planned to discuss Scope 3 emissions.

SUMMARY

- The City of Melville adopted the Corporate Climate Action Plan in June 2023 and the Community Climate Action Plan in October 2024, following on from its declaration of a climate emergency in June 2021.
- The Corporate Climate Action Plan details how the City will be carbon neutral by 2030, and the Community Climate Action Plan details how the City will facilitate community progress to net zero emissions by 2050.
- This is the second annual report since the Corporate Climate Action Plan's adoption and the first annual report since the Community Climate Action Plan's adoption, detailing updates to the actions and emissions.
- This report combines updates from both Climate Action Plans for seamless reporting to the community, Executive and Council.
- The summary report highlights the significant achievements and progress updates over a 12-month period (Corporate CAP) and an 8-month period, from the time of endorsement in October 2024 (Community CAP) respectively.

OFFICER RECOMMENDATION

That the Council notes the following two reports:

- 1. Corporate and Community Climate Action Plans Annual Report 2024-2025 (Attachment 1); and**
- 2. Summary Report 2024-2025 of the Corporate and Community Climate Action Plan (Attachment 2).**

At 7:42pm, Mr D Hughes left the meeting and did not return.

C25/346 Investment Statements for October 2025**Deputations** Nil.**Officer Presentation** At 7:42pm, Mr G Tuffin, Director Corporate Services was available to answer questions on the matter.**Disclosure of Interest** Nil.**Notes from Forum** No discussion took place regarding the item and officer recommendation.**SUMMARY**

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

OFFICER RECOMMENDATION**That the Council notes the Investment Report for the period ending 31 October 2025.****C25/347 Schedule of Accounts Paid for October 2025****Deputations** Nil.**Officer Presentation** At 7:42pm, Mr G Tuffin, Director Corporate Services was available to answer questions on the matter.**Disclosure of Interest** Nil.**Notes from Forum** No discussion took place regarding the item and officer recommendation.**SUMMARY**

- This report presents the details of payments made under delegated authority (DA-035) to suppliers for the period of October 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 October 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 October 2025 (Attachment 1) and Card Payment Details October 2025 (Attachment 2).**

C25/348 Statements of Financial Activity for October 2025**Deputations** Nil.**Officer Presentation** At 7:42pm, Mr G Tuffin, Director Corporate Services was available to answer questions on the matter.**Disclosure of Interest** Nil.**Notes from Forum** No discussion took place regarding the item and officer recommendation.**SUMMARY**

- This report presents the Statements of Financial Activity, Statement of Comprehensive Income and Statement of Financial Position for the period ending 31 October are presented for noting by the Council.
- The financial statements and figures for the 2024–2025 financial year remain subject to change. Year-end accounting processes are currently underway, and the final figures may be different from those presented in this report.
- The draft financial statements for 2024-2025 reports a surplus of \$304,261. The Annual Audit for 2024–2025 and the end-of-financial-year processes are currently underway. The final draft annual financial report was presented to the KPMG/OAG auditors on 26 September before the statutory deadline of 30 September, in accordance with the Local Government Regulations.
- KPMG/OAG has scheduled the final audit fieldwork for three weeks commenced 9 October. The draft audit findings are expected to be presented to the Audit, Risk and Improvement Committee (ARIC) on 19 November, and the final audit report and opinion will be presented to Council and submitted to the Minister for Local Government by 31 December.
- The preliminary variances for the month ending 31 October are presented for noting by the Council.
- Presents the budget amendments required for the month of October 2025 and recommend adopted by the Council by Absolute Majority decision.

