



# City of Belmont

## ORDINARY COUNCIL MEETING

### MINUTES

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28 April 2020

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### **CONFIDENTIAL ATTACHMENTS INDEX**

- Confidential Attachment 1 – Item 12.5 refers**
- Confidential Attachment 2 – Item 12.5 refers**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CITY OF BELMONT CIVIC CENTRE, 215 WRIGHT STREET, CLOVERDALE ON TUESDAY, 28 APRIL 2020 COMMENCING AT 7.08PM.**

---

**PRESENT**

|                                      |            |
|--------------------------------------|------------|
| Cr P Marks, Mayor (Presiding Member) | East Ward  |
| Cr G Sekulla, JP, Deputy Mayor       | West Ward  |
| Cr B Ryan                            | East Ward  |
| Cr J Davis                           | South Ward |
| Cr J Powell                          | South Ward |
| Cr S Wolff                           | South Ward |
| Cr L Cayoun                          | West Ward  |
| Cr R Rossi, JP                       | West Ward  |

**IN ATTENDANCE**

|                                    |   |
|------------------------------------|---|
| Mr J Christie                      | Chief Executive Officer                                 |
| Mr R Garrett                       | Director Corporate and Governance                       |
| Ms J Gillan                        | Director Development and Communities                    |
| Ms M Reid                          | Director Infrastructure Services                        |
| Ms Anne-marie Forte                | Executive Manager People and Organisational Development |
| Mr J Olynyk, JP                    | Manager Governance                                      |
| Mr S Monks                         | Manager Finance   |
| Ms V Loncar ( <i>dep 7.25 pm</i> ) | Manager Business Planning and Improvement               |
| Mr W Loh                           | Manager Planning Services                               |
| Mrs M Lymon                        | Principal Governance and Compliance Advisor             |
| Ms K Spalding                      | Coordinator Marketing and Communications                |
| Ms D Morton                        | Media and Communications Adviser                        |
| Ms H Mark                          | Governance Officer                                      |

**OBSERVERS**

Mr D Campagna (*dep 7.50 pm*) Senior Support Engineer, Redfish Technologies Pty Ltd

**Note:**

**Due to the State of Emergency declared in Western Australia on 15 March 2020 and the subsequent government directives with regard to public gatherings, this meeting was held by electronic means. The public were unable to attend this meeting. For the meeting to be considered open to the public, these minutes and an audio recording of the meeting will be available on the City's website as soon as practicable after the meeting to meet the requirements of Regulation 14E(3)(b)(i) of the *Local Government (Administration) Regulations 1996*.**

**1. OFFICIAL OPENING**

7.08pm The Presiding Member welcomed all those in attendance and declared the meeting open.

The Presiding Member read aloud the Acknowledgement of Country.

***Before I begin I would like to acknowledge the traditional owners of the land on which we are meeting today, the Noongar Whadjuk people, and pay respect to Elders past, present and future leaders.***

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 the efficient, effective and orderly decision making within this forum.***

**2. APOLOGIES AND LEAVE OF ABSENCE**

Cr M Bass (Apology)

East Ward

**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 Cayoun | Item 12.1 - Adoption of Draft Local Planning Policy No. 18 'Container Deposit Scheme Infrastructure' for the Purpose of Public Advertising | Cr Cayoun has a number of friends who work for the scheme provider. |
| Cr Wolff  | Item 12.2 – Covid-19 Community Response and Recovery Proposed Actions  | Cr Wolff is Treasurer of the Belmont Park Tennis Club.              |
| Cr Davis  | Item 12.2 – Covid-19 Community Response and Recovery Proposed Actions  | Cr Davis is Secretary of the Belmont Sports and Recreation Club.    |

## 4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) AND DECLARATIONS BY MEMBERS

### 4.1 ANNOUNCEMENTS

Nil.

### 4.2 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 AND SUBMISSION TIME

### Note:

As no Public Questions and Submissions were received by noon on the business day prior to the meeting, the Presiding Member did not open Public Question Time.

**5.1 RESPONSES TO QUESTIONS TAKEN ON NOTICE**

Nil.

**5.2 QUESTIONS FROM MEMBERS OF THE PUBLIC**

Nil.

**5.3 PUBLIC SUBMISSIONS**

Nil.

**6. CONFIRMATION OF MINUTES**

**6.1 ORDINARY COUNCIL MEETING HELD 24 MARCH 2020  
(Circulated under separate cover)**

**OFFICER RECOMMENDATION**

**SEKULLA MOVED, POWELL SECONDED**

That the Minutes of the Ordinary Council Meeting held on 24 March 2020 as printed and circulated to all Councillors, be confirmed as a true and accurate record.

**CARRIED 8 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 Powell**

1. Is the use of photographs taken at this meeting permitted for use on social media pages?

**Response**

**The Chief Executive Officer advised that it would not be permissible to have photos of Council meetings placed on social media pages.**

**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**

**WITHDRAWN ITEMS**

Item 12.2 was withdrawn at the request of Cr Rossi.

**SEKULLA MOVED, POWELL SECONDED**

*That with the exception of Item 12.2, which is to be considered separately, the Officer or Committee Recommendations for Items 12.1, 12.3, 12.4, 12.5, 12.6 and 12.7, be adopted en bloc by an Absolute Majority decision.*

**CARRIED BY ABSOLUTE MAJORITY 8 VOTES TO 0**

7.25pm            The Manager Business Planning and Improvement departed the meeting and did not return.

**12.1 ADOPTION OF DRAFT LOCAL PLANNING POLICY NO. 18 'CONTAINER DEPOSIT SCHEME INFRASTRUCTURE' FOR THE PURPOSE OF PUBLIC ADVERTISING**

**BUILT BELMONT**

**ATTACHMENT DETAILS**

| <b>Attachment No</b>            | <b>Details</b>  |
|---------------------------------|---|
| Attachment 1 – Item 12.1 refers | <a href="#"><u>Draft Local Planning Policy No. 18 – Container Deposit Scheme Infrastructure</u></a>   |
| Attachment 2 – Item 12.1 refers | <a href="#"><u>Proposed Amendment to Planning and Development (Local Planning Schemes) Regulations 2015 – Container Deposit Scheme Infrastructure (December 2019)</u></a> |
| Attachment 3 – Item 12.1 refers | <a href="#"><u>WAPC Position Statement – Container Deposit Scheme Infrastructure (May 2019)</u></a>   |

Voting Requirement : Simple Majority  
Subject Index : LPP15/018 – LPP18 – Container Deposit Scheme Infrastructure  
Location / Property Index : N/A  
Application Index : N/A  
Disclosure of any Interest : Nil  
Previous Items : N/A  
Applicant : City of Belmont  
Owner : N/A  
Responsible Division : Development and Communities Division

**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.*

*Item 12.1 Continued*

## **PURPOSE OF REPORT**

For Council to consider the adoption of draft Local Planning Policy No. 18 – Container Deposit Scheme Infrastructure (LPP 18) (refer [Attachment 1](#)) for the purpose of initiating public advertising.

## **SUMMARY AND KEY ISSUES**

- The State Government is introducing a Container Deposit Scheme (CDS) in order to encourage recycling and reduce litter in Western Australia.
- The CDS was set to commence on 2 June 2020. The CDS will operate by providing a refund (either a voucher to be exchanged for cash or a retail voucher) per eligible beverage container.
- It is noted that implementation of the CDS has been deferred due to the impact of COVID-19. It is expected that the State Government will make a final decision on a new commencement date in August, with a view to launching the scheme either in November 2020 or June 2021.
- Regardless of the implementation date, it is appropriate for the City to develop a Local Planning Policy to guide assessment and establishment of CDS facilities.
- Five key types of infrastructure are identified under the CDS: container collection cages, drop off refund points, reverse vending machines, container deposit recycling centres and large scale facilities.
- Draft LPP 18 has been prepared in order to set out the criteria to be applied when assessing applications for CDS facilities. It also identifies the types of CDS infrastructure that can be exempted from requiring development approval.
- Draft LPP 18 seeks to prevent negative impacts on local amenity whilst enabling the timely and effective delivery of CDS infrastructure.
- It is recommended that Council adopt draft LPP 18 for the purpose of public advertising.

## **LOCATION**

The Policy applies to all CDS infrastructure, container deposit recycling centres and/or large-scale facilities within the City of Belmont local government area.

*Item 12.1 Continued*

## **CONSULTATION**

The procedure for preparing and advertising a local planning policy is outlined under Schedule 2, Part 2, Clause 4 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Clause 4(1)(a) of the Deemed Provisions requires a notice to be published in a local newspaper circulating within the Scheme area. The notice will advise the public as to the location of where the draft local planning policy may be inspected, the subject and nature of the local planning policy and in what form and during what period (being not less than 21 days) submissions may be made.

In addition to publication of a notice in the local newspaper, it is appropriate for letters to be sent to operators of managed centres such as the Belmont Forum, Eastgate Commercial Centre, supermarket operators within the City's Secondary and Neighbourhood Centres, and eligible CDS operators within the Perth metropolitan region.

After the conclusion of the advertising period, Council will be required to review the draft Policy in light of any submissions received and may either adopt the Policy with or without modifications or not proceed with the Policy.

## **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

In accordance with the Strategic Community Plan Key Result Area: Social Belmont.

**Objective:** Develop community capacity and self-reliance.

**Strategy:** Assist clubs and community groups to be viable and active.

In accordance with the Strategic Community Plan Key Result Area: Natural Belmont

**Objective:** Protect and enhance our natural environment.

**Strategy:** Ensure the City has policies and practices that safeguard and enhance the natural environment.

In accordance with the Strategic Community Plan Key Result Area: Built Belmont

**Objective:** Achieve a planned City that is safe and meets the needs of the community.

**Strategy:** Encourage a wide choice and consistent implementation of development approaches.

In accordance with the Strategic Community Plan Key Result Area: Business Belmont

**Objective:** Maximise Business Development Opportunities.

**Strategy:** Attract and support high quality business development and the sustainable use of land in Belmont, including Perth Airport, by providing information and assistance to businesses seeking to establish operations in the City.

## **POLICY IMPLICATIONS**

There are no policy implications associated with this report.

*Item 12.1 Continued*

## **STATUTORY ENVIRONMENT**

### **Planning and Development (Local Planning Schemes) Regulations 2015**

The procedure for making a local planning policy is outlined under Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 – Deemed Provisions.

In December 2019, the Department of Planning, Lands and Heritage (DPLH) advertised proposed amendments to the *Regulations* for public comment ([Attachment 2](#)). The intent of the amendments is to facilitate a simplified process to expedite the implementation of certain CDS infrastructure proposals, including broad exemptions for such proposal.

It was anticipated that the amendments to the regulations will come into effect in mid-2020. A local planning policy does not have the ability to override exemptions provided for under the *Regulations*. While there is preliminary concern that the broad exemptions proposed rely on self-assessment by an operator, the ultimate extent of exemptions to be gazetted in the amended regulations is unknown at this stage.

It is noted that a 2 June 2021 sunset clause was proposed to the amended regulations. This meant that after 2 June 2021, such infrastructure will no longer be exempt and proponents wishing to establish such infrastructure will be required to apply for development approval. It is anticipated that this sunset clause will be reviewed in light of the delay caused by the COVID-19 situation.

### **City of Belmont Local Planning Scheme No. 15**

Clause 5.1 of Local Planning Scheme No. 15 (LPS 15) states that any development of land is to comply with the provisions of the Scheme.

Clauses 5.8, 5.10, 5.11, 5.12, 5.13, 5.14 and 5.15 set out the general development requirements for each zone where CDS facilities may be contemplated.

## **BACKGROUND**

The State Government has decided to introduce the CDS in order to help reduce litter, create jobs and to encourage recycling of eligible beverage containers. The Scheme operates by providing a 10 cent refund (either a voucher to be exchanged for cash or a retail voucher) per eligible beverage container.

In December 2018, DPLH published their draft Position Statement – Container Deposit Scheme Infrastructure and sought public comment. In March 2019, the *Waste Avoidance and Resource Recovery Act 2007* was amended to provide for the introduction of a state wide CDS to commence 2 June 2020.

A final Position Statement was released by the DPLH in May 2019 ([Attachment 3](#)), which sets out the matters to be addressed in assessing a proposal for CDS infrastructure. These matters include local amenity, car parking, accessibility, waste and recycling bins, signage and safety and security. The Position Statement also includes a model Local Planning Policy for CDS infrastructure, which has been used in the preparation of LPP 18.

