

## Ordinary Council Meeting

# Minutes

13 December 2022

**BELMONT**  
CITY OF OPPORTUNITY



# CITY OF BELMONT

## Ordinary Council Meeting

### Minutes

#### Table of Contents

13 December 2022

Item	Subject Heading	Page
<b>1</b>	<b>Official Opening</b> .....	<b>6</b>
<b>2</b>	<b>Apologies and leave of absence</b> .....	<b>6</b>
<b>3</b>	<b>Declarations of interest that might cause a conflict</b> .....	<b>7</b>
3.1	Financial Interests .....	7
3.2	Disclosure of interest that may affect impartiality .....	7
<b>4</b>	<b>Announcements by the Presiding Member (without discussion) and declarations by Members</b> .....	<b>7</b>
4.1	Announcements.....	7
4.2	Disclaimer.....	7
4.3	Declarations by Members who have not given due consideration to all matters contained in the business papers presently before the meeting .....	8
<b>5</b>	<b>Public question time</b> .....	<b>8</b>
5.1	Responses to questions taken on notice.....	8
5.1.1	Ms L Hollands, Redcliffe .....	8
5.1.2	Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group (BRRAG).....	9
5.2	Questions from members of the public.....	9
5.2.1	Mr D Wragg, Trainwest, Belmont.....	10
5.2.2	Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group (BRRAG).....	12
5.2.3	Ms L Hollands, Redcliffe .....	13
5.2.4	Ms J Gee, Redcliffe.....	14
<b>6</b>	<b>Confirmation of Minutes/receipt of Matrix</b> .....	<b>15</b>

6.1 Ordinary Council Meeting held 22 November 2022.....	15
6.2 Matrix for the Agenda Briefing Forum held 6 December 2022 .....	15
<b>7 Questions by Members on which due notice has been given (without discussion)</b> .....	<b>15</b>
<b>8 Questions by members without notice .....</b>	<b>16</b>
8.1 Responses to questions taken on notice .....	16
8.2 Questions by members without notice.....	16
8.2.1 Cr Davis .....	16
8.2.2 Cr Wolff .....	16
8.2.3 Cr Ryan .....	17
<b>9 New business of an urgent nature approved by the person presiding or by decision .....</b>	<b>17</b>
<b>10 Business adjourned from a previous meeting .....</b>	<b>17</b>
<b>11 Reports of committees .....</b>	<b>17</b>
<b>12 Reports of administration.....</b>	<b>17</b>
12.1 Draft Economic Development Strategy 2023-2028 .....	17
12.2 Accounts for Payment - November 2022.....	41
12.3 Monthly Activity Statement for November 2022 .....	52
<b>13 Reports by the Chief Executive Officer .....</b>	<b>65</b>
13.1 Request for leave of absence .....	65
13.2 Notice of motion.....	65
13.2.1 Notice of Motion (Cr Carter) Peet Park Facilities Upgrade .....	65
<b>14 Matters for which the meeting may be closed.....</b>	<b>79</b>
14.1 Code of Conduct Matter .....	79
<b>15 Closure .....</b>	<b>81</b>

### **Attachments Index**

Attachment 12.1.1 – Item 12.1 refers

Attachment 13.1.1 – Item 13.1 refers

### **Confidential Attachments Index**

Attachment 14.1.1 – Item 14.1 refers

Attachment 14.1.2 – Item 14.1 refers

Attachment 14.1.3 – Item 14.1 refers

Attachment 14.1.4 – Item 14.1 refers

**Minutes of the Ordinary Council Meeting held in the Council Chamber of the City of Belmont Civic Centre, 215 Wright Street, Cloverdale on 13 December 2022 commencing at 7.00pm.**

# Minutes

## Present

Cr P Marks, Mayor (Presiding Member)	East Ward
Cr R Rossi, JP (Deputy Mayor)	West Ward
Cr M Bass	East Ward
Cr B Ryan	East Ward
Cr N Carter	South Ward
Cr J Davis	South Ward
Cr S Wolff	South Ward

## In attendance

Mr J Christie	Chief Executive Officer
Mr S Downing	Director Corporate and Governance
Ms J Gillan (dep 8.28pm)	Director Development and Communities
Mr D Boylan (dep 8.28pm)	Acting Director Infrastructure Services
Ms A Bird	Manager Governance, Strategy and Risk
Ms G Carter-Nguyen (dep 8.28pm)	Manager Public Relations and Stakeholder Engagement
Mr G Brien (dep 8.28pm)	Acting Manager City Facilities and Property
Ms M Lymon	Governance and Compliance Adviser
Mrs J Cherry-Murphy	Senior Governance Officer

## Members of the gallery

There were nine members of the public in the gallery and no press representatives.

# I Official Opening

**7.00pm The Presiding Member welcomed all those in attendance and declared the meeting open.**

The Presiding Member read aloud the Acknowledgement of Country.

## Acknowledgement of Country

Before I begin, I would like to acknowledge the Noongar Whadjuk people as the Traditional Owners of this land and pay my respects to Elders past, present and emerging.

I further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today.

The Presiding Member invited Cr Rossi to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers. Cr Rossi read aloud the affirmation.

## Affirmation of Civic Duty and Responsibility

I make this affirmation in good faith and declare that I will duly, faithfully, honestly, and with integrity fulfil the duties of my office for all the people in the City of Belmont according to the best of my judgement and ability.

I will observe the City's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

## 2 Apologies and leave of absence

Cr G Sekulla (leave of absence)

Cr D Sessions (apology)

Ms M Reid (apology)

West Ward

West Ward

Director Infrastructure Services

### 3 Declarations of interest that might cause a conflict

#### 3.1 Financial Interests

Nil.

#### 3.2 Disclosure of interest that may affect impartiality

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Cr Carter	Item 13.2.1 Notice of Motion (Cr Carter) Peet Park Facilities Upgrade	Life Member
Cr Rossi	Item 14.1 Code of Conduct Matter	I have known the complainant in the matter before Council for a number of years.

### 4 Announcements by the Presiding Member (without discussion) and declarations by Members

#### 4.1 Announcements

Nil.

#### 4.2 Disclaimer

**7.02pm The Presiding Member drew the public gallery's attention to the Disclaimer.**

The Presiding Member advised the following:

'I wish to draw attention to the Disclaimer Notice contained within the Agenda document and advise members of the public that any decisions made at the meeting tonight can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received.'

### **4.3 Declarations by Members who have not given due consideration to all matters contained in the business papers presently before the meeting**

Nil.

## **5 Public question time**

### **5.1 Responses to questions taken on notice**

#### **5.1.1 Ms L Hollands, Redcliffe**

The following questions were taken on notice at the 22 November 2022 Ordinary Council Meeting. Ms Hollands was provided with a response on 30 November 2022. The response from the City is recorded accordingly:

2. Is the agreement for the use of the equipment between the City of Belmont and the Bowling Club or between the greenkeeper and the Bowling Club?

#### **Response**

**Further to the response provided at the 22 November 2022 Ordinary Council Meeting, yes there is an agreement in place between the City of Belmont and the greenkeeper whereby the greenkeeper is responsible for the supply of the equipment to undertake the scope of works required. The City understands discussions have been undertaken between the greenkeeper and the Belmont City Bowling Club regarding the use of the Club's equipment. Any enquiries in this regard, should be directed to the Belmont City Bowling Club.**

6. What percentage of staff are now working as per pre-COVID conditions back in the offices and what percentage are still working from home?

#### **Response**

**Please refer to a similar question taken on notice at the 28 June 2022 Ordinary Council Meeting and the response provided can be found in the 26 July 2022 Minutes.**

9. Have you ordered the sensors and have they been installed yet from the other company?

## Response

As per the response provided at the 22 November 2022 Ordinary Council Meeting 'The City expects to be implementing the actions from the Council item in the first quarter of next year, so in three or four months subject to contractor availability'.

The provision of this service includes sensors and, on this basis, the City does not order sensors. The City is currently addressing procurement requirements associated with the provision of this service.

### 5.1.2 Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group (BRRAG)

The following questions were taken on notice at the 22 November 2022 Ordinary Council Meeting. Ms Hollands on behalf of Belmont Resident and Ratepayer Action Group was provided with a response on 30 November 2022. The response from the City is recorded accordingly:

1. Can we be provided with a list of the KPI requirements and scores to meet the KPI for the CEO and who sets the KPI, is it the Councillors, WALGA, CEO or outside sources?

## Response

There is currently no requirement for the CEO's KPI's to be made public. All discussions regarding the CEO's performance, including Key Performance Indicators are confidential in nature. The Key Performance Indicators are set by agreement between the Council and the CEO.

4. Why, in comparison to other years, are there so few administration items coming before Council and why does it take so long to implement decisions that Council makes?

## Response

All items that require a Council resolution are presented to Council at the monthly Ordinary Council Meeting. Resolutions of Council are implemented as quickly as possible, depending on staff resources and contractor availability.

## 5.2 Questions from members of the public

7.03pm The Presiding Member drew the public gallery's attention to the rules of Public Question Time as written in the Public Question Time Form.

In accordance with rule (I), the Mayor advised that he had registered three members of the public who had given prior notice to ask questions.

The Presiding Member invited members of the public who had yet to register their interest to ask a question to do so. One further registration was forthcoming.

## 5.2.1 Mr D Wragg, Trainwest, Belmont

1. With regard to Epsom Avenue Shopping Precinct parking issues, is the City of Belmont and all Councillors confident that all stakeholders (including all owners and occupiers of properties in the Precinct) received a letter and had been given sufficient time to express their suggestions for Council to make an informed decision on the most appropriate response to this issue?

### Response

**The Mayor stated that yes he can speak for himself and Council voted 7-1 on this item which indicates that Councillors were confident with the information provided to make an informed decision. The survey was posted and hand delivered prior to the 13 September with a 23 September timeframe for completion. To assist with completion an email address and reply paid envelope were provided to ensure participants could respond digitally or in hard copy to ensure both property owners and tenants had the opportunity to respond to the survey. It was posted to the property owners on the 8 September and hand delivered to businesses on the 13 September. The City undertook consultation with local businesses as one element of the Epsom Avenue Shopping Precinct Parking Study. Another element of the project was the parking occupancy and duration of stays survey to collect real data on parking behaviour in the Epsom Avenue Shopping Precinct this ensure both quantitative and qualitative feedback was provided for Council to make an informed decision. The City spent a fair amount of time on this before a decision was made.**

2. Would the City of Belmont and the Council consider amending the recommendations passed on 25 October 2022 if suitable justifications and support could be presented for alternate recommendations?

### Response

**The Mayor stated that current advice by officers to Councillors is to continue with the decisions adopted by Council in October as implementation has commenced. Part 2d of the resolution was to assess the impact of the new parking arrangements after six months of implementation, and changes may be presented to Council for consideration. Any member of Council is able to request a notice of motion to revoke any decision of Council, if you speak to your local Councillors and you have some reason for it to change then a Councillor may be prepared to put forward a revocation motion. The Mayor advised it may be best to wait the six months until another survey is done.**

3. Can Council please explain why a further 25 two-hour parking bays are required?

### Response

**The Chief Executive Officer stated there was some challenges with regard to the duration of stay, some parking bays were at 80% capacity. The Council decided that an extension of that to the additional bays would assist in the turnover of the carpark and allowing people to visit the shopping centre.**

**The Chief Executive Officer stated that the study would commence once the sensors are in place, so it will be six months after the installation of the sensors.**

**The Acting Director Infrastructure Services advised that the Chief Executive Officer is correct. The City is consulting with the contractor who supplies the equipment and it is anticipated the equipment will be installed in March.**

4. Can you confirm this is a trial?

#### **Response**

**The Mayor stated that he does not believe this is a trial. The City will look at the situation again in six months.**

**The Chief Executive Officer stated that it is his understanding it is not a trial. In the resolution of Council it was to undertake a review after a six month period to see how effective the changes were.**

5. Can Council clarify, are the officer's recommendations directly from the parking study or has the city officer prepared the recommendations based on their interpretation of the parking study?

#### **Response**

**The Chief Executive Officer stated the question would be taken on notice.**

6. Who was the person or the contracted company engaged to undertake the Parking Study for the Epsom Avenue Shopping Centre Precinct Parking issue?

#### **Response**

**The Chief Executive Officer stated the question would be taken on notice.**

## **5.2.2 Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group (BRRAG)**

1. In relation to BRRAG previously being refused to be included on the Community Web Directory for the reason of being political, Section 62 of the Equal Opportunity Act reads "goods, services and facilities, it is unlawful for a person who whether for payment or not provides goods or services or makes facilities available to discriminate against another person on the grounds of religion or political conviction". Is Council aware of this statute?

### **Response**

**The Chief Executive Officer stated the question would be taken on notice.**

2. If BRRAG re-apply to be on the Community Web Directory, will the City look more favorably at us in compliance with the Equal Opportunity Act?

### **Response**

**The Chief Executive Officer stated the question would be taken on notice.**

3. The Seniors received an email from the City containing a survey regarding the parking at Faulkner Park, how long ago did the City engage the Consultant?

### **Response**

**The Acting Director Infrastructure Services stated the consultant was engaged last week and the City confirmed the actual survey questions on Thursday and the survey went out Friday.**

4. Why did we only get one week?

### **Response**

**The Acting Director Infrastructure Services stated the City wanted to get the survey done as quickly as possible and hopefully capture enough people who are parking in the precinct before the Christmas break.**

5. How many survey forms was the City expecting in a seven-day period at this time of year, and how reasonable is it to ask people to complete it in that sort of timeframe?

### **Response**

**The Acting Director Infrastructure Services stated the question would be taken on notice.**

6. How has the City accommodated people who do not have computers and why are they being disadvantaged by these unreasonable timeframes?

## **Response**

**The Chief Executive Officer stated the question would be taken on notice.**

7. When we hold events on City premises, who is responsible for the responsible serving of alcohol?

## **Response**

**The Chief Executive Officer stated the question would be taken on notice.**

### **5.2.3 Ms L Hollands, Redcliffe**

1. How many Freedom of Information (FOI) applications has the City completed in the last six months and how many had to pay deposits when the charge is \$30 before the process can be completed?

## **Response**

**The Chief Executive Officer stated the question would be taken on notice.**

2. How many pay the full amount before they are given the documents and once they pay the full amount, how long do they have to wait to get the documents?

## **Response**

**The Chief Executive Officer stated the question would be taken on notice.**

3. Is the whole process from the time you put in the application supposed to be completed within 45 days?

## **Response**

**The Chief Executive Officer stated the question would be taken on notice, but it would depend on the extent of the research that may need to be undertaken.**

4. Two small speed humps have been put in on Stanton Road, what are they supposed to do and who paid for them the State or the City?

## **Response**

**The Chief Executive Officer stated the question would be taken on notice, but assumes they are there to slow traffic.**

5. When will we see decent traffic calming on Stanton Road?

## **Response**

**The Chief Executive Officer stated the question would be taken on notice.**

6. In regard to the discussion paper on the Wards Review. Four wards were not considered a viable option and therefore not included. Is there a reason why a less off-putting reason was not included in the discussion paper?

### **Response**

**The Chief Executive Officer stated the report that was written was approved by Council for public comment. If any member of the public wishes to see four wards they should include that in their submission by the due date.**

### **5.2.4 Ms J Gee, Redcliffe**

1. When I asked about BRRAG representatives not being invited to the Civic Dinner, the answer in the minutes was not the whole answer provided on the night, why not?

### **Response**

**The Mayor stated that the minutes are not a complete word for word account of what was said. The officer has a recording and thought what was included was an accurate reflection.**

**The Chief Executive Officer also stated the minutes are not recorded verbatim. Council adopts the minutes at the following meeting as a true and accurate reflection of the meeting.**

**7.24pm As there were no further questions, the Presiding Member declared Public Question Time closed.**

## **6 Confirmation of Minutes/receipt of Matrix**

### **6.1 Ordinary Council Meeting held 22 November 2022**

#### **Officer Recommendation**

**Ryan moved, Wolff seconded**

That the Minutes of the Ordinary Council Meeting held on 22 November 2022, as printed and circulated to all Councillors, be confirmed as a true and accurate record.

**Carried Unanimously 7 votes to 0**

### **6.2 Matrix for the Agenda Briefing Forum held 6 December 2022**

#### **Officer Recommendation**

**Carter moved, Rossi seconded**

That the Matrix of the Agenda Briefing Forum held on 6 December 2022, as printed and circulated to all Councillors, be received and noted.

**Carried Unanimously 7 votes to 0**

## **7 Questions by Members on which due notice has been given (without discussion)**

Nil.

## **8 Questions by members without notice**

### **8.1 Responses to questions taken on notice**

Nil.

### **8.2 Questions by members without notice**

#### **8.2.1 Cr Davis**

1. Did Trainwest first see the recent petition that apparently went to all business owners in that area, we were told that all business owners had seen the petition. Did Trainwest object to the petition at all?

#### **Response**

**The Mayor stated that it is his understanding that Trainwest did object.**

**The Chief Executive Officer stated the Mr Wragg was aware of the petition and can confirm did make a submission as part of the seven that the City received.**

2. How has the parking changes affected the training centre?

#### **Response**

**The Mayor stated that the City does not know yet as implementation has not taken place. Mr Wragg has stood up and said he has not been involved and wants to be involved, he thinks there are eight other people in the shopping centre that are now saying they do not want anything done. There was a lot of evidence to suggest that there were problems. This is the first time the City has done a complete survey. The City will now have to wait six months and see.**

#### **8.2.2 Cr Wolff**

1. How many questions are the public allowed to ask during Public Question Time?

#### **Response**

**The Mayor stated officially two depending on how many people there are. If there are only a small number of people asking questions, in the Mayor's opinion it is best to let them ask all of them at once rather than ask two and sit down and then ask another two. The two questions rule came in at a time where there were 80 questions being asked per meeting.**

### 8.2.3 Cr Ryan

1. My recollection of the parking on Epsom Avenue, we voted that the businesses affected would go to one hour and the others would stay at two hours, is that correct?

#### Response

The Mayor stated that is not correct. In seven or eight-months' time the City will do further surveys to see what is happening.

## 9 New business of an urgent nature approved by the person presiding or by decision

Nil.

## 10 Business adjourned from a previous meeting

Nil.

## 11 Reports of committees

Nil.

## 12 Reports of administration

### Officer Recommendation

**Davis moved, Wolff seconded**

The Officer Recommendations for Items 12.1, 12.2 and 12.3 be adopted en bloc.

**Carried 7 votes to 0**

## 12.1 Draft Economic Development Strategy 2023-2028

### Attachment details

Attachment No and title	
1.	Draft Economic Development Strategy 2023-2028 [12.1.1 - 16 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	43/029 Economic Development Strategy 2023-2028
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Development and Communities

### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** When Council determines an application/matter that directly affect 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 local 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.

### Purpose of report

To seek Council's endorsement to undertake public advertising of the draft Economic Development Strategy 2023-2028 for a period of 28 days.

### Summary and key issues

- A draft City of Belmont Economic Development Strategy 2023 - 2028 (EDS) has been prepared (Attachment 12.1.1).

- The draft EDS has been developed in line with the West Australian Local Government Association's Economic Development Framework 2019 and aligns with the City's Strategic Community Plan (SCP) 2020-2040. It articulates how the City will focus its economic development activities, following a community centered approach in a way that is linked directly to wealth creation and improving quality of life outcomes for the local community.
- The draft EDS has been developed based on information gathered from research of the latest trends in economic development and an extensive business and community engagement process.
- The next step is to seek feedback on the draft EDS via public advertising.
- Feedback received from public advertising will be reviewed and appropriate revisions will be considered prior to finalising the EDS document.
- The EDS is identified as a key target for 2022-2023 and as an action in the Corporate Business Plan for 2022-2026. Additional staff resources and operational funding will be required to enable implementation of the EDS; this will form part of the 2023-2024 financial year budget.

## **Location**

The draft Economic Development Strategy 2023 – 2028 applies to the City-wide community and businesses.

## **Consultation**

Achieving the desired economic development outcomes requires ongoing communication and cooperation between the City, local businesses and the broader community, and community engagement has played a vital role in preparing the EDS.