OFFICER RECOMMENDATION

That the Council:

- 1. Notes to the statement of Financial Activity and Statement of Comprehensive Income for the month ending 31 October 2025 as detailed in the following attachments:**
 - **Statement of Financial Activity October 2025 (Attachment 1); and**
 - **Statement of Comprehensive Income October 2025 (Attachment 2); and**
 - **Net Working Capital October 2025 (Attachment 3); and**
 - **Reconciliation Net Working Capital as of 30 October 2025 (Attachment 4); and**
 - **Notes to Statement of Financial Activity October 2025 (Attachment 5); and**
 - **Statement of Financial Position as of 30 October 2025 (Attachment 6); and**
 - **Summary Rate Debtors October 2025 (Attachment 7); and**
 - **Rates Collections Graph October 2025 (Attachment 8); and**
 - **General Debtors Aged 90 Days October 2025 (Attachment 9).**
- 2. By Absolute Majority Decision adopts the Budget Amendments, as detailed in the attached Budget Amendment Reports for October 2025 (Attachment 10).**
- 3. By Absolute Majority Decision approve the new Hire of Forbes Residence Space, as detailed in the attached Amendment to Fees and Charges 2025/26 (Attachment 11).**

C25/349 Strategic Property Update: 788-794 Canning Highway, Applecross

This report has been withdrawn from the agenda as the Request for Proposal is still under assessment and is not ready to be presented to the Council. The report will be presented when available to a future Council meeting.

Community Development**CD25/53 Implementing Menstrual Equity Initiatives in the City of Melville****Deputations** Nil.**Officer Presentation** At 7:43pm Ms M Pickering, Director Community Development gave a short officer presentation, which concluded at 7:47pm. At 7:47pm, Ms M Pickering responded to questions which concluded at 7:47pm. [Officer Presentation – Item CD25/53](#).**Disclosure of Interest** Nil.**Notes from Forum** No discussion took place regarding the item and officer recommendation.**SUMMARY**

- This report responds to the Notice of Motion resolved at the Ordinary Meeting of Council (OMC) held on 15 July 2025 relating to the City of Melville (the City) investigating the implementation of menstrual equity initiatives.
- There are various options to proceed, and the report recommends several low-cost options that align with the Council Plan for the Future 2024-2034 and health, wellbeing and sustainability objectives.
- The report recommends that the City register its participation in Share the Dignity Limited's *Council Cares* program and increase the annual operating budget by \$3,000 (ex GST) as part of the 2026–2027 Annual Budget to support expansion of the rebate scheme, promote menstrual equity and implementation of the community donation model program.

OFFICER RECOMMENDATION**That the Council requests the CEO to:**

1. **Register the City's interest in participating in Shared the Dignity's Council Care's Program; and**
2. **Increase the annual operating budget as part of the 2026-27 Annual Budgeting process by \$3,000 to include:**
 - (a) **Increasing the City's existing Rebate for Sustainable Menstrual Products by \$1,500; and**
 - (b) **Promoting a collection and donation basket program and the City's participation in the Shared the Dignity Council Cares Program.**

CD25/54 Community Security Brentwood Petition Response

Deputations Nil.

Officer Presentation At 7:48pm, Ms M Pickering, Director Community Development responded to questions which concluded at 7:52pm.

Disclosure of Interest Nil.

Notes from Forum General discussion took place regarding the item and officer recommendation. During discussion of the item, the following questions and/or requests for information were raised by Elected Members and will form part of the Final Ordinary Meeting of Council Agenda:

Question 1:

Following some community chat groups, there are regular break ins and incidences reported. Is this report factoring in those crimes or are they not being reported?

Response 1:

It's true a lot of people unfortunately do not report crime anymore, and it is often only the really serious offences which are reported. So the data we have included is from the WA Police, as the City does not collect this kind of data in a formal sense from social media groups.

Question 2:

If people aren't reporting, these statistics are not a good indicator for decision making. Is there another measure the City could potentially explore?

Response 2:

Our current CCTV engagement hones in on this need for greater data in this space, as well as engaging with the community on how they're feeling.

Question 3:

When the City wrote to the residents and petitioners of the affected streets, was the MeISafe service mentioned? And if not, could we provide more information on this service through phone or letter?

Response 3:

This question was taken on notice, and a response will be provided in the Final Ordinary Meeting of Council agenda to be distributed on Friday, 5 December 2025.