Western Australia Return Recycle Renew Ltd (WARRRL) is a not-for-profit company established to manage and operate the CDS and was selected by the State Government as the Scheme Coordinator in May 2019.

*Item 12.1 Continued*

On 2 April 2020, WARRRL released a media statement advising that commencement of the CDS has been delayed due to the unprecedented impact of COVID-19. It is expected that the State Government will make a final decision on a new commencement date in August, with a view to launching the scheme either in November 2020 or June 2021.

Regardless of the implementation date, it is appropriate for the City to proceed in developing a Local Planning Policy to guide assessment and establishment of CDS facilities.

**Eligible Containers**

Not all beverage containers are eligible for a refund under the Scheme. Eligible containers include most aluminium, glass, plastic (PET and HDPE), steel and liquid paper board beverage containers between 150 millilitres and 3 litres in size.

Refund point operators are required to sort the collected Eligible Containers and record the number received under the following Material Types:

- Clear glass
- Amber glass
- Green glass
- Aluminium
- Steel
- Clear polyethylene terephthalate (PET)
- Coloured (non-white) PET
- White PET
- High density polyethylene (HDPE)
- Liquid paper board.

**Types of Container Deposit Scheme Facilities**

There are five types of CDS facilities:

**1. Container Collection Cages**

This infrastructure comprises a cage used for the deposit and storage of containers, until collection. These are generally donation points and are collected by a receiving organisation, which receive a refund as a donation to their organisation. They may be located in association with schools, sporting clubs or not for profit organisations.

*Item 12.1 Continued*

## **2. Drop off Refund Points**

Also known as 'in-shop/over-the-counter/bag drop return points', this infrastructure is incorporated into existing retail and/or outlets and does not need to be located externally to the premises. Participants deposit individual containers or bags of containers in-store in exchange for a refund.

## **3. Reverse Vending Machines**

These comprise permanent unattended infrastructure which accepts empty eligible beverage containers in exchange for a refund. The containers are stored within the structure until they are collected periodically. There are two sub-categories of reverse vending machines, namely:

### Small Reverse Vending Machines

Small reverse vending machines are similar to 'traditional' food and drink vending machines, located inside shopping centres, train stations and other public spaces.

### Large Reverse Vending Machines

Large reverse vending machines are similar in size to a sea container and are generally located in shopping centre/supermarket car parks. The size of these structures allow for a greater number of returns.

## **4. Container deposit recycling centres**

These facilities are dedicated deposit points, which accept, store and sort eligible containers in bulk in accordance with the State's CDS management framework.

These facilities attract a larger number of customers, storage demands and traffic movements that require assessment to be carried out on a case by case basis.

## **5. Large scale facilities**

Large scale facilities include waste storage facilities and resource recovery centres. Existing large scale facilities may seek approval to expand to accommodate uses associated with CDS or to establish new facilities. As large scale facilities often process other waste materials, large scale facilities shall be located within industrial areas.

Container collection cages, drop off refund points and reverse vending machines are often smaller in scale and incidental to a predominant use on a site and may be exempted from requiring development approval. Container deposit recycling centres and large scale facilities are larger in scale and will require development assessment to consider the impact on the locality.

## **Draft Local Planning Policy No. 18**

Draft LPP 18 will apply to all CDS facilities and infrastructure within the City of Belmont. It sets out the objectives and standards to be applied in the assessment of applications and also sets out the types of CDS development proposals that are exempt from the requirement to obtain development approval.

*Item 12.1 Continued*

The draft Policy is intended to provide guidance to operators and applicants regarding:

- The types of CDS infrastructure that are exempt from the requirement to obtain development approval.
- The criteria to be applied when assessing development applications for CDS facilities.

**Development Exemptions**

Regulation 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for a local planning policy to exempt certain types of CDS infrastructure from requiring development approval.

In that regard, it is proposed that LPP 18 exempts the following types of CDS infrastructure from requiring development approval:

- Large reverse vending machines or container collection cages where the activity takes place within a shopping centre/supermarket car park and complies with all the relevant development standards outlined in the Policy.
- Small reverse vending machines that meet certain criteria,
- Drop off refund points that meet certain locational criteria.

These exemptions will primarily apply to smaller scale operations which will be run by community groups and sporting clubs. This will lead to a simplified and efficient process for landowners and operators alike.

It will be the responsibility of the CDS infrastructure operator to ensure that the requirements of the Policy are met. Should the proposed CDS infrastructure not fall within an exemption category, then the proponent must apply and obtain development approval prior to commencement of the use.

**OFFICER COMMENT**

Draft LPP 18 provides clear direction regarding the types of CDS infrastructure that are exempt from the need to obtain development approval. It also sets out the criteria to be applied when assessing CDS facility development applications.

Whilst consistent with the model Local Planning Policy provided in the State's CDS Infrastructure Position Statement, draft LPP 18 has been tailored to address the local context and sets out the specific development requirements to be addressed by applicants. Draft LPP 18 provides assessment parameters for a range of criteria including:

**Location**

The draft Policy sets out the locational requirements for CDS infrastructure. This includes a prohibition on CDS infrastructure within the 'Residential' and 'Residential and Stables' zone. The Policy also states that CDS infrastructure must not be installed within 10 metres of land accommodating residential land uses or 'Residential' or 'Residential and Stables' zoned lots.

*Item 12.1 Continued*

### **Visual Amenity**

Where CDS infrastructure is proposed outdoors, the infrastructure must not result in the removal of vegetation, landscaping or street trees without the prior approval of the City. Similarly outdoor storage will not be permitted without the City's approval. Draft LPP 18 also sets out the requirements for the types of colours and materials for CDS infrastructure to ensure compatibility with structures and buildings on the property.

### **Operation**

Draft LPP 18 sets out a range of requirements that must be addressed as part of any CDS infrastructure development application, including the size of the development, hours of operation, lighting and amenity impacts on the surrounding properties.

### **Development Footprint**

This section of the draft document sets out standards relating to the development footprint of CDS infrastructure. It sets out the maximum height and area requirements that apply to the various types of CDS infrastructure.

### **Advertising of the draft Policy**

While draft LPP 18 is consistent with the Western Australian Planning Commission's model local planning policy for CDS facilities, it is mandatory for the draft Policy to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

In addition to publishing a notice in the local newspaper, it is considered that targeted advertising will yield better quality input to the draft Policy. The key stakeholders are identified as follows:

1. The Belmont Forum as the major operator within the Town Centre – State Planning Policy 4.2 (Activity Centres for Perth and Peel) designates the Belmont Town Centre as a Secondary Centre in the Activity Centre hierarchy.
2. The operators of managed centres and supermarkets within the City's Neighbourhood Centres – State Planning Policy 4.2 defines a Neighbourhood Centre as centres with a retail floor area greater than 1,500m<sup>2</sup>. These include Belvidere Street, Kooyong Road, Epsom Avenue, and the Eastgate Commercial Centre.
3. Eligible CDS operators within the Perth metropolitan region – a list of eligible operators has been published.

It is recommended that letters are sent to the above stakeholders inviting them to make comment on the draft Policy.

### **Conclusion**

It is expected that the introduction of CDS will help encourage greater rates of recycling, create jobs and provide opportunities for community groups to fundraise. Draft LPP 18 is expected ensure that proposals for CDS infrastructure are appropriately located and operated in a way that does not unduly impact on surrounding amenity. It will provide guidance to applicants and set out the criteria being considered when assessing a development application for CDS infrastructure.

*Item 12.1 Continued*

When implemented, the Policy will provide more certainty for operators and facilitate the establishment of CDS infrastructure, subject to addressing the criteria set out in the Policy.

Advertising of the Policy will provide prospective operators, landowners, and other stakeholders the opportunity to provide input on the suitability of provisions contained in the draft Policy and how the proposed Policy in general will affect them. It is expected that comments received through the advertising process will help refine issues within the draft Policy that are not immediately evident. The comments will also assist Council in determining the suitability of the draft Policy.

It is recommended that Council adopt LPP 18, as contained as [Attachment 1](#) for the purposes of advertising.

**FINANCIAL IMPLICATIONS**

There are costs associated with the advertising of the draft Policy. These costs are accommodated within the Planning Department's operational budget.

**ENVIRONMENTAL IMPLICATIONS**

The draft Policy supports the Container Deposit Scheme initiative which seeks to encourage recycling and reduce the amount of waste that goes to landfill. The draft Policy prescribes specific measures to ensure that amenity impacts are managed and to achieve environmentally sustainable outcomes.

**SOCIAL IMPLICATIONS**

The CDS provides another avenue for schools, clubs, and community groups within the City to raise funds and build their self-reliance and capacity.

*Item 12.1 Continued*

**Note:**

Cr Cayoun declared an interest that may affect impartiality as she has a number of friends who work for the scheme provider.

**OFFICER RECOMMENDATION**

**That Council:**

- A. **Adopt for the purpose of advertising draft Local Planning Policy No. 18 ‘Container Deposit Scheme Infrastructure’ as detailed in [Attachment 1](#) for public comment in accordance with the provisions of Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- B. **Advertise draft Local Planning Policy No. 18 ‘Container Deposit Scheme Infrastructure’ for a period of at least 21 days in accordance with Schedule 2, Part 2, Clause 4(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* by:**
  - i. **Placing a notice in the Southern Gazette newspaper; and**
  - ii. **Send a letter to the operators of the City’s Secondary Centre and Neighbourhood Centres, supermarket operators within the Neighbourhood Centres, and eligible CDS operators within the Perth metropolitan region inviting them to provide comment on the draft Local Planning Policy.**

***OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –  
REFER TO RESOLUTION APPEARING AT ITEM 12***

## 12.2 COVID-19 COMMUNITY RESPONSE AND RECOVERY PROPOSED ACTIONS

### BUSINESS EXCELLENCE BELMONT

#### ATTACHMENT DETAILS

Nil.

|                            |   |  |
|----------------------------|---|--|
| Voting Requirement         | : | Absolute Majority                          |
| Subject Index              | : | 176/004 – COVID-19 External Communications |
| 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

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>   |
| <input checked="" type="checkbox"/> | <b>Executive</b>      | <i>The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>  |
| <input type="checkbox"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <i>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.</i> |

#### PURPOSE OF REPORT

To consider opportunities for the City to support the City of Belmont community in alignment with Federal and State Government activities and identified community financial and social needs.

#### SUMMARY AND KEY ISSUES

The emergence of the SARS-CoV-2 virus and the resultant illness of COVID-19 has resulted in significant infections and deaths worldwide. In response to the rapid infection rates around the Globe, the World Health Organisation declared the illness to be a pandemic on 12 March 2020.

*Item 12.2 Continued*

Actions taken by both Federal and State Government in attempting to manage the pandemic within Australia has resulted in Australia's testing rates being amongst the highest in the world, with infection rates amongst the lowest. In fact, the most significant cause of COVID-19 cases in Australia at this time is related to international travellers returning to Australia – particularly cruise ships. Nevertheless, actions taken to protect the community from contracting the virus has resulted in significant economic impacts which directly affect many in the City of Belmont community along with the rest of Australia. For this reason, it is appropriate that Council consider the introduction of support mechanisms to support the community through the difficult economic and emotional times over the coming several months.

This report provides recommendations of actions, including options, which are considered appropriate to both respond to the current situation, as well as to support the recovery process over the next six to twelve months.

### **LOCATION**

City of Belmont

### **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter; however the State Government has provided briefings on its actions and its expectations on Local Government to support the response and recovery. Feedback has also been provided to the State Government on changes that are required to enable Local Government to achieve the States intent.

Over recent weeks, Officers have been in contact with known, or suspected, at risk clients and other senior members of the community to gather feedback on their needs.

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

There is no specific strategy associated with response to a pandemic. New and innovative approaches to the operations and business of the City are required to initially respond, and subsequently assist the community and the organisation to recover.

All aspects of the Strategic Community Plan come into play in some form, however some Key Actions listed in the Corporate Business Plan may need to be re-prioritised to ensure that the City can continue to provide the necessary support to its community and maintain a "business as usual" approach as much as possible.

### **POLICY IMPLICATIONS**

There may be a number of policy implications associated with this report. For example, in relation to collection of rates (BEXB7.4), should Council endorse proposed actions listed in the Officer Recommendations, application of this Policy will need to be deferred until such time as the circumstances change. This is likely to apply in other circumstances as well.

