



City of Belmont

AGENDA BRIEFING FORUM

MATRIX

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18 September 2018

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TABLED ATTACHMENTS INDEX

Tabled Attachment 1 – Item 5.1 refers

Tabled Attachment 2 – Item 6.1 (12.1) refers

Tabled Attachment 3 – Item 6.1 (12.4) refers

Tabled Attachment 4 – Item 6.1 (12.4) refers

**Councillors are reminded to retain the attached
Ordinary Council Meeting Agenda (inclusive of the OCM Attachments)
for deliberation at the meeting scheduled for 25 September 2018**

**INFORMATION MATRIX FROM THE AGENDA BRIEFING FORUM HELD IN THE
COUNCIL CHAMBERS OF CITY OF BELMONT CIVIC CENTRE, 215 WRIGHT
STREET, CLOVERDALE ON TUESDAY, 18 SEPTEMBER 2018 COMMENCING AT
7.00PM**

**AGENDA BRIEFING FORUM
INFORMATION MATRIX**

PRESENT

Cr R Rossi, JP, Deputy Mayor (Presiding Member)	West Ward
Cr M Bass	East 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 G Sekulla, JP	West Ward

IN ATTENDANCE

Mr J Christie	Chief Executive Officer
Mr R Garrett (<i>dep 8.18pm</i>)	Director Corporate and Governance
Mrs J Hammah (<i>dep 8.18pm</i>)	Director Community and Statutory Services
Mr J Polinelli (<i>dep 8.18pm</i>)	A/Director Technical Services
Mr J Olynyk, JP	Manager Governance
Ms AM Forte (<i>arr 7.24</i>)	Human Resources Manager
Mrs M Lymon (<i>dep 8.18pm</i>)	Principal Governance and Compliance Advisor
Mr D MacPherson (<i>dep 8.17pm</i>)	Coordinator Building Operations
Mr M Somers (<i>dep 7.21</i>)	Coordinator Planning Services
Mr S Glassborow (<i>dep 8.06pm</i>)	A/Coordinator Environment
Ms J Barnes (<i>dep 8.18pm</i>)	Senior Governance Officer
Ms S D'Agnone (<i>dep 8.18pm</i>)	Governance Officer

MEMBERS OF THE GALLERY

There were four members of the public in the gallery and no press representative.

1. OFFICIAL OPENING

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

The Presiding Member read 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 Cayoun to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers. Cr Cayoun 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 Marks, Mayor (Apology)
Mr R Lutey (Apology)

East Ward
Director Technical Services

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

3.1 FINANCIAL INTERESTS

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Mr J Christie, Chief Executive Officer	Item 7 (14.1) Chief Executive Officer Annual Performance Appraisal 2017-2018	Direct Financial Interest Item 7(14.1) identifies the CEO Performance and Remuneration Package

3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

Nil.

4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

4.1 ANNOUNCEMENTS

Nil.

4.2 DISCLAIMER

The Presiding Member stated the following:

I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that no decisions are made at the meeting tonight. Council will formally resolve agenda items at next week's Ordinary Council Meeting.

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

5. PUBLIC SUBMISSION TIME

7.02pm The Presiding Member opened the period allotted for Public Submission Time and drew the gallery's attention to the Rules for Public Submission Time. One Public Submission was received.

5.1 Ms C Rowe, 7 Ruan Place, Kewdale – Member for Belmont

Ms Rowe spoke in opposition to Item 12.4.

Ms Rowe spoke in support of the residents surrounding Willow Lake, highlighting their concerns around safety due to a lack of visibility, and requested additional works to be undertaken.

(Refer [Tabled Attachment 1](#) for further information).

7.05pm The Presiding Member closed Public Submission Time.