Engagement included individual interviews, an online business perception survey, presentations at networking events, community events, Belmont Business Advisory Group (BBAG) meetings and workshops attended by business stakeholders representing a diverse mix of business types and industry bodies, specifically:

- Business Networking Events and Community Events:
  - Presentation to businesses at a Business Breakfast event on 23 September 2021.
  - Business consultation workshops during November 2021 facilitated by an economic development consultant.
  - Belvidere Street Party and Kambarang Festival during 2021.
- Markyt Business Score Card Survey undertaken during August 2021
- Belmont Business Advisory Group (BBAG):

- Presentations on EDS timeline and progress at all BBAG meetings since June 2021, affirming the group was satisfied with the direction the City was taking.
- Cultural Diversity Advisory Group (CDAG):
  - A presentation was provided to the CDAG on Economic Development and progress on the draft EDS at the August 2022 meeting.

The following groups have been engaged as part of the development of the EDS (and attended three workshop sessions on 22 and 23 November 2021):

- Belmont Business Advisory Group
- Local Businesses
- Small Business Development Corporation
- Real Estate Agents
- Prospective Investors
- Property Managers and Developers
- Government stakeholders (Western Roads Federation, Small Business Development Corporation, Department of Education, Skills and Employment)
- Not for profit organisations (Belmont Business Enterprise Centre, Textile Clothing and Footwear Resource Centre of Western Australia)
- Education institutions (Department of Education Western Australia, Belmont Community College, Technical and Further Education: Central and Regional).

Advertising through the following channels:

- Belmont Bulletin (editions in 2021 and 2022)
- City of Belmont Business e-newsletters
- City of Belmont website
- City of Belmont social media posts
- Information flyers placed at the Civic Centre Administration Building.

The next step in the consultation process is to publicly advertise the draft EDS for a minimum period of 28 days. It is intended that advertising will conclude in late February to March 2023. Advertising will be carried out through the following channels:

- Perth Now and Belmont Chronicle newspapers
- Belmont Bulletin
- City of Belmont website
- City of Belmont social media posts

- City of Belmont Business e-newsletter.

## **Strategic Community Plan implications**

In accordance with the 2020 – 2040 Strategic Community Plan:

### **Goal 1: Liveable Belmont**

**Strategy:** 1.4 Attract public and private investment and businesses to our City and support the retention, growth and prosperity of our local businesses

### **Goal 2: Connected Belmont**

**Strategy:** 2.3 Facilitate a safe, efficient and reliable transport network

### **Goal 5: Responsible Belmont**

**Strategy:** 5.1 Support collaboration and partnerships to deliver key outcomes for our City

**Strategy:** 5.3 Invest in services and facilities for our growing community

**Strategy:** 5.7 Engage in strategic planning and implement innovative solutions to manage growth in our City.

## **Policy implications**

There are no policy implications associated with this report.

## **Statutory environment**

All local governments are required to produce a plan for the future under section 5.56(1) of the *Local Government Act 1995*. The Integrated Planning and Reporting Framework facilitates compliance with this requirement.

The EDS is an 'informing plan' within the City's Integrated Planning and Reporting Framework (IPRF). Guided by the higher-level, longer-term vision, goals and strategies in the Local Planning Strategy (LPS) and Strategic Community Plan (SCP), informing plans like the EDS provide more detail into the medium term about specific issues. These in turn guide specific activities captured in the Corporate Business Plan (CBP) and shorter-term documents like the Annual Plan and Annual Budget.

## Background

The City has a long history of successfully delivering Economic Development (ED) activities but does not yet have an approved EDS. To support the City's economic activities the Corporate Business Plan for 2022-2026 identified the development of an EDS as an action that will help achieve the economic development goals identified in the City's SCP

2020-2040.

Consultation both internally and with a range of local businesses, groups, government stakeholders, the BBAG and broader community was conducted as part of the Strategy's development process through business and community engagement sessions.

The aim of these sessions was to identify strengths and opportunities and to capture ideas to inform the development of future activities where economic development actions can be best targeted to support businesses for enhancing our community's development and creating positive outcomes for residents living in Belmont.

In addition, the City implemented an online business perceptions survey to gather comments and suggestions from the broader community. Feedback gained has provided insight that was incorporated into the draft EDS and Implementation Plan. There is strong local participation in networking, sponsorship, civic participation, corporate volunteering and other social and environmental sustainability activities by the local business sector, evidencing a strong sense of corporate social responsibility.

Desired outcomes for the City of Belmont's economy identified through the engagement process include:

- A strong and unique identity that accurately and authentically reflects the diverse local character and culture of the Belmont community (i.e. residents, businesses and workers);
- The development of a vibrant, diverse and dynamic economy for the City;
- A sustainable future economy focused around environmental and social sustainability; and
- Strong sense of corporate social responsibility and opportunities for the delivery of more local jobs for local people.

Further to stakeholder consultation, relevant research was also undertaken to consider other informing contexts, including:

- Planning context;
- Locational context;
- People, industry and employment context;
- Major project context;
- Current City economic development activity context; and
- Opportunity context.

Further detail on this contextual information is captured within the EDS.

## **Officer comment**

In light of stakeholder input and contextual considerations, the draft EDS focuses on four key Themes:

**THEME 1: Promotion and Attraction** – To increase Belmont’s attractiveness for encouraging investment the City will prioritise activities to retain and enhance existing preferred businesses, attract new preferred investment, capture newcomers and enhance local employment.

**THEME 2: Business Support and Engagement** – To respond to the needs of the business community, create a sustainable business environment and activity centres with a thriving economy, the City of Belmont aims to establish a positive external perception and create a vibrant and attractive City.

**THEME 3: Planning for Business** – To demonstrate industry leading practice in facilitating land-uses, infrastructure, regulatory processes and services that maximise economic development opportunities.

**THEME 4: Wellbeing Economy** – Create a community that places people at the heart of our City’s economic opportunities. The City will focus on interrelationship between businesses and the community and seek innovative approaches to improve the livelihood, wellbeing and quality of life for our local community and our residents. We believe in building a future that is inclusive, vibrant and sustainable – one that will bring economic benefits and social rewards to our diverse and dynamic community.

Under each of these four themes, the EDS articulates more specific economic development activities to prioritise. Specific tasks and projects under each activity will be planned and captured at the operational level through implementation planning and the annual Corporate Business Plan and Budget.

It should be noted that the purpose of public advertising is to seek input and comments on the content and substance of the draft EDS. The graphics and presentation format, including relevant photographic imagery and info-graphics will be finalised following advertising, prior to final endorsement by Council.

## **Financial implications**

The EDS is identified as a key target for 2022-2023 in the City’s Corporate Business Plan 2022 - 2026. Once the EDS is adopted by Council, additional staff resources and operational funding to implement and achieve the proposed actions will be presented through the budget process for the 2023-2024 financial year.

## Environmental implications

**Theme 3:** Planning for Business includes working towards industry-leading practice in facilitating land-uses, infrastructure, and regulatory processes. It is envisaged that this would include an environmentally sustainable planning approach.

## Social implications

**Theme 4:** Wellbeing Economy focuses on interrelationship between businesses and the community and seeks innovative approaches to improve the livelihood, wellbeing and quality of life for our local community and our residents.

### Officer Recommendation

That Council endorse the draft Economic Development Strategy 2023-2028 as contained in Attachment 12.1.1 for the purpose of advertising for public comment for a minimum period of 28 days.

**Officer Recommendation adopted en bloc - Refer to Resolution appearing at Item 12.**

# CITY OF BELMONT Draft Economic Development Strategy 2023-2028

January 2023



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## Contents

<b>Introduction</b> .....	<b>3</b>
What is Economic Development?.....	3
Why Prepare an Economic Development Strategy?.....	3
<b>Informing the EDS</b> .....	<b>4</b>
Planning Context.....	4
Locational Context.....	5
People, Industry and Employment Context.....	7
Major Project Context.....	9
Current City Economic Development Activity Context .....	9
Opportunity Context.....	10
Consultative Context.....	12
<b>Future Strategic Priorities</b> .....	<b>13</b>
Future Economic Development Themes and Activity Priorities .....	14
Theme 1 – Promotion and Attraction.....	14
Theme 2 – Business Support and Engagement.....	14
Theme 3 – Planning for Business.....	14
Theme 4 – Wellbeing Economy .....	15
Implementation.....	15
Monitoring and Review.....	15

## Alternative Formats

This document is available on the City of Belmont website and can be requested in alternative formats including electronic format by email and in standard print.

## Acknowledgement of Country

The City of Belmont acknowledges the Noongar Nation and specifically the Whadjuk people as the Traditional Custodians of this land and we pay our respects to Elders, past, present and future leaders. We also acknowledge all Aboriginal and Torres Strait Islander peoples living within the City of Belmont.

# Introduction

## What is Economic Development?

Economic development at a local government level is a process that focusses on job and wealth creation in a way that is linked directly to improving quality of life outcomes for a local community. Economic development is inherently distinct from economic growth. It focuses on strategically aligning the principles of economic growth to achieve broader social, economic and environmental benefits.

The Western Australian Local Government Association (WALGA) developed a useful Economic Development Framework in 2019 which identifies the range of outcomes and functions for local government in economic development:

Potential Local Government economic development <b>outcomes</b>	Potential local government <b>functions</b> to achieve outcomes
<ul style="list-style-type: none"><li>• Attract new business</li><li>• Retain existing business</li><li>• Encourage the growth of existing business</li><li>• Attract investment</li><li>• Diversify the economy</li><li>• Improve community outcomes through job creation, training and education</li><li>• Enhance infrastructure</li><li>• Grow the population</li><li>• Attract visitors</li><li>• Reduce impediments to commercial activity</li></ul>	<ul style="list-style-type: none"><li>• Strategic Planning</li><li>• Policy and Regulation</li><li>• Supporting Local Business to Succeed</li><li>• Cooperation and Partnerships</li><li>• Promotion and Attraction</li><li>• Customer Service</li><li>• Direct Service Delivery</li><li>• Infrastructure Provision</li><li>• Advocacy</li></ul>

The framework does not suggest that local governments will focus on all of these outcomes and functions, but instead focus their efforts on strategic priorities relevant to their specific context and capacity.

## Why Prepare an Economic Development Strategy?

Given the range of outcomes and functions that local government might focus on, the City of Belmont (the City) has developed this Economic Development Strategy (EDS) to articulate how the City has decided to focus its economic development activities.

The process involved in developing the EDS ensures that these decisions were informed by researching the unique contexts of the City of Belmont local government area (City area), contemporary economic development trends and practices, the City's broad strategic priorities, its capacity, and most importantly, the input of businesses and other stakeholders through consultation, as detailed below.

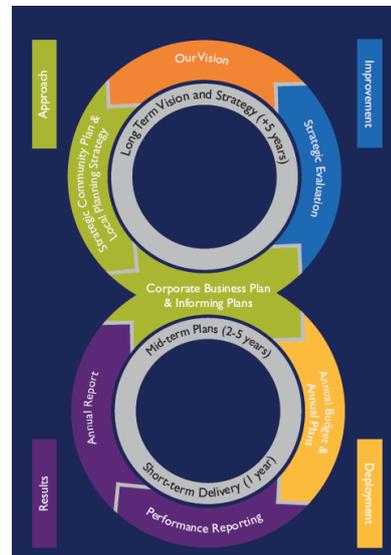
# Informing the EDS

## Planning Context

The EDS is an ‘informing plan’ within the City’s Integrated Planning and Reporting Framework (IPRF).

Guided by the higher-level, longer-term vision, goals and strategies in the Local Planning Strategy (LPS) and Strategic Community Plan (SCP), informing plans like the EDS provide more detail into the medium term about specific issues. These in turn guide specific activities captured in the Corporate Business Plan (CBP) and shorter-term documents like the Annual Plan and Annual Budget.

The current City of Belmont Strategic Community Plan 2020-2040 emphasises the importance of the City area’s business community and the need for a strong local and regional economy, with three Community Goals and associated strategies particularly applicable to supporting economic development activity:



### **Goal 1: Liveable Belmont**

**Outcomes:**

- Business is attracted to the City creating more local jobs.
- All ages can live, work and play in the City.
- Our neighbourhoods are well serviced by local activity centres which are exciting and attractive.

**Strategies:**

1.2 Plan and deliver vibrant, attractive, safe and economically sustainable activity centres.  
 1.3 Ensure activity centres have a thriving economy.  
 1.4 Attract public and private investment and businesses to our City and support the retention, growth and prosperity of our local businesses.

### **Goal 2: Connected Belmont**

**Outcomes:**

- People and goods are able to move sustainably in and out of the City.

**Strategies:**

2.3 Facilitate a safe, efficient and reliable transport network.

### **Goal 4: Creative Belmont**

**Outcomes:**

- Innovative businesses will look to the City as a preferred location due to its proximity to the airport and links to universities.
- The City runs awards programs for arts and innovation.
- The City works with local schools and businesses to run programs and a wide variety of public art will be located across the City.

**Strategies:**

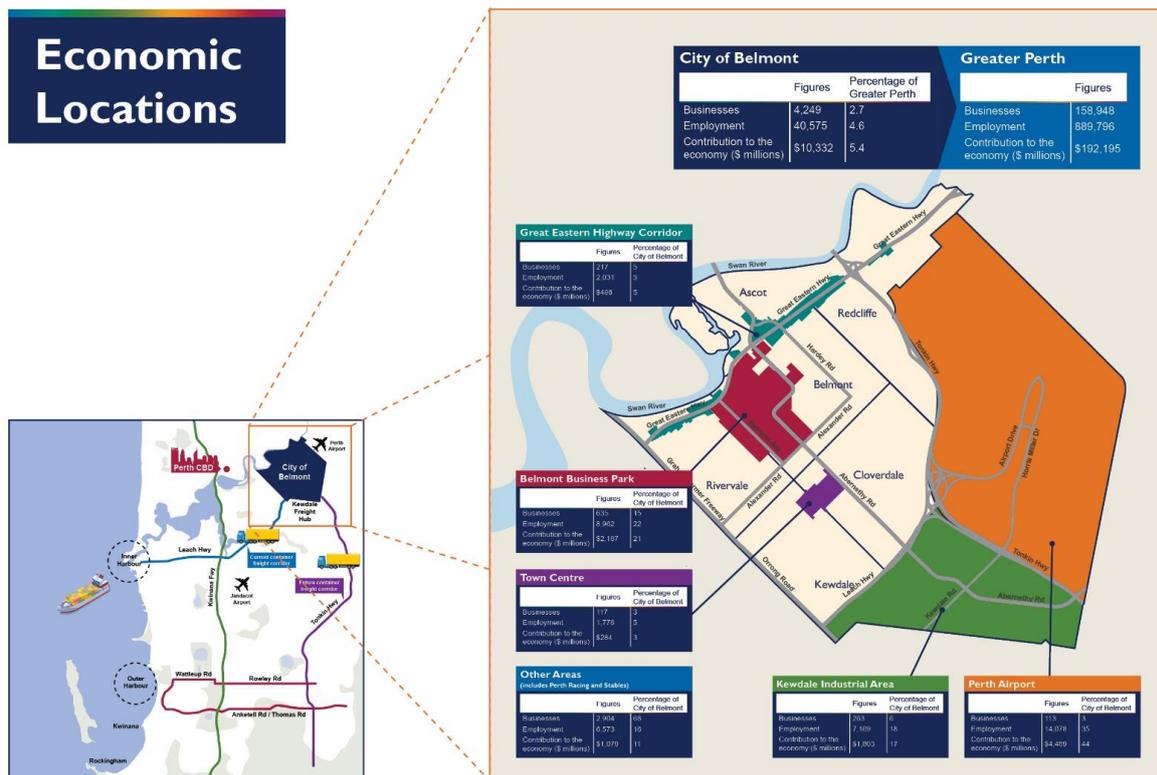
4.2 Embrace technology, creativity and innovation to solve complex problems and improve our City.  
 4.3 Support and collaborate with local schools and businesses.

The LPS is the City's long-term plan regarding land use. It identifies from a geographical perspective where there are opportunities and constraints to permit certain uses of land to improve environmental, social and economic outcomes. As such, the LPS is a key for driving economic development, as it identifies opportunities for improved movement infrastructure, land use intensification and diversity, and can protect natural amenity and encourage sustainability and wellbeing. The LPS is accompanied by other more detailed land-use related informing plans relevant to Economic Development activity (including the Activity Centres Planning Strategy). The City's current LPS is under review.

## Locational Context

The City area has a strong locational economic advantage, being only six kilometres from the Perth Central Business District and intersecting with Graham Farmer Freeway and Tonkin, Roe, Leach and Great Eastern Highways, as well as connecting to the metropolitan passenger rail network via Redcliffe Station.

The City LGA consists of the suburbs of Ascot, Belmont, Cloverdale, Kewdale, Redcliffe and Rivervale, and contains a number of key economic locations:



### **Belmont Business Park**

This area takes advantage of its excellent transport linkages, consisting of a mix of new modern developments alongside older properties with long-established family-owned businesses. It is home to around 800 businesses, representing approximately 15% of all businesses in the City and is the second highest precinct in terms of total employment. The predominant industry makeup is in construction, manufacturing, professional, scientific, and technical services.

### **Great Eastern Highway Corridor**

The Great Eastern Highway Corridor is a strategically important transport route for business with a diverse mix of head office, industrial, tourism/hospitality purposes, as well as highway retail and commercial uses, mixed amongst residential apartments. It provides close connectivity to several key national and international attractions including the Ascot Racecourse, Swan River (including Bilya Kard Boodja Lookout) and the Outdoor Airport Viewing Area. Crown Casino and Optus Stadium are also just outside the City's boundary.

### **Kewdale Industrial Area**

The Kewdale Freight Terminal is a significant transport, storage, manufacturing and logistics hub servicing the State's freight, logistics, construction and resource sector, and is home to distribution centres for some of Australia's largest companies. Approximately one third of all rail-borne containers unloaded from Fremantle Port are delivered to the Kewdale Freight Terminal for distribution within Western Australia and to the eastern states.

### **Perth Airport**

The Perth Airport location is a highly productive area and supports the most jobs within the City area's economy at 33% (REMPPLAN, 2021). The strong growth in passenger traffic through the airport terminals adds significant commuter traffic to the region that contributes to economic growth, but the precinct has also recently undergone significant development of its surrounding lands to create a major passenger, freight, commercial and retail hub for the metropolitan region, including the recently completed Forresterfield-Airport passenger rail link and Redcliffe Station within the City. This has led to it now being classified by the state government as a 'Specialised Activity Centre'.

Future infrastructure developments for the Perth Airport location will include an additional runway, as well as continuing high-quality commercial, logistic, freight, distribution and light industrial development. This will support continued rapid growth and development of the City area's economy.

### **Town Centre and other retail centres**

A significant proportion of the City area's major retail industry is located within the Belmont Town Centre. Containing approximately 3% of businesses and approximately 5% of employment, the location is a significant destination precinct that attracts visitors. It features civic and social servicing, high amenity retail and hospitality businesses, and recreational and leisure destinations. Adjacent to the City's largest shopping centre (classified as a Secondary Activity Centre), the City's civic precinct is a destination anchor, complete with the new state of the art Belmont Hub (featuring library, museum, café), recreation centre and parklands (featuring a regional playground).

Retail is the City's third largest employer by industry. In addition to the major retail precincts there are three Neighbourhood Activity Centres along Belvidere Street, Kooyong Road and Eastgate. Two more are proposed as part of the Golden Gateway and Airport West future developments.

Smaller Local Centres are located at Ascot, Ascot Waters, Belgravia Street, Belmay, Belmont Square, Epsom Avenue, Francisco Street, Love Street, The Springs and Wright Street. These commercial streetscapes are continually being improved and upgraded to provide a quality, attractive location for people to shop locally and interact.

## People, Industry and Employment Context

The City area accommodates a diverse blend of commercial, industrial, retail and mixed-use business sectors that have ensured that it remains a key employment centre creating a multitude of jobs and fuelling economic growth. Unlike most local government areas characterised by a dominance of residential areas with some industry or commercial precincts, unique to the City of Belmont area there are more local jobs (52,692) than there are residents (43,873) living in the City (ABS, 2021).

The City of Belmont area's Gross Regional Product of nearly \$9 billion (NEIER, 2021) equates to around 3% of Western Australian GDP, and has strong growth outpacing the WA average with 38% increase in GRP compared to the WA average of 31%.

The City area's locational advantage leads to the freight and logistics sector being its largest industry by employment. Manufacturing, construction and the accommodation and food services industries reflect the function of major connectivity to Kewdale Industrial Area, Belmont Business Park, Great Eastern Highway, Perth CBD and Perth Airport.