SUMMARY

- A petition signed by 40 electors of the City of Melville was received on 19 August 2025 requesting the installation of three community CCTV cameras, additional street lighting, and regular overnight patrols in Spinaway Crescent and Moonlight Cove, Brentwood. The request was made in response to perceived increases in theft and suspicious activity affecting residents' sense of safety.
- WA Police data indicate a very low level of reported crime within the subject streets. One theft from a vehicle was recorded in Spinaway Crescent during the most recent six-month reporting period, and no offences were recorded for Moonlight Cove. The broader suburb of Brentwood shows similarly low offence rates compared with other suburbs within the City.
- In direct response to the petition, additional MelSafe patrols have been scheduled in the Brentwood area to enhance visibility and community reassurance. The City continues to liaise with WA Police and advocate for increased police presence where operationally feasible, with patrol observations shared to assist police in effectively targeting resources.
- The MelSafe team is reviewing opportunities to enhance public lighting as part of the Safer Melville Plan review. While priority is being given to public access ways, areas adjoining natural bushland (such as the subject streets) will be considered on a case by case basis. Current site assessments indicate that existing lighting levels are adequate, with no immediate deficiencies identified.
- There is currently no budget allocation for fixed cameras or lighting upgrades in the subject area. The recommended approach balances community expectations with evidence-based decision-making, ensuring resources are directed to higher-priority locations identified through the City's proposed Community Safety Technology Roll-out Plan.
- If Council were to direct the installation of fixed CCTV cameras in the subject area, an estimated budget allocation of approximately \$100,000 would be required to cover capital and installation costs. Internal project management and coordination are expected to add a further \$18,000, based on the site's current assessment. Additional ongoing maintenance, operational, and lifecycle costs are outlined within this report.

OFFICER RECOMMENDATION**That the Council:**

1. **Notes the petition submitted by Mr S Ambati on 19 August 2025 and the request for community cameras, additional street lighting and overnight patrols in Spinaway Crescent and Moonlight Cove, Brentwood.**
2. **Notes the actions taken contained within this report by the City in response to this matter.**
3. **Notes the City has written to the petitioners and residents of the subject streets advising them of the actions already taken and inviting them to participate in the City's community consultation processes for the Home CCTV Rebate Initiative and the Community Safety Technology Roll-out Plan.**

Environment and Infrastructure**E25/83 Response to Notice of Motion - Applecross Ferry Terminal****Deputations** Nil.**Officer Presentation** At 7:52pm, Mr J Coten, Director Environment & Infrastructure was available to answer questions on the matter.**Disclosure of Interest** Nil.**Notes from Forum** No discussion took place regarding the item and officer recommendation.**SUMMARY**

- At the Ordinary Meeting of Council (OMC) held on Tuesday, 19 August 2025 Council resolved to request the CEO initiate discussions and prepare reports on the viability and potential for both East and West bound Transperth busses to have access and egress from and to Canning Highway via Canning Beach Road to the proposed Applecross Ferry Terminal and obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027.
- Due to the design of the intersection, vehicles cannot access Canning Beach Road directly from Canning Highway and cannot turn right from Canning Beach Road onto Canning Highway.
- It is not recommended to adjust the intersection to allow direct access due to road safety implications. Direct access from Canning Hwy to Canning Beach Road was blocked by a median in 2019 as part of an Australian Government Black Spot project to reduce the high number of crashes occurring at the intersection.
- Public Transport Authority would not support a deviation to the bus service but note there are services on Kintail Road and a high frequency service on Canning Highway.
- The City will continue to liaise with PTA as the site develops regarding any bus infrastructure planning.
- It is requested that the report on the viability and potential for both the East and West bound Transperth uses have access and egress from and to Canning Highway via Canning Beach Road be noted.
- It is requested that the report on obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027, be deferred until the March 2026 Ordinary Meeting of Council.

OFFICER RECOMMENDATION

That the Council:

1. **Notes the report on the viability and potential for both the East and West bound Transperth buses to have access and egress from and to Canning Highway via Canning Beach Road, to the proposed Applecross Ferry Terminal; and**
2. **Approves the deferral of the report on obtaining State Government funding to construct a public carpark site/s as soon as possible, taking into account the Ferry Terminal is proposed to be completed by late 2027, until the March 2026 Ordinary Meeting of Council.**

E25/84 Deferral Additional FOGO Bins Report

Deputations Nil.