*Item 12.2 Continued*

## **STATUTORY ENVIRONMENT**

Numerous sections of the *Local Government Act 1995* and associated regulations will apply to some of the changes required if endorsed. It should be noted that the State Government is continuing to review regulations to ensure that local government can continue to function effectively in the current crisis.

## **BACKGROUND**

Development of the current pandemic crisis has occurred rapidly with response activities and obligations being imposed at a National level as well as at a State level. Response activities are being coordinated through a National Cabinet which includes the Prime Minister, all State and Territory Premiers and Chief Ministers and is supported by Chief Medical Officers who collate the modelling, research and data that form the basis of the Cabinet's decisions.

The Federal Government has provided a number of stimulus packages such as:

- a \$17.6 billion economic support package to encourage investment and keep people in jobs.
- a [\\$2.4 billion health package](#) to protect all Australians.
- \$669 million to expand [Medicare-subsidised telehealth services](#) for all Australians so everyone has access to quality healthcare while at home.
- \$74 million to support the [mental health and wellbeing of Australians](#).

Source: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/government-response-to-the-covid-19-outbreak>

The State Government has undertaken its own response activities with a \$607 million stimulus package to support WA households, pensioners and small businesses in the wake of COVID-19. The package includes:

- a freeze will be placed on household fees and charges, including electricity, water, motor vehicle charges, the emergency services levy and public transport fares.
- an allocation of \$402 million in the 2020-2021 Budget will go towards paying for the freeze.
- \$91 million allocated to double the Energy Assistance Package (EAP) in 2020-2021 to provide additional support to vulnerable Western Australians. The payment will increase from \$300 to \$600 for eligible concession card-holders.
- \$114 million in measures to support Western Australian small and medium businesses.
- payroll tax paying businesses with a payroll between \$1 million and \$4 million will receive a one-off grant of \$17,500.
- \$1 million payroll tax threshold brought forward by six months to July 1, 2020.
- small and medium sized businesses affected by COVID-19 can now apply to defer payment of their 2019-2020 payroll tax until July 21, 2020.

Source: <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-western-australian-government-response>

*Item 12.2 Continued*

The Minister for Local Government, Heritage, Culture and the Arts (Hon David Templeman MLA) has held a number of web based briefings for Chief Executive Officers and Mayors in recent weeks and has been emphatic in his approach to the need for Local Government's contribution, and intimated significant flexibility in the State Government's approach to supporting any actions Local Government take to assist it's communities.

Prior to this, City Officers had commenced compiling a list of opportunities to assist the community in both the response and recovery phases of the pandemic crisis. Recommendations which Officers believe are achievable, without compromising the ability of the organisation to continue to function effectively into the future, are addressed below.

### **OFFICER COMMENT**

The Executive Leadership Team of the City has considered possible opportunities to assist the community navigate through social, financial and emotional upheaval currently resulting from the job losses, risk of infection and social isolation associated with the current response to the COVID-19 pandemic. The following is a concise list of recommended actions that the City can undertake. Some of the items below are already occurring as they are able to be conducted within current budget, operational and staffing constraints, albeit redirecting resources to previously unanticipated activities. Others will require specific Council resolutions to provide the necessary authority to the Chief Executive Officer to take the required action (immediately or in the future). Some are pre-empting decisions which will ultimately be required to be made by Council relating to the 2020-2021 Annual Budget.

The following items have been categorised to assist in evaluating their impact on both the community and the City. It should be noted that the items discussed below are provided for full consideration by Council of the potential financial impacts on the City's operations, and are not necessarily included as a part of the Officer Recommendation.

#### **1. FINANCIAL**

##### *a. Reduced Fees and Charges*

In the case of Rates income, the Cost EOY'21 is based on an assumption that the forecast Perth CPI will be approximately one percent and rate revenue is set to a zero percent increase. The actual financial impact on the City will depend on the ultimate CPI outcome as the pandemic response and recovery progresses.

*Item 12.2 Continued*

The *Local Government Amendment (COVID-19 Response) Bill 2020* was introduced in the Legislative Assembly on Wednesday, 15 April 2020. Despite apparently having a reference to managing the proposed valuation process for dealing with the State's requested rate freeze included in last week's draft, it had been removed from the current Bill before Parliament. This matter was well addressed by the Member for Moore (Mr Shane Love) who clearly understood the impact on individual rate payers of simply applying a rate in the dollar on a new GRV. Unfortunately it appears that other members of the House did not have the same understanding. Consequently, based on the debate, it appears no provision has been made in the current legislation to facilitate any ability for local government to manage the impact of the revaluation on individual rate payers. Unless the State Government comes to terms with the issue before rates are levied, the redistribution of rate income across the rate base will likely result in individual rate payers receiving varying degrees of increased or decreased rates for 2020-2021. This is clearly an unsatisfactory outcome for the community.

An additional proposal for a concession equivalent to the rate increase applied for the 2019-2020 financial year (or 2% depending on the preferred option) is also listed which equates to a real reduction of rates for 2020-2021 of approximately 1.73%. This would result in the effective provision of a zero percent (or below) rate increase for both the 2019-2020 and 2020-2021 financial years in recognition that there has been a significant impact on the community in both years.

Sanitation charges have the capacity for a reduction of approximately 5% as a result of savings associated with the new service provider commencing last year after the sanitation charges had been set.

Other fees, charges and fines waivers are based on the assumption that fees are waived from 31 March 2020 onwards until such time as it is considered that the City of Belmont community has recovered from the ongoing serious financial impacts of the pandemic response. Reference to fixing of fees will retain the fees at the 2019-2020 level.

The loan repayments for the Belmont Sports and Recreation Centre interest free loan have already been suspended until 30 September (or until operations recommence) at this stage pending a review at that time.

Regardless of the decisions on fees and charges, it is recommended that Council permanently modify the requirements for the credit card Merchant Surcharge to apply only on credit card transactions in excess of \$100,000.

### Building Compliance

The majority of the City's Building Compliance fees are statutory and as such the Department of Mines, Industry Regulation and Safety have confirmed the City could waive or discount fees but could not do the same with the two associated State levies (BCITF and Building Services). This would not present an administration issue to the City as these levies are separately accounted for at the time of application and transferred to the State Government on a monthly basis.

During the current financial year there has been a significant reduction in the number and value of building applications with the original budget set at \$290,000 and reduced in March 2020 to \$250,000. Currently income fees are \$160,000 and it is unlikely they will exceed \$200,000 by the end of the financial year.

*Item 12.2 Continued*

To help address the slowdown of development within the City it is proposed that the City waive Certified Building Permit Application fees and other associated Permit fees for the 2020-2021 financial year. It is hoped this will encourage residents and businesses to invest in both small and large scale development providing associated “knock on” commercial benefits in the local community. Fees will continue to apply to uncertified applications, building approval certificate applications, occupancy permit applications (s.51 unauthorised works only), certification (where engaged) services and other services (i.e. archival retrieval and photocopying).

Approximately two thirds of building applications relate to small building works such as patios, extensions, pools, shop renovations and single houses. These fees are based on a minimum fee of \$105 for certified works up to a value of \$55,236 for Class 1 and 10 buildings and \$116,116 for Class 2-9 buildings. These applications annually generate approximately 50% of the fee income with the remaining larger scale applications generating approximately 30% (fees ranging from \$400-\$4,000). A very large development such as a high density residential development in The Springs can generate fees as high as \$15,000 although only a few of these types of applications are received each year.

It is therefore proposed that the following fees are waived for the 2020-2021 financial year:

- All Certified Building Permit Applications;
- Occupancy Permits (excluding s.51 unauthorised works);
- Demolition Permits; and
- Verge Permits.

It is not proposed that fees associated with uncertified Building applications, applications for building approval certificates, occupancy permits (s.51 unauthorised works), certification services (where engaged) or services (archival retrieval and photocopying), the BCITF and Building Services levies and Pool levy are waived or discounted.

### Health

The City charges businesses and residents fees for a number of services, licences and registrations. The fees are both statutory and non-statutory, however none are additionally levied and do not require monies to be passed on to third parties.

Most are associated with business licensing and registrations such as Food and Public Buildings, services associated with their business such as Traders Permits and septic system approvals and other matters such as noise approvals and stable premises.

The City generates annually \$115,000 in licences and registrations, \$12,000 in application fees and \$8,000 in Inspection fees. It is acknowledged that the majority of businesses are now either closed or experiencing a substantial reduction in trade. Many that have closed will struggle to re-open and re-establish their businesses after the COVID crisis passes and for those that do or actually make it through the crisis, any savings in the short term on standard fees and charges will assist in their recovery.

*Item 12.2 Continued*

It is therefore proposed that the following fees and charges will be waived for the 2020-2021 financial year:-

- All Food Notification, Registration and Fit Out fees;
- Section 39 Application fees;
- All Public Building and Public Building Event fees;
- All noise approval fees (excluding Noise Monitoring fees by City Officers);
- All pool sampling and registration fees;
- All permit fees associated with Stall holders and Traders, outdoor dining and street entertainers;
- All fees and licences associated with registered stables premises;
- All fees associated with lodging houses, caravan parks, offensive trades and septic system applications;
- All fees associated with approvals to keep caged birds, bees and others as specified in the *Health Local Law 2002*; and
- Inspection fees associated with shop fit outs, septic and greywater system inspections and food premises settlements.

It is not proposed that the charges to landowners for mosquito treatments be waived as these are by current agreement with the City already incurring 50% of labour and material costs.

Rangers

The City Rangers charge residents for the registration of their dogs and cats. Annually this generates income of approximately \$55,000 and \$10,000 respectively. The fees for sterilised cats and dogs are \$20 (one year), \$42.50 (3 year) and \$100 (life) and for unsterilised dogs \$50 (one year), \$120 (three years) and \$250 (life).

It is however acknowledged that many in our community have lost or have less employment and are struggling to pay for many of the basic utilities, rent, mortgages and food. While the City does register a large number of dogs and cats, it is aware there are still many others that are not. Many of the dogs involved in attacks and anti-social behaviour are not registered. However by waiving fees for a life time registration for one year only it would be hoped that many would take advantage of this opportunity. This would have the added benefit of increasing registration numbers overall and reducing the time Rangers spend chasing up currently expired one and three year registrations.

For these reasons it is proposed that the following fees could be waived for the 2020-2021:

- All dog and cat registration fees (although it would be expected many would apply for lifetime registrations); and
- Keeping of three dog application fees.

It is not proposed that fees associated with impounding of dogs and cats, impounding, towing and sale of vehicles or the enforced clearing of land due to Bush Fire risk be waived.

*Item 12.2 Continued*

Planning

Objectives

- To provide financial relief for ratepayers, residents, developers, and businesses.
- To provide an incentive for proponents to proceed with development if they have the capacity to do so.

Outcomes and Benefits

- Create a stimulus to attract activity and developers to the City of Belmont.
- Provide an avenue towards recovery from the impact of the COVID-19 pandemic on development and businesses.

Measures

- Fees for Signage applications be waived.
- Fees for Change of Use applications be waived.
- The nominal fee for small developments be waived.
- Provide discounted fees for significant development applications.

Background

Planning fees range from \$147 (for development up to \$50,000) to \$34,196 (for development more than \$21.5m) – refer to table below. Other nominal fees apply for signage applications (\$100) and change of use applications (\$295).

| Development Applications |  |   |
|--------------------------|--|---|
| 1.                       | Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the <b>approximate cost of the proposed development (excluding GST) is —</b> |   |
| (a)                      | not more than \$50,000   | \$147   |
| (b)                      | more than \$50,000 but not more than \$500,000   | 0.32% of the estimated cost of development                |
| (c)                      | more than \$500,000 but not more than \$2.5 million  | \$1,700 + 0.257% for every \$1 in excess of \$500,000     |
| (d)                      | more than \$2.5 million but not more than \$5 million  | \$7,161 + 0.206% for every \$1 in excess of \$2.5 million |
| (e)                      | more than \$5 million but not more than \$21.5 million   | \$12,633 + 0.123% for every \$1 in excess of \$5 million  |
| (f)                      | more than \$21.5 million   | \$34,196  |

The fee schedule outlines the maximum fee that the City can charge for planning services. The City may choose to exercise discretion in discounting or waiving the fee.

Method and Rationale

- Waive fees for Signage applications:
  - A nominal fee of \$100 applies to sign applications.
  - The fee relief would provide relief for businesses needing to re-establish or promote their place of business.