Perth Airport is one of the largest economic land assets outside of the Perth CBD and together with the Kewdale Freight Terminal and the Belmont Business Park have attracted multinational, national and state company headquarters, as well as some of the most significant remote mining capability in the State.

Other significant industries include Retail Trade and Health Care and Social Assistance, indicating a diversity of employment within the locality.

The major regional shopping complex ranks in the ten largest in Western Australia and the smaller neighbourhood shopping precincts enjoy a strong level of support while servicing the daily needs of the local community.

The City is an industry leader amongst local governments in several economic development areas. The findings from a study finalised during August 2021 that evaluates business priorities and measures performance showed scores that were at a 10 year high. The MARKYT® Business Scorecard, by Catalyse, collected data using computer assisted telephone interviews with a senior representative of 100 randomly selected businesses. The City's strength as a 'Place to work or operate a business' scored 8 Index points above the WA average, also representing an increase of 8 index points since the 2019 Scorecard.

Economic development was regarded as one of the City's greatest strengths relative to MARKYT® Industry Standards for WA, with the highest comparative score for the shopping strips and centres development category, while 98% of businesses rate the City of Belmont positively as a place to work or operate a business. The economic confidence within City of Belmont is also relatively high where almost 80 percent of businesses were confident that they would still be operating their businesses in the City area in five years' time.

The following statistical snapshot shows that the business community continues to prosper.

<p><b>Estimated Residential population</b> <b>43,873</b> (ABS ERP 2021) <b>1.6% Population Growth Rate</b></p> <p><b>Population forecast</b> <b>65,659</b> people (2041)</p> <p><b>Change 2022 – 2041</b> (42 %) (forecast.id)</p> 	<p><b>Local Businesses</b> <b>4,240</b> (ABS, 2021)</p> <p><b>5.89% Increase in businesses</b> (2019 - 2021) 3.8% Western Australia 4.26% Greater Perth (ABS, REMPLAN 2019,2021)</p> 	<p><b>Local Jobs</b> <b>52,692</b> (NEIER 2021)</p> 
<p><b>Diversity</b> <b>2.7%</b> Aboriginal population, (2% Greater Perth area) (ABS, 2021) <b>2.5%</b> Aboriginal population (ABS, 2016)</p> <p><b>40.9%</b> People born overseas <b>31%</b> Speak language other than English at home (ABS, 2021)</p>	<p><b>Education and Training</b> <b>41% Resident workers</b> with tertiary qualification (ABS, 2016) <b>8.2%</b> Residents attending tertiary institution, (7.1% Greater Perth) (ABS, 2021)</p>	<p><b>Employment status</b> <b>20,383</b> Employed Residents (ABS, 2021) <b>Unemployment</b> 8.8% (Belmont) 8.1% (Greater Perth) (ABS, 2021)</p> 
<p><b>Gross Regional Product (GRP)</b> \$8.95 billion (NEIER 2021) ~3% of WA GDP Increased by 38% from 2016 to 2020, outperforming the State average growth of 31% (REMPPLAN 2016, 2020)</p> 	<p><b>Top employing industries:</b> Transport, Postal, Warehousing (24%) Construction (8.9%) Retail Trade (8.5%) (ABS, REMPLAN 2020)</p> 	<p><b>Employment location of resident workers</b> <b>23%</b> Live and work in the area <b>72.7%</b> Live in the area, but work outside (ABS, 2016)</p>
<p><b>SEIFA* Index of Relative Socioeconomic Disadvantage</b> 985 – with pockets of higher levels of disadvantage 3<sup>rd</sup> lowest SEIFA score of metropolitan LGAs *Socio-Economic Indexes for Areas (ABS, 2016)</p>	<p><b>Positive rating as a place to work or operate a business</b> by 98% of businesses (Catalyse, 2021)</p>	<p><b>High Economic Confidence</b></p> <ul style="list-style-type: none"> <li>• 80% businesses confident for operating in the City in five years' time</li> <li>• Highest comparative score for the shopping strips and centres development (Catalyse, 2021)</li> </ul>
<p><b>Perth Airport</b></p> <ul style="list-style-type: none"> <li>• (fourth busiest airport in Australia)</li> <li>• occupies approximately 33.7% of the Belmont's land area</li> <li>• 15% of the Belmont Economy output is directly related to the Perth Airport Area</li> </ul>	<p><b>Perth Airport</b></p> <ul style="list-style-type: none"> <li>• Annual Airport passenger numbers - 28.5 million (2020)</li> <li>• Annual aircraft movements will grow to 202,000 movements in 2040 (Perth Airport Master Plan, 2020)</li> </ul>	<p><b>Employment</b> <b>Airport:</b> 13,446 (33.1%) jobs <b>Belmont Business Park :</b> 8,962 (22.1%) jobs <b>Kewdale:</b> 7,169 (17.7%) jobs REMPPLAN 2021) One third of all containers from Fremantle Port are delivered to Kewdale Freight Terminal (EMRC, 2017)</p>

## Major Project Context

### Forrestfield-Airport Rail Link

The newly constructed Forrestfield-Airport Rail Link rail service connects the eastern suburbs of Perth and the airport to the broader metropolitan passenger rail network, and provides the City area's sole station at Redcliffe. This will also catalyse surrounding new infrastructure and redevelopment that supports growth, but also give cause to consider impacts on surrounding economic and residential locations. Impacts could include new job creation, risks of drawing trade from other economic locations, changing internal transport flow, and generating additional visitor traffic.

### Increased Residential Density and Housing Diversity

An increase in residential and commercial development in recent years has resulted from substantial growth and urban renewal.

The City's robust economic profile suggests that targeted upgrading of existing low-density suburbs with ageing housing stock through land-use planning and development activity (such as in and around Development Area 6 and the Golden Gateway Precinct), will further strengthen the City area's economy through increased population and employment opportunities.

The vision for both areas is high quality, high amenity areas with a mix of open space, activity centres and medium to high density residential land uses. Development will be guided by the *Golden Gateway Local Structure Plan* and the *DA6 Vision Plan and Implementation Strategy*.

At the same time, the City is mindful to retain housing diversity and prioritise housing affordability. Current unaffordability of purchasing and renting homes means that there is less disposable income injected into non-housing sectors of the local economy.

### Other City of Belmont Priority Projects

The City has identified a number of major priority projects in the Corporate Business Plan (2022 – 2026) that will contribute to economic development. These include Esplanade Park/Foreshore Upgrade, Garvey Park Section 2, Abernethy Road Master Plan, Belvidere Street Revitalisation, Wilson Park Precinct upgrade, and Belmont Oasis Leisure Centre redevelopment.

## Current City Economic Development Activity Context

In addition to traditional local government functions to support economic development such as land-use planning, infrastructure development, major projects and business approval and compliance support, marquee events and public realm enhancement in economic precincts, the City also currently undertakes specific economic development focussed activity including:

- *Business support.* The City contributes significant funding support to local not for profit business enterprise and support providers, as well as employing economic development staff able to provide general advice and support.
- *Celebrating business success.* The City sponsors business awards.
- *Encouraging innovation.* Seed funding is provided to businesses with innovative ideas via the City of Belmont Business Innovation Grants Program.

- *Business networking.* A range of networking breakfast events, sundowners and other business focused networking opportunities are delivered by the City. The City is actively involved in a regional partnership (Link WA) with local governments to further strengthen the freight and logistics industry.
- *Business leadership and engagement.* The City has an active Belmont Business Advisory Group with diverse representation from the business community to help guide the City's decision making.
- *Employment, training and job-readiness.* A range of targeted programs are supported including job-readiness programs for culturally and linguistically diverse residents, small-business information sessions and youth training and education programs.
- *Wellbeing Economy.* Acknowledging a need for a socially and environmentally responsible and sustainable approach to economic development, the City recently combined its Economic Development Team and Community Development Team under one Department. The City also undertakes some of its own CSR initiatives including prioritising local businesses in procurement and the sponsoring of significant social and environmental programs and infrastructure, as well as informally connecting businesses and community partners.

These current activities will be reviewed as part of future economic development activity planning to ensure they continue to meet identified strategic economic development priorities.

## Opportunity Context

### Emerging technology and IT

The strong freight and logistics sector is further supported by modern manufacturing, professional services as well as numerous niche sectors (such as a large proportion of Australia's mine automation industry). Soon to be home to Western Australia's largest data centre, as well as having some niche robotics manufacturing companies, there is a strong opportunity to further grow emerging technology and IT related industries.

### Freight and logistics

The freight industry is growing rapidly and the volume and number of freight movements are expected to increase significantly into the future. The closely connected freight and logistics areas that stretch across neighbouring local government areas present an opportunity for cooperation to develop a larger 'best practice' freight and logistics region called Link WA. The Link WA alliance is between the Cities of Belmont, Canning, Kalamunda and Swan.

The Link WA alliance will encourage the joint promotion, advancement and development of each City's major hubs into a coordinated inland Freight and Logistics Hub.

### Small and home-based business

Small businesses (with less than 20 employees) make up the majority of businesses (94.8%) in the City area's economy. It is estimated that the small business sector contribution to the Australian economy is substantial and estimated to generate 34% of total Industry Value Added and 29% of all wages and salaries paid in selected industries (APH, 2020).

Approximately two-thirds of all businesses in the City are not within one of the defined economic precincts, demonstrating a significant level of home-based businesses and sole-traders.

Small business opportunities include:

- Micro-businesses moving out of the home-based environment as well as those employing additional staff would benefit from having higher levels of collaboration amongst local businesses as well as the facilitation of business support, seed resourcing and training.
- A significantly high percentage of local workers born overseas (40.9%) when benchmarked against Western Australian (32.2%) and Australian (27.7%) figures (ABS, 2021). The City's cultural engagement activity reveals a strong interest amongst this community in small business entrepreneurship.

### **Workforce development and alignment**

The City area is a significant employment generator, producing more jobs than it has residents. There were over 52,692 jobs in the City in 2021 (NIEIR, 2021), equating to almost 4% of the WA jobs. As a result the City area has a high *employment self-sufficiency* rate at 227% (REMPLAN, 2021), which indicates 227 jobs for every 100 employed residents. However, in contrast the City area has a low *employment self-containment* of 26.6% (REMPLAN, 2021) which means that almost three-quarters of the City area's working residents are employed outside of the City area.

Low employment self-containment is more common in outer-urban local government areas with less jobs than resident workers. However low employment self-containment is also typically correlated with lower socio-economic areas. The City area has a relatively skilled local labour force with approximately 41% of resident workers with a tertiary qualification (ABS, 2016), and 8.2% of the residents attending a tertiary institution (University/TAFE) compared to 7.1% for the Greater Perth area (ABS, 2021) which could indicate local residents do not possess the skills and qualifications most suited to the predominant local industries. The potential mismatch presents a challenge to increasing employment self-containment but suggests opportunities for job-alignment focussed workforce development, alignment and industry-jobseeker connecting activities. These could be particularly targeted at youth, new migrant and unemployed or underemployed residents, especially given the complimentary job-readiness support needs that exist due to having a higher unemployment rate (8.8%) than 8.1% for the Greater Perth area (ABS, 2021).

### **Tourism and Visitor Attraction**

Tourism is an emerging local industry, which coupled with support from the City, could provide significant future investment opportunities:

- *Capturing through-traffic visitors.* Located between the Perth CBD and Perth Airport, most people who fly into Western Australia visit the City area first, even if travelling through. This presents a unique opportunity to play a lead role in the metropolitan tourism market so that more visitors stop, rather than pass through. Developing key destination attractors, as well as visitor focussed marketing could realise this opportunity.
- *Aboriginal and multicultural focussed attractors.* With a higher proportion of Aboriginal residents (2.7%) than the Greater Perth (1.8%) average (ABS, 2021), this rich culture, history and knowledge can provide economic development opportunities in the fast-growing Aboriginal tourism sector. Building upon the iconic Bilya Kard Boodja Lookout example, additional riverfront or other opportunities warrant exploration, in partnership with Aboriginal stakeholders.

Similarly, as compared to the metropolitan local average, the City area has a significantly higher proportion of residents born overseas (City 40.9%; Greater Perth 36%) and speaking a language other than English at home (City 31%; Greater Perth 20.9%) according to the ABS,

2021. This also presents a unique opportunity to build attracting events or other destination opportunities that celebrate this local cultural diversity as a strength.

- *Accommodation and hospitality.* The City is well positioned directly between the airport and popular tourism destinations on our doorstep (such as the casino and stadium to the west, and Swan Valley to the north which lack accommodation options). Further development of high-quality accommodation and other hospitality opportunities presents economic development opportunities, particularly along the Great Eastern Highway corridor where there are some existing low quality or low intensity uses, along with extensive river views and amenity.
- *Recreation and adventure.* A variety of recreation and adventure-based businesses are located throughout Belmont Business Park, including indoor skydiving, indoor rock climbing, indoor go-karts, shooting and mini golf. They present opportunities for collaborative destination marketing and potential expansion of the activity type given proximity to the airport and accessibility to the wider metropolitan area.

### **Developing a Wellbeing Economy**

The concept of a Wellbeing Economy emphasises the aspect of economic development focused beyond economic growth, on responsible economic growth. It deals with what benefit improved economic growth provides the local community, and seeks to maximise how local economies do benefit local residents, through contemporary approaches to circular economies, community wealth-building, and corporate social responsibility.

The City's unique characteristic of having a significantly high ratio of local businesses and jobs to residents, also reflects a significant interrelationship between the business and social contexts of the City. Rather than a typical local government situation of predominantly residential land use with isolated pockets of business land use, the City observes strong interrelationships between both realms. There is strong local participation in networking, sponsorship, civic participation, corporate volunteering and other social and environmental sustainability activity by the local business sector, evidencing a strong sense of corporate social responsibility (CSR). This was also referenced within consultation feedback.

CSR has seen a marked upward trend globally as a priority for many businesses. There is an increasing intent to align branding to positive social and environmental imaging increasingly expected from a socially aware customer base. This is accompanied by an observed increase in genuine philanthropic and social responsibility activity, as business owners increasingly seek to 'give-back' to the communities in which they operate.

There is opportunity to further develop CSR and other initiatives that contribute to a Wellbeing Economy, as an identifying characteristic of the City, that could be marketed and celebrated as a positive point of difference.

### **Consultative Context**

Achieving the desired economic development outcomes requires ongoing communication and cooperation between the City, local businesses and the broader community, so community engagement has played a vital role in preparing the EDS.

Engagement included individual interviews, an online business perception survey, presentations at networking events, Belmont Business Advisory Group meetings and workshops. The workshops saw approximately 50 local business stakeholders participating, representing a diverse mix of business types.

An EDS Consultation Report is available with full details of engagement feedback, with summary highlights including:

**Economic development advantages identified in consultation:**

- Strategic infrastructure quality including roads and strong economic precincts
- Geographic location and surrounding transport network provides easy linkages
- Strong economic resilience due to diverse business types
- Unique cultural diversity brings vibrancy and opportunity.

**Economic development barriers as identified in consultation:**

- Relatively high levels of socio-economic disadvantage
- Poor external perception of area, but incongruent with reality
- Low levels of employment self-containment
- Increasing external competition from new freight and logistics hub developments.

**Future desired outcomes as identified in consultation:**

- Continued development of a vibrant, diverse and dynamic economy
- A strong and unique identity that reflects local character and culture and is positively regarded outside of the City area
- More local jobs for local people
- A sustainable future economy focused around environmental and social sustainability.

**Desired role of the City in economic development as identified in consultation:**

- Support businesses with strategic leadership, networking and advocacy. From the workshops feedback: *“It’s about being an enabler, not a provider.”*
- Continue providing steady governance and planning that enables economic growth and aligns it with community, sustainability and wellbeing outcomes. From the workshops feedback: *“It’s about an evolution, not a revolution.”*

## Future Strategic Priorities

The preceding informing contexts combines to suggest some key strategic themes for the City’s role in economic development going forward.

In summary, the local economy is strong, diverse and resilient, with the City’s own economic development activity well regarded by the business and residential communities. The locational and connectivity advantages will continue to drive rapid growth and an evolving industry typology in line with emerging opportunities. This will be aided by targeted marketing and attraction of preferred industries, as well as business support to new and existing businesses. There is also a potential to improve alignment of local skill-matching and employability to local industry type, as well as enhancement of the existing culture of corporate social responsibility.

As a result, the City has aligned its focus areas into four key themes and activity priorities:

## Future Economic Development Themes and Activity Priorities

### Theme 1 – Promotion and Attraction

*The City of Belmont should be front-of-mind for preferred businesses looking to relocate or establish operations in Western Australia. To encourage investment the City will prioritise activities to retain and enhance existing preferred businesses, attract new preferred investment, capture new customers and enhance local employment.*

Key economic development activity under this Theme include:

- 1.1 Enhance and promote the City's locational, connectivity and other competitive advantages.
- 1.2 Enhance and promote the City as a safe, sustainable and vibrant place to live, work, invest and visit.
- 1.3 Enhance and promote the benefits for residents of working locally to increase local employment containment.
- 1.4 Explore opportunities for specific tourism or destination activity enhancement that attracts new visitors.

### Theme 2 – Business Support and Engagement

*The City will continue to support the needs of the business community. In creating a sustainable business environment and activity centres with a thriving economy, the City of Belmont aims to establish a positive external perception and create a vibrant and attractive City.*

Key economic development activities under this Theme include:

- 2.1 Enhance the relationships and interactions between businesses within the City.
- 2.2 Enhance availability and access to support and advice for businesses.
- 2.3 Encourage business innovation and excellence and celebrate success.

### Theme 3 – Planning for Business

*The City should demonstrate industry leading practice in facilitating land-uses, infrastructure, regulatory processes and services that maximise economic development opportunities.*

Key economic development activities under this Theme include:

- 3.1 Support appropriate regional planning and policy collaboration with other local governments.
- 3.2 Facilitate appropriately zoned land to encourage preferred business typology and growth.
- 3.3 Support business development with enabling, customer-centred planning, regulatory and approvals processes.
- 3.4 Plan for infrastructure and services that enhance economic precinct connectivity, amenity, functionality and activation.
- 3.5 Strategically engage key stakeholders in the planning and resourcing of business related infrastructure and service provision.
- 3.6 Ensure good information is available to enhance informed planning and decision making.

## Theme 4 – Wellbeing Economy

*The City's business and residential community have a shared identity by nature of a unique near-balance between the numbers of local jobs and local residents. The business community is already very socially-minded and active in civic and community life, which should be enhanced and celebrated as a unique point of difference and pride.*

Key economic development activities under this Theme include:

- 4.1 Enhance corporate social responsibility and promote the benefits this brings to both the business sector, the environment and the wider community.
- 4.2 Facilitate the development of community wealth-building, circular economies and other aspects of enhancing a wellbeing economy.

## Implementation

The Economic Development Strategy implementation will be guided by an operational plan to inform the annual Corporate Business Planning and Budget processes.

Actioning can be highly variable with dynamic planning considering community input, potential partnerships, resourcing implications, timing opportunities, associated risk and financial implications closer to intended implementation timing.

## Monitoring and Review

The EDS will be monitored and reviewed broadly through the City's quarterly reporting on the Corporate Business Plan and more specifically in evaluation reports for specific initiatives, incorporating impact measures. The Implementation Plan will be updated quarterly and reviewed annually to adapt to changing context or opportunities, with the EDS to be reviewed in 2028.

## References

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## 12.2 Accounts for Payment - November 2022

### Attachment details

Attachment No. and title	
1.	November 2022 - Authorised Payment Listing [12.2.1 - 7 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	54/007- Creditors- Payment Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	NIL
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** When Council determines an application/matter that directly affect 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 local 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.

### Purpose of report

To present to Council the list of expenditure paid for the period 1 November 2022 to 30 November 2022 under delegated authority.

## Summary and key issues

A list of payments is presented to the Council each month for confirmation and endorsement in accordance with the *Local Government (Financial Management) Regulations 1996*.

## Location

Not applicable.

## Consultation

There has been no specific consultation undertaken in respect to this matter.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### Goal 5: Responsible Belmont

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community

**Strategy:** 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* states:

“If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and

(d) sufficient information to identify the transaction.”

(3) A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared; and recorded in the minutes of that meeting.