Officer Presentation At 7:52pm, Mr J Coten, Director Environment & Infrastructure was available to answer questions on the matter.

Disclosure of Interest Nil.

Notes from Forum No discussion took place regarding the item and officer recommendation.

SUMMARY

- At the Ordinary Meeting of Council (OMC) held on Tuesday, 19 August 2025, the Council resolved to request the CEO to prepare a report to the December 2025 OMC, detailing the resources and implications to implement an annual program to provide one additional Food Organics Green Organics (FOGO) bin to residents who reside in any area of the City, impacted by the leaves falling from deciduous trees during the fall-winter period. The FOGO bins to be delivered by the City on request, free of charge to affected residents and to be picked up by the City at the end of the fall period.
- This report seeks to defer the Additional FOGO Bins report until the March 2026 Ordinary Meeting of Council

OFFICER RECOMMENDATION

That the Council Approve the deferral of the Additional FOGO Bins report until the March 2026 ordinary meeting of council.

Planning**UP25/93 Trees on Private Land**

For the convenience of those providing a deputation, this item was brought forward in the agenda – please see page 12.

At 7:53pm, Cr N Robins left the meeting.

At 7:53pm, Cr M Woodall left the meeting.

At 7:54pm, Cr N Robins returned to the meeting.

At 7:56pm, Cr M Woodall returned to the meeting.

UP25/75 LPS6 Review - Staging and Implementation Plan

Deputations Nil.

Officer Presentation At 7:53pm, Mr G Ponton, Manager Strategic Planning gave a short officer presentation, which concluded at 7:57pm. At 7:57pm, Mr G Ponton responded to questions which concluded at 8:10pm. [Officer Presentation – Item UP25/75](#)

Disclosure of Interest Nil.

Notes from Forum General discussion took place regarding the item and officer recommendation. During discussion of the item, the following questions and/or requests for information were raised by Elected Members and will form part of the Final Ordinary Meeting of Council Agenda:

Question 1:

Regarding the technical studies, one is a traffic study in October – March 2026. Is that accurate and how accurate will the information during that timeframe be?

Response 1:

The traffic investigations are underway at the moment. They are not so much based on measurements of existing traffic and is more of a modelling exercise using existing traffic and established metropolitan wide traffic models and exploring what the local and regional impacts of those would be.

Question 2:

Regarding the community engagement; what does this look like?

Response 2:

In the implementation plan, there is actually reference to the implementation of a representative community group. This will be explored in the next community engagement phase. We have also done a lot of preliminary engagement and are proposing a further round of engagement middle of next year to enable the community to look at the technical studies and the responses we've made in regards to any preliminary rounds of engagement. The feedback received will be cross checked against the community reference group and the next step would then be for the Council to form a draft scheme prior to Stage 2 commencing. In addition, the timeline notes July to August for community engagement. However, if more time is required to accommodate community engagement this timeline may be extended and we'll continue to engage with the Council on the makeup of the community reference group to establish a common understanding on what that looks like. We will also engage with the Stakeholder Engagement team to ensure best practice engagement is followed. The community's input on this process is vital.

Question 3:

Regarding the community reference group, can we be provided more information on what this will look like and who will be invited to participate?

Response 3:

The City will establish more detail around what the community engagement will look like and will seek Elected Member feedback on that prior to it being actioned.

Question 4:

When will we expect to hear more on the community engagement?

Response 4:

We expect to be able to present this to Elected Members at an EMES in early 2026.

Question 5:

Can you provide more details on concerns raised in the five petitions received in relation to the LPS6 Review?

Response 5:

There is another item on the agenda which detail the issues raised in the petition. The issues raised are largely around traffic amenity and capacity of infrastructure. Some petitions were firmly against the changes and some were offering an alternative proposal. Item UP25/92 Response to Petitions - Local Planning Scheme 6 Review on the agenda for the December Ordinary Meeting of Council details the issues raised, and the City's recommendations.