*Item 12.2 Continued*

- Waive fees for Change of Use applications:
  - A nominal fee of \$295 applies to change of land use applications.
  - The fee relief would provide relief for landowners who have lost their tenants and need planning approval for a new tenant to operate from their property, as well as businesses who may have changed their business model and may need to operate as a different land use under the planning scheme (this will only be necessary during the recovery phase. It is accepted that businesses will be allowed to adapt to function without necessarily apply for a change of land use during the State of Emergency).
- Waive fees for small development:
  - A nominal fee (category 1(a) of the fee schedule – development not more than \$50,000) applies for small developments (e.g. home extensions).
  - This provides financial relief for residents and ratepayers while stimulating 'affordable' development activity. This achieves Objectives 1 and 2, and results in Outcome 2.
- Provide a fee discount for significant development:
- A discount scheme for higher value development may be operated as follows:
  - If an application qualifies as a Design Review Panel type development, and the applicant proceeds through and completes the design review panel process, an upfront discount of 30% can be applied to the application fee.
  - In the case of other applications, the applicant pays the full fee upfront, but can claim a 'cash back' reimbursement of 50% of the full application fee if they proceed with development (e.g. building permit application) within one year of receiving the development approval.
- Based on the above, a proponent who proceeds through design review and meets the building permit criteria can get a maximum discount of 80% of the full application fee. Therefore the maximum \$34,196 fee will be reduced to \$6,839.20.
- Applications that do not proceed through design review but meet the building permit criteria can get a maximum discount of 50% of the full application fee. On this basis, the discount would range from \$80 for small developments, to \$17,098 for top tier development.
- The heavily discounted fee provides significant financial relief for businesses and developers. It is intended to provide an incentive for proponents to proceed with development if they have the capacity to do so. This would have the effect of stimulating activity and development in the City of Belmont.

### Costs

The fee waiver and discount measures will result in reduced income budget for the Planning Department.

The 2019-2020 income budget for application fees is \$300,000. The year-to-date actual as of 7 April 2020 is \$270,000. It is expected that the impact of the COVID-19 pandemic will result in a \$10-30,000 shortfall in this budget at the end of the 2019-2020 financial year – on the basis that the fee relief measure will be adopted and implemented immediately.

*Item 12.2 Continued*

Given the uncertain outlook of the economy in the coming months, it is expected that the income budget will be significantly lower in the 2020-2021 financial year. It is not possible to provide an empirical basis at this point, but it is reasonable to assume a 30% reduction in application fee income from the 2019-2020 financial year in the first instance. This equates to an income budget of \$210,000 for the 2020-2021 financial year.

It is also not possible to establish an empirical basis for the uptake of applications with a full fee waiver or a fee discount, as well as the mix of application types. On this basis, it may be prudent to assume that all the waivers and discounts will be taken up, and will equate to an average discount of 50% of the fee income for the financial year. On this basis, the net income for the 2020-2021 financial year may be significantly reduced to \$105,000.

Risks

There is concern that fee waivers and significant discounts may attract speculative applications – i.e. where an applicant obtains planning approval but has no real intention to proceed with development. Staff time and resources dedicated to processing such applications will be futile.

Speculative applications are generally used by landowners / developers as a means of attracting buyers or investors to the project. These usually relate to large scale projects that attract a significant application fee. Significant developments would be required to go through the Design Review process. This ensures that applicants apply rigour to the proposal, which means that they are required to engage architects and technical experts to develop the proposal for design review. There are significant professional fees associated with preparing such a proposal. This acts as a deterrent for applications that are 'purely' speculative i.e. proposals that have no prospect of being pursued.

The discount rate for proposals that are not subjected to the design review process is reduced. This means that the fee for top tier development is \$17,098. This represents a significant outlay and acts as a deterrent for an applicant who only intends a purely speculative proposal.

Signage and small scale development applications where only a nominal fee applies are less likely to be speculative type applications. This is on the basis that the only true benefit for an applicant obtaining such an approval would be to proceed with the development.

It is inevitable that some change of use applications are speculative for the purposes of attracting a desired tenant. It is accepted that staff resources will need to be dedicated to facilitate these types of applications.

*b. Rent Relief*

The following opportunities are available if required to assist tenants of City of Belmont properties that are leased for income (i.e., not peppercorn) in a variety of forms. To date, no specific requests for assistance have been received, however one tenant has asked if Council is considering rent relief, and one has advised potential problems with future payment of full rental charges. It is considered appropriate for Council to approve a waiver of rental charges from 31 March 2020 to 30 September 2020 in the first instance upon justified request relating to COVID-19. A review of the circumstances should occur prior to extending this position.

Item 12.2 Continued

| <b>Rent Relief</b>                   | <b>Cost<br/>EOY'20</b> | <b>Cost<br/>EOY'21</b> |
|--------------------------------------|------------------------|------------------------|
| 5 Kemp Nursing home                  | TBA                    | TBA                    |
| 107 Daly: Centenary CMTS: Optus      | NA                     | NA                     |
| Tomato Lake Kiosk                    | 2,062                  | 2,062                  |
| 107 Daly: Centenary CMTS: Telstra    | NA                     | NA                     |
| 275 Abernethy: YFS C wing            | 8,250                  | 8,250                  |
| 275 Abernethy: Office B1             | 625                    | 625                    |
| 275 Abernethy: Office B2             | 575                    | 575                    |
| 275 Abernethy: Office B3             | 637                    | 637                    |
| 275 Abernethy: Office B4             | 300                    | 300                    |
| 1 Fauntleroy: Garvey clubhouse kiosk | 1,125                  | 1,125                  |
| 314 Kew Street                       | 650                    | 650                    |
| 232 Fulham                           | 7,750                  | 7,750                  |
| 117 Epsom                            | 6,000                  | 6,000                  |
| 4 Homewood                           | 5,250                  | 5,250                  |
| 25 Brindley                          | 5,875                  | 5,875                  |
| 6A Homewood                          | 3,350                  | 3,350                  |
| 6B Homewood                          | 3,302                  | 3,302                  |
| <b>Rent Relief Total</b>             | <b>45,753</b>          | <b>45,753</b>          |

c. *Grant/Contribution*

Two opportunities for consideration of a temporary (2019-2020 and 2020-2021) extended grant/contribution to operations as a result of reduced ability to generate revenue have been identified at this point as follows:

| <b>Grant/Contribution</b>                 | <b>Cost<br/>EOY'20</b> | <b>Cost<br/>EOY'21</b> |
|---|------------------------|------------------------|
| 930010-00-1059-000 – Tennis Club          | 8,000                  | 8,000                  |
| 930011-00-1059-000 – Belmont Bowling Club | 8,000                  | 8,000                  |
| <b>Grant/Contribution Total</b>           | <b>16,000</b>          | <b>16,000</b>          |

## 2. SUPPORT

a. *Additional Service Provision*

A number of support opportunities have been identified which can be funded in a variety of ways including the use of existing budget (either as allocated or by reallocation) as well as identifying possible grant funding to provide service outcomes to the community.

One proposal is to provide a 'Planning Service Desk' as a quasi-consultancy service to assist businesses wishing to re-establish or modify their operation in light of the current situation and into the recovery phase. An existing Planner can be rostered specifically for this purpose as required which will result in no direct cost to the City, but will facilitate required outcomes through the recovery process.

*Item 12.2 Continued*

A number of activities are proposed through the Placemaking Department including:

- Click & Collect Mystery Bag (library books) – this initiative allows for non-contact access to the Library’s physical collections and can be facilitated through existing budgets.
- Converting 'Your Neighbour' Grants to 'Your Place' Grants with \$50 gift vouchers from local businesses granted to residents that submit innovative ideas to keep socially connected at home. Funds currently allocated to Your Neighbour grants (\$5,000) should be sufficient for the current year.
- Expansion of the 'Adventures of the Belmonsters' to engage with children at home - e.g. online games and competitions, drawing tutorials with the book’s illustrator and pop-up messages from the Belmonster characters on Facebook. These initiatives can be achieved within the current budget allocations for Place Activation and Arts.
- The return of the Annual Art Awards can be expanded to include online art entries; short film and short story categories. Entries could be posted on Belmont Connect with public polling to determine monthly winners. \$100-\$500 prize money or vouchers from local businesses. It is anticipated that any costs associated with this initiative can be covered within current budget allocations.
- Any term based art programmes can also be offered online with costs absorbed by the Place Activation budget.
- Online Literacy Programmes - recording a series of children's programs and adult’s “person of interest” and Belmont Interest Group presentations (copies could be made on DVD and posted to elderly that don't have access to a computer or internet). This will necessitate a current year budget reallocation of \$10,000 to cover filming and presenter costs (estimated to be \$30,000 for 2020-2021).

The City has also redeployed a number of its Economic and Community Development and Community Placemaking staff to create a new Belmont Community Care Team (BCCT). The BCCT is currently focussing on determining community needs in the current crisis, as well as through the evolving recovery process over many months. Activity undertaken to date includes:

- Establishing a BCCT call centre;
- Actively calling over 3,000 residents to ascertain their wellbeing;
- Production of a large amount of online services previously provided through community based group activities;
- Connecting residents and businesses in need to the services they required;
- Reviewing and implementing additional services to the community as identified; and
- Also proposed is the provision of small business advisory services and a potential for a grant program for Not-For-Profit organisations (\$20,000 and \$40,000 respectively). It is anticipated that through the identification of the residential and business community’s needs, which are expected to change as we move through this crisis, the City will be required to engage with a range of support organisations to assist in the deployment of appropriate services for residents and businesses.

The City has already agreed to defer required repayments of the interest free loan provided to the Belmont Sports and Recreation Club Inc., initially to the point where they recommence trading activities (\$10,000 pa).

*Item 12.2 Continued*

In order to facilitate the most effective opportunities for local business recovery, an acceptable premium of up to 10% additional cost is considered appropriate where quality, service and environmental impacts are equivalent to other suppliers outside the City of Belmont. This will require authorisation of Council for the CEO to undertake this action which is outside the current scope of Council Policy BEXB7.1 Purchasing.

The State Government has also encouraged local governments to fast track available works wherever possible, however the reality is that external funding will be required for any major capital projects to occur. The City is monitoring any opportunities to enable projects to be activated to support the economic recovery process.

**FINANCIAL IMPLICATIONS**

The financial implications associated with the reductions in revenue are detailed in the tables below for 2019-2020 and 2020-2021. Dependent upon the option considered, the cost is substantial and will necessitate savings being identified in other areas, or the alternative use of reserve funds. In order to continue to meet the needs of the local (and Australian) business community, operations of the City should not be cut back severely, as the intent of all of the fiscal packages provided at Federal, State or Local level must be to retain as many jobs as possible and keep business functioning as best as can be achieved in the circumstances. Consequently, the City's focus should not be to "cut costs" but to provide the community support identified in this report. The 2020-2021 Annual Budget focus will be to meet the requirements of reduced income capacity while maintaining required services.

Although the removal of fees related to rates instalments and payments would facilitate the financial support and recovery for those people and organisations experiencing a negative financial effect during the COVID-19 pandemic, it also may result in cash flow management challenges being faced by the City over the next couple of years. The use of arrangements to pay will be a significant component of the debt management process. The ultimate goal will be to receive all outstanding rates possible by 30 June 2021 regardless of the option implemented. In order to encourage those who have the ability to pay, it is intended to retain the City's rates discount of 5% for payment by due date. This discount rate (5%) is well above current cash / term deposit interest rates and presents a strong financial incentive for those rate payers who have available funds.

Possible savings have been identified to assist in funding this package, most of which are a direct result of the current crisis and the requirements for isolation and social distancing preventing gatherings. These savings are identified in the Preferred Option (Option 1) table below, however will ultimately depend on 2020-2021 budget considerations.