## Background

Council has delegated to the Chief Executive Officer under Delegation 1.1.18 to make payment from the Municipal and Trust Fund account. In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where this power has been delegated, a list of payments each month is to be compiled and presented to Council.

## Officer comment

The following summary of payments are recommended for confirmation and endorsement.

Payment type	Payment reference	\$
Municipal Fund Cheques	788832,788833	1,700.15
Municipal Fund EFTs	EF081212-EF081267	4,068,158.06
Municipal Fund Payroll	November 2022	1,696,586.74
Trust Fund EFT	EF081265 to EF081267	17,487.21
<b>Total Payments for November 2022</b>		<b>5,783,932.16</b>

A copy of the Authorised Payment Listing is included as Attachment 12.2.1.

## Financial implications

All expenditure included in the Authorised Payment Listing is in accordance with Council's Annual budget.

## Environmental implications

There are no environmental implications associated with this report.

## Social implications

There are no social implications associated with this report.

## Officer Recommendation

That the Authorised Payment Listing for November 2022 as provided under Attachment 12.2.1 be received.

**Officer Recommendation adopted en bloc - Refer to Resolution appearing at Item 12.**

## Attachment 12.2.1 November 2022 - Authorised Payment Listing



## City of Belmont

## Accounts for Payment - November 2022

Compiled : 01/12/22 15:12

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
<b>Contractors</b>					
EF081216	04/11/22	00390	Landgate	28.20	Title Searches
EF081217	04/11/22	00411	Drake Australia Pty Ltd	11,391.94	Labour/Personnel Hire
EF081219	04/11/22	00491	Fujifilm Business Innovation Australia	142.97	Photocopy Expenses
EF081220	04/11/22	00608	Programmed Skilled Workforce Ltd	8,260.05	Labour/Personnel Hire
EF081221	04/11/22	00707	LoGo Appointments	6,502.54	Labour/Personnel Hire
EF081222	04/11/22	00815	New Town Toyota	443.30	Plant Parts & Repairs
EF081224	04/11/22	00972	Repco Auto Parts	109.65	Plant Parts & Repairs
EF081225	04/11/22	01243	WARP Pty Ltd	6,172.10	Traffic Control
EF081228	04/11/22	01318	Flexi Staff Group Pty Ltd	3,603.16	Labour/Personnel Hire
EF081229	04/11/22	01507	The Pressure King	6,000.50	Graffiti Removal
EF081231	04/11/22	01731	Charter Plumbing and Gas	4,957.52	Plumbing Maintenance/Supplies
EF081233	04/11/22	02248	Studiosity Pty Ltd	2,805.00	Computer Software Maintenance
EF081234	04/11/22	02387	Triton Electrical Contractors Pty Ltd	214.50	Electrical Contractor
EF081235	04/11/22	02837	GLG Greenlife Group	7,817.34	Mowing and Pruning
EF081236	04/11/22	02844	Chandler Macleod Group Ltd	3,192.21	Labour/Personnel Hire
EF081240	04/11/22	04287	Labourforce Impex Personnel Pty Ltd	3,607.37	Labour/Personnel Hire
EF081241	04/11/22	04301	Michael Page - Page Personnel	3,032.31	Labour/Personnel Hire
EF081242	04/11/22	04302	Southern Cross Housing Ltd	6,738.11	Independent Living Units Management fee
EF081243	04/11/22	04529	Southern Cross Care (WA) Inc	5,768.44	Independent Living Units Management fee
EF081244	04/11/22	04555	MG Group WA	155,188.26	Upgrade of Wilson Park Netball Courts
EF081245	04/11/22	04579	Mills Recruitment	5,958.18	Labour/Personnel Hire
EF081247	04/11/22	04917	Environmental Industries Pty Ltd	18,616.99	Landscape Maintenance - Ascot Waters & The Springs
EF081248	04/11/22	04963	Centigrade	1,562.91	Airconditioning/Refrigeration Maintenance
EF081249	04/11/22	05016	Cyclus Pty Ltd	290.40	Labour/Personnel Hire
EF081252	04/11/22	05190	Mark Foote	601.70	Belmont Oasis - Repairs to Sauna
EF081253	04/11/22	05283	IRP Pty Ltd	11,920.81	Labour/Personnel Hire
EF081254	04/11/22	05394	DFP Recruitment Services Pty Ltd	5,440.35	Labour/Personnel Hire
EF081255	04/11/22	05427	Horizon West Landscape & Irrigation Pty Ltd	291.50	Monthly Maintenance- Streetscapes & SES
EF081256	04/11/22	05623	Tree Planting and Watering - Baroness Holding	11,322.30	Tree Planting Services-Variou sites
EF081257	04/11/22	05809	Specialized Cleaning Group t/as Clean Sweep	4,950.00	Belmont Carparks - Sweeping Services
EF081258	04/11/22	05923	Hudson Global Resources (Aust) Pty Ltd	4,455.81	Labour/Personnel Hire
EF081259	04/11/22	06067	TK Elevator Australia Pty Ltd	976.49	Building Maintenance
EF081260	04/11/22	06143	Bravo Marine Services	1,394.75	Plant Parts & Repairs
EF081261	04/11/22	06277	Ignite Limited	3,489.34	Labour/Personnel Hire
EF081262	04/11/22	06284	Talent International	17,997.65	Labour/Personnel Hire
EF081263	04/11/22	06299	Professional Search Group	2,480.66	Labour/Personnel Hire
EF081270	11/11/22	00118	Australia Post	10,701.32	Postage
EF081273	11/11/22	00294	City of Canning	720.00	Rubbish Removals
EF081274	11/11/22	00302	City of Stirling	10,000.00	Pound Expenses
EF081276	11/11/22	00608	Programmed Skilled Workforce Ltd	13,589.89	Labour/Personnel Hire
EF081277	11/11/22	00668	IRS Pty Ltd - Industrial Rubber Supplies	61.15	Plant Parts & Repairs
EF081279	11/11/22	00699	Marketforce Pty Ltd	2,474.98	Advertising and Printing
EF081280	11/11/22	00707	LoGo Appointments	9,313.30	Labour/Personnel Hire
EF081281	11/11/22	00736	McLeods	3,015.32	Legal Expenses
EF081282	11/11/22	00783	iSentia Pty Ltd	1,925.00	Professional Fees - Marketing
EF081283	11/11/22	00859	Parkland Mazda	965.10	Plant Parts & Repairs
EF081286	11/11/22	01059	Sledgehammer Concrete Cutting Service	267.84	Concrete Contractor
EF081288	11/11/22	01090	St John Ambulance Australia Inc	750.20	First Aid Service
EF081293	11/11/22	01318	Flexi Staff Group Pty Ltd	12,829.91	Labour/Personnel Hire
EF081297	11/11/22	01731	Charter Plumbing and Gas	187.02	Plumbing Maintenance/Supplies
EF081298	11/11/22	01772	Data3 Limited	132.00	Computer Software Maintenance
EF081300	11/11/22	02023	YMCA of Perth Youth and Community Services	76,325.98	Youth Services Expenses for September 2022
EF081303	11/11/22	02393	Zipform Pty Ltd	10,505.16	Rates Installment notices- printing and postage
EF081304	11/11/22	02614	Monsterball Amusements & Hire	3,514.99	Plant/Equipment Hire
EF081306	11/11/22	02640	Visual Inspirations Australia Pty Ltd	7,822.65	Plant/Equipment Hire
EF081307	11/11/22	02711	CPG Research and Advisory Pty Ltd	1,558.33	Professional Fees - Analysis
EF081308	11/11/22	02844	Chandler Macleod Group Ltd	8,905.53	Labour/Personnel Hire
EF081309	11/11/22	03197	West Coast Turf	19,492.00	Turf Installation
EF081313	11/11/22	04105	Cleanflow Environmental Solutions	289.50	Drainage Maintenance
EF081314	11/11/22	04120	Randstad Pty Ltd	1,391.50	Labour/Personnel Hire
EF081315	11/11/22	04246	Bibliotheca Australia Pty Ltd	763.19	Computer Software Maintenance
EF081316	11/11/22	04301	Michael Page - Page Personnel	4,066.67	Labour/Personnel Hire
EF081317	11/11/22	04302	Southern Cross Housing Ltd	6,738.11	Independent Living Units Management fee
EF081318	11/11/22	04391	Lifeskills Australia	198.00	Professional Fees - Analysis
EF081319	11/11/22	04454	FM Contract Solutions Pty Ltd	5,838.63	Professional Fees - Analysis
EF081321	11/11/22	05016	Cyclus Pty Ltd	314.60	Labour/Personnel Hire
EF081323	11/11/22	05283	IRP Pty Ltd	4,543.99	Labour/Personnel Hire
EF081324	11/11/22	05344	Veolia Recycling and Recovery Pty Ltd Suez	1,059.30	Rubbish Removals

## Attachment 12.2.1 November 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF081325	11/11/22	05370	OKMG Pty Ltd	4,336.20	Photography/Framing Expenses
EF081326	11/11/22	05394	DFF Recruitment Services Pty Ltd	1,440.38	Labour/Personnel Hire
EF081327	11/11/22	05650	Danni Guyer	650.00	Music/Entertainment Expenses
EF081328	11/11/22	05703	Vital Interpreting Personnel - Auslan (WA) Pty L	387.75	Professional Fees - Marketing
EF081329	11/11/22	05776	Level 5 Design Pty Ltd	600.00	Professional Fees - Planning
EF081330	11/11/22	05923	Hudson Global Resources (Aust) Pty Ltd	20,951.96	Labour/Personnel Hire
EF081331	11/11/22	05944	Delron Cleaning Pty Ltd - Ventia	111.57	Cleaning Services
EF081333	11/11/22	06133	Linzi Carter Art	950.00	Music/Entertainment Expenses
EF081334	11/11/22	06160	SEEK Limited	2,136.70	Staff Recruitment Advertising
EF081335	11/11/22	06252	Arco (QLD) Pty Ltd	184.80	Electrical Contractor
EF081336	11/11/22	06337	MowScape Pty Ltd	5,344.16	Turf Maintenance
EF081337	11/11/22	06354	Quality People Pty Ltd	5,559.84	Labour/Personnel Hire
EF081339	16/11/22	05237	Crown Perth	9,112.00	Catering/Catering Supplies
EF081341	18/11/22	00013	Air-Met Scientific Pty Ltd	992.31	Plant Parts & Repairs
EF081345	18/11/22	00230	Jackson McDonald	12,650.00	Legal Expenses
EF081346	18/11/22	00412	Dowsing Group Pty Ltd	11,515.41	Concrete Contractor
EF081347	18/11/22	00491	Fujifilm Business Innovation Australia	186.29	Photocopy Expenses
EF081348	18/11/22	00585	Hydroquip Pumps	7,038.90	Bore Drilling/ Maintenance
EF081350	18/11/22	00608	Programmed Skilled Workforce Ltd	8,474.81	Labour/Personnel Hire
EF081352	18/11/22	00707	LoGo Appointments	6,030.93	Labour/Personnel Hire
EF081353	18/11/22	00815	New Town Toyota	2,569.40	Plant Parts & Repairs
EF081356	18/11/22	01243	WARP Pty Ltd	1,446.28	Traffic Control
EF081358	18/11/22	01318	Flexi Staff Group Pty Ltd	6,208.40	Labour/Personnel Hire
EF081359	18/11/22	01507	The Pressure King	14,760.19	Graffiti Removal
EF081362	18/11/22	01713	M P Rogers and Associates	3,183.99	Professional Fees - Engineering
EF081363	18/11/22	01731	Charter Plumbing and Gas	110.00	Plumbing Maintenance/Supplies
EF081364	18/11/22	01908	Urban Development Institute of Australia WA	462.00	Professional Fees - Planning
EF081366	18/11/22	02116	Swan Valley Cuddly Animal Farm	659.00	Library-Entertainment Expense
EF081367	18/11/22	02161	Supercrane Service Parts & Training Pty Ltd	737.00	Plant Parts & Repairs
EF081371	18/11/22	02779	Natural Area Holdings Pty Ltd	9,570.00	Weed Control
EF081375	18/11/22	03504	Classic Tree Services	6,542.80	Tree Pruning Within CoB
EF081377	18/11/22	03881	Caricature Wizard - Henry Lam	500.00	Music/Entertainment Expenses
EF081378	18/11/22	04120	Randstad Pty Ltd	2,426.16	Labour/Personnel Hire
EF081379	18/11/22	04137	Greive Panelbeaters	1,726.00	Plant Parts & Repairs
EF081380	18/11/22	04287	Labourforce Impex Personnel Pty Ltd	2,540.02	Labour/Personnel Hire
EF081381	18/11/22	04301	Michael Page - Page Personnel	1,010.77	Labour/Personnel Hire
EF081382	18/11/22	04544	SirsiDyinx Pty Ltd	6,187.50	Computer Software Maintenance
EF081383	18/11/22	04579	Mills Recruitment	5,958.18	Labour/Personnel Hire
EF081384	18/11/22	04723	Future Logic	1,441.00	Computer Software Maintenance
EF081388	18/11/22	05127	Champion Music	957.00	Music/Entertainment Expenses
EF081389	18/11/22	05283	IRP Pty Ltd	5,073.20	Labour/Personnel Hire
EF081391	18/11/22	05386	Ballroom Fit	99.00	Community Exercise Classes
EF081392	18/11/22	05394	DFF Recruitment Services Pty Ltd	3,964.57	Labour/Personnel Hire
EF081396	18/11/22	05523	Go Doors Pty Ltd	803.55	Building Maintenance
EF081397	18/11/22	05897	HopgoodGanim Lawyers	660.00	Legal Expenses
EF081398	18/11/22	05904	Pinnacle People	1,572.11	Labour/Personnel Hire
EF081400	18/11/22	05923	Hudson Global Resources (Aust) Pty Ltd	4,455.81	Labour/Personnel Hire
EF081401	18/11/22	05944	Delron Cleaning Pty Ltd - Ventia	24,118.66	Cleaning Services
EF081402	18/11/22	06103	Hocking Heritage and Architecture	330.00	Professional Fees - Planning
EF081403	18/11/22	06104	Flick Anticimex Pty Ltd	3,192.20	Pest Control
EF081404	18/11/22	06228	Wunjo Arts	425.00	Library-Entertainment Expense
EF081405	18/11/22	06277	Ignite Limited	4,546.72	Labour/Personnel Hire
EF081477	25/11/22	00033	ATF Services Pty Ltd - Aust Temporary Fencing	888.14	Fencing
EF081479	25/11/22	00230	Jackson McDonald	5,951.00	Legal Expenses
EF081481	25/11/22	00390	Landgate	613.21	Title Searches
EF081483	25/11/22	00613	Qualcon Laboratories Pty Ltd	1,430.00	Bore Drilling/ Maintenance
EF081484	25/11/22	00707	LoGo Appointments	6,126.78	Labour/Personnel Hire
EF081485	25/11/22	00717	Main Roads Western Australia	5,861.45	Signs & line marking installations
EF081486	25/11/22	00736	McLeods	2,200.00	Legal Expenses
EF081492	25/11/22	01318	Flexi Staff Group Pty Ltd	8,776.60	Labour/Personnel Hire
EF081493	25/11/22	01625	Unitest Instruments	435.60	Professional Fees - Testing
EF081494	25/11/22	01797	Green Skills (Ecojobs)	9,832.08	Labour/Personnel Hire
EF081495	25/11/22	02138	Thomson Reuters (Professional) Aust Ltd	347.97	Computer Software Maintenance
EF081497	25/11/22	02303	Ultimo Catering and Events	4,464.00	Catering/Catering Supplies
EF081499	25/11/22	02711	CPG Research and Advisory Pty Ltd	1,558.33	Professional Fees - Analysis
EF081500	25/11/22	02837	GLG Greenlife Group	19,290.93	Mowing and Pruning within CoB
EF081502	25/11/22	03614	Julie's Boarding Kennels & Cattery	2,323.50	Pound Expenses
EF081503	25/11/22	03619	Kidsafe WA	3,639.01	Playground Inspections/Repairs
EF081506	25/11/22	03941	Metro Bee Services	660.00	Bee Removal
EF081507	25/11/22	04287	Labourforce Impex Personnel Pty Ltd	2,377.89	Labour/Personnel Hire
EF081508	25/11/22	04301	Michael Page - Page Personnel	1,010.77	Labour/Personnel Hire
EF081510	25/11/22	04555	MG Group WA	384,532.03	Upgrade of Wilson Park netball court
EF081511	25/11/22	04581	Perth Electric Bike Centre	347.00	Plant Parts & Repairs

## Attachment 12.2.1 November 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF081512	25/11/22	04693	Allwest Plant Hire Australia Pty Ltd	599.23	Plant/Equipment Hire
EF081513	25/11/22	04974	Turf Care WA Pty Ltd	120,444.01	Turf Renovation at Various Parks
EF081514	25/11/22	05101	De Lage Landen Pty Ltd	1,076.59	Plant/Equipment Hire
EF081515	25/11/22	05127	Champion Music	2,101.00	Music/Entertainment Expenses
EF081518	25/11/22	05299	Sidekicker	602.14	Labour/Personnel Hire
EF081519	25/11/22	05346	Kevin Fitzgerald	500.00	Music/Entertainment Expenses
EF081522	25/11/22	05558	BlueFit Pty Ltd	3,695.36	Subsidy reimbursement
EF081523	25/11/22	05576	NPB Security Australia	300.61	Security Services
EF081524	25/11/22	05589	Merit Consulting Group	1,342.00	Rubbish Removals
EF081525	25/11/22	05614	Culture Counts (Australia) Pty Ltd	2,200.00	Computer Software Maintenance
EF081527	25/11/22	05904	Pinnacle People	2,385.29	Labour/Personnel Hire
EF081528	25/11/22	06067	TK Elevator Australia Pty Ltd	1,497.89	Building Maintenance
EF081529	25/11/22	06117	ELM (WA) Pty Ltd	25,867.60	Maintenance of Streetscapes
EF081530	25/11/22	06218	Indigenous Professional Services IPS	10,893.30	Professional Fees - Design
EF081531	25/11/22	06284	Talent International	6,236.19	Labour/Personnel Hire
EF081532	25/11/22	06290	Ugly Duck Studio - Thomas Wilson	300.00	Professional Fees - Engineering
EF081533	25/11/22	06316	Anne Liedel	600.00	Public Art Work Commission
EF081534	25/11/22	06334	Foodbank WA	4,429.70	Community Nutrition Classes
EF081535	25/11/22	06339	Focus Consulting WA Pty Ltd	3,663.00	Electrical Contractor
EF081536	25/11/22	99998	Miscellaneous EFT payments	120.00	Music/Entertainment Expenses
EF081540	29/11/22	00221	John Hughes Group	368.44	Plant Parts & Repairs
EF081541	29/11/22	00230	Jackson McDonald	1,148.95	Legal Expenses
EF081544	29/11/22	00247	CAI Fences	984.50	Fencing
EF081545	29/11/22	00294	City of Canning	1,260.00	Rubbish Removals
EF081546	29/11/22	00295	Capital Recycling	11,517.59	Rubbish Removals
EF081548	29/11/22	00412	Dowsing Group Pty Ltd	129,980.83	Concrete Contractor
EF081549	29/11/22	00491	Fujifilm Business Innovation Australia	3,665.92	Photocopy Expenses
EF081550	29/11/22	00557	City Subaru	3,820.25	Plant Parts & Repairs
EF081551	29/11/22	00585	Hydroquip Pumps	35,044.90	Bore Drilling/ Maintenance
EF081553	29/11/22	00665	Kennards Hire Pty Ltd	1,392.30	Plant/Equipment Hire
EF081554	29/11/22	00699	Marketteforce Pty Ltd	24,292.11	Advertising and Printing
EF081555	29/11/22	00707	LoGo Appointments	3,719.68	Labour/Personnel Hire
EF081556	29/11/22	00726	T-Quip	517.00	Plant Parts & Repairs
EF081557	29/11/22	00734	McIntosh and Son WA	1,562.04	Plant Parts & Repairs
EF081558	29/11/22	00736	McLeods	8,058.05	Legal Expenses
EF081560	29/11/22	00783	iSentia Pty Ltd	1,925.00	Professional Fees - Marketing
EF081561	29/11/22	00815	New Town Toyota	628.40	Plant Parts & Repairs
EF081563	29/11/22	00830	Canon Production Printing Australia Pty Ltd	372.79	Photocopy Expenses
EF081564	29/11/22	00917	Positive Auto Electrics	2,078.94	Plant Parts & Repairs
EF081565	29/11/22	00931	Sonic HealthPlus Pty Ltd	770.00	Medical Examinations
EF081566	29/11/22	00972	Reppo Auto Parts	113.84	Plant Parts & Repairs
EF081567	29/11/22	00989	PAV Perth Audiovisual - Royal Pride Pty Ltd	1,380.23	Plant/Equipment Hire
EF081568	29/11/22	01059	Sledgehammer Concrete Cutting Service	1,475.95	Concrete Contractor
EF081569	29/11/22	01074	Shred-X Pty Ltd	31.32	Rubbish Removals
EF081570	29/11/22	01082	Sparks Refrigeration and Airconditioning	369.60	Airconditioning/Refrigeration Maintenance
EF081571	29/11/22	01088	Sports Turf Technology Pty Ltd	1,628.00	Turf Maintenance
EF081572	29/11/22	01112	Sunny Industrial Brushware	376.20	Plant Parts & Repairs
EF081576	29/11/22	01186	Zircodata Pty Ltd	1,828.08	Records Storage
EF081578	29/11/22	01233	Stihl Shop Redcliffe	661.50	Tools/Tool Repairs
EF081580	29/11/22	01243	WARP Pty Ltd	97,562.50	Traffic Control
EF081581	29/11/22	01255	Wattleup Tractors	55.00	Plant Parts & Repairs
EF081585	29/11/22	01289	Wayne's Windscreens Pty Ltd	298.00	Plant Parts & Repairs
EF081586	29/11/22	01317	WA Hino Sales & Service	807.00	Plant Parts & Repairs
EF081589	29/11/22	01507	The Pressure King	8,345.25	Graffiti Removal
EF081590	29/11/22	01533	WC Convenience Management	5,462.61	Building Maintenance
EF081592	29/11/22	01712	Donegan Enterprises Pty Ltd	5,676.00	Various Parks Repairs and Maintenance
EF081593	29/11/22	01714	Total Eden Pty Ltd - Nutrien Water	2,643.56	Reticulation Parts & Repairs
EF081594	29/11/22	01721	Fulton Hogan Industries	785.84	Road Building Contractor
EF081595	29/11/22	01731	Charter Plumbing and Gas	49,543.00	Plumbing Maintenance/Supplies
EF081596	29/11/22	01760	Department of Local Government, Sport & Cult	2,041.60	Professional Fees - Analysis
EF081597	29/11/22	01772	Data3 Limited	8,151.00	Computer Software Maintenance
EF081600	29/11/22	02023	YMCA of Perth Youth and Community Services	76,325.98	Youth Services Expenses - October 2022
EF081601	29/11/22	02086	Pro AV Solutions (WA)	770.00	Electrical Contractor
EF081603	29/11/22	02207	Wilson Security	120,751.40	Security Services
EF081605	29/11/22	02387	Triton Electrical Contractors Pty Ltd	3,773.00	Electrical Contractor
EF081606	29/11/22	02411	Allsports Linemarking	2,288.00	Line Marking
EF081607	29/11/22	02425	Prestige Alarms	2,057.00	Security Services
EF081610	29/11/22	02451	Carlisle Events Hire Pty Ltd	1,892.00	Plant/Equipment Hire
EF081612	29/11/22	02589	Zenien	124,202.44	Security Services
EF081613	29/11/22	02672	Ruah Community Services	29,253.40	Preventive Domestic Violence Services
EF081614	29/11/22	02779	Natural Area Holdings Pty Ltd	11,088.55	Weed Control
EF081617	29/11/22	02867	Arbor Centre	2,838.00	Tree Health& condition check