Question 6:

Will the community be engaged on the draft scheme when it is finalised in October – November 2026?

Response 6:

The City maintains active communication on the website regarding the scheme amendment and the timeline, and this will continue to be updated as we progress. However, the timeline and implementation plan, including engagement steps is flexible and can be expanded as required.

Question 7:

Could we explore outreach programs for getting community feedback, such as coffee catchups or roadshow style engagement?

Response 7:

We try to make engagement as widespread as possible, so any feedback is welcome from Elected Members and can be considered.

SUMMARY

- The City of Melville (City) has commenced the review of its Local Planning Scheme No 6 (LPS6) and the review is currently in the first of two stages. Stage 1 involves preliminary community engagement and preparation of the draft Scheme. Stage 2 involves the statutory steps of the Scheme Review (advertising of the draft Scheme, responding to community feedback and formal involvement of the Western Australian Planning Commission and the Minister for Planning).
- A Staging and Implementation Plan has been prepared to guide the remaining tasks of Stage 1 leading up to Council endorsing a final draft Scheme for statutory advertising. Endorsement of the Staging and Implementation Plan will provide additional certainty to Council, the community and other stakeholders on the proposed next steps and level of investigation, testing and engagement ahead of the finalisation of the draft Scheme.
- The remaining Stage 1 tasks that are detailed within the Staging and Implementation Plan include further technical studies, state agency engagement, Elected Member workshop series and further community engagement.
- The Staging and Implementation Plan maps out these final tasks, key milestones and indicative timing for each task.

OFFICER RECOMMENDATION

That the Council endorse the Staging and Implementation Plan to guide the proposed timing and stakeholder engagement for the remaining tasks of Stage 1 of the Local Planning Scheme 6 Review.

UP25/92 Response to Petitions - Local Planning Scheme 6 Review**Deputations** Nil.**Officer Presentation** At 8:10pm Mr G Ponton, Manager Strategic Planning was available to answer questions.**Disclosure of Interest** Nil.**Notes from Forum** No discussion took place regarding the item and officer recommendation.**SUMMARY**

- Five petitions were received in response to proposals published in 2024 as part of the Local Planning Scheme No. 6 Review and Council requested a response to the petitions to be prepared by December 2025.
- Technical work is ongoing to inform the refinement of the Local Planning Scheme No. 6 Review proposals, and this will continue into 2026.
- A Detailed Engagement Report will be presented to Council in Q2 of 2026 and will include a response to the five petitions.

OFFICER RECOMMENDATION**That the Council:**

1. **Notes the interim report in response to the petitions received in relation to the review of Local planning Scheme 6; and**
2. **Acknowledges that an additional response to the petitions will be provided within a Detailed Engagement Report, which is due to be considered by Council in Q2 of 2026 following the completion of further technical work.**

14 MOTIONS WITH PREVIOUS NOTICE

Nil.

15 MOTIONS WITHOUT PREVIOUS NOTICE (APPROVAL BY ABSOLUTE MAJORITY)

Nil.

16 MATTERS FOR WHICH MEETING WAS CLOSED TO THE PUBLIC

COUNCIL RESOLUTION

At 8:11pm Cr G Panayotou moved, seconded Cr M Woodall

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:

C25/352 RFP Outcomes - 410 Canning Highway, Attadale

This matter is considered to be confidential under Section 5.23(2) - (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 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.**

At 8:11pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

At 8:11pm, Mr G Ponton left the meeting and did not return.

COUNCIL RESOLUTION

At 8:16pm Cr K Wheatland moved, seconded Cr M Woodall

That the Council re-open the meeting to members of the public.

At 8:16pm the Presiding Member declared the motion.

CARRIED UNANIMOUSLY (12/0)

17 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE PUBLIC

At 8:16pm, for the purpose of the notes, the Presiding Member advised that item C25/352 RFP Outcomes - 410 Canning Highway, Attadale was discussed behind closed doors.

18 CLOSURE

There being no further business to discuss, the Presiding Member confirmed Cr S Green was still in attendance electronically and declared the meeting closed at 8:17pm.