**Recommended Option (Option 1)**

|   | <b>Proposed Action</b>   | <b>Est. Cost 2020</b> | <b>Est. Cost 2021</b> | <b>Category</b> |
|---|--|-----------------------|-----------------------|-----------------|
| 1 | 2020-2021 zero % rate revenue increase (assumes 1% CPI).         | 0                     | 503,698               | Fee             |
| 2 | Reduce the Sanitation charge by 5% for 2020-2021.                | 0                     | 327,000               | Fee             |
| 3 | Rate Concession not considered appropriate.                      | 0                     | 0                     | Fee             |
| 4 | Waive rates penalty interest from 31 March 2020 to 30 June 2020. | 2,514                 | 0                     | Fee             |

Item 12.2 Continued

|    | <b>Proposed Action</b>  | <b>Est. Cost 2020</b> | <b>Est. Cost 2021</b> | <b>Category</b> |
|----|---|-----------------------|-----------------------|-----------------|
| 5  | Freeze rates instalment charges, instalment interest and penalty interest for 2020-2021 (assumes 1% CPI).   | 0                     | 3,850                 | Fee             |
| 6  | Continue to provide a 5% discount for payment of full rates by due date.  | NA                    | NA                    | NA              |
| 7  | Freeze settlement enquiry fees for 2020-2021.   | 0                     | 0                     | Fee             |
| 8  | Remove the credit card merchant service fee for transactions below \$100,000 (permanent).   | 0                     | 50,000                | Fee             |
| 9  | Waive rental charges on leased properties on application by the tenant – initially 31 March 2020 to 30 September 2020.  | 45,753                | 45,753                | Fee             |
| 10 | Freeze facility and player fees for clubs and active reserves to facilitate future recovery activity by users. (Cost = reduced use).<br><i>Note: This includes lost revenue through social distancing restrictions)</i> | 97,021                | 76,225                | Fee             |
| 11 | Modify building application fees to encourage development in the City of Belmont.   | 0                     | 150,000               | Fee             |
| 12 | Modify planning application fees to encourage development in the City of Belmont.   | 30,000                | 105,000               | Fee             |
| 13 | Waive Health application, license and inspection fees etc.  | 9,646                 | 135,000               | Fee             |
| 14 | Waive animal registration fees.   | 16,000                | 65,000                | Fee             |
| 15 | Additional leniency on fines (25% more warnings).   | 14,740                | 15,750                | Fee             |
| 16 | Provide additional grant funds (\$8,000 each) to the Belmont City Bowling Club and Belmont Park Tennis Club.  | 16,000                | 16,000                | Grant           |
| 17 | Consider additional funding for online literacy and other programs to support community development.  | 10,000                | 30,000                | Grant           |
| 18 | Defer interest free loan repayments by the Belmont Sports and Recreation Club Inc. until operations are re-established.   | 2,500                 | 10,000                | Grant           |
| 19 | Actively pursue external funding for infrastructure/capital/ community which encourage continued employment.  | NA                    | NA                    | Service         |
| 20 | Waive other minor fees.   | 1,000                 | 30,000                | Fee             |
| 21 | Small Business Advisory Services.   | 0                     | 20,000                | Service         |
| 22 | NFP Service providers grant.  | 0                     | 40,000                | Grant           |

Item 12.2 Continued

| Proposed Action                    |  | Est. Cost 2020  | Est. Cost 2021   | Category |
|------------------------------------|--|-----------------|------------------|----------|
| 23                                 | Delegate authority to the Chief Executive Officer to waive other fees as required to assist the community in recovery. | Variable        | Variable         | Variable |
| <b>Total Estimated Cost Impact</b> |  | <b>245,174</b>  | <b>1,623,276</b> |          |
| <b>Anticipated Savings</b>         |  |                 |                  |          |
| 1                                  | Conferences, training and associated travel (non mandatory).   | -158,090        | -274,760         | Saving   |
| 2                                  | Marketing equipment.   | -29,506         | -32,000          | Saving   |
| 3                                  | Community Events.  | -153,745        | -199,191         | Saving   |
| 4                                  | Functions.   | 0               | -26,218          | Saving   |
| 5                                  | Catering costs.  | -50,000         | -158,292         | Saving   |
| <b>Total Anticipated Savings</b>   |  | <b>-391,341</b> | <b>-690,461</b>  |          |
| <b>Nett Estimated Cost Impact</b>  |  | <b>-146,167</b> | <b>932,815</b>   |          |

The Nett Cost for the 2019-2020 financial year is in fact a potential small saving and can be addressed through the normal budget year end processes. In the case of the Nett Cost for the 2020-2021 financial year there is a more significant impact. In line with the expectations of the State Government, as advised by the Minister for Local Government, Heritage, Culture and the Arts (Hon David Templeman MLA), there is an opportunity for the City to make temporary use of some of the reserve funds available to it to assist in funding these initiatives.

**Alternatives**

There are many possible alternatives to providing the above outcomes. Three alternatives have been considered practical and are listed in the tables below in order of increasing cost to the City (community). The rows listed in the option tables below should be considered as replacing the relevant row number in the Preferred Option (Option 1) table. Each subsequent table includes the changes in the previous options plus the new changes. Note that Row 3 is in Option 3 and Option 4 and Option 4 “replaces” Option 3 in this case. The “Nett Estimated Cost Impact” below the following options shows this figure with the new and all prior options included.

Item 12.2 Continued

**Option 2:**

| Proposed Action                   |   | Est. Cost 2020  | Est. Cost 2021   | Category |
|-----------------------------------|---|-----------------|------------------|----------|
| 5                                 | Waive rates instalment charges, instalment interest and penalty interest for 2020-2021.   | 0               | 385,000          | Fee      |
| 7                                 | Waive settlement enquiry fees for 2020-2021.  | 0               | 72,500           | Fee      |
| 10                                | Waive facility and player fees for clubs and active reserves to facilitate future recovery activity by users (assumes full year 2020-2021). | 97,021          | 152,450          | Fee      |
| <b>Nett Estimated Cost Impact</b> |   | <b>-146,167</b> | <b>1,462,690</b> |          |

**Option 3:**

| Proposed Action                   |  | Est. Cost 2020  | Est. Cost 2021   | Category |
|-----------------------------------|--|-----------------|------------------|----------|
| 3                                 | Rate concession based on 2019-2020 rate revenue increase (1.76%) allocated via calculation on 2020-2021 GRV. | 0               | 860,355          | Fee      |
| <b>Nett Estimated Cost Impact</b> |  | <b>-146,167</b> | <b>2,323,045</b> |          |

**Option 4:**

| Proposed Action                   |   | Est. Cost 2020  | Est. Cost 2021   | Category |
|-----------------------------------|---|-----------------|------------------|----------|
| 3                                 | Rate concession based of 2% allocated via calculation on 2020-2021 GRV. | 0               | 1,007,396        | Fee      |
| <b>Nett Estimated Cost Impact</b> |   | <b>-146,167</b> | <b>2,470,086</b> |          |

A number of significant projects are under consideration for the next few years; however the community need is clearly a significant and immediate concern. The outcomes of the recovery process from this pandemic crisis is expected to continue for 18 months to two years (possibly longer) and a focus on assisting the community to recover will need to continue as well. For this reason, some projects are expected to be delayed in their implementations, providing a buffer for the City to replenish any reserves used for this purpose.

*Item 12.2 Continued*

Current reserves which may be considered as “sufficiently funded” to support this shortfall are (estimated balances as at 30 June 2020):

|                                |              |
|--------------------------------|--------------|
| ➤ Land Acquisition Reserve     | \$ 9,329,384 |
| ➤ Plant Replacement Reserve    | \$ 1,057,682 |
| ➤ Property Development Reserve | \$ 6,367,256 |
| ➤ Insurance Reserve            | \$ 1,608,049 |

**TOTAL ESTIMATED RESERVE BALANCE**                      **\$ 18,362,371**

The reserves listed above are practical to utilise in this circumstance, while others should be maintained for identified future activity.

- The Insurance Reserve is in place to provide a buffer for self-insurance expenses and fluctuations in insurance premiums. There is potential to utilise approximately \$600,000 from this reserve without a need for replenishment.
- The Plant Replacement Reserve is utilised to fund the shortfall between the purchase cost and trade in revenue for the annual replacement needs of heavy plant and operational vehicles. There is potential to utilise approximately \$550,000 from this reserve without a need for replenishment.
- The Property Development Reserve is intended to support any future Council property development, and much of this reserve has been consumed in the development of the Belmont Hub.
- The Land Acquisition Reserve is maintained to assist in any strategic land acquisitions or developments which may be required and receives the revenue from any property sales.

In order to facilitate the funding of the shortfall in the COVID-19 response and recovery initiatives, it is proposed to utilise funds from a combination of the Insurance Reserve, Plant Replacement Reserve and Land Acquisition Reserve (if required and as shown in the following table), with a concerted future effort to replenish the funds used.

| <b>Reserve</b>                                     | <b>Maximum Amount</b> |
|--|-----------------------|
| Plant Replacement Reserve                          | 550,000               |
| Insurance Reserve                                  | 610,000               |
| Land Acquisition Reserve                           | 1,310,086             |
| <b>Total Shortfall Funding (Based on Option 4)</b> | <b>2,470,086</b>      |

Actual cost to the City will ultimately depend on a number of factors including the 2019-2020 year end result as well as other funding sources identified during the year.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications associated with this report.

*Item 12.2 Continued*

### **SOCIAL IMPLICATIONS**

The social implications of the proposed actions are significant in that they will support both the fiscal and therefore social wellbeing of the community in a particularly challenging and financially distressing period. The length of time that the community will be impacted by the current crisis is unclear however it is possible that it may continue well into the next few years.

**7.50pm Mr D Campagna departed the meeting and did not return.**

**Note:**

**Cr Wolff declared an interest that may affect impartiality as he is Treasurer of the Belmont Park Tennis Club.**

**Cr Davis declared an interest that may affect impartiality as she is Secretary of the Belmont Sports and Recreation Club.**

### **OFFICER RECOMMENDATION**

That Council,

1. Endorse the application of a zero % increase in rate revenue for the 2020-2021 financial year.
2. Request the Chief Executive Officer to reiterate whenever possible to the State Government the need for the triennial revaluation to be delayed to ensure that individual ratepayers are not impacted by a redistribution of rates between properties due to valuation changes.
3. Endorse the reduction of the Sanitation Service fees by 5% for the 2020-2021 financial year and reduce the fee for non-rateable properties to equate to the standard rubbish fee.
4. Waive Rates Penalty Interest for the balance of 2019-2020 to recognise immediate impacts of the COVID-19 Pandemic on rate payers.
5. Endorse freezing the rates instalment fee, instalment interest, penalty interest and alternative arrangement fee at 2019-2020 values for 2020-2021.
6. Continue to provide a discount of 5% for full payment of rates by due date for the 2020-2021 financial year to encourage those who can afford to pay to do so by the due date.
7. Authorise the Chief Executive Officer to apply increased flexibility in the application of Policy BEXB7.4, including by allowing for an extended time to pay outstanding rates, where considered appropriate as a result of the impact of the COVID-19 pandemic until 30 June 2021.
8. Endorse freezing Settlement Enquiry Fees at 2019-2020 values for the 2020-2021.
9. Endorse the Credit Card Merchant Services Fee to be charged only for credit card transactions for an amount of \$100,000 or above, effective as soon as possible.
10. Endorse the waiver of rent charges on leased properties, on application by the tenant due to COVID-19 pandemic impacts, for the initial period of 31 March 2020 to 30 September 2020.
11. Endorse the freezing of clubs and active reserves rental and facility hire fees at 2019-2020 values for 2020-2021.

*Item 12.2 Continued*

12. Delegate authority to the Chief Executive Officer to waive the Planning, Building, Health and Animal Registration fees under the City's control as identified in this report until 30 June 2021.
13. Delegate authority to the Chief Executive Officer to waive other fees as required to assist the community negatively impacted by the COVID-19 pandemic until 30 June 2021.
14. Endorse the provision of additional operating grant funds to the Belmont Park Tennis Club Inc. and Belmont City Bowling Club Inc. to assist in the ongoing maintenance of their facilities for both the 2019-2020 and 2020-2021 financial years.
15. Endorse the funding of \$10,000 (2019-2020) and \$30,000 (2020-2021) to establish online literacy programmes.
16. Endorse consideration for the funding of Small Business Advisory Services (\$20,000) and Not-for-profit Support Program Grants (\$40,000) for the 2020-2021 Annual Budget.
17. Authorise the Chief Executive Officer to apply a Local Purchasing Premium of up to 10% under Policy BEXB7.1 Purchasing (1)(iv) where all other quality, service and environmental impacts are negligible until 30 June 2021.
18. Endorse funding of the 2020-2021 financial year revenue shortfall identified in this report to be funded from a combination of the Plant Replacement Reserve, Insurance Reserve and Land Acquisition Reserve for consideration in the 2020-2021 Annual Budget.
19. Note the additional services being provided by the City within current budget constraints.
20. Note that additional measures may be introduced through the 2020-2021 Annual Budget process if considered necessary under the circumstances.

|   |
|---|
| <b>***ABSOLUTE MAJORITY REQUIRED***</b> |
|---|

*Item 12.2 Continued*

**Note:**

Cr Rossi put forward the following Alternative Councillor Motion. The Presiding Member advised that various parts of the Motion would be voted on separately, as requested by Cr Rossi.