## Attachment 12.2.1 November 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF081618	29/11/22	02913	Syrinx Environmental Pty Ltd	1,650.00	Professional Fees - Landscaping
EF081620	29/11/22	02941	Taman Tools - Quality Nominees Pty Ltd	528.00	Tools/Tool Repairs
EF081621	29/11/22	03011	Camera Electronic Service Co Pty Ltd	1,578.95	Photography/Framing Expenses
EF081622	29/11/22	03031	Retech Rubber	4,972.00	Plant Parts & Repairs
EF081623	29/11/22	03085	Edwina Forward Engraving	47.30	Engraving
EF081624	29/11/22	03142	Redfish Technologies Pty Ltd	1,142.13	Electrical Contractor
EF081626	29/11/22	03197	West Coast Turf	10,139.90	Turf Installation
EF081627	29/11/22	03366	Daimler Trucks Perth	2,001.93	Plant Parts & Repairs
EF081628	29/11/22	03419	Gott Health	2,090.00	Community Exercise Classes
EF081629	29/11/22	03464	Bridgestone Australia Ltd	5,802.57	Plant Parts & Repairs
EF081630	29/11/22	03504	Classic Tree Services	8,013.50	Tree Pruning Within CoB
EF081631	29/11/22	03567	Gardner Autos Pty Ltd v/as Gardner Isuzu	3,047.95	Plant Parts & Repairs
EF081633	29/11/22	04046	Beacon Equipment	130.40	Plant Parts & Repairs
EF081635	29/11/22	04105	Cleanflow Environmental Solutions	6,025.64	Drainage Maintenance
EF081636	29/11/22	04109	Heroes Framing & Memorabilia	502.96	Photography/Framing Expenses
EF081637	29/11/22	04131	Total Green Recycling Pty Ltd	1,377.65	Rubbish Removals
EF081639	29/11/22	04146	JB Hi-Fi Group Commercial Account, Osborne f	333.98	Electrical Goods
EF081640	29/11/22	04161	Play Check	17,545.00	Playground Inspections/Repairs
EF081641	29/11/22	04211	Advance Scanning Services	2,101.00	Survey Expenses
EF081642	29/11/22	04246	Bibliotheca Australia Pty Ltd	2,288.16	Computer Software Maintenance
EF081644	29/11/22	04320	ABM Landscaping	880.00	Bricks/Bricklaying
EF081646	29/11/22	04496	Azure Painting Pty Ltd	11,929.50	Painting Contractor
EF081647	29/11/22	04580	Brenda Greenfield	350.00	Music/Entertainment Expenses
EF081648	29/11/22	04594	Website Weed and Pest W A Pty Ltd	21,214.56	Weed Control
EF081649	29/11/22	04643	Nyoongar Outreach Services Inc	6,250.00	Security Services
EF081650	29/11/22	04693	Allwest Plant Hire Australia Pty Ltd	28,826.88	Plant/Equipment Hire
EF081652	29/11/22	04779	One 20 Productions	3,755.40	Plant/Equipment Hire
EF081653	29/11/22	04865	Extreme Marquees Pty Ltd	816.40	Plant/Equipment Hire
EF081654	29/11/22	04894	Terravac Pty Ltd	3,735.88	Gardening Maintenance
EF081655	29/11/22	04941	Perth Pet Cremation - Lawnswood	93.75	Pound Expenses
EF081656	29/11/22	04963	Centigrade	9,676.85	Airconditioning/Refrigeration Maintenance
EF081659	29/11/22	05252	AAAC Towing Pty Ltd	1,001.00	Towing Vehicles
EF081660	29/11/22	05336	West-Sure Group Pty Ltd	530.15	Security Services
EF081661	29/11/22	05339	Elliotts Filtration Pty Ltd	998.80	Reticulation Parts & Repairs
EF081662	29/11/22	05344	Veolia Recycling and Recovery Pty Ltd Suez	475,000.16	Rubbish Removals
EF081663	29/11/22	05427	Horizon West Landscape & Irrigation Pty Ltd	17,303.00	Monthly Maintenance- Streetscapes & SES
EF081664	29/11/22	05493	Dapth	1,787.50	Computer Software Maintenance
EF081665	29/11/22	05523	Go Doors Pty Ltd	7,510.25	Building Maintenance
EF081666	29/11/22	05568	Allstate Kerbing and Concrete	4,831.20	Kerbing Contractor
EF081667	29/11/22	05642	Steve's Sand Sifting for Playground Services	6,151.80	Sand Sifting at Various Parks
EF081668	29/11/22	05692	Newground Water Services Pty Ltd	11,114.00	Reticulation Installation
EF081669	29/11/22	05695	VR-ARRIVAL	350.00	Library-Entertainment Expense
EF081670	29/11/22	05729	James Clive Kearing - Nyoonaie	600.00	Music/Entertainment Expenses
EF081671	29/11/22	05731	Keys The Moving Solution	633.95	Removalists
EF081675	29/11/22	05771	AlSCO Pty Ltd	204.35	Cleaning Services
EF081676	29/11/22	05776	Level 5 Design Pty Ltd	540.00	Professional Fees - Planning
EF081677	29/11/22	05782	Jane Wetherall	600.00	Professional Fees - Planning
EF081678	29/11/22	05798	Wesco Electrics	5,313.99	Electrical Contractor
EF081679	29/11/22	05809	Specialized Cleaning Group t/as Clean Sweep	13,901.25	Sweeping service- various sites
EF081680	29/11/22	05840	Commercial Aquatics Australia Pty Ltd	7,377.32	Belmont Oasis - Aquatics maintenance costs
EF081681	29/11/22	05923	Hudson Global Resources (Aust) Pty Ltd	2,296.80	Labour/Personnel Hire
EF081682	29/11/22	05944	Delron Cleaning Pty Ltd - Ventia	30,969.42	Cleaning Services
EF081685	29/11/22	06094	Boyan Electrical Services	22,006.25	Electrical Contractor- maintenance various sites
EF081686	29/11/22	06104	Flick Anticimex Pty Ltd	3,606.87	Pest Control
EF081687	29/11/22	06114	Technologically Speaking	250.00	Library-Entertainment Expense
EF081688	29/11/22	06126	Maintenance Experts Pty Ltd	1,815.00	Computer Software Maintenance
EF081689	29/11/22	06203	Ngala Boodja Aboriginal Land Care	6,077.50	Maintenance and Management of Natural Areas- Garvey Park
EF081690	29/11/22	06226	Modus Compliance Pty Ltd	9,702.00	Labour/Personnel Hire
EF081691	29/11/22	06275	Altus Planning	2,205.50	Professional Fees - Planning
EF081692	29/11/22	06276	Efficient Site Services (WA)	2,684.00	Maintenance of various parks
EF081693	29/11/22	06293	Freo Fire Maintenance Services Pty Ltd	870.99	Fire Equipment/Service
EF081694	29/11/22	06304	Prestige Property Maintenance	810.00	Building Maintenance
<b>Contractors Total</b>				<b>3,011,872.02</b>	
<b>Councillor Payments</b>					
EF081230	04/11/22	01520	Stephen Wolff	490.00	Councillor IT Allowance
EF081250	04/11/22	05084	Jenny Davis	655.00	Councillor IT Allowance
EF081251	04/11/22	05085	George Sekulla	875.00	Councillor IT Allowance
EF081302	11/11/22	02145	Robert Rossi	755.00	Councillor IT Allowance
EF081322	11/11/22	05084	Jenny Davis	12.28	Councillor IT Allowance
EF081526	25/11/22	05828	Deborah Sessions	669.76	Councillor IT Allowance
<b>Councillor Payments Total</b>				<b>3,457.04</b>	
<b>Fuels and Utilities</b>					

## Attachment 12.2.1 November 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF081212	04/11/22	00042	Alinta Energy	61.50	Light, Power, Gas
EF081226	04/11/22	01252	Water Corporation	5,205.81	Water, Annual & Excess
EF081227	04/11/22	01274	Synergy	4,855.86	Light, Power, Gas
EF081239	04/11/22	03592	Steven Harling	117.61	Fuel, Oil, Additives
EF081269	11/11/22	00042	Alinta Energy	924.95	Light, Power, Gas
EF081289	11/11/22	01142	Telstra Corporation Limited	11,845.72	Phone/Internet expenses
EF081291	11/11/22	01252	Water Corporation	295.72	Water, Annual & Excess
EF081292	11/11/22	01274	Synergy	130,380.28	Light, Power, Gas
EF081305	11/11/22	02631	Ampol - Caltex	15,893.94	Fuel, Oil, Additives
EF081342	18/11/22	00042	Alinta Energy	12.40	Light, Power, Gas
EF081355	18/11/22	01142	Telstra Corporation Limited	17,250.73	Phone/Internet expenses
EF081357	18/11/22	01274	Synergy	868.16	Light, Power, Gas
EF081369	18/11/22	02631	Ampol - Caltex	27,143.03	Fuel, Oil, Additives
EF081370	18/11/22	02635	MessageMedia - Message4U Pty Ltd	33.00	Phone/Internet expenses
EF081376	18/11/22	03592	Steven Harling	115.57	Fuel, Oil, Additives
EF081478	25/11/22	00042	Alinta Energy	313.80	Light, Power, Gas
EF081487	25/11/22	00788	Motorcharge - WEX Fuel Cards Australia Ltd	15,886.95	Fuel, Oil, Additives
EF081489	25/11/22	01252	Water Corporation	7,811.78	Water, Annual & Excess
EF081491	25/11/22	01274	Synergy	1,568.25	Light, Power, Gas
<b>Fuels and Utilities Total</b>				<b>240,585.06</b>	
<b>Materials</b>					
EF081213	04/11/22	00203	BOC Gases Australia Ltd	13.93	Welding Equipment/Supplies
EF081214	04/11/22	00231	Bunnings Group Ltd	370.05	Hardware
EF081215	04/11/22	00314	Coca-Cola Amatil (Aust) Pty Ltd	450.25	Beverages
EF081218	04/11/22	00475	Saferight Pty Ltd	990.00	Safety Clothing/Equipment
EF081232	04/11/22	02201	Neverfail Springwater Limited	14.85	Beverages
EF081237	04/11/22	02999	Pinelli Wines Pty Ltd	1,236.00	Beverages
EF081246	04/11/22	04607	Ink Station	669.00	Stationery & Printing
EF081268	11/11/22	00009	Cafe Corporate	984.19	Groceries
EF081271	11/11/22	00203	BOC Gases Australia Ltd	146.25	Welding Equipment/Supplies
EF081272	11/11/22	00231	Bunnings Group Ltd	75.85	Hardware
EF081278	11/11/22	00692	State Library of Western Australia	3,520.00	Books/CDs/DVDs
EF081299	11/11/22	01906	Frazzcon Enterprises	758.95	Signs
EF081310	11/11/22	03630	Direct Trades Supply Pty Ltd	810.00	Hardware
EF081311	11/11/22	03660	Safe T Card Australia Pty Ltd	44.00	Safety Clothing/Equipment
EF081312	11/11/22	03856	SEM Distribution - newspaper delivery	60.52	Publications/Newspapers
EF081320	11/11/22	04491	Woolworths Group - Functions/Catering only	625.22	Groceries
EF081332	11/11/22	06084	Asphaltch Pty Ltd	36,681.24	Road/Drainage Material
EF081296	11/11/22	01683	Sally De La Cruz	288.00	Groceries
EF081343	18/11/22	00174	Cellarbrations at Belmont	1,894.00	Beverages- Mayoral Dinner & Pioneer Luncheon
EF081344	18/11/22	00185	Benara Nurseries	728.36	Gardening - Plants/Supplies- Landscaping
EF081351	18/11/22	00664	Kmart Australia Limited	325.75	Stationery & Printing
EF081354	18/11/22	00967	Red Dot Stores - Belmont	74.00	Craft/Display Materials
EF081360	18/11/22	01547	Big W	149.50	Craft/Display Materials
EF081365	18/11/22	01955	Image Extra - Starmix Holdings Pty Ltd	3,102.00	Building Material
EF081372	18/11/22	02999	Pinelli Wines Pty Ltd	1,860.00	Beverages
EF081374	18/11/22	03144	COS Complete Office Supplies Pty Ltd	560.36	Stationery & Printing
EF081386	18/11/22	04759	StrataGreen	820.34	Gardening - Plants/Supplies
EF081387	18/11/22	05011	Bullet Produce (was WA Fresh)	625.50	Groceries
EF081394	18/11/22	05432	Bloomin Boxes	225.00	Flowers arrangements
EF081395	18/11/22	05465	QBD Books	180.00	Books/CDs/DVDs
EF081399	18/11/22	05913	Direct Commercial Supplies	70.40	Cleaning Products
EF081482	25/11/22	00475	Saferight Pty Ltd	495.00	Safety Clothing/Equipment
EF081490	25/11/22	01261	Wesfarmers Kleenheat Gas Pty Ltd	72.29	Welding Equipment/Supplies
EF081496	25/11/22	02201	Neverfail Springwater Limited	33.11	Beverages
EF081498	25/11/22	02570	Prime Trophies	180.00	Badges & Pendants
EF081501	25/11/22	03144	COS Complete Office Supplies Pty Ltd	155.77	Stationery & Printing
EF081504	25/11/22	03660	Safe T Card Australia Pty Ltd	44.00	Safety Clothing/Equipment
EF081505	25/11/22	03940	True Blue Australia Pty Ltd	340.00	Badges & Pendants - Awards for Naidoc Community
EF081509	25/11/22	04491	Woolworths Group - Functions/Catering only	174.33	Groceries
EF081516	25/11/22	05211	Manic Botanic	2,075.00	Flowers
EF081517	25/11/22	05265	BCJ Plastic Products	1,094.72	Hardware
EF081521	25/11/22	05521	Bilby Publishing & Consulting	443.75	Books/CDs/DVDs
EF081539	29/11/22	00135	Australian Therapeutic Supplies Pty Ltd	93.80	Safety Clothing/Equipment
EF081542	29/11/22	00231	Bunnings Group Ltd	851.69	Hardware
EF081543	29/11/22	00233	Bunzl Limited	3,900.05	Cleaning Products
EF081547	29/11/22	00403	Boral Construction Materials Group Ltd	212.30	Road/Drainage Material
EF081552	29/11/22	00627	Jason Signmakers	1,737.78	Signs
EF081559	29/11/22	00778	Modern Teaching Aids Pty Ltd	74.36	Books/CDs/DVDs
EF081573	29/11/22	01119	Sunny Sign Company Pty Ltd - Timelio Pty Ltd	2,113.21	Signs
EF081574	29/11/22	01173	Global Spill Control	429.37	Cleaning Products
EF081575	29/11/22	01183	Total Packaging (WA) Pty Ltd	6,864.00	Cleaning Products
EF081577	29/11/22	01206	Access Icon Pty Ltd t/a Cascada	3,217.50	Concrete Products