6. ORDINARY COUNCIL MEETING AGENDA FOR MEETING TO BE HELD 25 SEPTEMBER 2018

6.1 AGENDA ITEMS FOR REVIEW

AGENDA ITEMS FOR REVIEW	
OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.1	<p>City of Belmont Local Planning Scheme No. 15 – Scheme Amendment No. 10 (to Modify Clause 5.12.1(A))</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>The Coordinator Planning Services provided a presentation which included the following:</p> <ul style="list-style-type: none"> • Scheme Amendment No. 10 • Advertising • Extract from Local Planning Scheme Map Showing Consulted Properties • Submissions • Recommendation <p>(Refer Tabled Attachment 2 for further information).</p> <p><u>Notes from Forum</u></p> <ul style="list-style-type: none"> • The City will continue to action compliance matters on existing unlawful activities and new issues which arise post the amendment. • The City’s Community Safety Team is always pleased to talk and offer advice to business owners on safety and security matters. The team are not qualified to carry out full security appraisals; however, they are extremely knowledgeable in this area and can offer suggestions on where help can be obtained. • The City is currently investigating safety and security issues, including how incidents are addressed by Officers, along with the perceptions of crime. • Numerous non-compliant outdoor storage issues have been followed up, and the City’s first preference is always to negotiate with business owners and give them reasonable time to comply. Many business operators who have operated for many years may not be aware they are non-compliant. • Feedback is that many in the community are keen for this amendment to proceed and it is anticipated that they will comply.

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
14.1 <i>Cont'd</i>	<ul style="list-style-type: none">• An existing non-compliant outdoor storage area may or may not have been lawful under a previous scheme. Approval may have been obtained at the time of construction if it was available, or it may have been built or commenced operation without approval. Historical records are required to be retrieved and studied to ascertain what evidence the City has in these matters. Many compliance issues arise from property owners constructing or operating without obtaining an approval.• A great deal of consultation on this amendment has been carried out through the Property and Economic Development department, in addition to publications such as 'Business Talk'. Short, sharp messages in publications are often more effective in getting messages out to the public.• It would be self-defeating for a business owner to prune trees in front of their outdoor storage as this will undermine their ability to screen their outdoor storage, and make them less likely to receive the City's support on an ongoing basis. <p><u>Further Information to be Provided</u></p> <p>Nil.</p>

7.21pm The Coordinator Planning Services departed the meeting and did not return.

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.2	<p>2018 Community Service Awards</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>Nil.</p> <p><u>Notes from Forum</u></p> <p>Nil.</p> <p><u>Further Information to be Provided</u></p> <p>Nil.</p>

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.3	<p>Appointment of Sister City Council Representative (January 2019)</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>Nil.</p> <p><u>Notes from Forum</u></p> <ul style="list-style-type: none">As Cr Sekulla and Cr Davis have been actively engaged in their roles as Councillor Representatives on the Belmont Sister City Association committee, the Officer comment includes that either of these Councillors could be nominated to attend the 2019 delegation, however any Councillor may be nominated. <p><u>Further Information to be Provided</u></p> <p>Nil.</p>

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.4	<p data-bbox="336 286 719 320">Petition – Willow Lake Park</p> <p data-bbox="336 353 678 387"><u>Deputation Presentation</u></p> <p data-bbox="336 421 1342 488">Ms K Sprott, 21 Willow Tree Drive, Kewdale and Ms M Kneafsey, 23 Willow Tree Drive, Kewdale</p> <p data-bbox="336 521 1342 589">Ms Sprott and Ms Kneafsey spoke in opposition of the Officer Recommendation for Item 12.4.</p> <p data-bbox="336 622 1342 723">Ms Sprott and Ms Kneafsey reiterated their concerns set out in the petition of safety around the lake and stated that although some works have been undertaken, in their view this was not sufficient.</p> <p data-bbox="336 757 1007 790">(Refer Tabled Attachment 3 for further information).</p> <p data-bbox="336 846 1134 880">7.24pm The Human Resources Manager entered the meeting.</p> <p data-bbox="336 936 619 969"><u>Officer Presentation</u></p> <p data-bbox="336 1003 1318 1070">The A/Coordinator Environment provided a presentation which included the following:</p> <ul data-bbox="336 1104 807 1361" style="list-style-type: none">• Petition• Aerial Photo – Willow Tree Lake• Concerns• Aerial Photos – 1953-2018• City Assessment• Vegetation• Parks and Environment <p data-bbox="336 1395 1007 1429">(Refer Tabled Attachment 4 for further information).</p> <p data-bbox="336 1462 595 1496"><u>Notes from Forum</u></p> <ul data-bbox="336 1529 1342 1977" style="list-style-type: none">• Vegetation is the key to preventing significant environmental, ecological and human health risks, including toxic blue-green algal blooms, mosquitos and mosquito borne viruses, loss of biodiversity and odours. Removing too much vegetation will begin to affect the health of a waterbody.• The City’s primary objective is to maintain as much vegetation around waterbodies as possible.• To help combat issues in the past, water fountains were installed in the lake to address water quality issues. These are no longer in-situ due to being ineffective, very low water levels in summer and excessive power consumption.