**ALTERNATIVE COUNCILLOR MOTION**

**ROSSI MOVED, CAYOUN SECONDED**

That Council,

21. Delegate authority to the Chief Executive Officer to work with individual clubs that are negatively impacted by the State of Emergency to assist clubs to address their individual circumstances, such as the waiving of rental charges for clubs and active reserves to facilitate future recovery activity by users.

**CARRIED BY ABSOLUTE MAJORITY 8 VOTES TO 0**

Reason:

The health of our residents should be our number one concern. Every club when allowed, now need to start up and gain traction, the process will be slow, with so many families hit by the pandemic, money will be short.

**ALTERNATIVE COUNCILLOR MOTION**

**ROSSI MOVED, CAYOUN SECONDED**

That Council,

22. Waive the interest free loan repayments due by the Belmont Sports and Recreation Club Inc. for the remainder of 2020 (\$2,300) and the 2020-2021 period (\$10,000) and authorise the Chief Executive Officer to write off these two amounts.

**LOST, AS ABSOLUTE MAJORITY REQUIRED**  
**4 VOTES TO 4**

*For: Cayoun, Davis, Rossi, Ryan  
Against: Marks, Powell, Sekulla, Wolff*

*Note: As the votes were tied the Presiding Member utilised a second, casting vote against the motion, in accordance with s5.21 of the Local Government Act 1995. However, this is "ultra vires" and as such these minutes will reflect the correct vote as indicated above.*

Reason:

The club will need to start from scratch again, buy stock and encourage different groups to use its facilities again, without assistance it could flounder. The impact will be felt by the numerous groups that call this club home.

*Item 12.2 Continued*

**ALTERNATIVE COUNCILLOR MOTION**

**ROSSI MOVED, CAYOUN SECONDED**

That Council,

23. Create a Hardship Relief Policy where the Chief Executive Officer can respond to those negatively impacted by the State of Emergency whether they are residents, businesses or community groups.

**CARRIED 8 VOTES TO 0**

Reason:

Many low income families have been hit, people who pay in instalments normally means they can't afford it, this policy will allow Council to show compassion and help alleviate the pressure on people who have lost their income and assist them to get back on their feet. The Hardship Relief Policy will allow residents to apply to have costs such as paying in instalments and its charges, interest and penalties removed. This is to be developed and approved by Council.

8.44pm Cr Davis departed the meeting.

8.46pm Cr Davis returned to the meeting.

**ALTERNATIVE COUNCILLOR MOTION**

**ROSSI MOVED, CAYOUN SECONDED**

That Council,

24. Endorse the provision of a Council concession of 2.0% of the rate revenue to all ratepayers for the 2020-2021 financial year distributed proportionately on the basis of the Gross Rental Valuation utilised in the 2020-2021 levy which must remain as a credit on the assessment and is not refundable to the ratepayer.

**LOST 3 VOTES TO 5**

*For: Cayoun, Davis, Rossi  
Against: Marks, Powell, Ryan, Sekulla, Wolff*

Reason:

The economic repercussions of the Covid-19 pandemic are widely and deeply felt across the Belmont community and Council should be supporting individuals, business and clubs as much as possible throughout this difficult time and as we move to a period of recovery.

*Item 12.2 Continued*

9.02pm The Manager Governance departed the meeting.

9.04pm The Manager Governance returned to the meeting.

Note:

Cr Rossi moved the balance of items as per the Officer Recommendation

**ROSSI MOVED, CAYOUN SECONDED**

That Council,

1. Endorse the application of a zero % increase in rate revenue for the 2020-2021 financial year.
2. Request the Chief Executive Officer to reiterate whenever possible to the State Government the need for the triennial revaluation to be delayed to ensure that individual ratepayers are not impacted by a redistribution of rates between properties due to valuation changes.
3. Endorse the reduction of the Sanitation Service fees by 5% for the 2020-2021 financial year and reduce the fee for non-rateable properties to equate to the standard rubbish fee.
4. Waive Rates Penalty Interest for the balance of 2019-2020 to recognise immediate impacts of the COVID-19 Pandemic on rate payers.
5. Endorse freezing the rates instalment fee, instalment interest, penalty interest and alternative arrangement fee at 2019-2020 values for 2020-2021.
6. Continue to provide a discount of 5% for full payment of rates by due date for the 2020-2021 financial year to encourage those who can afford to pay to do so by the due date.
7. Authorise the Chief Executive Officer to apply increased flexibility in the application of Policy BEXB7.4, including by allowing for an extended time to pay outstanding rates, where considered appropriate as a result of the impact of the COVID-19 pandemic until 30 June 2021.
8. Endorse freezing Settlement Enquiry Fees at 2019-2020 values for the 2020-2021.
9. Endorse the Credit Card Merchant Services Fee to be charged only for credit card transactions for an amount of \$100,000 or above, effective as soon as possible.
10. Endorse the waiver of rent charges on leased properties, on application by the tenant due to COVID-19 pandemic impacts, for the initial period of 31 March 2020 to 30 September 2020.
11. Endorse the freezing of clubs and active reserves rental and facility hire fees at 2019-2020 values for 2020-2021.
12. Delegate authority to the Chief Executive Officer to waive the Planning, Building, Health and Animal Registration fees under the City's control as identified in this report until 30 June 2021.
13. Delegate authority to the Chief Executive Officer to waive other fees as required to assist the community negatively impacted by the COVID-19 pandemic until 30 June 2021.

*Item 12.2 Continued*

- 14. Endorse the provision of additional operating grant funds to the Belmont Park Tennis Club Inc. and Belmont City Bowling Club Inc. to assist in the ongoing maintenance of their facilities for both the 2019-2020 and 2020-2021 financial years.**
- 15. Endorse the funding of \$10,000 (2019-2020) and \$30,000 (2020-2021) to establish online literacy programmes.**
- 16. Endorse consideration for the funding of Small Business Advisory Services (\$20,000) and Not-for-profit Support Program Grants (\$40,000) for the 2020-2021 Annual Budget.**
- 17. Authorise the Chief Executive Officer to apply a Local Purchasing Premium of up to 10% under Policy BEXB7.1 Purchasing (1)(iv) where all other quality, service and environmental impacts are negligible until 30 June 2021.**
- 18. Endorse funding of the 2020-2021 financial year revenue shortfall identified in this report to be funded from a combination of the Plant Replacement Reserve, Insurance Reserve and Land Acquisition Reserve for consideration in the 2020-2021 Annual Budget.**
- 19. Note the additional services being provided by the City within current budget constraints.**
- 20. Note that additional measures may be introduced through the 2020-2021 Annual Budget process if considered necessary under the circumstances.**

**CARRIED BY ABSOLUTE MAJORITY 8 VOTES TO 0**

**12.3 STRATEGIC COMMUNITY PLAN 2020 – 2040**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

| <b>Attachment No</b>                   | <b>Details</b>   |
|--|--|
| <b>Attachment 4 – Item 12.3 refers</b> | <a href="#"><u>Strategic Community Plan 2020-2040</u></a>                                |
| <b>Attachment 5 – Item 12.3 refers</b> | <a href="#"><u>Community Feedback on Draft Strategic Community Plan – April 2020</u></a> |

Voting Requirement : Absolute Majority  
Subject Index : 32/001 Strategic Planning  
Location/Property Index : N/A  
Application Index : N/A  
Disclosure of any Interest : Nil  
Previous Items : Nil  
Applicant : N/A  
Owner : N/A  
Responsible Division : Executive 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 adopt the revised Strategic Community Plan 2020-2040 (refer [Attachment 4](#)).

*Item 12.3 Continued*

## **SUMMARY AND KEY ISSUES**

A Strategic Community Plan is a long term, overarching strategy and planning document that outlines the future aspirations and priorities for the community and sets out the key strategies to achieve these. This Plan is a living document which has a partial review every two years and a full review every four years, in order to reflect the community's changing aspirations and priorities. The revised Strategic Community Plan 2020-2040 is the full four year review as required by legislation.

The Strategic Community Plan attached to this report is a reflection of input from the Community, Councillors, other stakeholders and staff from various sources including surveys, meetings, facilitated workshops and online engagement.

## **LOCATION**

City of Belmont

## **CONSULTATION**

In August 2019, the City embarked on a review of its 20 year Strategic Community Plan 2016-2036 and an engagement program was designed to engage the community in the review. The engagement program provided the community and stakeholders with the opportunity to have their say about the City's priorities and future for the next 20 years.

The City's engagement program started in October 2019 and finished in March 2020. Approximately 900 community members, stakeholders, staff and Councillors were directly involved in developing the Strategic Community Plan. The engagement activities were publicised extensively on the City's website, Connect Belmont and via direct emails as well as through printed materials available at the Civic Centre and libraries. The engagement activities held were as follows:

1. Emails, newsletters, website and social media during October and November 2019.
2. Belmont Connect Survey (online and hard copy) – October 2019.
3. Community pop ups (coffee and chat at the Belmont Forum) during October 2019.
4. Facilitated Workshops with Community and staff:
  - Community Workshop 1 - 17 October 2019;
  - Community Workshop 2 - 24 October 2019;
  - Staff workshop - 24 October 2019; and
  - Community Workshop 3 - 26 October 2019.
5. Meetings with Community Groups held during October 2019:
  - Belmont Business Advisory Group;
  - Aboriginal Reference Group;
  - Disability Access and Inclusion Focus Group;
  - Age Friendly Group;
  - Cultural Diversity Focus Group; and
  - Belmont Base (Youth Centre) drop in session.
6. Quick Polls via social media - 3 December to 10 December 2019.
7. Councillor Engagement presentation - 16 December 2019.

*Item 12.3 Continued*

8. Draft Strategic Community Plan review - 10 March to 31 March 2020:
- Councillor draft Strategic Community Plan 2020-2040 presentation -17 March 2020;
  - Councillor review and feedback - 10 March to 31 March 2020;
  - Community review and feedback - 10 March to 31 March 2020; and
  - Management Team review and feedback - 10 March to 31 March 2020.

A draft Strategic Community Plan was developed taking into account community and stakeholder input from activities 1 to 6 above, as well as the City's annual Catalyse Community Scorecard results. In March 2020, the draft Plan was presented to Council at an Information Forum and the Community were invited to provide feedback via an online survey.

This survey was open from 10 March to 31 March 2020 and asked the community to comment on the strategies within the Plan which have been grouped into five Goals; Goal 1 - Liveable, Goal 2 - Connected, Goal 3 - Natural, Goal 4 - Creative and Goal 5 - Responsible.

There were 22 responses received to the Draft Plan and the feedback (in brief) was as follows:

- 2 comments on the measurement of the strategies; and
- 20 comments related to general feedback about parks, rubbish, roads, transport modes, multicultural community groups, the arts and culture and community programs and development and were operational in nature.

(A summary of the feedback can be found in [Attachment 5](#)).

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

In accordance with the Strategic Community Plan Key Result Area: Business Excellence Belmont.

**Objective:** Achieve excellence in the management and operation of the local government and apply sound and sustainable business management principles.

**Strategy:** Ensure Council is engaged at a strategic level to enable effective decision making.

**Corporate Key Action:** Ensure a process that engages Council in regular reviews of the activity and outcome for the Strategic Community Plan and Corporate Business Plan.

Communicate the details of the Strategic Community Plan to the community to encourage understanding and obtain feedback from the community.

### **POLICY IMPLICATIONS**

There are no policy implications associated with this report.

*Item 12.3 Continued*

## **STATUTORY ENVIRONMENT**

The *Local Government Act 1995* states:

### **5.56. Planning for the future**

- (1) A local government is to plan for the future of the district.*
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

*The above is further supported by the Local Government (Administration) Regulations 1996 which states:*

### **19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —*
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) demographic trends.*
- (6) Subject to sub regulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

### **19D. Adoption of plan, public notice of to be given**

- (1) After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with sub regulation (2).*
- (2) The local public notice is to contain —*
  - (a) notification that —*

*Item 12.3 Continued*

- (i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and*
- (ii) details of where and when the plan may be inspected; or*
- (b) where a strategic community plan for the district has been modified —*
  - (i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and*
  - (ii) details of where and when the modified plan may be inspected.*

## **BACKGROUND**

A Strategic Community Plan is a long term, overarching strategy and planning document that outlines the future aspirations and priorities for the community and sets out the key strategies to achieve these. This Plan is a living document which has a partial review every two years and a full review every four years, in order to reflect the community's changing aspirations and priorities. This review is a full review of the City's Strategic Community Plan.