## Attachment 12.2.1 November 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
EF081579	29/11/22	01238	WA Library Supplies Pty Ltd	339.58	Stationery & Printing
EF081582	29/11/22	01263	West Australian Newspapers Ltd	293.37	Publications/Newspapers
EF081583	29/11/22	01265	Westbooks	593.78	Books/CDs/DVDs
EF081587	29/11/22	01398	Winc Australia Pty Ltd	4,461.47	Stationery & Printing
EF081588	29/11/22	01430	Raeco - CEI Pty Ltd	559.96	Stationery & Printing
EF081591	29/11/22	01570	Blackwoods	1,943.10	Hardware
EF081598	29/11/22	01955	Image Extra - Starmix Holdings Pty Ltd	1,889.76	Building Material
EF081599	29/11/22	01983	Whistlers Products Pty Ltd	246.40	Groceries
EF081602	29/11/22	02088	Lock Stock & Farrell Locksmith	6,996.80	Hardware
EF081608	29/11/22	02431	ASB Branded Merchandise - ASB Marketing Pt	822.25	Promotional Items
EF081611	29/11/22	02459	A1 Steel & Alloy	583.00	Metal Goods
EF081616	29/11/22	02862	James Bennett Pty Ltd	341.04	Books/CDs/DVDs
EF081619	29/11/22	02922	United Fasteners	452.36	Hardware
EF081625	29/11/22	03144	COS Complete Office Supplies Pty Ltd	641.27	Stationery & Printing
EF081632	29/11/22	03630	Direct Trades Supply Pty Ltd	106.50	Hardware
EF081634	29/11/22	04053	Totally Workwear TWW	1,609.36	Safety Clothing/Equipment
EF081638	29/11/22	04145	T J Depiazzi and Sons	1,422.29	Gardening - Plants/Supplies
EF081645	29/11/22	04394	JB Hi-Fi Belmont Forum - Library purchases	1,422.93	Books/CDs/DVDs
EF081657	29/11/22	05011	Bullet Produce (was WA Fresh)	416.00	Groceries
EF081658	29/11/22	05036	Smedia Pty Ltd	500.00	Books/CDs/DVDs
EF081672	29/11/22	05733	Comware Pty Ltd	114.95	Hardware
EF081673	29/11/22	05744	TCD Services Australia - TC Drainage (WA) Pt	4,730.00	Drainage Materials
EF081674	29/11/22	05770	Kwik Kopy Perth CBD	1,695.08	Stationery & Printing
EF081683	29/11/22	05992	Corsign WA	10,198.32	Removal and installation of Signs- Redcliff train station
EF081684	29/11/22	06084	Asphaltch Pty Ltd	80,086.07	Asphalt various sites
<b>Materials Total</b>				<b>205,421.18</b>	
<b>Other</b>					
EF081238	04/11/22	03378	Belmont Junior Football Club Inc	5,000.00	Community Contribution Fund
EF081275	11/11/22	00602	Local Government Professionals Australia WA	591.01	Membership Fee-22/23
EF081284	11/11/22	00952	Redcliffe Primary School	2,000.00	Chaplaincy support programme 22/23
EF081287	11/11/22	01071	South East Metropolitan Language Developmer	2,000.00	Chaplaincy/Pastoral support
EF081294	11/11/22	01396	Volunteering WA	290.00	Membership Fee
EF081295	11/11/22	01676	Cloverdale Primary School	2,000.00	Pastoral Care Support 22/23
EF081301	11/11/22	02142	Carlisle Primary School	2,000.00	Pastoral Care Support 22/23
EF081338	11/11/22	99998	Miscellaneous EFT payments	450.75	Rate Refund
788832	18/11/22	00893	Petty Cash - Library	351.15	Petty Cash Recoupment
EF081340	18/11/22	01236	Department of Fire and Emergency Services	522,883.22	Monthly Emergency Services Levy
EF081368	18/11/22	02377	Faulkner Park Board Management	13,500.00	Quarterly contribution Oct-Dec 2022
EF081373	18/11/22	03071	Department of Transport - Vehicle Owner Searc	222.20	Vehicle Ownership Searches
EF081385	18/11/22	04735	Aveling Homes	1,030.42	Reimbursements
EF081393	18/11/22	05400	Lisa Bretnell	36.00	Reimbursements
EF081410	18/11/22	99998	Miscellaneous EFT payments	485.83	Rate Refund
EF081411	18/11/22	99998	Miscellaneous EFT payments	246.26	Your Neighbour grant
EF081412	18/11/22	99998	Miscellaneous EFT payments	400.00	Softball Championship Grant
EF081413	21/11/22	03526	City of Belmont Corporate Card Executive Assis	1,333.56	Google Workshop, Staff Farewell Gift Vouchers, registrations
EF081414	21/11/22	06342	City of Belmont Corporate Card Manager Public	3,768.55	Adobe Subscription, Campaigns fees, Microsoft subscription Sep22
EF081480	25/11/22	00242	Cabcharge Australia Pty Ltd	64.16	Taxi Fares
EF081520	25/11/22	05400	Lisa Bretnell	30.00	Reimbursements
EF081537	25/11/22	99998	Miscellaneous EFT payments	8,083.77	Rate Refund
788833	29/11/22	00889	Petty Cash - Finance	1,349.00	Petty Cash Recoup
EF081538	29/11/22	00123	Australian Communications & Media Authority	743.00	Licence renewal
EF081562	29/11/22	00823	Kewdale Primary School P & C Association Inc	4,875.00	Community contribution grant
EF081584	29/11/22	01270	Perth Racing - WA Turf Club	2,461.25	Reimbursements
EF081615	29/11/22	02827	Cloverdale Canine Companions Inc	5,000.00	Community Contribution Fund
EF081651	29/11/22	04726	Helen O'Sullivan	371.18	Reimbursements for senior events
EF081695	29/11/22	06392	Khalsa Club of WA Inc	4,888.00	Community Contribution Fund
<b>Other Total</b>				<b>586,454.31</b>	
<b>Property, Plant &amp; Equipment</b>					
EF081604	29/11/22	02310	Exteria Pty Ltd - Landmark Engineering	14,675.10	Street Furniture- Middleton Park Playground
EF081643	29/11/22	04267	Auscure Fitness - All Building Services Pty Ltd	687.50	Playground Equipment
<b>Property, Plant &amp; Equipment Total</b>				<b>15,362.60</b>	
<b>Salaries/Wages</b>					
WG021122	03/11/22	COB	City of Belmont Payroll	114,210.26	Salaries/Wages
EF081264	08/11/22	99971	SuperChoice	119,021.92	Superannuation Contribution
SL101122	10/11/22	COB	City of Belmont Payroll	642,286.49	Salaries/Wages
WG001611	17/11/22	COB	City of Belmont Payroll	119,757.65	Salaries/Wages
EF081406	18/11/22	99950	Australian Services Union	25.90	Salaries/Wages
EF081407	18/11/22	99952	Child Support Agency	1,138.62	Salaries/Wages
EF081408	18/11/22	99954	City of Belmont Social Club	325.00	Salaries/Wages
EF081409	18/11/22	99962	LGRCEU - WA Shire Councils Union	209.00	Salaries/Wages
EF081415	22/11/22	99971	SuperChoice	137,126.31	Superannuation Contribution

## Attachment 12.2.1 November 2022 - Authorised Payment Listing

Pmnt_Ref	Date	CR_Code	Supplier	Pmnt_Amnt	Description
SL002311	24/11/22	COB	City of Belmont Payroll	562,485.59	Salaries/Wages
<b>Salaries/Wages Total</b>				<b>1,696,586.74</b>	
<b>Training and Conferences</b>					
EF081223	04/11/22	00953	Planning Institute of Australia Limited	315.00	Training
EF081285	11/11/22	00953	Planning Institute of Australia Limited	65.00	Training
EF081290	11/11/22	01240	WA Local Government Association	638.00	Training
EF081349	18/11/22	00600	Institute of Public Works Engineering WA	80.00	Training
EF081361	18/11/22	01605	ATM Australian Training Management	1,125.00	Training
EF081390	18/11/22	05285	Chamber of Arts and Culture WA Inc	360.00	Training
EF081488	25/11/22	01240	WA Local Government Association	583.00	Training
EF081609	29/11/22	02439	Down to Earth Training & Assessing	3,540.00	Training
<b>Training and Conferences Total</b>				<b>6,706.00</b>	
<b>MUNI Total</b>				<b>5,766,444.95</b>	
<b>Trust Funds</b>					
EF081265	10/11/22	150748	Building and Construction Industry Training Fund	568.92	Building and Construction Industry Training Fund
EF081266	10/11/22	154102	Building and Energy - Building Services Levy	5,039.29	Building and Energy - Building Services Levy
EF081267	10/11/22	164040	Department of Planning DAP fees	11,879.00	Department of Planning DAP fees
<b>Trust Funds Total</b>				<b>17,487.21</b>	
<b>TRUST Total</b>				<b>17,487.21</b>	
<b>Grand Total</b>				<b>5,783,932.16</b>	

5,783,932.16

Breakdown - Cheques : 1,700.15  
EFT : 5,782,232.01

## 12.3 Monthly Activity Statement for November 2022

### Attachment details

Attachment No and title	
1.	Monthly Activity Statement November 2022 [12.3.1 - 4 pages]

Voting Requirement	:	Simple Majority
Subject Index	:	32/009 - Financial Operating Statements
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** When Council determines an application/matter that directly affect 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 local 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.

### Purpose of report

To provide Council with relevant monthly financial information for the 2022-2023 financial year.

### Summary and key issues

The following report includes a concise list of material variances and the net current assets position for the month ending 30 November 2022.

## Location

Not applicable.

## Consultation

There has been no specific consultation undertaken in respect to this matter.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### Goal 5: Responsible Belmont

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

Section 6.4 of the *Local Government Act 1995* in conjunction with Regulations 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires monthly financial reports to be presented to Council.

Regulation 34(1) requires a monthly Statement of Financial Activity reporting on revenue and expenditure.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as a part of the monthly report. It also requires Council to adopt a “percentage or value” for what it will consider to be material variances on an annual basis.

## Background

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires that financial statements are presented monthly to Council. The Statutory Monthly Financial Report is to consist of a Statement of Financial Activity reporting on revenue and expenditure as set out in the Annual Budget. It is required to include:

- Annual budget estimates
- Budget estimates to the end of the reporting month

- Actual amounts to the end of the reporting month
- Material variances between the monthly budgeted and actual amounts
- Net current assets as at the end of the reporting month.

## Officer comment

At the June 2022 Ordinary Council Meeting, Council adopted the materiality threshold for the 2022-2023 fiscal year as 10% of the budgeted closing surplus which is \$500,000 (i.e. amounts \$50,000 or more is considered to be a material variance). The below table provides a summary of significant variations based on this materiality threshold. The detailed financial activity report is included at Attachment 12.3.1.

Report Section	Budget YTD	Actual YTD	Report Comments
<b>OPERATING ACTIVITIES</b>			
<b>Revenue from operating activities (excluding rates)</b>			
<b>Fees and charges</b>			
Works	6,296,246	6,356,928	Rates levied for rubbish services were slightly higher than anticipated.
City Facilities & Property	426,774	490,494	The new online booking system has seen an increase in usage of our community spaces. In addition, rental fees for telecoms installations have been received earlier than anticipated
Planning Services	148,542	276,777	Higher than expected income from development application fees
Safer Communities	188,625	296,113	Higher than anticipated income because of an increase in building approval applications
Economic & Community Development	Nil	89,548	Earlier than anticipated unit sale for Faulkner Park Retirement Village

<b>Other revenue</b>			
Finance	69,969	142,253	Additional long service leave recovered from other local governments
City Facilities & Property	141,530	75,850	Reimbursement of utility expenses are yet to occur
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>			
People & Culture	(501,643)	(373,592)	Salaries are below budget due to vacancies
Work Health & Safety	(122,650)	(51,509)	Reduced expenditure as currently operating below FTE (Full Time Employment)
Governance, Strategy & Risk	(848,959)	(673,486)	Salaries are below budget due to vacancies
Public Relations & Stakeholder Engagement	(391,930)	(247,024)	Salaries are below budget due to vacancies
Works	(871,843)	(735,217)	Salaries are below budget due to vacancies
Design, Assets & Development	(798,372)	(553,895)	Salaries are below budget due to vacancies
Parks, Leisure & Environment	(1,448,786)	(1,156,099)	Salaries are below budget due to vacancies
City Facilities & Property	(644,672)	(537,343)	Salaries are below budget due to vacancies
Planning Services	(892,075)	(679,175)	Salaries are below budget due to vacancies
Safer Communities	(1,343,915)	(1,042,048)	Salaries are below budget due to vacancies
Library, Culture & Place	(1,180,298)	(1,085,462)	Salaries are below budget due to vacancies
<b>Materials and contracts</b>			

Governance, Strategy & Risk	(340,075)	(202,304)	Variance is due to Belmont Trust project being put on hold.
Finance	(224,581)	(291,485)	Variance due to increase in agency staff and recruitment costs.
Information Technology	(803,641)	(875,621)	Network Security (ISE and Firewall) projects progressed quicker than expected.
Public Relations & Stakeholder Engagement	(484,579)	(324,063)	Delayed expenditure due to current vacancies
Works	(2,517,627)	(2,583,696)	Variance due to increase in agency staff costs and associated overheads
Parks, Leisure & Environment	(2,345,035)	(1,553,275)	Materials for projects/ works have been delayed due to transport issues
City Facilities & Property	(919,200)	(763,801)	Some scheduled works being delayed due to the shortage of staff
Planning Services	(182,659)	(89,440)	Slower than anticipated progress on planning projects, pending State Government approvals
Safer Communities	(1,130,822)	(952,150)	Invoices for Belmont Community Watch (BCW) for November 2022 have not been received yet
Economic & Community Development	(703,134)	(606,369)	Invoice for Provision of Youth Service for November 2022 yet to be received.
Library, Culture & Place	(793,482)	(447,466)	A number of projects are yet to be delivered. Payments associated with the Let's Celebrate Festival are in the process of being finalised.

<b>Utility charges</b>			
City Facilities & Property	(200,398)	(320,586)	Emergency Service Levy (ESL) for Operational Centre was not budgeted, will be included in March 2023 budget review
<b>Insurance expenses</b>			
Governance, Strategy & Risk	(62,686)	400,461	Variance due to timing of second instalment of insurance payments (expected to occur in December 2022).
<b>Other expenditure</b>			
People & Culture	602,121	474,538	ABC recovery less than budget due to reduced expenditure
Work Health & Safety	166,263	79,016	ABC recovery less than budget due to reduced expenditure
Governance, Strategy & Risk	(1,040,563)	(933,480)	ABC recovery less than budget due to reduced expenditure
Information Technology	1,392,718	1,442,763	ABC recovery less than budget due to reduced expenditure
Public Relations & Stakeholder Engagement	(239,740)	(173,388)	Delayed expenditure due to vacancies
Works	(259,614)	(534,645)	Unspent grant for Belmont Business Park was returned to Department of Infrastructure
City Facilities & Property	(44,671)	(99,258)	ABC recovery was greater than expected
Planning Services	18,858	(75,796)	ABC recovery was greater than expected
<b>Non-cash amounts excluded from operating activities</b>	(82,227)	Nil	Variance is due to the timing of sale of assets

<b>INVESTING ACTIVITIES</b>			
<b>Non-operating grants, subsidies, and contributions</b>			
City Projects	Nil	90,909	Belmont Netball Association contribution received in advance
Parks, Leisure & Environment	Nil	243,144	Grant received from Department of Biodiversity was not budgeted, will be adjusted in March 2023 budget review
City Facilities & Property	250,000	Nil	Grant for Middleton Park sport lighting yet to be received
<b>Payments for property, plant and equipment</b>			
Information Technology	Nil	(111,920)	Delay on network and AV projects due to staff constraints.
Works	(60,000)	(1,776)	Purchase of chargeable plant slightly delayed
City Facilities & Property	(147,637)	(67,137)	Equipment acquisition for Belmont Oasis yet to occur
Safer Communities	(220,832)	(166,320)	Variance due to phasing of CCTV instalment projects.
<b>Payments for construction of infrastructure</b>			
Works	(847,301)	(759,883)	Variance relates to some projects still awaiting final invoices and the scheduling of other projects being deferred.
City Projects	(951,404)	(520,389)	Invoices from contractors for Wilson Park Netball Courts upgrade have yet to be received.
Parks, Leisure & Environment	(1,346,016)	(781,276)	Awaiting delivery of materials and invoices

			from contractors following completion of works
<b>Proceeds from disposal of assets</b>			
Design, Assets & Development	Nil	69,364	Sale of fleet occurred earlier than expected
<b>FINANCING ACTIVITIES</b>			
<b>Transfers from cash backed reserves (restricted assets)</b>	223,587	Nil	Timing of reserve transfer to be adjusted in March budget review.

In accordance with *Local Government (Financial Management) Regulations 1996*, Regulation 34 (2)(a) the following table explains the composition of the net current assets amount which appears at the end of the attached report.

<b>Reconciliation of Net Current Assets to Statement of Financial Activity</b>		
<b>Current Assets as at 30/11/22</b>	<b>\$</b>	<b>Comment</b>
Cash and investments	100,425,435	Includes municipal and reserves
- less non rate setting cash	(54,222,617)	Reserves
Receivables	13,469,193	Rates levied yet to be received and Sundry Debtors
ESL Receivable	(2,214,604)	ESL Receivable
Stock on hand	259,586	
<b>Total Current Assets</b>	<b>57,716,993</b>	
<b>Current Liabilities</b>		
Creditors and provisions	(10,931,273)	Includes ESL and deposits
- less non rate setting creditors & provisions	5,223,549	Cash Backed LSL, current loans & ESL
<b>Total Current Liabilities</b>	<b>(5,707,724)</b>	

<b>Net Current Assets 30/11/22</b>	52,009,269	
Net Current Assets as Per Financial Activity Report	52,009,269	
Less Committed Assets	<b>(51,509,269)</b>	All other budgeted expenditure
<b>Estimated Closing Balance</b>	<b>500,000</b>	

### Financial implications

The presentation of these reports to Council ensures compliance with the *Local Government Act 1995* and associated Regulations, and also ensures that Council is regularly informed as to the status of its financial position.

### Environmental implications

There are no environmental implications associated with this report.

### Social implications

There are no social implications associated with this report.

### Officer Recommendation

That the Monthly Financial Reports as at 30 November 2022 as included in Attachment 12.3.1 be received.

**Officer Recommendation adopted en bloc - Refer to Resolution appearing at Item 12.**

## City of Belmont

### Monthly Financial Activity Statement for the Period Ending November 2022

Note: Material variances have been identified in accordance with the Local Government (Financial Management) Regulations 34(1)(d) and Australian Accounting Standards (AASB 101). A variance on the budgeted closing balance has been applied in the determination of material variances.  
M=Material Variance

Budget: 23CLRBD1, Actual: 23CLACT

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	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Revenue from operating activities (excluding rates)</b>					
<b>Operating grants, subsidies and contributions</b>					
Finance	377,943	148,972	155,840	6,869	4.61%
Works	277,029	105,505	95,124	-10,381	-9.84%
Design, Assets & Development	2,000	833	0	-833	-100.00%
Parks, Leisure & Environment	82,360	34,317	0	-34,317	-100.00%
Safer Communities	176,900	73,708	84,075	10,366	14.06%
Economic & Community Development	63,500	31,750	33,857	2,107	6.64%
Library, Culture & Place	105,000	42,083	4,800	-37,283	-88.59%
<b>Total Operating grants, subsidies and contributions</b>	<b>1,084,732</b>	<b>437,168</b>	<b>373,696</b>	<b>-63,472</b>	<b>-14.52%</b>
<b>Fees and charges</b>					
Governance, Strategy & Risk	1,500	625	1,103	478	76.40%
Finance	192,578	168,857	161,393	-7,464	-4.42%
Public Relations & Stakeholder Engagement	4,000	1,667	0	-1,667	-100.00%
Works	6,379,110	6,296,246	6,356,928	60,682	0.96% <b>M</b>
Design, Assets & Development	14,000	5,833	4,930	-903	-15.49%
Parks, Leisure & Environment	9,250	3,854	0	-3,854	-100.00%
City Facilities & Property	977,274	426,774	490,494	63,720	14.93% <b>M</b>
Planning Services	356,500	148,542	276,777	128,236	86.33% <b>M</b>
Safer Communities	452,700	188,625	296,113	107,488	56.98% <b>M</b>
Economic & Community Development	360,000	0	89,548	89,548	0.00% <b>M</b>
Library, Culture & Place	32,100	11,358	20,230	8,871	78.11%
<b>Total Fees and charges</b>	<b>8,779,013</b>	<b>7,252,381</b>	<b>7,697,515</b>	<b>445,134</b>	<b>6.14%</b>
<b>Interest earnings</b>					
Governance, Strategy & Risk	18,131	0	0	0	0.00%
Finance	974,376	375,957	336,723	-39,235	-10.44%
<b>Total Interest earnings</b>	<b>992,507</b>	<b>375,957</b>	<b>336,723</b>	<b>-39,235</b>	<b>-10.44%</b>
<b>Other revenue</b>					
Governance, Strategy & Risk	7,000	1,208	11,690	10,482	867.46%
Finance	199,757	69,969	142,253	72,284	103.31% <b>M</b>
Information Technology	0	0	5,133	5,133	0.00%
Works	45,255	31,055	10,232	-20,823	-67.05%
Design, Assets & Development	2,450	1,021	709	-312	-30.53%
Parks, Leisure & Environment	1,000	250	1,597	1,347	538.62%
City Facilities & Property	308,803	141,530	75,850	-65,680	-46.41% <b>M</b>
Planning Services	300	125	177	52	41.62%
Safer Communities	32,950	7,479	31,831	24,351	325.59%
Economic & Community Development	11,175	1,869	5,468	3,598	192.51%
Library, Culture & Place	7,000	2,917	13,136	10,219	350.36%
<b>Total Other revenue</b>	<b>615,690</b>	<b>257,423</b>	<b>298,075</b>	<b>40,652</b>	<b>15.79%</b>
<b>Profit on asset disposals</b>					
People & Culture	6,495	6,495	0	-6,495	-100.00%
Finance	7,158	0	0	0	0.00%
Information Technology	3,327	0	0	0	0.00%
Public Relations & Stakeholder Engagement	3,960	3,960	0	-3,960	-100.00%
Works	49,298	31,261	0	-31,261	-100.00%
Design, Assets & Development	7,543	7,543	0	-7,543	-100.00%
Planning Services	7,127	7,127	0	-7,127	-100.00%
Safer Communities	22,231	18,879	0	-18,879	-100.00%