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.4 <i>Cont'd</i>	<ul style="list-style-type: none"> • Officers could consider reducing the height of the vegetation around Willow Lake, however it may be more beneficial to allow it to grow, as the more established trees have a higher canopy and the understory can then be thinned out to improve visibility. • The public is not aware of environmental issues around Willow Lake as the vegetation is contributing to keeping the ecosystem healthy. Clearing the vegetation will see environmental issues from the past returning, and the City must consider the natural balance of the area. Poor water quality will make the area less attractive to people who may then stop using the park. • Elected Members may put forward an alternative motion requesting an audit to be undertaken of the area to ascertain what additional works could possibly be introduced to improve security without compromising the environmental elements. • Generally speaking, the less vegetation around a water body, the greater the environmental impact and the lower the water quality. Clearing vegetation takes away the above ground 'solar panels' which power the plant's nutrient removal abilities and some level of environmental degradation will follow. • There are other water bodies throughout the City where particular areas of vegetation are thicker than Willow Lake. The difference with these other areas is frequency of usage, vicinity to residential areas, and the time of day the area is being used. • A site visit carried out by Officers identified that some areas of vegetation could be thinned out and this work has been carried out. • As the recommendation for this item stands, no further work will be undertaken at Willow Lake. Council can endorse the Officer Recommendation or alternatively amend it to reflect their desired outcome. <p><u>Further Information to be Provided</u></p> <ul style="list-style-type: none"> • The A/Coordinator Environment undertook to liaise with the Coordinator Community Safety and provide Councillors with recommendations regarding increased surveillance and other possible security solutions, including CCTV, which could be implemented in the area. • The Chief Executive Officer proposed an onsite meeting with Councillors at 5pm, Tuesday 25 September 2018 and advised that a confirmation memo will be forwarded to Councillors. • The A/Coordinator Environment undertook to meet the lead petitioner on site with the Coordinator Community Safety to discuss the measures which can be taken to improve security around the lake while maintaining an acceptable balance of the ecosystem function.

8.06pm The A/Coordinator Environment departed the meeting and did not return.

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.5	<p data-bbox="336 322 719 353">2018 Policy Manual Review</p> <p data-bbox="336 389 679 421"><u>Deputation Presentation</u></p> <p data-bbox="336 456 379 488">Nil.</p> <p data-bbox="336 557 620 589"><u>Officer Presentation</u></p> <p data-bbox="336 624 379 656">Nil.</p> <p data-bbox="336 725 593 757"><u>Notes from Forum</u></p> <ul data-bbox="336 792 1345 1402" style="list-style-type: none"><li data-bbox="336 792 1345 891">• Reviewing the frequency or structure of the Mayoral Dinner should be undertaken by proposing the matter for discussion at a future Information Forum in accordance with the Council's process.<li data-bbox="336 927 1345 1196">• Council Policy BEXB40 states that invitations for the Mayoral Dinner should be extended to: Minister for Local Government, Federal Member for Swan, Member for Belmont, Members for the East Metropolitan Region, State and Federal Government Ministers who are stakeholders relevant to the City's current or future strategic objectives, Commonwealth Member of Parliament who are elected representatives for the municipality (eg: Senators), Mayors and Presidents representing local governments adjoining the City's boundaries.<li data-bbox="336 1232 1345 1402">• A Caretaker Policy is currently being drafted. West Australian Local Government Association has provided a model and Officers are reviewing other local government Caretaker policies. The completed policy will be approved by the CEO and Executive Leadership Team, before being brought to Council for consideration. <p data-bbox="336 1471 823 1503"><u>Further Information to be Provided</u></p> <ul data-bbox="336 1538 1345 1606" style="list-style-type: none"><li data-bbox="336 1538 1345 1606">• The Chief Executive Officer undertook to provide Councillors with details of invitees and attendance lists from last year's Mayoral Dinner.