A Strategic Community Plan is a legislative requirement as part of the Integrated Planning and Reporting Framework. This Framework provides a mechanism for establishing local priorities that are linked to operational functions:

The City will use the Strategic Community Plan to:

- Define clear priorities, processes and long and short term plans;
- Priorities budget and resource allocations;
- Direct land use, infrastructure, services and asset management, operations and planning; and
- Inform other key strategies and plans.

## **OFFICER COMMENT**

The review of the current Strategic Community Plan commenced in August 2019 and concluded in April 2020 with the new look Strategic Community Plan 2020-2040.

Approximately 900 community members, Councillors, other stakeholders and staff were directly involved in developing the revised Strategic Community Plan. City Officers have considered feedback from the community and created a refreshed, high level document that is agile to our community's needs. Relevant elements of the previous plan have been considered and where appropriate incorporated into the new Plan or as part of the Corporate Business Plan.

Following the conclusion of the consultation, all comments were considered and the final draft Strategic Community Plan was revised to reflect the feedback from the community. Where the feedback hasn't resulted in changes to the plan due to their operational nature, the feedback has been noted and/or passed onto City Officers for action including possible inclusion in the Corporate Business Plan.

*Item 12.3 Continued*

The following changes have been made to the Strategic Community Plan:

1. Further explanation on how the Community has been involved; and
2. Review of measures to ensure realistic achievement.

Over the next 12 months the City will work towards the following:

1. Communicating the Strategic Community Plan to the community, stakeholders, staff and Councillors;
2. Developing and launching the Corporate Business Plan;
3. Ensuring best practice and streamlining reporting requirements by aligning the Integrated Planning and Reporting Framework to the Australian Business Excellence Framework; and
4. Integrating the Strategic Community Plan with relevant City Plans from the strategic to the corporate level and down to the delivery level.

Note: The Strategic Community Plan is submitted subject to minor formatting changes.

### **FINANCIAL IMPLICATIONS**

There are no significant financial implications evident at this time other than any costs which may be associated with publication of the Strategic Community Plan. Other costs associated with strategies and key actions deployed to the Corporate Business Plan will be addressed within that process.

### **ENVIRONMENTAL IMPLICATIONS**

There are numerous references to the environment in the Strategic Community Plan and Key Performance Indicators that will see the City's Environmental Plan delivered and measured.

### **SOCIAL IMPLICATIONS**

There are numerous references to the social aspect in the Strategic Community Plan and Key Performance Indicators that will see a range of Plans delivered and measured.

### **OFFICER RECOMMENDATION**

**That Council:**

1. **Adopt the Strategic Community Plan 2020 - 2040 as per [Attachment 4](#)**
2. **Authorise the required advertising in accordance with the *Local Government Act 1995*.**

**\*\*\*ABSOLUTE MAJORITY REQUIRED\*\*\***

**OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –  
REFER TO RESOLUTION APPEARING AT ITEM 12**

**12.4 AMENDMENT TO POLICY SB2.1 – HONORARY FREEMAN OF THE CITY**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

| <b>Attachment No</b>            | <b>Details</b>  |
|---------------------------------|---|
| Attachment 6 – Item 12.4 refers | <a href="#"><u>Amendment to Policy SB2.1 – Honorary Freeman of the City</u></a> |

|                            |   |   |
|----------------------------|---|---|
| Voting Requirement         | : | Simple Majority                                 |
| Subject Index              | : | 32/015 Council Policy Manuals / Code of Conduct |
| Location/Property Index    | : | N/A   |
| Application Index          | : | N/A   |
| Disclosure of any Interest | : | Nil   |
| Previous Items             | : | Item 12.8 - OCM 10 December 2019                |
| 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 seek Council endorsement of an amendment to Policy SB2.1 – Honorary Freeman of the City.

**SUMMARY AND KEY ISSUES**

In accordance with section 2.7(2)(b) of the *Local Government Act 1995*, Council is to determine the local government's policies.

*Item 12.4 Continued*

### **LOCATION**

Not applicable.

### **CONSULTATION**

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

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

In accordance with the Strategic Community Plan Key Result Area: Business Excellence Belmont.

**Objective:** Achieve excellence in the management and operation of the local government.

**Strategy:** Ensure Council is engaged at a strategic level to enable effective decision making.

The development and regular review of policies ensures a consistent and adopted approach for the City to effectively achieve strategic objectives contained within the Key Result Areas of the Strategic Community Plan.

### **POLICY IMPLICATIONS**

Council endorsement of the amended Policy SB2.1 – Honorary Freeman of the City will necessitate amendment of the current Council Policy Manual.

### **STATUTORY ENVIRONMENT**

The *Local Government Act 1995* provides the basis for many of the City's policies, therefore consistency with this legislation has been reflected in the review, assessment and amendments proposed.

Section 2.7 of the *Local Government Act 1995* outlines the role of Council.

Section 2.7(2)(b) requires the Council to determine the local government's policies.

### **BACKGROUND**

The Council Policy Manual was endorsed by Council at the 10 December 2019 Ordinary Council Meeting.

At the 25 February 2020 Ordinary Council Meeting, Council considered and approved a nomination for the title Honorary Freeman of the City.

*Item 12.4 Continued*

### **OFFICER COMMENT**

At the 15 October 2019 Information Forum, an amendment to Policy SB2.1 was suggested but not included in the revised Policy Manual endorsed at the 10 December 2019 Ordinary Council Meeting. Consideration of the nomination for the title Honorary Freeman of the City at the 25 February 2020 Ordinary Council Meeting resulted in the suggested amendment to Policy SB2.1 being raised again.

Under "Eligibility", the amendment removes any reference to occupation and restricts the remunerated person part to Elected Members only (refer [Attachment 6](#)).

### **FINANCIAL IMPLICATIONS**

There are no financial implications evident at this time.

### **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 Council Endorse:**

- 1. The amendment to Policy SB2.1 – Honorary Freeman of the City as set out in [Attachment 6](#).**
- 2. The amendment of the Council Policy Manual to include the amended Policy SB2.1 and any administrative changes as required.**

***OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –  
REFER TO RESOLUTION APPEARING AT ITEM 12***

**12.5 Q10/2020 – PROVISION OF ANALYTICS SOFTWARE FOR THE BELMONT HUB**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

| <b>Attachment No</b>                                | <b>Details</b>                           |
|---|--|
| <b>Confidential Attachment 1 – Item 12.5 refers</b> | <a href="#"><u>Evaluation Matrix</u></a> |
| <b>Confidential Attachment 2 – Item 12.5 refers</b> | <a href="#"><u>Price Schedule</u></a>    |

Voting Requirement : Simple Majority  
Subject Index : 135/2020-10–Q10/2020–CCTV Analytics  
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 seek Council approval to award Q10/2020–Provision of Analytics Software for the new Belmont Hub.

Item 12.5 Continued

## **SUMMARY AND KEY ISSUES**

This report outlines the process undertaken to invite and evaluate the quotations received and includes a recommendation to award Q10/2020 to Zenien in accordance with the requirements of the *Local Government Act 1995*.

The scope of works includes the supply of software, specifically CCTV analytical software to be implemented in the new Belmont Hub with a 12 month support service, either directly or via an authorised developer, for major bug fixes, new functionality and other issues as they arise.

## **LOCATION**

The Belmont Hub is located at 213 Wright Street, Cloverdale.



## **CONSULTATION**

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

*Item 12.5 Continued*

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

In accordance with the Strategic Community Plan Key Result Area: Social Belmont.

**Objective:** Create a city that leads to feeling of wellbeing, security and safety.

**Strategy:** The City will continue to design and implement programs which enhance safety, security and wellbeing in the community.

**Corporate Key Action:** Implement Community Safety and Crime Prevention Plan 2018-2021.

### **POLICY IMPLICATIONS**

#### **BEXB7.1–Purchasing**

##### **Policy Objective**

This policy aims to deliver a high level of accountability whilst providing a flexible, efficient and effective procurement framework.

### **STATUTORY ENVIRONMENT**

This issue is governed in the main by the *Local Government (Functions and General) Regulations 1996*, in particular *Regulation 11(2) (b)* which states that “*Tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA*”.

### **BACKGROUND**

Under the *Local Government Act 1995*, tenders are not required to be publicly invited if the supply of the services is to be obtained through the Western Australian Local Government Association (WALGA) Preferred Supplier Program. The Western Australian Local Government Association has established a panel for CCTV, Security Systems and Services. Three members of this panel were invited to submit a quotation with only one response received from Zenien.

### **OFFICER COMMENT**

The Evaluation Panel consisted of the Manager Safer Communities, Coordinator Community Safety and Coordinator Procurement. Each panel member has signed a Declaration of Confidentiality and Interest Form confirming that they have no known conflict of interest to disclose.

*Item 12.5 Continued*

The responses received were assessed on the same selection criteria included with the invitation to quote, being:

|   | <b>CRITERIA</b>  | <b>WEIGHTING</b> |
|---|------------------|------------------|
| 1 | Company Profile  | 10%              |
| 2 | Experience       | 25%              |
| 3 | Company Capacity | 25%              |
| 4 | Methodology      | 5%               |
| 5 | Suitability      | 15%              |
| 6 | Price            | 20%              |
|   | <b>TOTAL</b>     | <b>100%</b>      |

The analytical software will need to be integrated with the City's Milestone video management software which forms part of the contract for the supply and installation of CCTV systems throughout the City of Belmont. Zenien is the current contractor for the CCTV systems and will be installing cameras in the City's new Belmont Hub.

Zenien's knowledge of the City's current system, together with their submission which details their experience and capacity to resource this project, places them in a strong position to provide a suitable product that will mesh seamlessly with the existing software.

The City has an extensive CCTV network established in the area around the new Belmont Hub, with 70 CCTV cameras being installed in the new building when it is complete. The addition of CCTV analytics will assist the City to quickly and easily identify offences and/or offenders which will assist both police and security to act in an appropriate timeframe.

Through the installation of the software the City hopes to increase the community perception that more is being done to create a sense of safety and security in this area. If the users of the building see security and police acting on information received through the system they should feel more secure in the Faulkner Civic Precinct.

Although Zenien was the only invitee that submitted a response, the submission was evaluated to ensure that they had the experience and capability to meet the contract requirements. [Confidential Attachment 1](#) – Evaluation Matrix supports the recommendation to award the contract to Zenien.

### **FINANCIAL IMPLICATIONS**

The City has received a Federal grant of \$540,000 for this project which covers the supply and installation of the software, training and licences together with support charges for the first year as set out in [Confidential Attachment 2](#) – Price Schedule as well as any additional costs involved in the establishment of the proposed system.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications associated with this report.

*Item 12.5 Continued*

**SOCIAL IMPLICATIONS**

This project contributes to the City of Belmont's objective to evoke feelings of wellbeing, security and safety within the community.

**OFFICER RECOMMENDATION**

**That Council accepts the response submitted by Zenien for Quotation Q10/2020 – Provision of Analytics Software for the Belmont Hub as specified for the lump sum of \$447,000 exclusive of GST as the most advantageous.**

***OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –  
REFER TO RESOLUTION APPEARING AT ITEM 12***

**12.6 ACCOUNTS FOR PAYMENT – MARCH 2020**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

| <b>Attachment No</b>                   | <b>Details</b>   |
|--|--|
| <b>Attachment 7 – Item 12.6 refers</b> | <a href="#"><b>Accounts for Payment – March 2020</b></a> |

|                            |   |   |
|----------------------------|---|---|
| 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 Division           |

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>   |
| <input checked="" type="checkbox"/> | <b>Executive</b>      | <i>The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>  |
| <input type="checkbox"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <i>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.</i> |

**PURPOSE OF REPORT**

Confirmation of accounts paid and authority to pay unpaid accounts.

**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*.

*Item 12.6 Continued*

### **LOCATION**

Not applicable.

### **CONSULTATION**

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

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

There are no Strategic Community Plan implications evident at this time.

### **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.”*

### **BACKGROUND**

Checking and certification of Accounts for Payment required in accordance with *Local Government (Financial Management) Regulations 1996*, Regulation 12.