# Attachment 12.3.1 Monthly Activity Statement November 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
Economic & Community Development	6,762	2,822	0	-2,822	-100.00%
<b>Total Profit on asset disposals</b>	<b>113,901</b>	<b>78,087</b>	<b>0</b>	<b>-78,087</b>	<b>-100.00%</b>
	<b>11,585,843</b>	<b>8,401,017</b>	<b>8,706,009</b>	<b>304,992</b>	<b>3.63%</b>
<b>Expenditure from operating activities</b>					
<b>Employee costs</b>					
Chief Executive Officer	-799,351	-351,199	-340,071	-11,128	3.17%
People & Culture	-1,140,049	-501,643	-373,592	-128,051	25.53% <b>M</b>
Work Health & Safety	-288,601	-122,650	-51,509	-71,141	58.00% <b>M</b>
Governance, Strategy & Risk	-1,910,766	-848,959	-673,486	-175,473	20.67% <b>M</b>
Finance	-2,281,465	-1,058,975	-1,074,530	15,555	-1.47%
Information Technology	-1,145,962	-523,413	-500,016	-23,397	4.47%
Public Relations & Stakeholder Engagement	-843,773	-391,930	-247,024	-144,906	36.97% <b>M</b>
Works	-1,934,616	-871,843	-735,217	-136,625	15.67% <b>M</b>
Design, Assets & Development	-1,765,454	-798,372	-553,895	-244,477	30.62% <b>M</b>
City Projects	-472,461	-208,327	-199,106	-9,221	4.43%
Parks, Leisure & Environment	-3,262,339	-1,448,786	-1,156,099	-292,687	20.20% <b>M</b>
City Facilities & Property	-1,255,776	-644,672	-537,343	-107,329	16.65% <b>M</b>
Planning Services	-1,983,991	-892,075	-679,175	-212,899	23.87% <b>M</b>
Safer Communities	-3,011,026	-1,343,915	-1,042,048	-301,867	22.46% <b>M</b>
Economic & Community Development	-1,066,758	-469,741	-454,409	-15,332	3.26%
Library, Culture & Place	-2,583,544	-1,180,298	-1,085,462	-94,836	8.03% <b>M</b>
<b>Total Employee costs</b>	<b>-25,745,933</b>	<b>-11,656,798</b>	<b>-9,702,982</b>	<b>-1,953,816</b>	<b>16.76%</b>
<b>Materials and contracts</b>					
Chief Executive Officer	-132,534	-48,744	-32,299	-16,445	33.74%
People & Culture	-242,948	-107,775	-93,731	-14,044	13.03%
Work Health & Safety	-92,750	-43,313	-27,387	-15,926	36.77%
Governance, Strategy & Risk	-586,013	-340,075	-202,304	-137,771	40.51% <b>M</b>
Finance	-755,818	-224,581	-291,485	66,904	-29.79% <b>M</b>
Information Technology	-1,816,356	-803,641	-875,621	71,979	-8.96% <b>M</b>
Public Relations & Stakeholder Engagement	-1,001,048	-484,579	-324,063	-160,516	33.12% <b>M</b>
Works	-8,992,680	-2,517,627	-2,583,696	66,070	-2.62% <b>M</b>
Design, Assets & Development	-596,929	-165,331	-121,111	-44,220	26.75%
City Projects	-588,856	-27,890	-15,333	-12,557	45.02%
Parks, Leisure & Environment	-5,458,255	-2,345,035	-1,553,275	-791,760	33.76% <b>M</b>
City Facilities & Property	-2,643,574	-919,200	-763,801	-155,399	16.91% <b>M</b>
Planning Services	-431,372	-182,659	-89,440	-93,219	51.03% <b>M</b>
Safer Communities	-2,599,983	-1,130,822	-952,150	-178,673	15.80% <b>M</b>
Economic & Community Development	-1,923,387	-703,134	-606,369	-96,766	13.76% <b>M</b>
Library, Culture & Place	-2,047,807	-793,482	-447,466	-346,016	43.61% <b>M</b>
<b>Total Materials and contracts</b>	<b>-29,910,308</b>	<b>-10,837,888</b>	<b>-8,979,532</b>	<b>-1,858,356</b>	<b>17.15%</b>
<b>Utility charges</b>					
Chief Executive Officer	-4,153	-1,384	-2,324	940	-67.87%
People & Culture	-5,348	-1,783	-3,721	1,938	-108.74%
Work Health & Safety	-720	-300	-120	-180	60.00%
Governance, Strategy & Risk	-16,225	-5,408	-7,837	2,428	-44.90%
Finance	-10,521	-3,507	-5,219	1,712	-48.80%
Information Technology	-150,506	-65,635	-61,629	-4,006	6.10%
Public Relations & Stakeholder Engagement	-9,717	-3,239	-4,387	1,148	-35.45%
Works	-139,422	-78,084	-78,262	178	-0.23%
Design, Assets & Development	-10,183	-3,394	-4,944	1,549	-45.65%
City Projects	-1,740	-725	-732	7	-0.93%
Parks, Leisure & Environment	-239,791	-81,450	-81,525	74	-0.09%
City Facilities & Property	-601,194	-200,398	-320,586	120,188	-59.97% <b>M</b>
Planning Services	-7,627	-2,542	-4,306	1,764	-69.39%
Safer Communities	-41,961	-13,987	-18,498	4,511	-32.25%
Economic & Community Development	-54,072	-18,024	-17,920	-104	0.58%
Library, Culture & Place	-15,983	-5,328	-9,200	3,873	-72.69%
<b>Total Utility charges</b>	<b>-1,309,163</b>	<b>-485,190</b>	<b>-621,210</b>	<b>136,021</b>	<b>-28.03%</b>

# Attachment 12.3.1 Monthly Activity Statement November 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
<b>Depreciation on non-current assets</b>	-8,959,935	0	0	0	0.00%
<b>Interest expenses</b>					
Finance	-571,292	-245,314	-244,442	-872	0.36%
<b>Total Interest expenses</b>	<b>-571,292</b>	<b>-245,314</b>	<b>-244,442</b>	<b>-872</b>	<b>0.36%</b>
<b>Insurance expenses</b>					
Chief Executive Officer	-400	-400	0	-400	100.00%
People & Culture	-4,454	-4,454	-3,494	-960	21.55%
Governance, Strategy & Risk	-64,186	-62,686	400,461	-463,147	738.84% <b>M</b>
Finance	-6,892	-6,892	-5,933	-959	13.91%
Information Technology	-11,281	-11,281	-10,630	-651	5.77%
Public Relations & Stakeholder Engagement	-14,502	-14,502	-14,183	-319	2.20%
Works	-169,586	-126,795	-125,776	-1,019	0.80%
Design, Assets & Development	-2,758	-2,758	-455	-2,303	83.52%
Parks, Leisure & Environment	-117,201	-117,201	-114,687	-2,514	2.15%
City Facilities & Property	-250,798	-250,798	-249,991	-807	0.32%
Planning Services	-1,278	-1,278	0	-1,278	100.00%
Safer Communities	-35,029	-31,509	-29,056	-2,453	7.79%
Economic & Community Development	-24,684	-24,684	-20,919	-3,765	15.25%
Library, Culture & Place	-873	-873	0	-873	100.00%
<b>Total Insurance expenses</b>	<b>-703,922</b>	<b>-656,111</b>	<b>-174,662</b>	<b>-481,449</b>	<b>73.38%</b>
<b>Other expenditure</b>					
Chief Executive Officer	-205,104	-88,063	-79,036	-9,027	10.25%
People & Culture	1,392,284	602,121	474,538	127,583	21.19% <b>M</b>
Work Health & Safety	382,071	166,263	79,016	87,247	52.48% <b>M</b>
Governance, Strategy & Risk	-2,596,702	-1,040,563	-933,480	-107,083	10.29% <b>M</b>
Finance	1,237,571	598,227	612,613	-14,386	-2.40%
Information Technology	3,173,169	1,392,718	1,442,763	-50,046	-3.59% <b>M</b>
Public Relations & Stakeholder Engagement	-478,458	-239,740	-173,388	-66,352	27.68% <b>M</b>
Works	-895,451	-259,614	-534,645	275,031	-105.94% <b>M</b>
Design, Assets & Development	-332,502	-146,999	-144,871	-2,128	1.45%
City Projects	-90,333	-39,029	-36,860	-2,169	5.56%
Parks, Leisure & Environment	-1,040,469	-452,336	-407,800	-44,536	9.85%
City Facilities & Property	38,036	-44,671	-99,258	54,587	-122.20% <b>M</b>
Planning Services	32,462	18,858	-75,796	94,654	501.94% <b>M</b>
Safer Communities	-712,483	-307,883	-258,645	-49,238	15.99%
Economic & Community Development	-628,294	-252,200	-228,465	-23,735	9.41%
Library, Culture & Place	-766,017	-339,264	-299,104	-40,160	11.84%
<b>Total Other expenditure</b>	<b>-1,490,221</b>	<b>-432,176</b>	<b>-662,419</b>	<b>230,243</b>	<b>-53.28%</b>
<b>Loss on asset disposals</b>	-3,548	0	0	0	0.00%
	<b>-68,694,322</b>	<b>-24,313,476</b>	<b>-20,385,247</b>	<b>-3,928,229</b>	<b>16.16%</b>
<b>Non-cash amounts excluded from operating activities</b>	8,192,883	-82,227	0	-82,227	100.00% <b>M</b>
<b>Amount attributable to operating activities</b>	<b>-48,915,596</b>	<b>-15,994,686</b>	<b>-11,679,238</b>	<b>-3,705,464</b>	
<b>INVESTING ACTIVITIES</b>					
<b>Non-operating grants, subsidies and contributions</b>					
Works	1,590,159	931,991	929,491	2,500	0.27%
City Projects	1,182,213	0	90,909	-90,909	0.00% <b>M</b>
Parks, Leisure & Environment	0	0	243,144	-243,144	0.00% <b>M</b>
City Facilities & Property	250,000	250,000	0	250,000	100.00% <b>M</b>
Planning Services	50,000	20,833	0	20,833	100.00%
<b>Total Non-operating grants, subsidies and contributions</b>	<b>3,072,372</b>	<b>1,202,824</b>	<b>1,263,544</b>	<b>-60,719</b>	<b>-5.05%</b>
<b>Payments for property, plant and equipment</b>					
Chief Executive Officer	-67,980	0	0	0	0.00%

# Attachment 12.3.1 Monthly Activity Statement November 2022

	Budget	Budget YTD	Actual YTD	YTD Variance	YTD Var %
People & Culture	-44,875	-44,875	0	-44,875	100.00%
Governance, Strategy & Risk	-26,000	0	0	0	0.00%
Information Technology	-893,686	0	-111,920	111,920	0.00% <b>M</b>
Public Relations & Stakeholder Engagement	-33,000	0	0	0	0.00%
Works	-393,115	-60,000	-1,776	-58,224	97.04% <b>M</b>
Design, Assets & Development	-89,750	0	0	0	0.00%
City Projects	-44,875	0	0	0	0.00%
Parks, Leisure & Environment	-33,000	-33,000	-23,001	-9,999	30.30%
City Facilities & Property	-2,220,669	-147,637	-67,137	-80,500	54.53% <b>M</b>
Planning Services	-178,547	-20,833	0	-20,833	100.00%
Safer Communities	-848,596	-220,832	-166,320	-54,511	24.68% <b>M</b>
Economic & Community Development	-44,875	0	-3,386	3,386	0.00%
Library, Culture & Place	-102,875	0	-19,836	19,836	0.00%
<b>Total Payments for property, plant and equipment</b>	<b>-5,021,843</b>	<b>-527,177</b>	<b>-393,378</b>	<b>-133,799</b>	<b>25.38%</b>
<b>Payments for construction of infrastructure</b>					
Works	-5,145,818	-847,301	-759,883	-87,417	10.32% <b>M</b>
City Projects	-3,064,680	-951,404	-520,389	-431,015	45.30% <b>M</b>
Parks, Leisure & Environment	-4,734,340	-1,346,016	-781,276	-564,740	41.96% <b>M</b>
<b>Total Payments for construction of infrastructure</b>	<b>-12,944,838</b>	<b>-3,144,721</b>	<b>-2,061,549</b>	<b>-1,083,172</b>	<b>34.44%</b>
<b>Proceeds from disposal of assets</b>					
Chief Executive Officer	46,350	0	0	0	0.00%
People & Culture	30,597	30,597	0	30,597	100.00%
Governance, Strategy & Risk	26,372	0	28,727	-28,727	0.00%
Information Technology	54,008	0	0	0	0.00%
Public Relations & Stakeholder Engagement	30,297	30,297	17,063	13,234	43.68%
Works	167,290	2,813	46,500	-43,687	-1553.04%
Design, Assets & Development	55,574	0	69,364	-69,364	0.00% <b>M</b>
City Projects	29,878	29,878	0	29,878	100.00%
Parks, Leisure & Environment	20,512	20,512	0	20,512	100.00%
City Facilities & Property	54,577	0	0	0	0.00%
Planning Services	83,615	0	0	0	0.00%
Safer Communities	266,622	27,455	27,455	0	0.00%
Economic & Community Development	23,195	0	0	0	0.00%
Library, Culture & Place	53,492	0	0	0	0.00%
<b>Total Proceeds from disposal of assets</b>	<b>942,379</b>	<b>141,552</b>	<b>189,108</b>	<b>-47,556</b>	<b>-33.60%</b>
<b>Amount attributable to investing activities</b>	<b>-13,951,930</b>	<b>-2,327,521</b>	<b>-1,002,274</b>	<b>-1,325,247</b>	<b>56.94%</b>
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	-595,216	-294,800	-294,800	0	0.00%
Transfers to cash backed reserves (restricted assets)	-6,531,379	0	0	0	0.00%
Transfers from cash backed reserves (restricted assets)	5,227,271	223,587	0	223,587	100.00% <b>M</b>
<b>Amount attributable to financing activities</b>	<b>-1,899,324</b>	<b>-71,213</b>	<b>-294,800</b>	<b>223,587</b>	<b>-313.97%</b>
<b>Net current assets (budgeted) at start of fin. year - surplus/(deficit)</b>	<b>12,151,298</b>	<b>12,151,298</b>	<b>12,151,298</b>		
<b>Budgeted deficiency before general rates</b>	<b>-52,615,552</b>	<b>-6,242,122</b>	<b>-825,015</b>		
<b>Amount raised from general rates</b>	<b>53,115,552</b>	<b>52,834,790</b>	<b>52,834,284</b>	<b>-506</b>	
<b>Net current assets at end of financial period - surplus/(deficit)</b>	<b>500,000</b>	<b>46,592,667</b>	<b>52,009,269</b>		

# 13 Reports by the Chief Executive Officer

## 13.1 Request for leave of absence

Nil.

## 13.2 Notice of motion

Cr Carter declared an interest that may affect impartiality in Item 13.2.1 – Notice of Motion (Cr Carter) Peet Park Facilities Upgrade.

### 13.2.1 Notice of Motion (Cr Carter) Peet Park Facilities Upgrade

#### Attachment details

Attachment No and title	
1.	Peet Park Kitchen Upgrade - Financial Breakdowns [13.2.1.1 - 1 page]

Voting Requirement	:	Absolute Majority
Subject Index	:	35/002; 33/019
Location/Property Index	:	Lot 1184 (96) Sydenham Street, Kewdale
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	City of Belmont
Responsible Division	:	Infrastructure Services

#### Council role

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-Judicial** When Council determines an application/matter that directly affect 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 local 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.

## Purpose of report

To consider the Notice of Motion received from Councillor (Cr) Carter for Council to consider an upgrade of the Peet Park Community Centre (PPCC) kitchen facilities to a commercial standard.

## Summary and key issues

This report considers the implications associated with a Notice of Motion received from Cr Carter for Council to consider an upgrade of the PPCC kitchen facilities to a commercial standard. In particular, the following items are considered within this report:

- Asset Management Policy, Strategy and Plan implications
- Statutory requirements associated with the equipment required to support deep fat frying
- Current timeframes associated with Western Power approvals
- Project prioritisation and the City's Project Management Framework
- Resource availability
- Financial implications
- Environmental implications

## Location

The subject site is located on the corner of Armadale Road and Sydenham Street, Kewdale.



Figure 1 – Aerial map of Lot 1184 (96) Sydenham Street, Kewdale (Source: Intramaps)

## Consultation

Over the past five years the City has been engaging with the Belmont Junior Football Club (BJFC) regarding the use of deep fat frying equipment on site to support the sale of hot chips during events, as the BJFC equipment is not suitable for use at the facility based on the current power provisions on site.

The PPCC is also used by the Belmont Cricket Club (BCC). Based on engagement undertaken with the BCC, the City understands the current kitchen facility meets the requirements of the BCC based on the items currently sold.

Consultation has been undertaken with an electrical engineer to ascertain the potential cost of the electrical upgrades required to the incoming electrical sub-mains, site main switchboard and the internal electrical distribution board.

## Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

### Goal 1: Liveable Belmont

**Strategy:** 1.5 Encourage and educate the community to embrace sustainable and healthy lifestyles

### Goal 5: Responsible Belmont

**Strategy:** 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community

**Strategy:** 5.3 Invest in services and facilities for our growing community

## Policy implications

### Policy 1 – Asset Management

This policy aims to deliver a structured methodology to managing the City's assets to ensure a consistent and strategic approach is applied to asset management through the application of best practice and service standards that benefit the community.

The Notice of Motion as presented does not align with the City's Asset Management Policy, in relation to the following provisions of this policy:

1(iv) All capital expenditure will be judged on a life cycle cost approach with capital expenditure only being approved in conjunction with appropriate recurrent expenditure budgets (maintenance and operations). Alternative options will be considered to deliver the desired level of service as specified in the Asset Management Plans via asset creation/acquisitions, upgrade, renewal or disposal.

1(v) Capital works proposals will be evaluated and prioritised based on scheduled condition assessment surveys, infrastructure age and residual service life.

1(vi) Risk analysis at project initiation stages will be undertaken to mitigate future Council liability.

The proposed motion varies 1(v) as the asset has not reached the end of its lifecycle and has been assessed to be in excellent condition under the Moloney Rating Index and as a business case has not been prepared, a full risk analysis has not been undertaken, the requirements associated with 1(vi) have not been met.

## Statutory environment

This issue is governed by the following legislation and standards:

- Food premises must comply with the *Food Act 2008*, *Food Regulations 2009* and Australia New Zealand Food Standards Code.
- Mechanical ventilation should comply with Australian Standard AS 1668.2-2012.
- Food Standards Code – Standard 3.2.3 s.3 The design and construction of a food premises must – (a) be appropriate for the activities for which the premises are used.
- Food Standards Code – Standard 3.2.3 s.7 Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises.

The above legislation and standards have guided previous advice that the use of deep fat fryers in the current kitchen area is not compliant and without adequate ventilation this will cause (at the least) an accumulation of grease on the ceiling and walls.

## Background

A Notice of Motion received from Cr Carter reads as follows:

That Council:

1. Directs the Chief Executive Officer to include funds within the 2023-2024 annual budget for the upgrade of the Peet Park kitchen facilities to a commercial standard.
2. Approves the allocation of funds for the upgrade of the Peet Park kitchen facilities from the City's Building Maintenance Reserve.
3. Directs the Chief Executive Officer to undertake stakeholder engagement with the users of the facility to ensure the kitchen is fit for purpose.

Reasons:

Public health and safety concerns have been raised as a result of the Football Club using deep fat fryers without the appropriate extraction system and grease traps when running their canteen during the football season. It is clear that the upgrade of the

kitchen facilities is needed to ensure the Football Club remains financially viable in the longer term and the facilities are safe and fit for purpose. The funds generated from the canteen are essential to the club and reduce the financial burden on players and their families. Should the kitchen facilities not be upgraded and the Club not be able to provide canteen facilities to satisfy its members, this will result in an increase in membership fees, a potential for a reduction in members and participation in sporting activity.