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.6	<p data-bbox="336 286 1316 320">Tender 11/2018 – Provision of Cleaning Services for Council Facilities</p> <p data-bbox="336 353 678 387"><u>Deputation Presentation</u></p> <p data-bbox="336 421 379 454">Nil.</p> <p data-bbox="336 521 619 555"><u>Officer Presentation</u></p> <p data-bbox="336 589 379 622">Nil.</p> <p data-bbox="336 689 592 723"><u>Notes from Forum</u></p> <p data-bbox="336 757 379 790">Nil.</p> <p data-bbox="336 857 823 891"><u>Further Information to be Provided</u></p> <p data-bbox="336 925 379 958">Nil.</p>

8.17pm The Coordinator Building Operations departed the meeting and did not return.

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.7	<p data-bbox="336 1261 852 1294">Accounts for Payment - August 2018</p> <p data-bbox="336 1328 678 1361"><u>Deputation Presentation</u></p> <p data-bbox="336 1395 379 1429">Nil.</p> <p data-bbox="336 1496 619 1529"><u>Officer Presentation</u></p> <p data-bbox="336 1563 379 1597">Nil.</p> <p data-bbox="336 1664 592 1697"><u>Notes from Forum</u></p> <p data-bbox="336 1731 379 1765">Nil.</p> <p data-bbox="336 1832 823 1865"><u>Further Information to be Provided</u></p> <p data-bbox="336 1899 379 1933">Nil.</p>

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.8	<p>Monthly Activity Statement as at 31 August 2018</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>Nil.</p> <p><u>Notes from Forum</u></p> <p>Nil.</p> <p><u>Further Information to be Provided</u></p> <p>Nil.</p>

Note:

Mr J Christie had previously disclosed a financial interest in Item 7(14.1).

8.17pm Mr Christie departed the meeting.

7. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The Presiding Member advised that in accordance with Section 5.23(2) of the *Local Government Act 1995* if there were any questions on Confidential Item 14.1, then Council would need to go behind closed doors.

8.18pm **BASS MOVED, POWELL SECONDED**, that in accordance with Section 5.23(2) of the *Local Government Act 1995*, the meeting proceed behind closed doors to discuss Confidential Item 14.1 Staff Matter – Chief Executive Officer Annual Performance Appraisal 2017-2018.

CARRIED 9 VOTES TO 0

Note:

There were no members of the public in the gallery.

8.18pm Cr Davis departed the meeting.

8.18pm The Presiding Member requested that all Officers, with the exception of the Human Resources Manager and the Manager Governance depart the meeting.

8.18pm The Director Corporate and Governance, the Director Community and Statutory Services, the A/Director Technical Services, the Principal Governance and Compliance Advisor, the Senior Governance Officer and the Governance Officer departed the meeting and did not return.

8.21pm Cr Davis returned to the meeting.

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
14.1	<p>Staff Matter – Chief Executive Officer Annual Performance Appraisal 2017-2018 (Confidential Matter in Accordance with <i>Local Government Act 1995</i> Section 5.23(2)(B)(E))</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>Nil.</p>

OCM Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
14.1 Cont'd	<p data-bbox="336 282 592 315"><u>Notes from Forum</u></p> <p data-bbox="336 349 379 383">Nil.</p> <p data-bbox="336 450 823 483"><u>Further Information to be Provided</u></p> <p data-bbox="336 517 379 551">Nil.</p>

8.27pm **SEKULLA MOVED, DAVIS SECONDED**, that the meeting again be open to the public.
CARRIED 9 VOTES TO 0

8.27pm The meeting came out from behind closed doors. No members of the public returned to the meeting.

8.27pm Mr Christie returned to the meeting.

8. CLOSURE

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 8.28pm.