### **OFFICER COMMENT**

The following payments as detailed in the Authorised Payment Listing are recommended for confirmation and endorsement.

|                                      |                              |                       |
|--------------------------------------|------------------------------|-----------------------|
| Municipal Fund Cheques               | 788427 to 788449             | \$162,435.63          |
| Municipal Fund EFTs                  | EF066758 to EF067172         | \$5,241,611.70        |
| Municipal Fund Payroll               | March 2020                   | \$1,566,867.83        |
| Trust Fund EFT                       | EF066843, EF066844, EF066974 | <u>\$23,599.23</u>    |
| <b>Total Payments for March 2020</b> |                              | <b>\$6,994,514.39</b> |

A copy of the Authorised Payment Listing is included as [Attachment 7](#) to this report.

*Item 12.6 Continued*

**FINANCIAL IMPLICATIONS**

Provides for the effective and timely payment of Council's contractors and other creditors.

**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 March 2020 as provided under [Attachment 7](#) be received.

***OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –  
REFER TO RESOLUTION APPEARING AT ITEM 12***

**12.7 MONTHLY ACTIVITY STATEMENT AS AT 31 MARCH 2020**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

| <b>Attachment No</b>                   | <b>Details</b>  |
|--|---|
| <b>Attachment 8 – Item 12.7 refers</b> | <a href="#"><u>Monthly Activity Statement as at 31 March 2020</u></a> |

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.*
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**PURPOSE OF REPORT**

To provide Council with relevant monthly financial information.

**SUMMARY AND KEY ISSUES**

The following report includes a concise list of material variances and a Reconciliation of Net Current Assets at the end of the reporting month.

**LOCATION**

Not applicable.

*Item 12.7 Continued*

### **CONSULTATION**

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

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

There are no Strategic Community Plan implications evident at this time.

### **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. Further clarification is provided in the Officer Comments section.

### **BACKGROUND**

The *Local Government (Financial Management) Regulations 1996* requires that financial statements are presented on a monthly basis to Council. Council has adopted ten percent of the budgeted closing balance as the materiality threshold.

### **OFFICER COMMENT**

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 comparable amounts
- Net current assets as at the end of the reporting month.

Previous amendments to the Regulations fundamentally changed the reporting structure which requires reporting of information consistent with the “cash” component of Council’s budget rather than being “accrual” based.

Item 12.7 Continued

The monthly financial report is to be accompanied by:

- An explanation of the composition of the net current assets, less committed\* and restricted\*\* assets
- An explanation of material variances\*\*\*
- Such other information as is considered relevant by the local government.

\*Revenue unspent but set aside under the annual budget for a specific purpose.

\*\*Assets which are restricted by way of externally imposed conditions of use e.g. tied grants.

\*\*\*Based on a materiality threshold of 10 percent.

In order to provide more details regarding significant variations as included in [Attachment 8](#) the following summary is provided.

| <b>Report Section</b>                 | <b>Budget YTD</b> | <b>Actual YTD</b> | <b>Comment</b>   |
|---------------------------------------|-------------------|-------------------|--|
| <b>Expenditure - Capital</b>          |                   |                   |  |
| Computing                             | 794,417           | 323,889           | Relates to the purchase of IT equipment for the New Community Centre that is currently on order.   |
| Crime Prevention and Community Safety | 623,486           | 186,218           | Relates to fleet replacement and CCTV for the New Community Centre.  |
| Belmont HACC Services                 | 214,082           | 79,040            | Vehicles including buses are currently on order.   |
| Ruth Faulkner Library                 | 1,992,296         | 226,928           | Equipment and furniture purchases for the new library are currently on order.  |
| Grounds Operations                    | 1,381,569         | 902,234           | Variance mainly relates to Brearley Avenue Public Open Space Irrigation project being delayed.   |
| Road Works                            | 6,364,764         | 4,486,913         | There are a number of large projects underway and the full year budget is expected to be utilised.   |
| Footpath Works                        | 603,504           | 315,382           | Budget spread issue with many projects expected to be completed over the remainder of the year.  |
| Building Operations                   | 15,455,455        | 14,561,008        | New Community Centre invoices are variable but budgeted evenly over the year. Fluctuations against monthly budgets are the main reason for this variance although the budget has been increased as part of the March review. |
| <b>Expenditure – Operating</b>        |                   |                   |  |
| Finance Department                    | 1,611,852         | 1,547,692         | Merchant (bank) fees and Activity Based Costing allocations (ABC's) are below budget.  |
| Computing                             | 2,215,968         | 1,859,735         | Variance mainly relates to employee and business application costs and costs associated with the New Community Centre.   |
| Marketing and Communications          | 1,556,601         | 1,347,039         | Variance relates to various items including sponsorship of events and the implementation of the new website.   |
| Reimbursements                        | 214,489           | 344,079           | Significant amount of unbudgeted Paid Parental Leave (offset in revenue) and   |

Item 12.7 Continued

| <b>Report Section</b>                 | <b>Budget YTD</b> | <b>Actual YTD</b> | <b>Comment</b>  |
|---------------------------------------|-------------------|-------------------|---|
|                                       |                   |                   | unallocated wages.  |
| Executive Services                    | 1,114,006         | 1,026,500         | Employee costs and ABC's are below budget.  |
| Chief Executive Officer               | 632,769           | 508,082           | Variance mainly relates to employee and consulting costs.   |
| Human Resources                       | 908,934           | 857,223           | Variance mainly relates to consulting costs.  |
| Occupational Safety and Health        | 161,768           | 107,126           | Variance relates to employee costs.   |
| Organisational Development            | 377,760           | 317,271           | Variance mainly relates to employee and consulting costs.   |
| Governance                            | 2,708,094         | 2,354,918         | Activity Based Costing allocations (ABC's) are below budget.  |
| Belmont Trust                         | 135,000           | 15,283            | Variance relates to consulting and legal costs.   |
| Facilities and Property Management    | 784,452           | 732,967           | Although there are a number of cost items slightly below budget the most significant variance relates to costs associated with land transactions.         |
| Rangers                               | 716,041           | 658,138           | Although there are a number of cost items slightly below budget the most significant variance relates to employee related costs.                          |
| Crime Prevention and Community Safety | 591,945           | 508,912           | Taskforce costs are currently below budget.   |
| Health                                | 1,104,869         | 957,951           | Variance mainly relates to employee costs including budgeted Long Service Leave not yet taken.  |
| Community Services                    | 869,998           | 760,468           | Variance mainly relates to employee costs.  |
| Belmont HACC Services                 | 2,130,432         | 1,841,223         | Variance mainly relates to employee costs and In Home services.   |
| Town Planning                         | 2,223,762         | 2,002,257         | Variance mainly relates to employee and consulting costs.   |
| Sanitation Charges                    | 4,301,775         | 4,048,875         | Some outstanding invoices have yet to be processed and the number of bin services is less than expected.  |
| Ruth Faulkner Library                 | 1,985,080         | 1,707,515         | Variance mainly relates to employee costs and the New Community Centre.   |
| Community Place Making                | 227,581           | 150,701           | Variance mainly relates to public art in relation to the New Community Centre.  |
| Grounds Operations                    | 4,164,949         | 4,056,435         | Employee costs and ABC's are below budget.  |
| Grounds Overheads                     | 1,197,443         | 1,116,778         | Employee costs and ABC's are below budget.  |
| Road Works                            | 842,591           | 723,221           | Current underspend is due to a good standard of road condition with the crack sealing program delayed and limited street lighting relocations and issues. |
| Streetscapes                          | 962,264           | 1,180,493         | Costs are above budget partly due to recent storms but the annual budget is expected to be sufficient.  |

Item 12.7 Continued

| <b>Report Section</b>                | <b>Budget YTD</b> | <b>Actual YTD</b> | <b>Comment</b>   |
|--------------------------------------|-------------------|-------------------|--|
| Drainage Works                       | 249,935           | 148,985           | Staff priorities to date have been capital projects although its anticipated the full budget will be utilised this financial year. |
| Operations Centre                    | 596,276           | 647,153           | Agency costs have been incorrectly allocated and will be corrected.  |
| Building Control<br>Customer Service | 434,214           | 377,110           | Variance mainly relates to employee costs.   |
| Building Operations                  | 824,942           | 721,237           | Building maintenance costs will be impacted by the reduction in use of Council facilities.   |
| Public Works<br>Overheads            | 1,236,984         | 1,126,739         | Variance will significantly reduce once agency costs are reallocated from Operations Centre.                                       |
| Technical Services                   | 1,813,469         | 1,652,502         | Employee and consulting costs and ABC's are below budget.  |
| <b>Revenue - Capital</b>             |                   |                   |  |
| Belmont HACC<br>Services             | (299,267)         | (16,364)          | Sale of Plant / Fleet and reserve transfers are behind budget due to fleet/bus purchases still on order.                           |
| Grounds Operations                   | (97,000)          | (13,000)          | Timing issue regarding receipt of grant income.  |
| Road Works                           | (1,137,691)       | (737,119)         | Timing issue regarding receipt of grant income.  |
| Building Operations                  | (5,500,000)       | (4,351,620)       | Timing issue regarding receipt of grant income.  |
| <b>Revenue - Operating</b>           |                   |                   |  |
| Computing                            | (1,914,930)       | (1,859,735)       | ABC recoveries currently below budget.   |
| Insurance                            | (750,393)         | (830,076)         | Relates to a surplus distribution from the City's insurer.   |
| Human Resources                      | (1,277,534)       | (857,223)         | ABC recoveries currently below budget.   |
| Financing Activities                 | (1,327,696)       | (790,060)         | Monthly variances are expected due to the timing of term deposits maturing.  |
| Faulkner Park<br>Retirement Village  | (150,000)         | (202,707)         | Income from unit sales is higher than expected.  |
| Town Planning                        | (917,901)         | (808,666)         | ABC recoveries currently below budget.   |
| Public Works<br>Overheads            | (1,268,917)       | (660,760)         | The variance is expected to diminish over the remainder of the year in sync with the progress of works jobs.                       |
| Plant Operating Costs                | (1,258,580)       | (930,227)         | The variance is expected to diminish over the remainder of the year in sync with the progress of works jobs.                       |
| Technical Services                   | (359,945)         | (264,147)         | ABC recoveries currently below budget.   |

*Item 12.7 Continued*

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 Nett Current Assets to Statement of Financial Activity</b> |                     |  |
|---|---------------------|--|
| <b>Current Assets as at 31 March 2020</b>                                       | <b>\$</b>           | <b>Comment</b>                                     |
| Cash and investments  | 72,404,632          | Includes municipal and reserves                    |
| - less non rate setting cash  | (58,574,632)        | Reserves   |
| Receivables   | 3,338,355           | Rates levied yet to be received and Sundry Debtors |
| ESL Receivable  | (437,796)           | ESL Receivable                                     |
| Stock on hand   | 211,803             |  |
| <b>Total Current Assets</b>   | <b>16,942,362</b>   |  |
| <b>Current Liabilities</b>  |                     |  |
| Creditors and provisions  | (8,717,011)         | Includes ESL and deposits                          |
| - less non rate setting creditors & provisions                                  | 3,847,379           | Cash Backed LSL, current loans & ESL               |
| <b>Total Current Liabilities</b>  | <b>(4,869,632)</b>  |  |
| <b>Nett Current Assets 31 March 2020</b>  | <b>12,072,730</b>   |  |
| Nett Current Assets as Per Financial Activity Report                            | 12,072,730          |  |
| Less Restricted Assets  | (173,982)           | Unspent grants held for specific purposes          |
| Less Committed Assets   | <b>(11,398,748)</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 31 March 2020 as included in [Attachment 8](#) be received.

**OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –  
REFER TO RESOLUTION APPEARING AT ITEM 12**

**13. REPORTS BY THE CHIEF EXECUTIVE OFFICER**

**13.1 REQUESTS FOR LEAVE OF ABSENCE**

Nil.

**13.2 NOTICE OF MOTION**

Nil.

**14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**15. CLOSURE**

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 9.32pm.

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**MINUTES CONFIRMATION CERTIFICATION**

The undersigned certifies that these Minutes of the Ordinary Council Meeting held on 28 April 2020 were confirmed as a true and accurate record at the Ordinary Council Meeting held 26 May 2020:

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



PRINT name of the Person Presiding: \_\_\_\_\_

**PHILIP MARKS**

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