## **Officer comment**

The PPCC was originally constructed in 2000 and was refurbished and extended in 2010.

The existing kitchen was not intended to operate as a commercial kitchen and as such there are no safety concerns with the fixtures and fittings currently provided. The kitchen is considered suitable for use when used in accordance with the purpose originally intended (non-commercial use).

The City has previously raised concerns with the BJFC over its non-compliant use of deep fat fryers which are placed on top of an existing free-standing cooker to allow for extraction through the domestic grade rangehood, and a direction remains in place that the BJFC is not permitted to use deep fat fryers at the PPCC.

Under the *Food Act 2008* the use of deep fat fryers is not allowed without the installation of a commercial grade exhaust system. The PPCC kitchen does not have this type of exhaust system installed, therefore it is classified as a non-commercial kitchen.

The PPCC kitchen facilities would require substantial upgrades to introduce the required level of equipment to meet commercial compliance, including (but not limited to) the following items:

- Upgrading the incoming Underground Mains Power (3-Phase);
- Upgrading the existing Site Main Switch Board (SMSB) which is currently operating at capacity;
- Upgrading the existing Internal Electrical Distribution Board (EDB) which is currently operating at capacity;
- Replacing the existing domestic rangehood (exhaust system) with a commercial grade extraction system, inclusive of venting to outside air;
- Providing a dedicated food preparation sink;
- Providing adequate dedicated food preparation area(s) that are fit for purpose in the kitchen space;
- Installation of a grease arrestor of an appropriate standard to support operations of a commercial kitchen; and
- Extension of the kitchen to accommodate the additional sink(s) and food preparation area.

## **Asset Management**

In line with the City's Asset Management Plan, the PPCC facility is scheduled for further renewal work in the 2026-2027 financial year, and the City's intent for the 2026-2027 renewal/upgrade was to consider the following work as part of the business case:

- Upgrade and expansion of kitchen, including upgrading the kitchen to a commercial standard;
- Opportunities to expand the building to support wider community use and generate an income through hire fees;
- Upgrading of changerooms in consideration of the needs of user groups including female participation in sport; and
- Upgrading of sports lighting to support 100LUX standard (typically meeting requirements for competition).

Annual assessments are carried out to ensure that the PPCC facility meets a number of key performance indicators, with safety being a high priority. The November 2021 Building Condition Report reflected a Moloney Rating Index of two (2) which indicates that the facility is in excellent condition with only slight decline. The Moloney Model is used throughout Australia to provide guidelines in relation to assessing the condition of assets. Through the use of this methodology the City applies a consistent approach to identifying asset condition and undertaking long term financial planning in relation to the renewal of assets. Based on the condition assessment undertaken, no items were identified which would cause the City to deviate from the current asset management driven renewal plan set down for the 2026-2027 financial year.

Considering existing community levels of service, commercial kitchens are available at the City's other hired facilities that service sporting clubs and community groups. These facilities are different to the PPCC facility, in that the buildings have functional spaces available for the use of the wider community. As part of the development of a business case leading up to the 2026-2027 renewal, the City would investigate options to expand on the use of the PPCC facility through the potential expansion of the building to develop a functional and desirable space for the community to hire.

## **Upgrade Considerations**

To minimise disruption to users and achieve financial efficiencies, it would be better use of ratepayer funds to undertake the upgrades, extension of the changerooms and floodlighting upgrades at the same time by reducing the number of times the City would have to undertake design, procurement and site mobilisation for construction, to a single process.

As a minimum, the City should allow for the electrical requirements associated with the future provision of floodlighting at the same time as the kitchen upgrade, as an interim upgrade could become redundant when the comprehensive renewal upgrade is undertaken in 2026-2027. Floodlighting upgrades on the sports oval are currently listed as a future project for consideration by the City.

In August 2022, the City engaged an electrical engineer to provide an assessment of the electrical requirements for the PPCC and reserve, to develop a better understanding of the level of provision required to allow for future growth in line with the renewal/upgrade work planned for the 2026-2027 financial year. The City submitted a Design and Quotation Application (DQA) to Western Power on 15 November 2022. This will determine the extent of upgrades required to Western Power infrastructure servicing the site, both in relation to the kitchen upgrade and potential future needs on site, such as floodlighting upgrades.

Western Power has advised that all DQAs received as of today have an estimated wait time of three months from application to approval, with a further minimum 12 months to then have a contractor on site.

It is relevant to note that based on the City's experience with other City projects requiring Western Power approvals, there are potential delays and backlogs beyond the 12 months indicated. On this basis, the PPCC kitchen facility would remain a domestic grade kitchen until such time as the Western Power works are completed. In the meantime, the City will need to continue with its instruction to the BJFC to cease the non-compliant use of the deep fat fryers and there are no interim solutions available in the short term that would allow the BJFC to use deep fat fryers at the PPCC.

### **Project Management implications**

The City currently delivers projects that are new assets, and major upgrades of existing assets, in accordance with the City's Project Management Framework. If the renewal is a like for like replacement, a full business case is not required however an assessment is undertaken regarding whether the asset is still required or requires an upgrade, as opposed to like for like replacement.

When preparing a business case a comprehensive review of the potential project is undertaken and includes an analysis of issues and options, access and inclusion requirements, strategic alignment, community consultation, engagement with relevant user groups and cost estimation. While some of the work undertaken in preparing this report aligns with the process followed in developing a business case, a business case has not been prepared for the work proposed in this motion.

The use of the Project Management Framework ensures that the City adopts an informed approach to decision making, whereby financial impact, risk, community expectations and strategic alignment are considered and weighed against other priority projects. As part of the Project Management Framework, consideration is also given to the scheduling of the project to ensure that any impact on user groups is minimised. Any upgrades undertaken will incur disruptions for user groups and will require advance notification to allow for alternate arrangements to be made.

In 2019, to ensure the City adopted a structured approach to allocating financial and project management resources to the progression of identified projects, a project prioritisation process was undertaken with Council and through this process priority projects were identified for progression by the City.

If the proposed renewal/upgrade is supported by Council, once the City has developed a better understanding of the likely timeline (based on advice from Western Power) and funding requirements, a review of the prioritised projects will need to be undertaken to ascertain the impact on internal resources and potential impacts on the existing projects, including delays or deferrals required to prioritise the progression of this project.

While there is future renewal/upgrade work planned at this site in 2026-2027 and the bulk of the planning associated with this work was to occur in the 2024-2025 and 2025-2026 financial years, if the motion is supported this will bypass the due diligence process associated with the Project Management Framework and will not align with the City’s Asset Management practices.

**Strategic Alignment**

In addition to the matters noted in the “Strategic Community Plan implications” section above, the following matters associated with the City’s Strategies and Plans are also relevant to this item:

STRATEGIC DOCUMENT	ALIGNMENT	RELEVANT PRINCIPLES/OBJECTIVES
Recreation Strategy – Endorsed draft	No	<ul style="list-style-type: none"> <li>• Promoting public health and wellbeing in our community – Concerns may be raised regarding the promotion of unhealthy eating, conversely commercial kitchens are available at other facilities.</li> <li>• Supporting programs and campaigns intended to improve public health – Concerns may be raised regarding the promotion of unhealthy eating, conversely commercial kitchens are available at other facilities.</li> <li>• Renew and refurbish City assets to ensure they meet community need and expectations in line with the City’s Public Open Space Strategy, Community Infrastructure Plan and asset management processes – Through the development of a business case, the work proposed in this motion has the potential to align with this</li> </ul>
Public Open Space (POS) Strategy – Endorsed draft	No	<ul style="list-style-type: none"> <li>• Supporting and improving community health and wellbeing – Concerns may be raised regarding the promotion of unhealthy eating, conversely commercial kitchens are available at other facilities.</li> </ul>
Community Infrastructure Plan – Endorsed draft	No	<ul style="list-style-type: none"> <li>• The provision of “multifunction and co-located facilities” – The additional functionality that would likely be achieved by a full upgrade, may be missed if a holistic approach is not applied to the project through the development of a business case.</li> <li>• Providing “sustainable community infrastructure” – Requires the City to consider financial sustainability and explore options to work collaboratively or partner</li> </ul>

STRATEGIC DOCUMENT	ALIGNMENT	RELEVANT PRINCIPLES/OBJECTIVES
		<p>with external stakeholders to ensure we provide the greatest benefit to our Community.</p> <ul style="list-style-type: none"> <li>• “Evidence-based decision making” – This principle requires the City to actively engage with the community in relation to decisions to build and/or renew infrastructure regarding their needs, coupled with the use of feasibility studies and business cases to explore benefits and costs of progressing one idea over another.</li> </ul> <p>Through the development of a business case, the work proposed in this motion has the potential to align with the last two bullet points above.</p>
Asset Management Strategy	No	<ul style="list-style-type: none"> <li>• The City manages assets against the renewal and replacement needs.</li> <li>• The City understands the community's needs and values, as well as providing multifunction facilities – This understanding is typically developed through the development of a business case and engagement with existing and potential user groups. This assists the City with determining the desired community level of service associated with this asset and whether the asset is fit for purpose.</li> </ul> <p>Similar to the previous point, the work proposed in this motion has the potential to align with this strategy through broader engagement which would be undertaken as part of a business case.</p>
Asset Management Plan	No	As noted within this report, the upgrade proposed in the motion does not align with the renewal plan for the PPCC which is currently not due for renewal until 2026-2027.

### Alternative Options

In support of the City’s Strategic Community Plan and in line with Strategy 1.5 – ‘Encourage and educate the community to embrace sustainable and healthy lifestyles’, the City could consider reviewing an existing grant program or developing a new program to better support sporting clubs in relation to promoting healthy lifestyles and eating. This could be through the provision of tiered financial grants to clubs who provide healthier food options at events. This would assist with offsetting potential lost income through the sale of deep fried food.

## Summary

While upgrading the PPCC has the potential to benefit the community and the City has an understanding of the needs of the two user groups currently utilising the facility (BJFC/BCC), the City cannot develop a full understanding of the future needs without engaging with the wider community.

In relation to the renewal work due in 2026-2027, as noted in this report this engagement would have commenced during the one to two year period preceding the intended date for renewal. When the City has resources available to progress this work, the development of a business case could commence earlier.

The business case process would enable the City to consider all strategic implications across the full suite of the City's strategies and plans, while developing a better understanding of capital and operational costs associated with the upgrade. This process may also identify opportunities for improved financial outcomes through revenue generation. In any case, the City will continue to engage with Western Power to progress the DQA and as highlighted within this report, the City is likely to face protracted timeframes in relation to the provision of required services through Western Power, with at least 15 months expected (potentially longer based on the City's recent experience).

## Financial implications

As noted above, the City has submitted a DQA request to Western Power on 15 November 2022 which is currently pending review by Western Power. The anticipated cost for this service is \$497.92 to \$6,600.00 and this fee will be funded through the Peet Park Clubrooms Services - Other (B05504-10-1279-000) within the existing 2022-2023 financial year budget.

In relation to renewal/upgrade work to be considered for the facilities and wider site, the following estimates are provided:

ITEM	OVERVIEW	COST (excl GST)
Upgrade to kitchen only	Upgrade kitchen facilities to a commercial grade kitchen including building power upgrade, electrical headworks for floodlight provision, expansion of work area, and installation of grease trap and commercial exhaust.	\$263,000
Upgrade to kitchen, changerooms and floodlight electrical headworks	Upgrade kitchen facilities to a commercial grade kitchen (as per previous item above), building power upgrade, floodlight provision (electrical headworks) and changeroom upgrade.	\$663,000

Upgrade to kitchen, changerooms, and floodlight supply and install	Upgrade kitchen facilities to a commercial grade kitchen, building power upgrade, changeroom upgrade and floodlight supply and install.	\$1,303,000
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The above estimates have not been externally costed and based on the current market conditions, the final tendered cost may vary. Each of the estimates provided above are inclusive of the \$78,000 estimate for costs associated with the building upgrade and headworks for the provision of floodlighting, this estimate may vary when DQA has been undertaken by Western Power. In the event advice is received that a transformer upgrade is required, the above cost estimates would increase by \$250,000 to \$300,000.

Previously, a commercially compliant fit out was undertaken at Miles Park which is approximately 24sqm, whereas the PPCC kitchen is currently only 15sqm. The Miles Park kitchen and changeroom upgrade was exclusively inside the existing building envelope and was constructed in early 2020 at a cost of \$370,000. With the currently inflated market, the cost of the kitchen extension and refurbishment has been estimated at \$185,000 (inclusive of a commercial rangehood and grease trap) and the required power upgrades have been estimated at \$78,000, bringing the total estimated cost to \$263,000.

All values noted within this report do not include GST.

## Environmental implications

There are no environmental implications associated with this report, however in the event the proposed work is undertaken, the upgrades would be undertaken in accordance with relevant environmental requirements and upgrades would include energy and water efficient equipment.

## Social implications

Any works to be undertaken will result in the closure of the PPCC and will impact all user groups, including sporting groups and single event bookings. If the work proposed in the motion proceeds, the existing user groups on site could benefit from an additional income source through the sale of deep fried food goods.

## Councillor Motion

That Council:

1. Directs the Chief Executive Officer to include funds within the 2023-2024 annual budget for the upgrade of the Peet Park kitchen facilities to a commercial standard.
2. Approves the allocation of funds for the upgrade of the Peet Park kitchen facilities from the City's Building Maintenance Reserve.
3. Directs the Chief Executive Officer to undertake stakeholder engagement with the users of the facility to ensure the kitchen is fit for purpose.

Reasons:

Public health and safety concerns have been raised as a result of the Football Club using deep fat fryers without the appropriate extraction system and grease traps when running their canteen during the football season. It is clear that the upgrade of the kitchen facilities is needed to ensure the Football Club remains financially viable in the longer term and the facilities are safe and fit for purpose. The funds generated from the canteen are essential to the club and reduce the financial burden on players and their families. Should the kitchen facilities not be upgraded and the Club not be able to provide canteen facilities to satisfy its members, this will result in an increase in membership fees, a potential for a reduction in members and participation in sporting activity.

**Note: Cr Rossi proposed that the Councillor Motion be amended to include consideration of the upgrade of the change rooms and floodlighting and Cr Carter agreed to make an amendment.**

**8.07pm Rossi moved, Davis seconded that the meeting be adjourned to allow time for an amended motion to be prepared.**

**Carried Unanimously 7 to 0**

**8.25pm The Presiding Member re-opened the meeting.**

## Amended Councillor Motion

### **Carter moved, Davis seconded**

That Council:

1. Directs the Chief Executive Officer to include funds within the 2023-2024 annual budget for the upgrade of the Peet Park kitchen facilities to a commercial standard, subject to Western Power approval and availability.
2. Approves the allocation of funds for the upgrade of the Peet Park kitchen facilities from the City's Building Maintenance Reserve.
3. Directs the Chief Executive Officer to undertake stakeholder engagement with the users of the facility to ensure the kitchen is fit for purpose.
4. Directs the Chief Executive Officer to further investigate and consider the upgrade of changing rooms and floodlights at Peet Park and report back to Council prior to the adoption of the 2023-2024 Annual Budget.

Reasons:

Public health and safety concerns have been raised as a result of the Football Club using deep fat fryers without the appropriate extraction system and grease traps when running their canteen during the football season. It is clear that the upgrade of the kitchen facilities is needed to ensure the Football Club remains financially viable in the longer term and the facilities are safe and fit for purpose. The funds generated from the canteen are essential to the club and reduce the financial burden on players and their families. Should the kitchen facilities not be upgraded and the Club not be able to provide canteen facilities to satisfy its members, this will result in an increase in membership fees, a potential for a reduction in members and participation in sporting activity. It is considered viable to further investigate and consider the upgrade of the change rooms and floodlighting prior to the adoption of the 2023-2024 Annual Budget.

**Carried Unanimously 7 votes to 0**

## PEET PARK COMMUNITY CENTRE – FINANCIAL BREAKDOWN

### Kitchen Upgrade Only

A preliminary assessment of probable costs to upgrade the Peet Park kitchen facilities to a commercial grade kitchen, would include the following:

ITEM	ESTIMATED COST
Power upgrade to building/lighting headworks	\$78,000.00
Commercial exhaust hood	\$25,000.00
Grease arrestor/trap	\$10,000.00
Kitchen extension, accommodate food preparation impact	\$150,000.00
<b>Estimated Total</b>	<b>\$263,000.00</b>

Table 1 – Kitchen Upgrade Only

### Kitchen and Changerooms Upgrade

A preliminary assessment of probable costs to upgrade the Peet Park Community Centre kitchen and changerroom facilities as follows:

ITEM	ESTIMATED COST
Power upgrade to building/lighting headworks	\$78,000.00
Commercial exhaust hood	\$25,000.00
Grease arrestor/trap	\$10,000.00
Kitchen extension, accommodate food preparation impact	\$150,000.00
Increase/refurbishment of changerrooms	\$400,000.00
<b>Estimated Total</b>	<b>\$663,000.00</b>

Table 2 – Kitchen and Changerooms Upgrade

### Floodlights (Additional to Table above)

ITEM	ESTIMATED COST
Increase lighting to 100LUX (Inc. 3 x new 25m light poles)	\$640,000.00
<b>Estimated Total</b>	<b>\$640,000.00</b>

Table 3 – Floodlights

### Notes:

The figure in Table 1 and Table 2 of \$78,000 relating to power upgrades and Western Power (WP) headworks will only be ratified once the WP Design and Quotation Assessment (DQA) is completed and quoted. In the event a transformer upgrade is required, the cost may escalate by \$250,000 to \$300,000.

All values noted above do not include GST.

## **I 4 Matters for which the meeting may be closed**

**Cr Rossi declared an interest that may affect impartiality in Item 14.1 – Code of Conduct Matter.**

**Note:**

**The Presiding Member advised that in accordance with Section 5.23(2) of the Local Government Act 1995 in order to discuss Confidential Item 14.1 Council will need to go behind closed doors, and requested that the Director Corporate and Governance and Manager Governance, Strategy and Risk remain for the discussion.**

**8.28pm Rossi moved, Carter seconded that in accordance with Section 5.23(2) (h) of the Local Government Act 1995, the meeting proceed behind closed doors to discuss Confidential Item 14.1 - Code of Conduct Matter.**

**Carried 7 votes to 0**

**8.28pm Members of the public gallery departed the meeting.**

**8.29pm The Director Development and Community Services, Acting Director Infrastructure Services, Manager PR and Stakeholder Engagement and Acting Manager City Facilities and Property departed the meeting and did not return.**

**8.29pm The Chief Executive Officer, Governance and Compliance Adviser and Senior Governance Officer departed the meeting.**

## 14.1 Code of Conduct Matter

### Officer Recommendation

#### **Carter moved, Wolff seconded**

That Council:

1. Note the Complaint – Alleged Breach Form submitted on 31 October 2022 as set out in Confidential Attachment 14.1.1.
2. Note the Independent Investigator’s report on the alleged breach as set out in Confidential Attachment 14.1.2.

**Carried Unanimously 6 votes to 0**

#### **Bass moved, Wolff seconded**

That Council:

3. Confirm the alleged breach has been substantiated.

**Carried Unanimously 6 votes to 0**

#### **Carter moved, Bass seconded**

That Council:

4. Confirm that no further action is required.

**Carried Unanimously 6 votes to 0**

#### **Wolff moved, Bass seconded**

That Council:

5. Request the Manager Governance, Strategy and Risk to write to both parties advising them of the outcome of the investigation and Council’s decisions regarding the alleged complaint.

**Carried Unanimously 6 votes to 0**

**9.09pm Rossi moved, Bass seconded that the meeting again be open to the public.**

**Carried 7 votes to 0**

9.09pm The meeting came out from behind closed doors. No members of the public returned to the meeting. The Chief Executive Officer, Governance and Compliance Adviser and Senior Governance Officer returned to the meeting.

## 15 Closure

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 9.14pm.

### Minutes confirmation certification

The undersigned certifies that these Minutes of the Ordinary Council Meeting held on 13 December 2022 were confirmed as a true and accurate record at the Ordinary Council Meeting held 28 February 2023:

Signed by the Person Presiding: \_\_\_\_\_



PRINT name of the Person Presiding:

**PHILIP MARKS**